

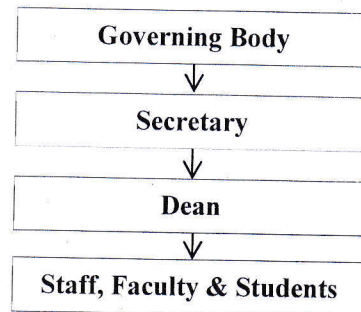


Rajdhani College of Engineering & Management Bhubaneswar

Implementation of e-governance in Area of Administration

- The administration communicates with Governing Body members as well as the teaching & non-teaching staff through mail.
- All important administrative information is regularly published on the website & Social media.
- Biometric attendance for all staff members.
- 24X 7 internet facility along with Wi-Fi facility.
- To achieve the target of paperless communication use of social media & emails are being implemented.
- The Institute is equipped with CCTV cameras installed at various places of need.
- WhatsApp Group helps to provide the brief notices of any event to be held in the Institute and of smooth functioning of the same.

For smooth administrative operation, Rajdhani College of Engineering & Management has a proper administration structure. Following is the administrative structure of the Institute.



Secretary

Regional College of Engineering & Management
Plot No-18, Sec-A, Zone-B, Mancheswar
Industrial Estate, Bhubaneswar-10

Approved by
Secretary

Regional College of Engineering. & Management



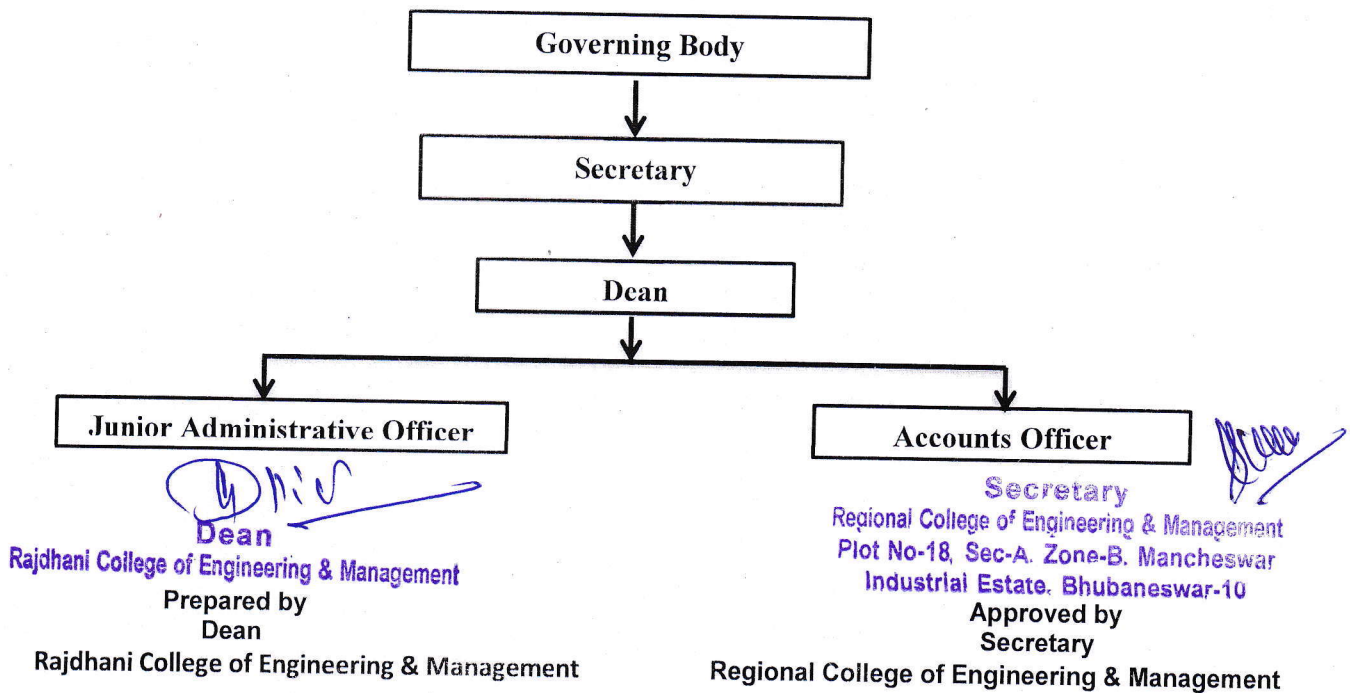
Rajdhani College of Engineering & Management Bhubaneswar

Implementation of e-governance in Area of Finance & Accounts

- The office continues to maintain its account on Tally. Latest version of the software to be purchased and used by the college. Advanced features help the staff to maintain financial record effectively and efficiently.
- Profit & Loss, Balance sheet are generated through this software only. All the analysis reports are also generated through Tally.
- Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updation of the existing software done regularly.
- All payment & Receipts are made through digitally.
- Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfer, and Check etc.

