SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Website: www.podarcollege.com

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

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6.2.2. INDEX

1. Library Management Software
2. Scholarship Portal
3. Student Data Software
4. Fees recipt software
5. Tally Data software
6. Online Classes software
7. PDUSU, Sikar web portal for various online works related to examinations
8. Software to be used for applying examination duties
9. Software to be used for applying examination
10. Software to be used for to papered marksheet in

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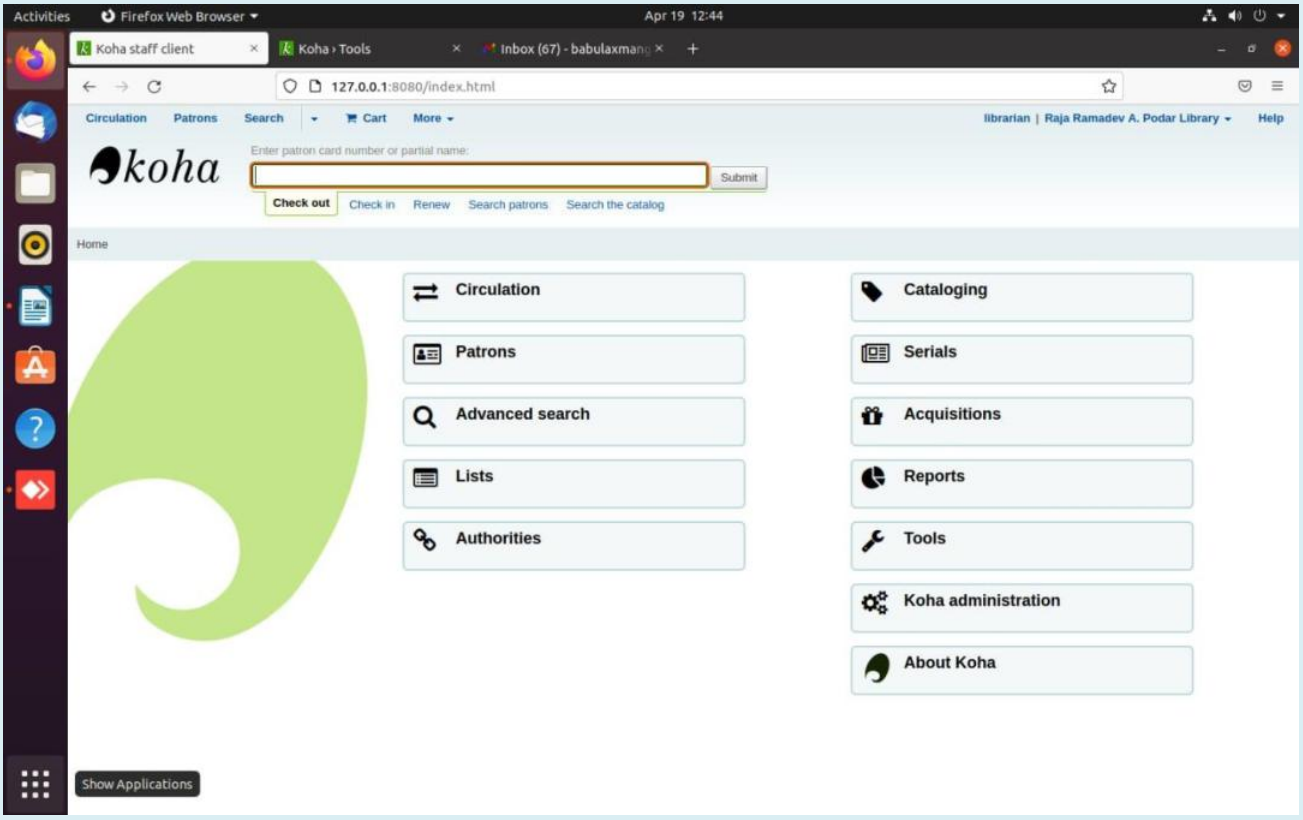
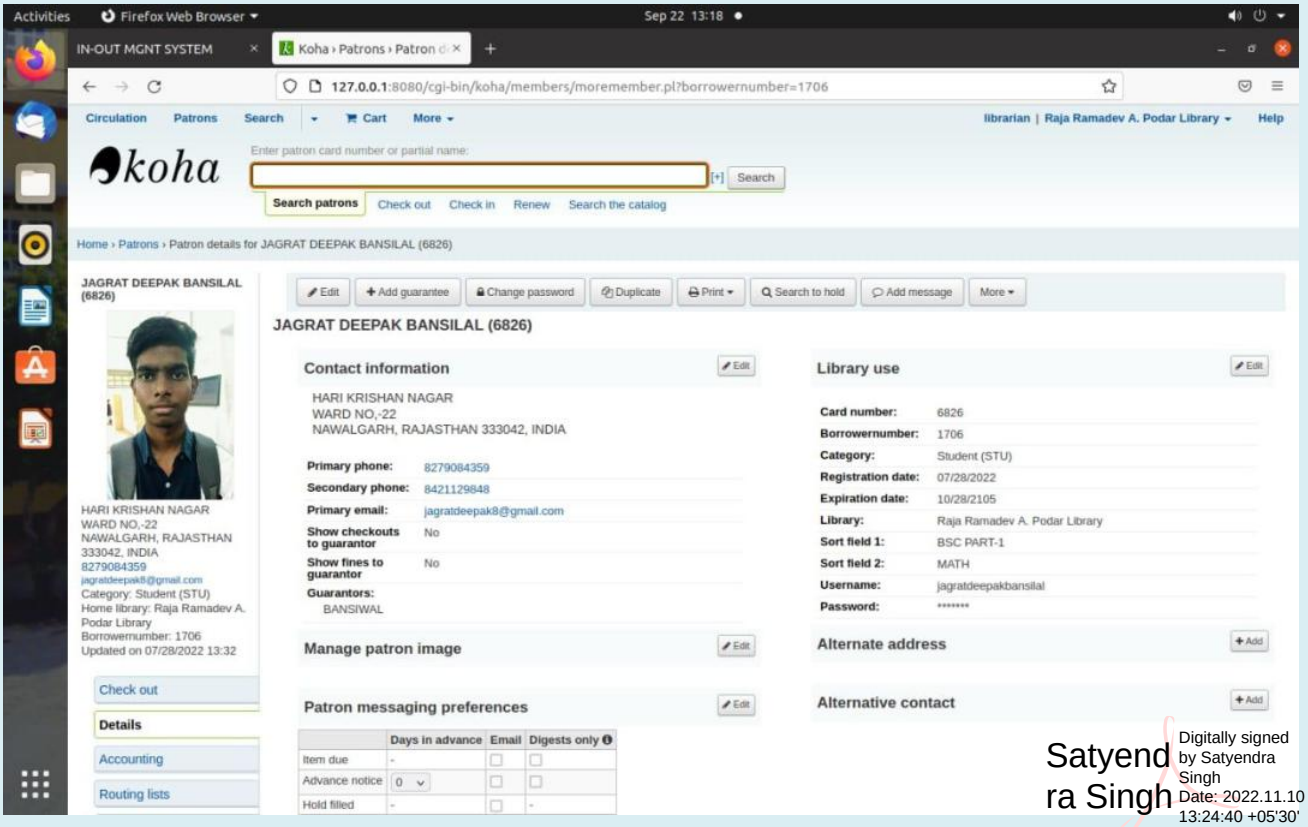
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Library Management software (LMS- Koha)



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Library Management software (LMS- Koha)