In Rajdhani College of Engineering & Management, the concept of e governance is highly encouraged. In case of any finance related requirement not exceeding Rs.50,000, the request can be put to Dean, who holds the ultimate authority to solve the topic in question. In case of financial expenditure requirement exceeding Rs.50,000, a request can be put to the Secretary, through the Principal. The question can be raised in the Governing Body and can be solved subsequently.

Following structure is followed at Rajdhani College of Engineering & Management.



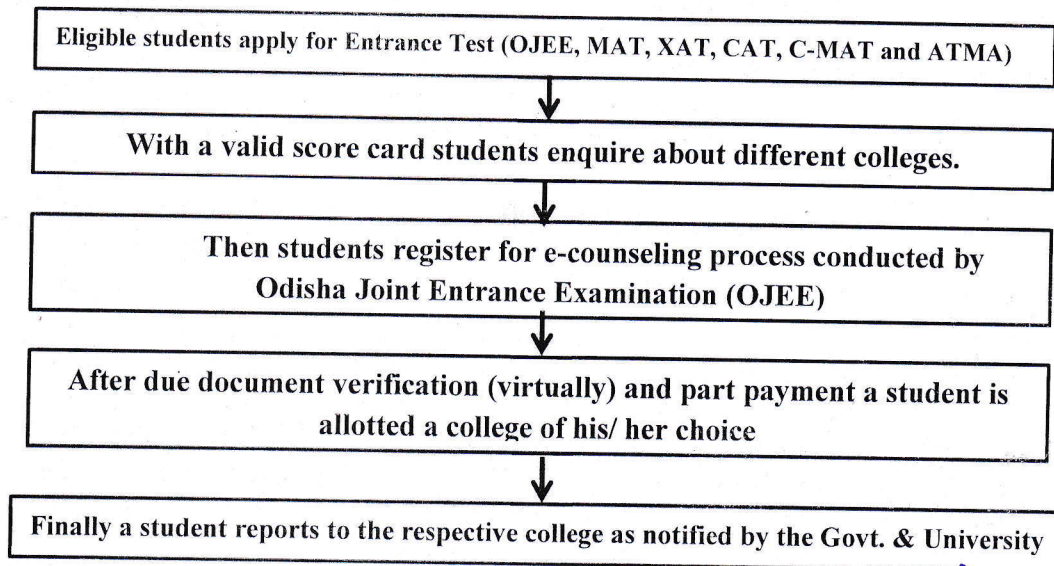


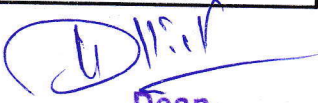
Rajdhani College of Engineering & Management Bhubaneswar

Implementation of e-governance in Area of Operation of Students Admission

Being an affiliated college under BPUT, the admission of the students is taken care by Odisha Joint Entrance Examination (OJEE), Odisha. However, to facilitate the students and the parents with respect to their admission, an effective system is in place. The structure is as follows-

- Students/parents visiting the campus are allowed inside the premises by the security officer available at the institute main gate.
- After making an institutional visit, the students/parents are advised to meet the authorities in the admission department.
- All these activities are entered in the Record for future references.
- Finally, a student selects the institute of his/her choice by adhering to the rules and regulations of Odisha Joint Entrance Examination (OJEE) as mentioned in the Odisha Education Act
- All admissions are done in the e-counseling process being adopted by the authorities of Odisha Joint Entrance Examination (OJEE), Govt. Odisha.