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Library

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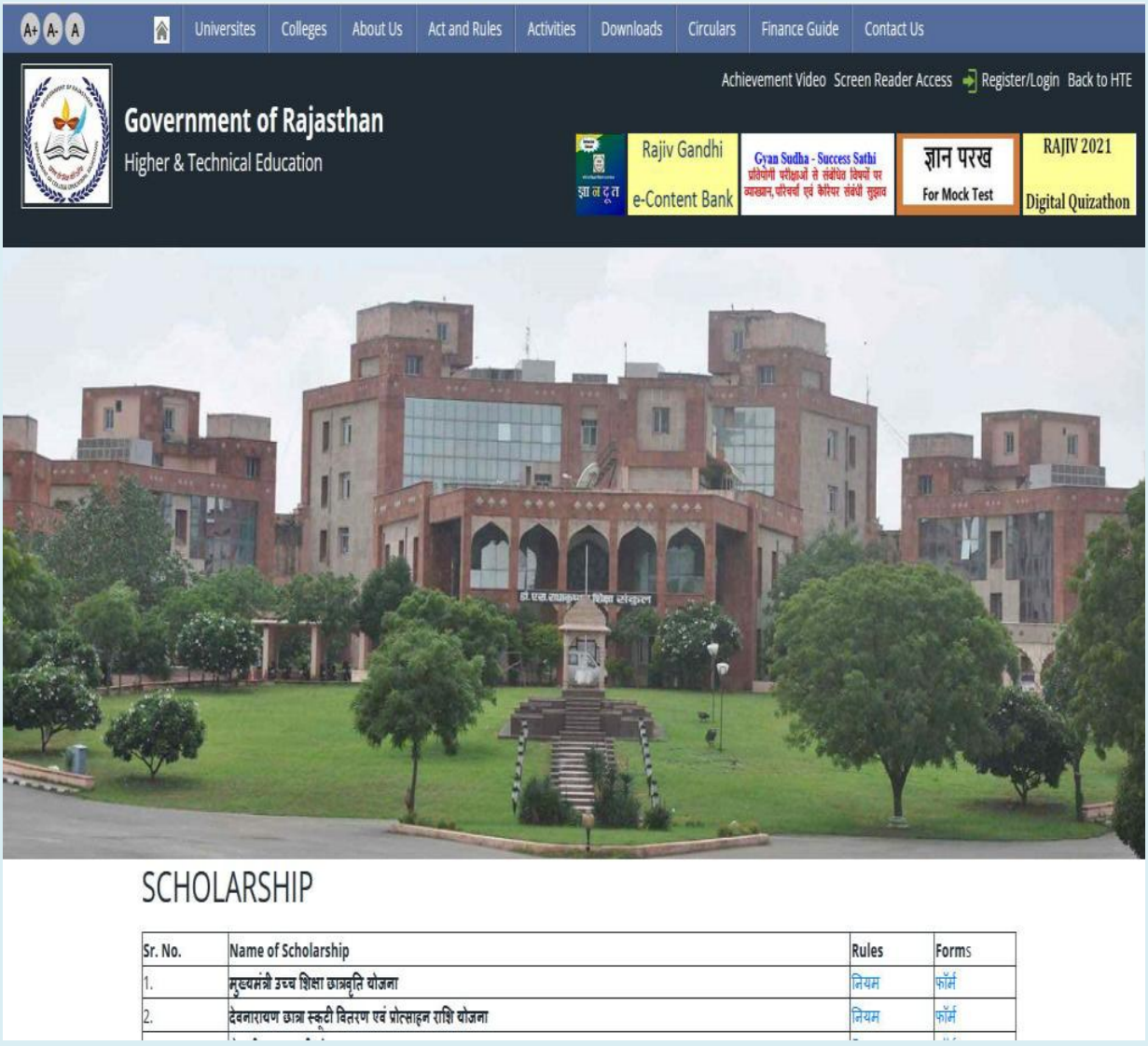
Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Link: https://hte.rajasthan.gov.in/dept/dce/scholarship.php

Scholarship portal

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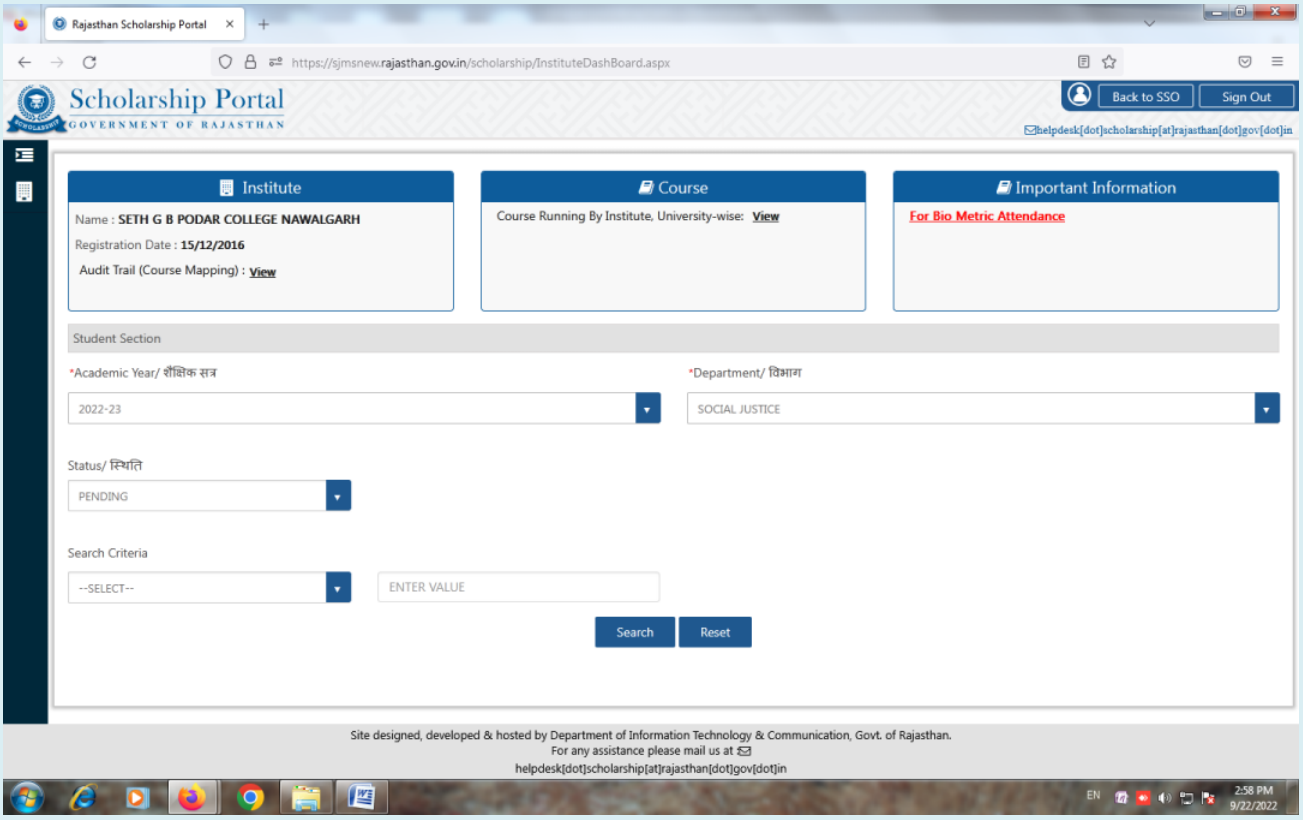
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Scholarship portal