Dean
Rajdhani College of Engineering & Management
Approved by
Dean
Rajdhani College of Engineering & Management

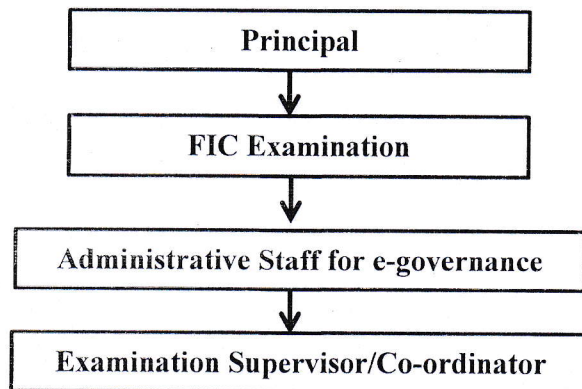


Rajdhani College of Engineering & Management Bhubaneswar

Implementation of e-governance in Area of Examination

Being an affiliated college under Biju Pattnaik University & Technology (BPUT), Odisha, the examination process is regulated by the University and thus e-governance policy of the University is adopted in this regard.

However the college has adopted a strong examination process where students can see their internal marks and can report discrepancies, if any for immediate rectification.



Prepared by
Faculty in-Charge (Examination)
Rajdhani College of Engg. & Management

Approved by
Principal
Rajdhani College of Engg. & Management
Principal
Rajdhani College of Engg. &
Management, BBSR



Rajdhani College of Engineering & Management

BHUBANESWAR

Policy Document for E-Governance

Rajdhani College of Engineering Management is dedicated towards promoting decentralized and participative management in various administrative, financial and examination related affairs. It also seeks to strengthen physical governance infrastructure and augment seamless information sharing amongst various stakeholders of the institution.

Scope and Applicability

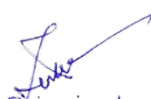
E-Governance aims at enhancing the system of governance for development of the college by leveraging innovative and scientifically sound technologies and extends to the following areas:

- ❖ General Administration activities
- ❖ Student Admission process
- ❖ Examination management
- ❖ Teaching Activities
- ❖ Library management
- ❖ Accounts and Finance
- ❖ ICT Infrastructure and facilities
- ❖ E-waste Management and measures

Policy:

e-governance system in specified areas of functioning are as follows :

- ❖ **Library**
- ❖ **Accounts**
- ❖ **Admissions**
- ❖ **Administration**
- ❖ **Teaching & Learning system**
- ❖ **Website**


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The procedure for the specified areas of implementation is outlined as follows:

Library: Implementation of LMS (e- Granthalaya) and incorporating e-learning through on-line databases, e-books and journals.

Accounts: RCEM conducts all financial activities through online system. All receipts & payment mode digitally and the office is to maintain its accounts through on Tally.

Student Admission: Admission is to be conducted through online mode as per Govt. norms, and OJEE, Govt. of Odisha his already conducting all admissions through online mode.

Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance.
- Communication through various digital platform to be executed.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.

Website: The website will act as an information centre which will reflect about the institute, all its activities, important notices, courses offered, etc.

E-Waste Management

The e-waste generated in the institute should be properly entered as scrap, stored and sent for recycling to the appropriate agencies.


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EVEN SERIES 1ST PHASE 2023-2024

- Faculty
- Attendance
- Evaluation Reports
- Valuation Status
- Deputed List
- Deputed List Rechecking
- Student Rechecking Pdfs

Evaluation

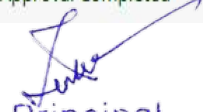
- Pending for Approval
- Registered
- Approved
- Add
- Registered Rechecking

Show 10 entries

Search:

Sl.No	Registration Id	First Name	Teach Exp	Email Id	Contact No	Subjects	Action	Profile Information
1.	T086128304	AMRITA ROUT	16	amritarout23@gmail.com	9937330425		<input checked="" type="checkbox"/> Assign	Profile Approval Completed
2.	T086328301	SANDHYA RANI PAIKARAY	18	srpsunu5@gmail.com	7894217409	18MBA402C 18MBA403C 18MBA203	<input checked="" type="checkbox"/> Assign	Profile Approval Completed
3.	T106428301	TAPAN KUMAR LENKA	18	lenka_tkumar@rediffmail.com	9861046395	18MBA204 18MBA205	<input checked="" type="checkbox"/> Assign	Profile Approval Completed
4.	T156128301	PRANGYA PARAMITA	15	pragnya.orissa@gmail.com	9437943816		<input checked="" type="checkbox"/> Assign	Profile Approval Completed
5.	T175283001	BIBHU PRASAD MISHRA	6	mishra.bibhu25@gmail.com	8280122963		<input checked="" type="checkbox"/> Assign	Profile Approval Completed
6.	T200528301	IPSITA PADHI	6	ipsitapadhi@gmail.com	9178086259		<input checked="" type="checkbox"/> Assign	Profile Approval Completed
7.	T230628301	BRUNDABAN SETHY	4	brundabansethy43@gmail.com	9438487361		<input checked="" type="checkbox"/> Assign	Profile Approval Completed

Evaluation Interface


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- Dashboard
- Tenure Over Batches
- College Details
- Student Enrollment
- Registration Cards
- Student Passwords
- Student Details
- Syllabus
- Recheck
- Student History
- Online Tabulation

COLLEGE DETAILS

Code	Short Name	Name
28	RCEM, BHUBAN	RAJDHANI COLLEGE OF ENGINEERING & MANAGEMENT, BHUBANESWAR

Fax No.	Phone No.	Email	Mobile No.
06742585255	06742580831	rcemindia@rediffmail.co	9861046395

Address

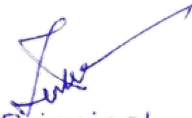
PLOT NO-18,SECTOR-A,ZONE-B,MANCHESWAR INDUSTRIAL ESTATE,BHUBANESWAR-751010

PRINCIPAL DETAILS

Name	Qualification.
DR.TAPAN KUMAR LENKA	MBA,MA(STATISTICS),M.PHIL,PH.D

Fax No.	Phone No.	Email	Mobile No.
0674-2585255	9861046395	lenka_tkumar@rediffma	9861046395,84802809

Examination Interface


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TallyPrime MANAGE

EDU K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help

Gateway of Tally

<small>CURRENT PERIOD</small> 1-Apr-23 to 31-Mar-24	<small>CURRENT DATE</small> Saturday, 1-Apr-2023	
<small>NAME OF COMPANY</small> Rajdhani College of Engineering & Management	<small>DATE OF LAST ENTRY</small> 1-Apr-23	

Gateway of Tally

MASTERS

Create

Alter
CHart of Accounts

TRANSACTIONS

Vouchers
Day BooK

UTILITIES

BaNking

REPORTS

Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display More Reports


Quit

F2: Date <

F3: Company <

Activate Windows
Go to Settings to activate Windows.

Accounts Interface


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Employee Master

Employee List

Rajdhani College Of Engineering & Management

AI				
<input type="checkbox"/>	A K Samal	00000002	002	DEMO
<input type="checkbox"/>	M R Mallick	00000003	003	DEMO
<input type="checkbox"/>	Gayatri Sahoo	00000004	004	DEMO
<input type="checkbox"/>	Bhupati Baral	00000005	005	DEMO
<input type="checkbox"/>	Prof N C Kar	00000006	006	DEMO
<input type="checkbox"/>	Sasmita Sah...	00000008	008	DEMO
<input type="checkbox"/>	Rashmi Beh...	00000009	009	DEMO
<input type="checkbox"/>	Bhagaban Pa...	00000011	011	DEMO
<input type="checkbox"/>	Ipsita Jyotir...	00000012	012	DEMO
<input type="checkbox"/>	Banita Jena	00000013	013	DEMO
<input type="checkbox"/>	Sashikanta ...	00000014	014	DEMO
<input type="checkbox"/>	Subhransu ...	00000015	015	DEMO
<input type="checkbox"/>	Santosh Ku...	00000016	016	DEMO
<input type="checkbox"/>	Niranjan Sw...	00000017	017	DEMO
<input type="checkbox"/>	Debasis Pallai	00000018	018	DEMO
<input type="checkbox"/>	Hrudananda ...	00000019	019	DEMO
<input type="checkbox"/>	Diptilata Dhal	00000020	020	DEMO
<input type="checkbox"/>	Mamata Man...	00000021	021	DEMO
<input type="checkbox"/>	S R Mohapatra	00000022	022	DEMO
<input type="checkbox"/>	T K Lenka	00000023	023	DEMO
<input type="checkbox"/>	Lisarani Mall...	00000028	028	DEMO
<input type="checkbox"/>	Dr. Abhaya P...	00000031	031	DEMO
<input type="checkbox"/>	Sarada Pras...	00000024	24	DEMO
<input type="checkbox"/>	Binaya Bhus...	00000025	25	DEMO
<input type="checkbox"/>	Manas Kum...	00000026	26	DEMO

Employee Details Form:

Employee Name* [Browse...]