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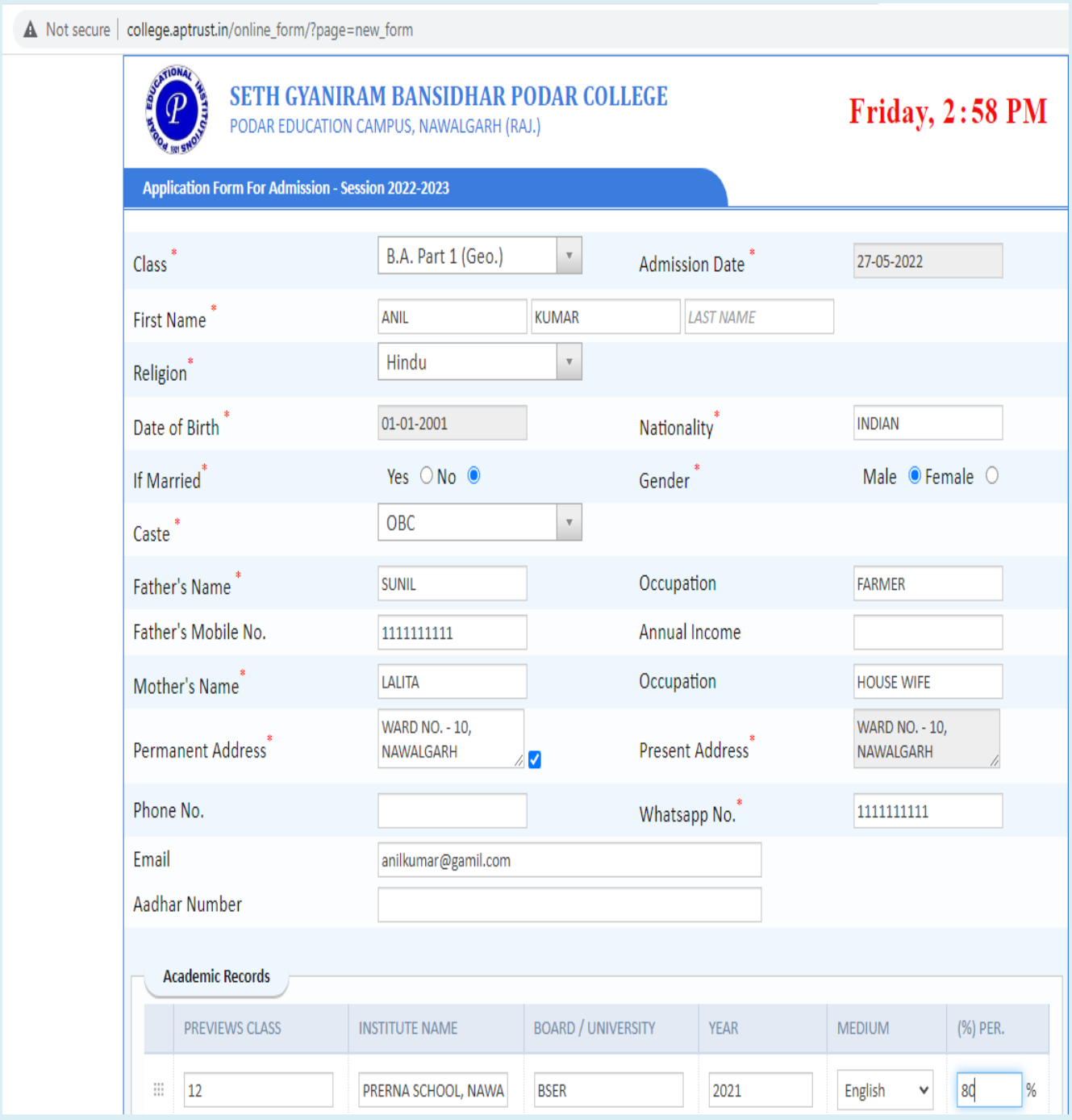
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Student data software

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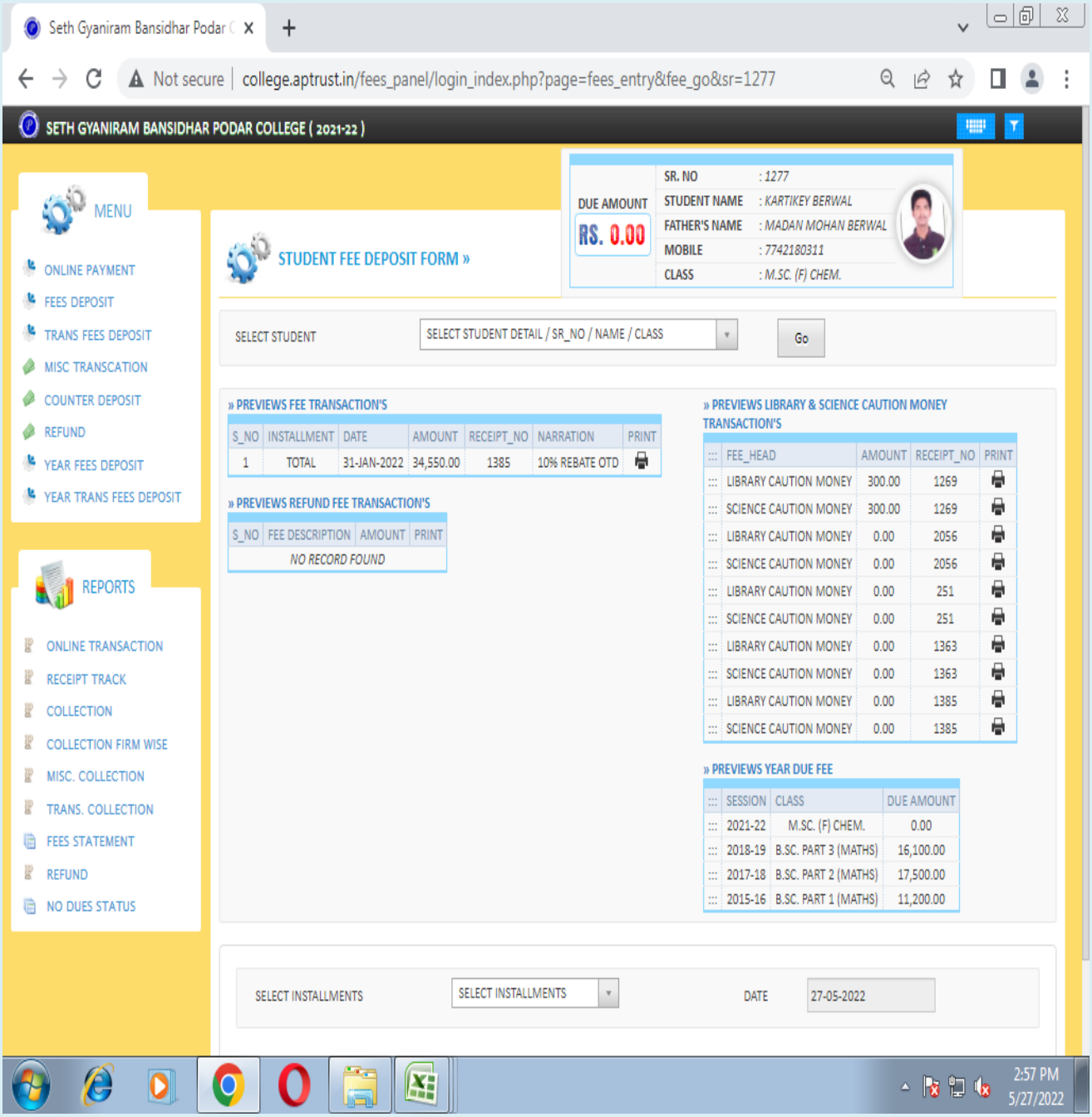
Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Student data software

Satyendra Singh

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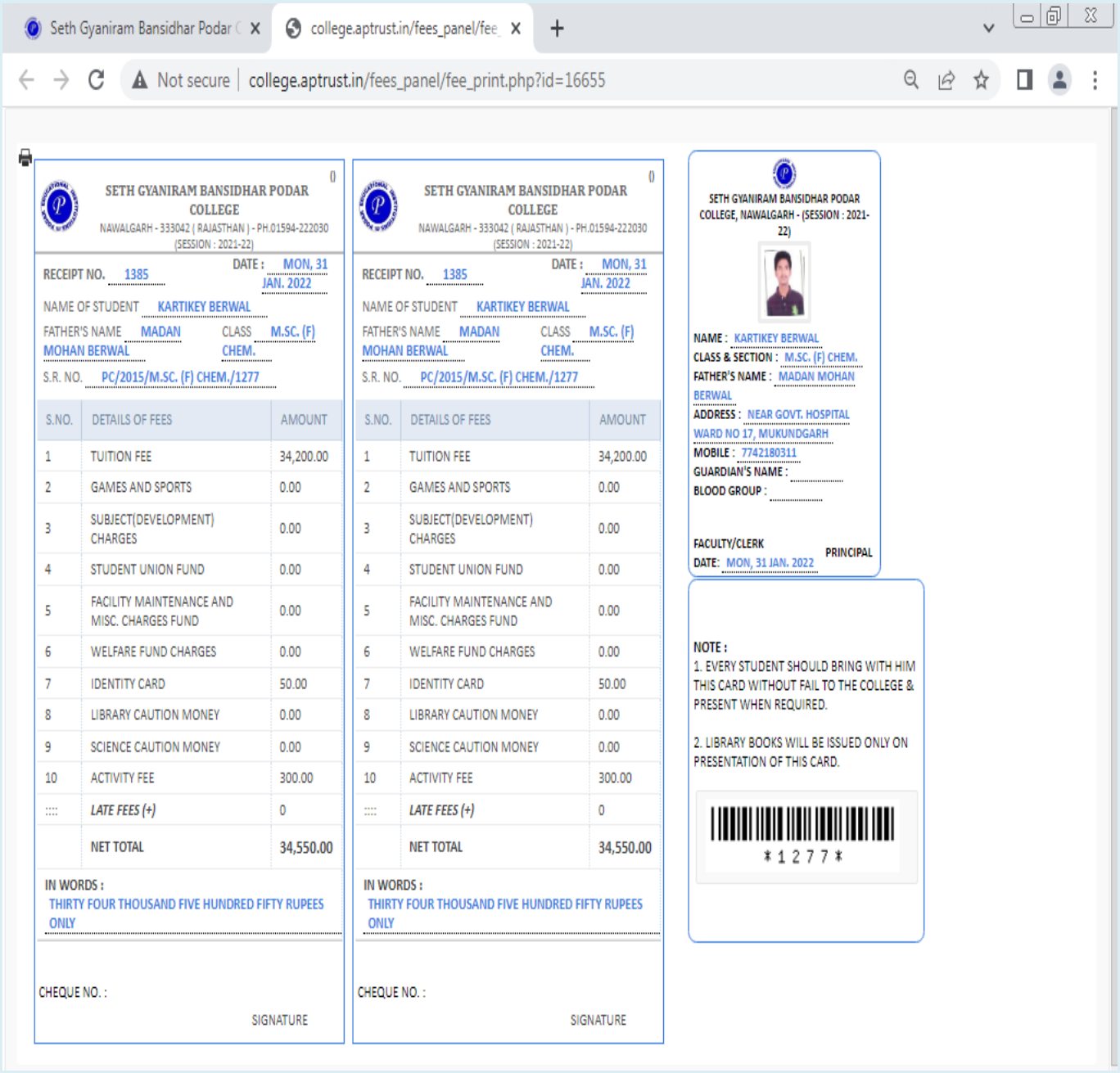