Employee Code []

Biometric Id* (8 Digit) [00000035]

Proximity Card []

Father Name []

Email Address []

Mobile No []

Date Of Birth [01-01-1991]

Company Name* [RCEM]

Branch Name* [DEMO]

Dept. Name* [DEMO]

Designation* [DEMO]

Resignation Date [18-08-2024] Active

Salary Mode []

Bank Name []

Bank A/C Number []

Bank IFSC Code []

Shift Start Date [01-01-2024]

Date Of Joining* [01-01-2024]

Office Time Policy* [GEN]

Shift Name* [001]

Second Weekly Off Days Condition

First Weekly Off [Sunday]

Second Weekly Off [Sunday]

Second WO Type [None]

Half Day Shift [None]

Second Weekly Off Days Condition

Shift Type* [Fixed]

Second Weekly off days I / II / III / IV / V

Rest Days will be Off Is Auto Shift All

Active Access Control

Validity Start [18-08-2024] Validity End [12-12-2031] Tz1 [0] Tz2 [0] Tz3 [0] Tz4 [0] Group No [1]

Buttons: Save Delete Import CSV Add Assign Batch Shift Close

Machine No : 1

Enroll Id : NA

Designation : NA

Attendance Interface

[Signature]
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Odisha Joint Entrance Examination

OJEE Counselling 2024 for MBA/MCA/M.Tech/M.Arch/M.Plan



Home

Counselling : OJEE Counselling 2024 for MBA/MCA/M.Tech/M.Arch/M.Plan Role: Participating Institute Admin DR T K LENKA

Participating Institute (PI): Rajdhani College of Engineering and Management

Participating Institute Module / List of Allotted Candidates with Reporting Status

Round No : 1

Institute Wise Seat Allotment Details With Reporting Status

Total Seats 312	Total Allotted 121	Application Number : <input type="text"/> <input type="button" value="Search"/>
Fee Paid 110	Total Withdrawl 0	
No-Upgradation 111	Yes-Upgradation 1	

Sr. No.	Application Number	Rank	Rank Type	Name	Category	Sub Category	Gender	Institute	Program	Allotted Categ
1	241231000689	25	All India Rank	SUBHASMITA NAYAK	General	NA	Female	Rajdhani College of Engineering and Management	MBA	Open
2	241231000551	37	All India Rank	GAGAN SAHOO	General	NA	Male	Rajdhani College of	MBA	Open

Admission Interface

(Signature)
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Rajdhani College of Engg. & Management, BBSR

TAX / RETAIL INVOICE



deltaNet
SYSTEMS AND SERVICES

267, SAHEED NAGAR, BHUBANESWAR-751007
Phone : 0674 - 2543360
TIN : 21951119729

Date 25.02.2009 Invoice No. 131

Name & Address of the Buyer :

M/s. RCEM

Sl. No.	Description of Goods	Quantity	Price Per Unit	Value of Goods	Rate of Tax	Amount of Tax	TOTAL
01	Tally 9.0 server	01	12400	11923.07	4%	471.93	12400.00
02	2 ball usb wireless lan card	05	1300	6250	4%	250.00	6500.00
03	2gb DDR-II Ram 2000	01	16000	15384.6	4%	615.94	16000.00
04	Agp card	01	5000	4807.69	4%	192.31	5000.00
05	Portex internal TV Tuner card	01	950	913.46	4%	36.54	950.00

pay on 25/2/09
ch no - 332025
1526400

Rupees Twenty six thousand four hundred sixty four GRAND TOTAL 26450.00

- Total payment must be made by crossed and order cheque.
- Interest will be charged @ 24% p.a. on all over dues bills.
- All legal proceedings by or against us shall be subject to Bhubaneswar Jurisdiction only.
- Cheques on demand Draft to be drawn in favour of imprinted Bhubaneswar.
- All claims respecting this bill must be presented in writing within 7 (Seven) days from the receipt of this bill and claims will be entertained after this period.

E. & O.E.

This registration certificate is valid on the date of issue of this invoice.

Printed by : Suvam Printers
Saheed Nagar, BBSR
Sl. No. : 001 to 300.

[Signature]
Customer's Signature

For **deltaNet**

[Signature]
Authorised Signature

[Signature]
Principal
Rajdhani College of Engg. &
Management, BBSR