Fees recipt software

Satyendra Singh

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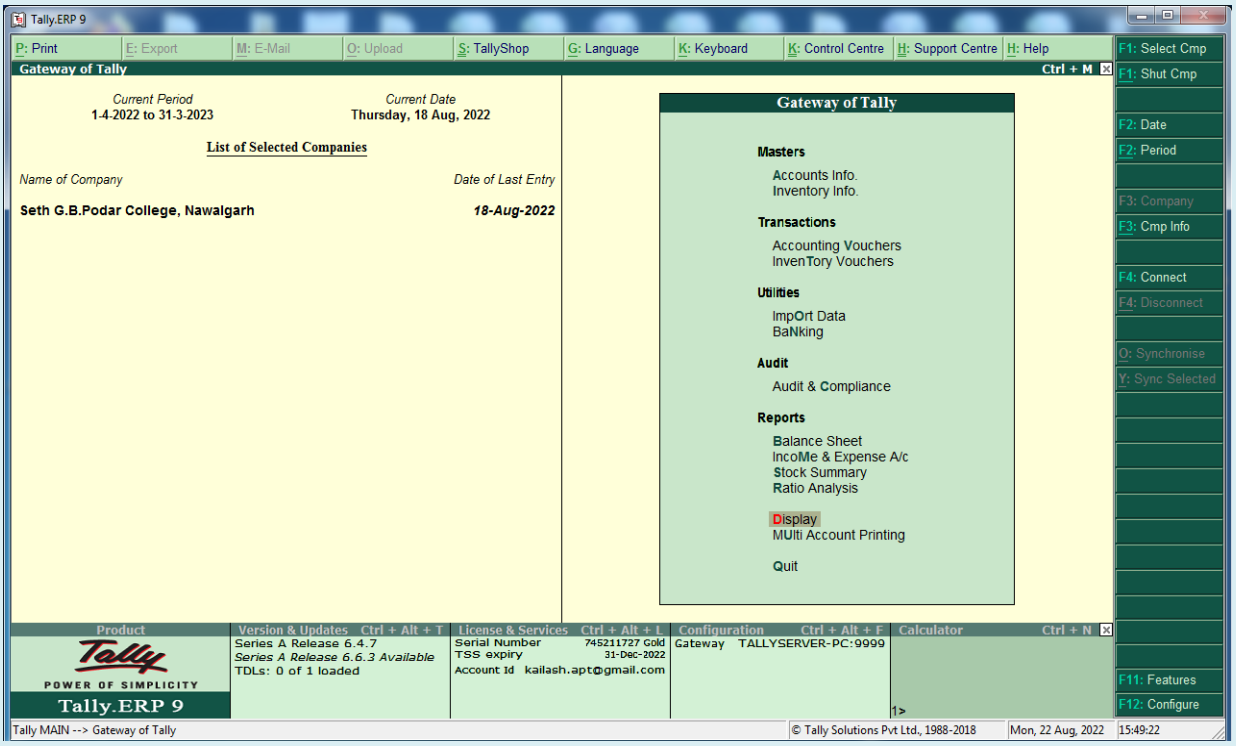
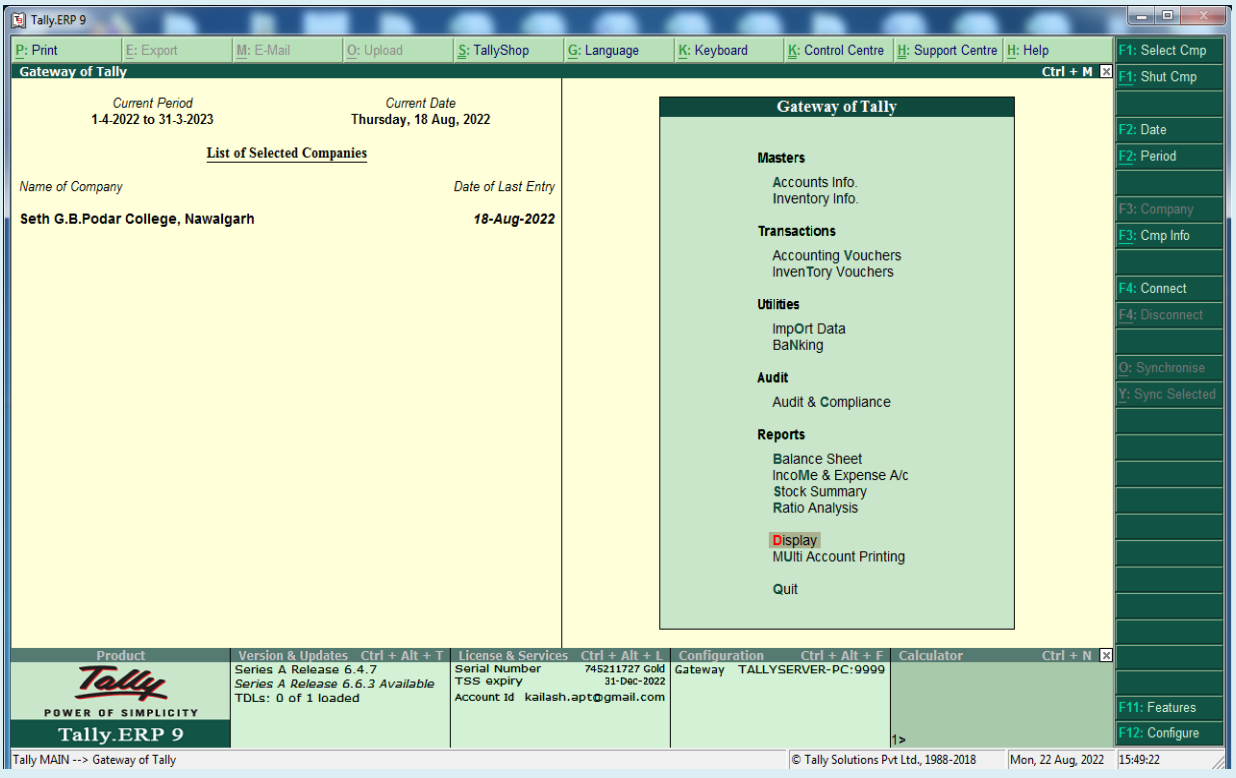
Podar Educational Campus, Nawalgarh - 333042 (Raj.)





Tally Data software

Satyendra Singh

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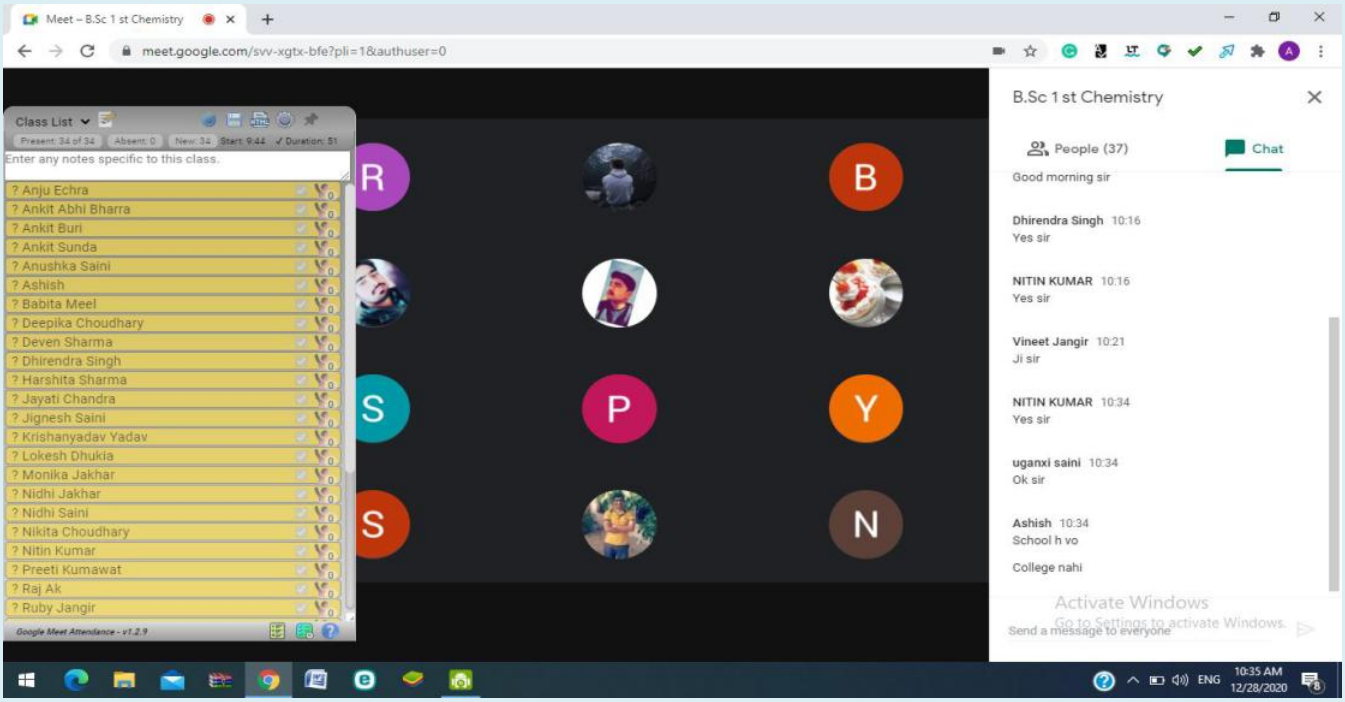
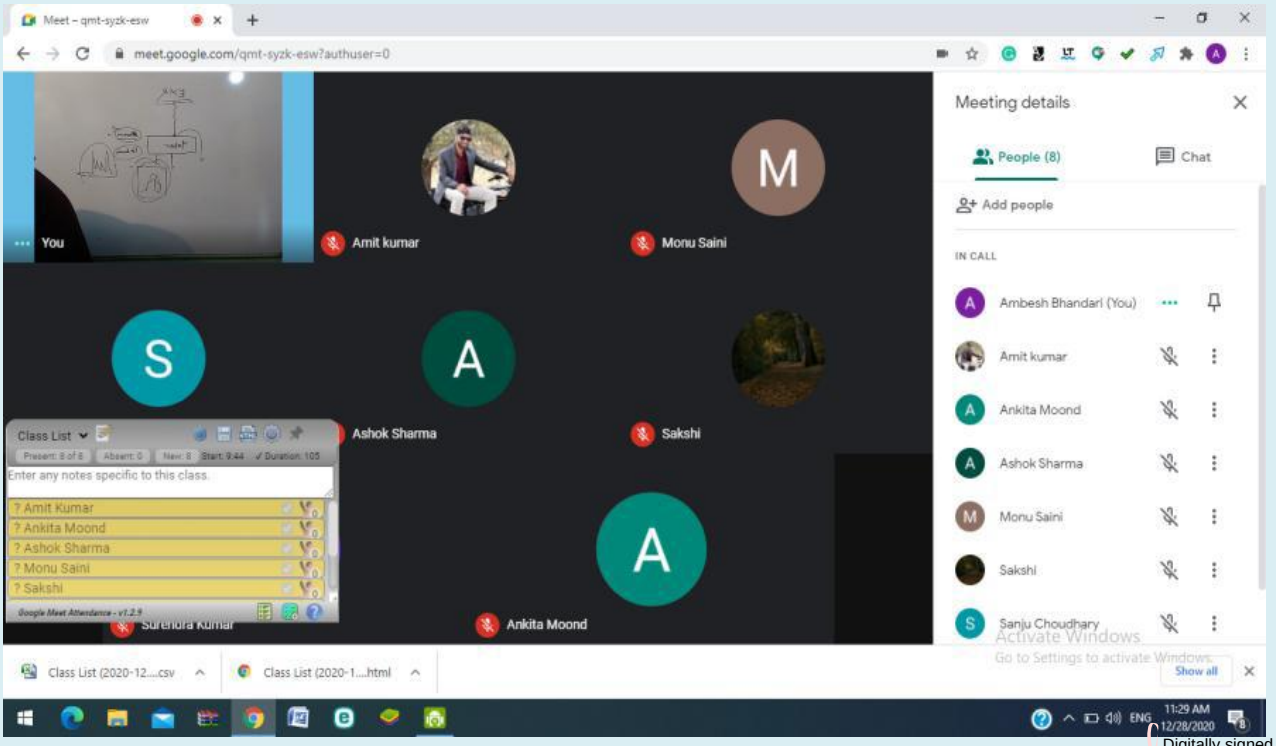
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Online Classes software



Online Classes software

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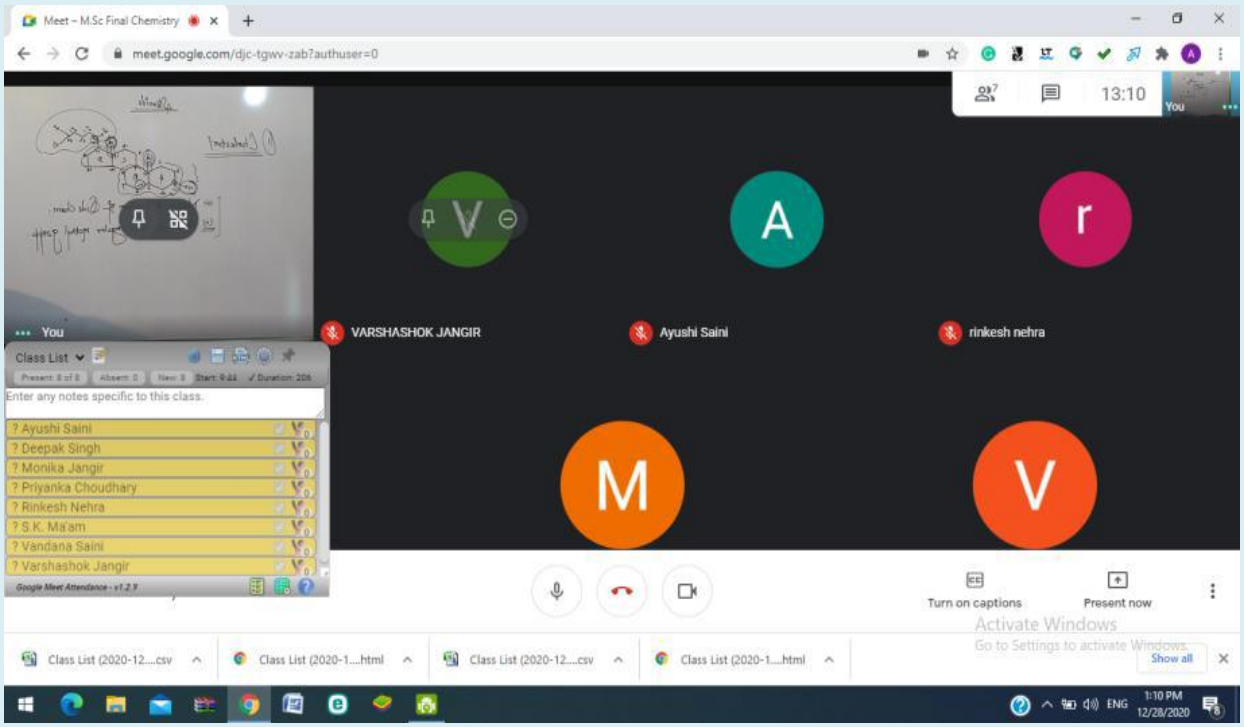

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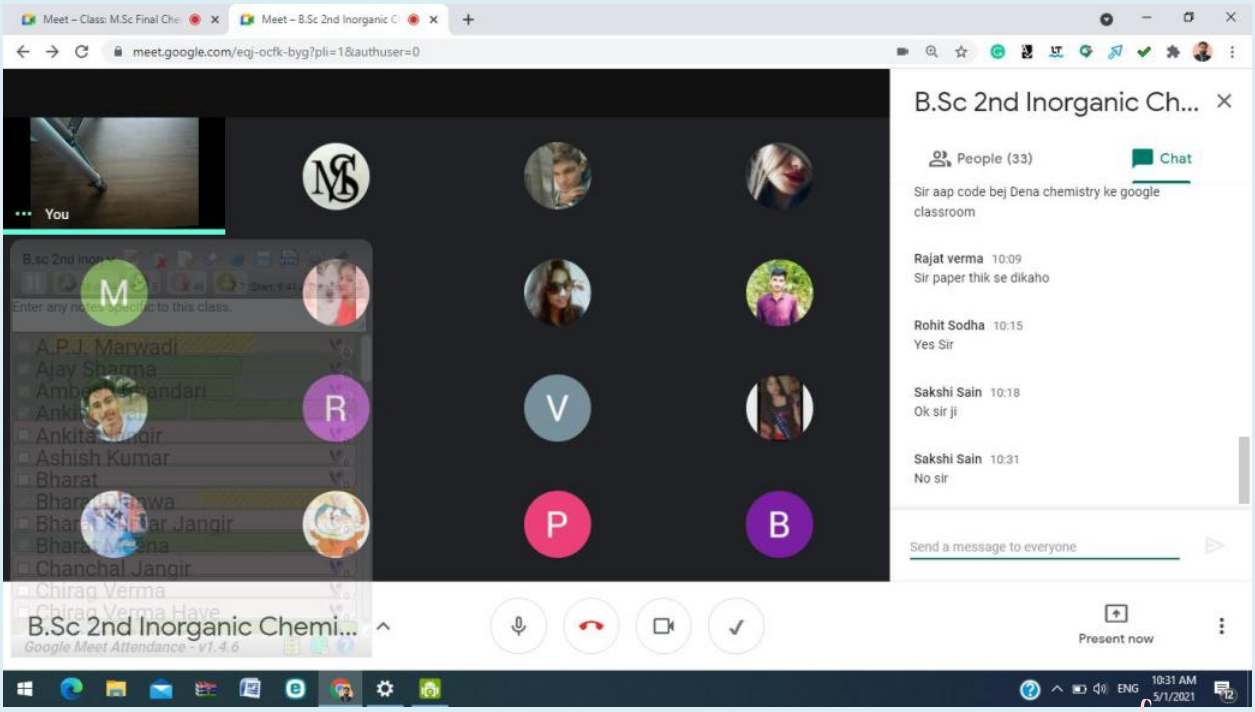

Online Classes software

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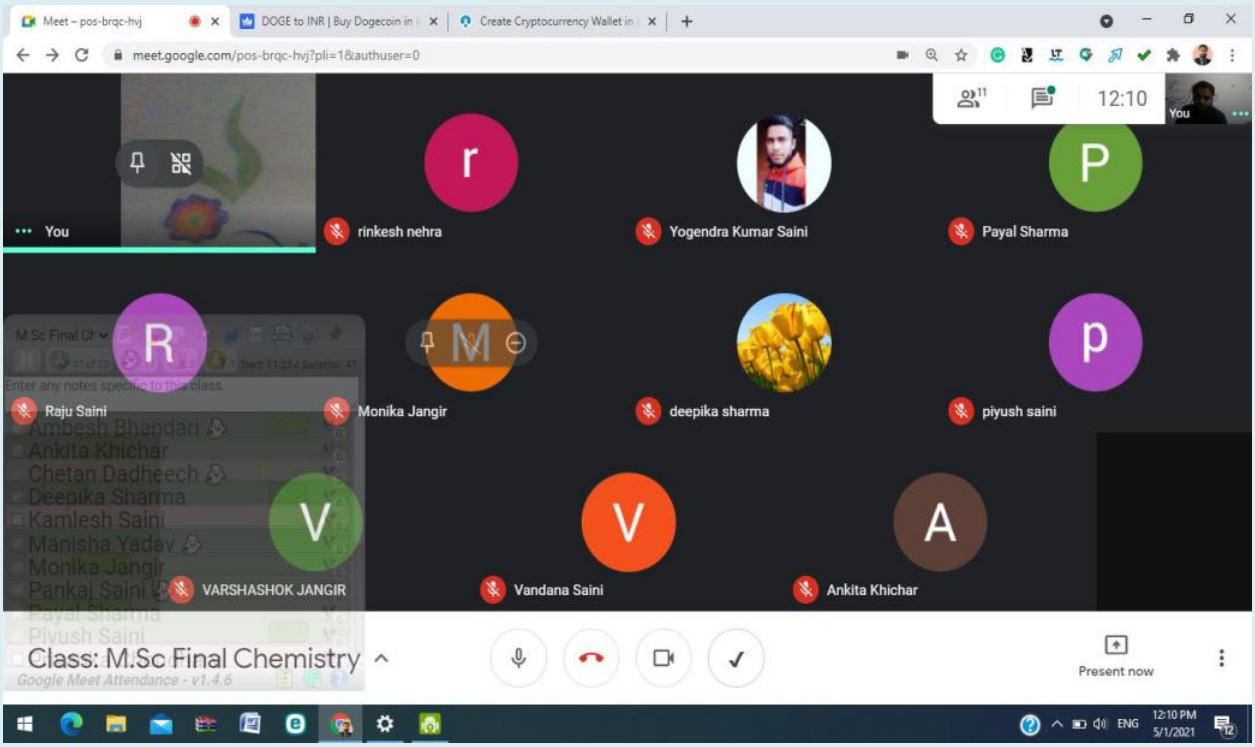

Online Classes software

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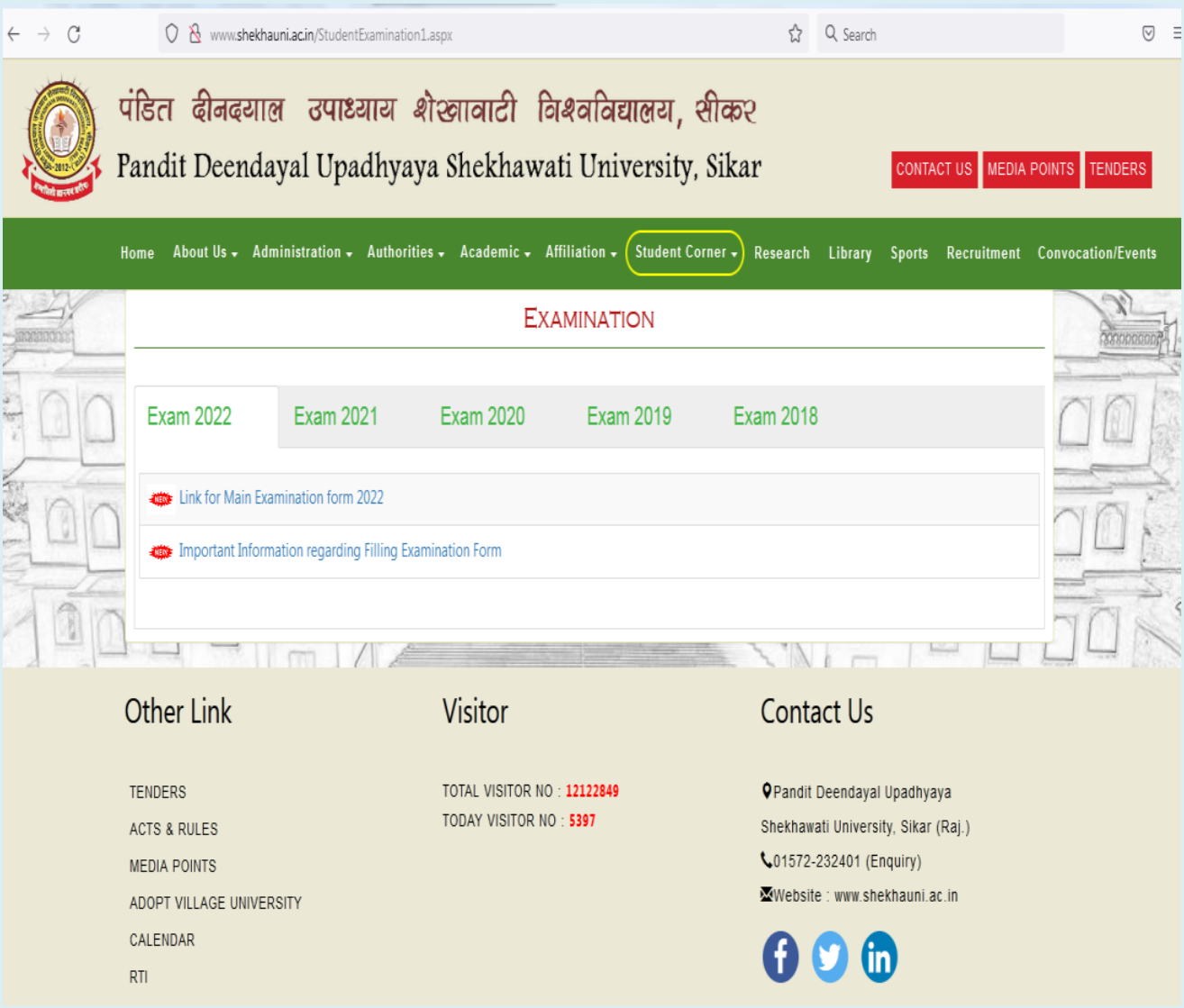

Link: - http://www.shekhauni.ac.in/StudentExamination1.aspx

PDUSU, Sikar web portal for various online works related to examinations

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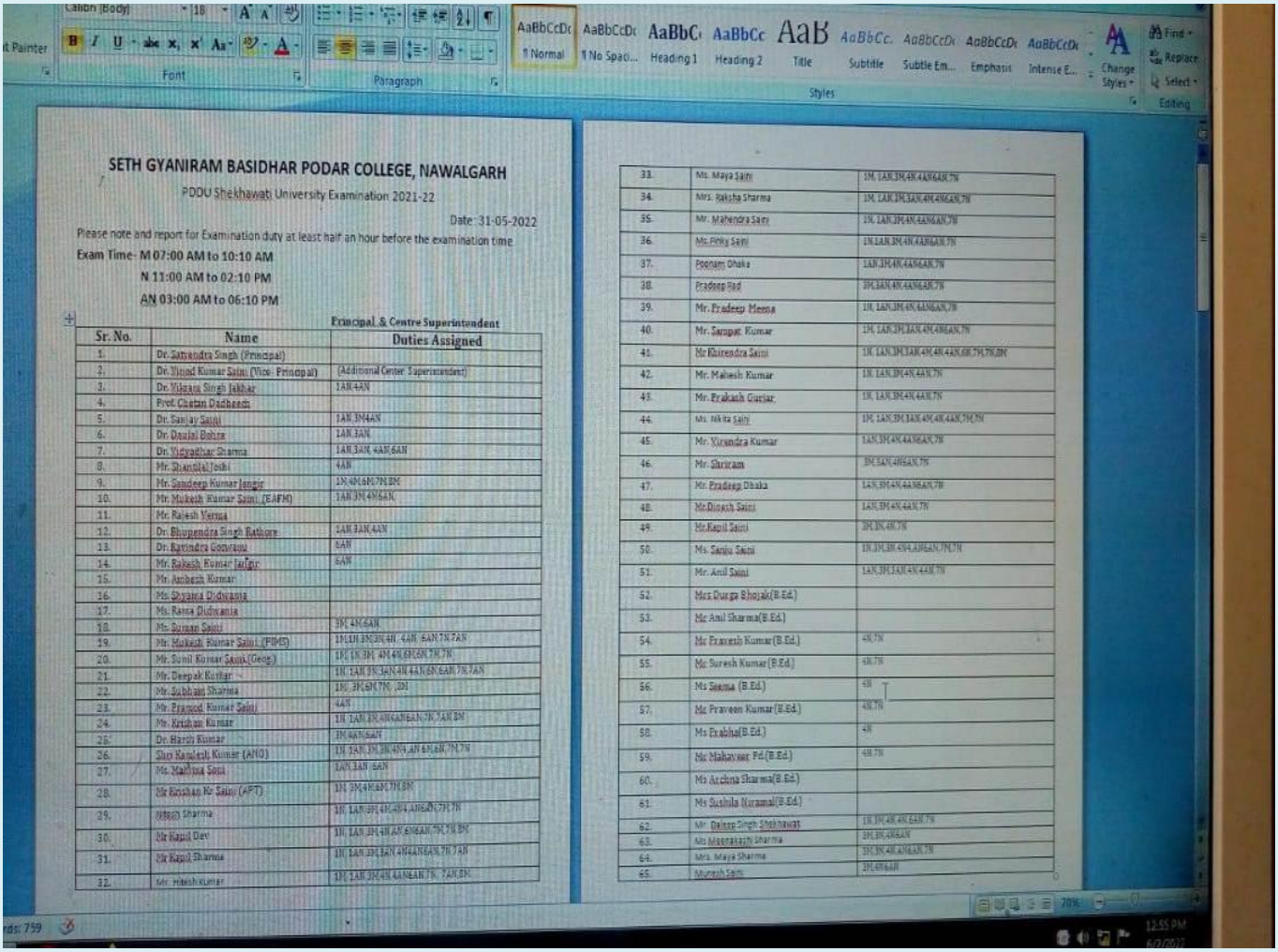

SETH GYANIRAM BASIDHAR PODAR COLLEGE, NAWALGARH

PDDU Shekhawati University Examination 2021-22

Date: 31-05-2022

Please note and report for Examination duty at least half an hour before the examination time

Exam Time- M 07:00 AM to 10:10 AM

N 11:00 AM to 02:10 PM

AN 03:00 AM to 06:10 PM

Principal & Centre Superintendent

Sr. No.	Name	Duties Assigned
1.	Dr. Satyendra Singh (Principal)	
2.	Dr. Vinod Kumar Saini (Vice- Principal)	(Additional Center Superintendent)
3.	Dr. Vikrara Singh Jakhar	1AN,4AN
4.	Prof. Chetan Dadheech	
5.	Dr. Sanjay Saini	1AN,3M4AN
6.	Dr. Daulal Bohra	1AN,3AN
7.	Dr. Vidyadhar Sharma	1AN,3AN, 4AN,6AN
8.	Mr. Shantilal Joshi	4AN
9.	Mr. Sandeep Kumar Jangir	1N,4N,6N,7N,BN
10.	Mr. Mukesh Kumar Saini (EAFM)	1AN,3M,4N,6AN
11.	Mr. Rakesh Verma	
12.	Dr. Bhupendra Singh Rathore	1AN,3AN,4AN
13.	Dr. Ravindra Goswami	6AN
14.	Mr. Rakesh Kumar Jangir	6AN
15.	Mr. Anibesh Kumar	
16.	Ms. Shyama Didwania	
17.	Ms. Rama Didwania	
18.	Mr. Suman Saini	3M,4N,6AN
19.	Mr. Mukesh Kumar Saini (PIMS)	1N,1M,3M,4N,4M,6N,6M,7N,7AN
20.	Mr. Sunil Kumar Saini (Geog.)	1N, 1M, 3M, 4N,4M,6N,6M,7N,7N
21.	Mr. Deepak Kumar	1N, 1AN,3N,3AN,4N,4AN,6N,6AN,7N,7AN
22.	Mr. Subham Sharma	1N, 3N,6N,7N, BM
23.	Mr. Pramod Kumar Saini	4AN
24.	Mr. Krishan Kumar	1N,1AN,3N,4N,6AN,6AN,7N,7AN,BM
25.	Dr. Harish Kumar	3M,4AN,6AN
26.	Shri Kamlesh Kumar (AHO)	1N,1AN,3N,3N,4N,4N,6N,6N,7N,7N
27.	Ms. Madhna Soni	1AN,3AN ,6AN
28.	Mr Krishan Kr Saini (APT)	1N,3N,4N,6AN,7N,BN
29.	Ritesh Sharma	1N, 1AN,3N,4N,4N,4AN,6AN,7N,7N
30.	Mr Kapil Dev	1N, 1AN,3N,4N,4N,6N6AN,7N,7N,BN
31.	Mr Kapil Sharma	1N, 1AN,3N,3AN,4N4AN6AN,7N,7AN
32.	Mr. Hitesh Kumar	1N, 1AN,3N,4N,4ANGAN,7N, 7AN,BN
33.	Ms. Maya Saini	1M, 1AN,3M,4N,4AN6AN,7N
34.	Mrs. Raksha Sharma	1M, 1AN,3M,3AN,4M,4N6AN,7N
35.	Mr. Mahendra Saini	1N, 1AN,3M,4N,4AN6AN,7N
36.	Ms.Pinky Saini	1N,1AN,3M,4N,4ANGAN,7N
37.	Poonam Dhaka	1AN,3M,4N,4AN6AN,7N
38.	Pradeep Rad	3N,3AN,4N,4AN6AN,7N
39.	Mr. Pradeep Meena	1N, 1AN,3M,4N,4AN6AN,7N
40.	Mr. Sarapat Kumar	1N, 1AN,3N,3AN,4N,4N6AN,7N
41.	Mr Khirendra Saini	1N, 1AN,3N,3AN,4M,4N,4AN,6N,7N,7N,BM
42.	Mr. Mahesh Kumar	1N, 1AN,3N,4N,4AN,7N
43.	Mr. Prakash Gurjar	1N, 1AN,3M,4N,4AN,7N
44.	Ms. Nikita Saini	1N, 1AN,3M,3AN,4N,4N,4AN,7N,7N
45.	Mr. Virendra Kumar	1AN,3M,4N,4AN6AN,7N
46.	Mr. Shriram	3M,3AN,4N6AN,7N
47.	Mr. Pradeep Dhaka	1AN,3M,4N,4AN6AN,7N
48.	Mr.Dinesh Saini	1AN,3M,4N,4AN,7N
49.	Mr.Kapil Saini	3M,3N,4N,7N
50.	Ms. Sanju Saini	1N,3M,3N,4N4,4N6AN,7N,7N
51.	Mr. Anil Saini	1AN,3M,3AN,4N,4AN,7N
52.	Mrs Durga Bhojak(B.Ed.)	
53.	Mr Anil Sharma(B.Ed.)	
54.	Mr Pravesh Kumar(B.Ed.)	4N,7N
55.	Mr Suresh Kumar(B.Ed.)	4N,7N
56.	Ms Seema (B.Ed.)	4N
57.	Mr Praveen Kumar(B.Ed.)	4N,7N
58.	Ms Prabha(B.Ed.)	4N
59.	Mr Mahaveer Pd.(B.Ed.)	4N,7N
60.	Ms Archna Sharma(B.Ed.)	
61.	Ms Sushila Nuramal(B.Ed.)	
62.	Mr. Dalpat Singh Shekhawat	1N,3M,4N,4N,6AN,7N
63.	Ms Meenakshi Sharma	3M,3N,4N6AN
64.	Mrs. Maya Sharma	3M,3N,4N,4N6AN,7N
65.	Mukesh Saini	3M,4N6AN

Software to be used for applying examination duties in Seth G. B. Podar College, Nawalgarh, Jhunjhunu

Satyendra Singh

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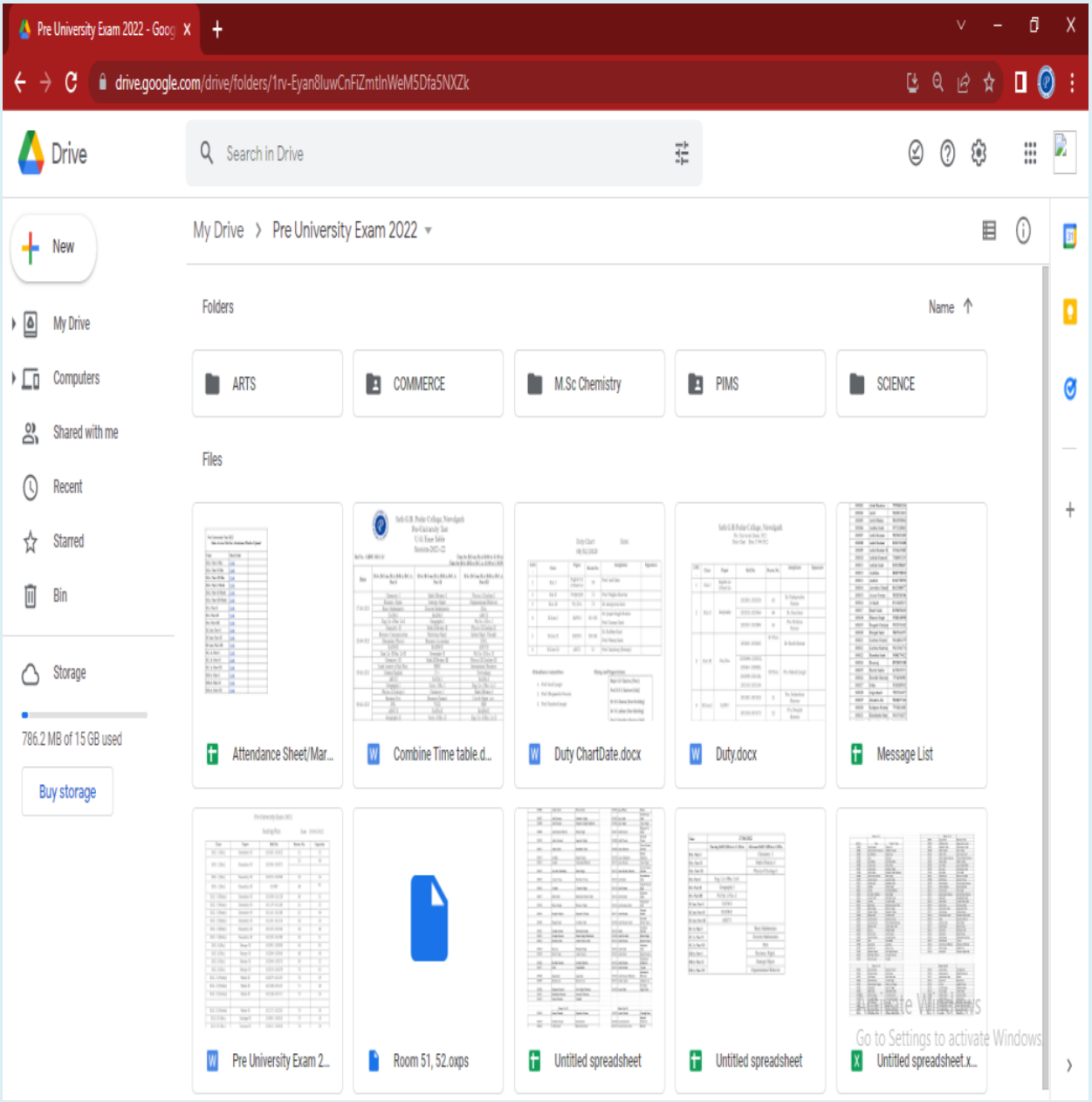
(i) Internal Examination

- Examination conducted through in house software developed indigenously.



Software to be used for applying examination in Seth G. B. Podar College, Nawalgarh, Jhunjhunu

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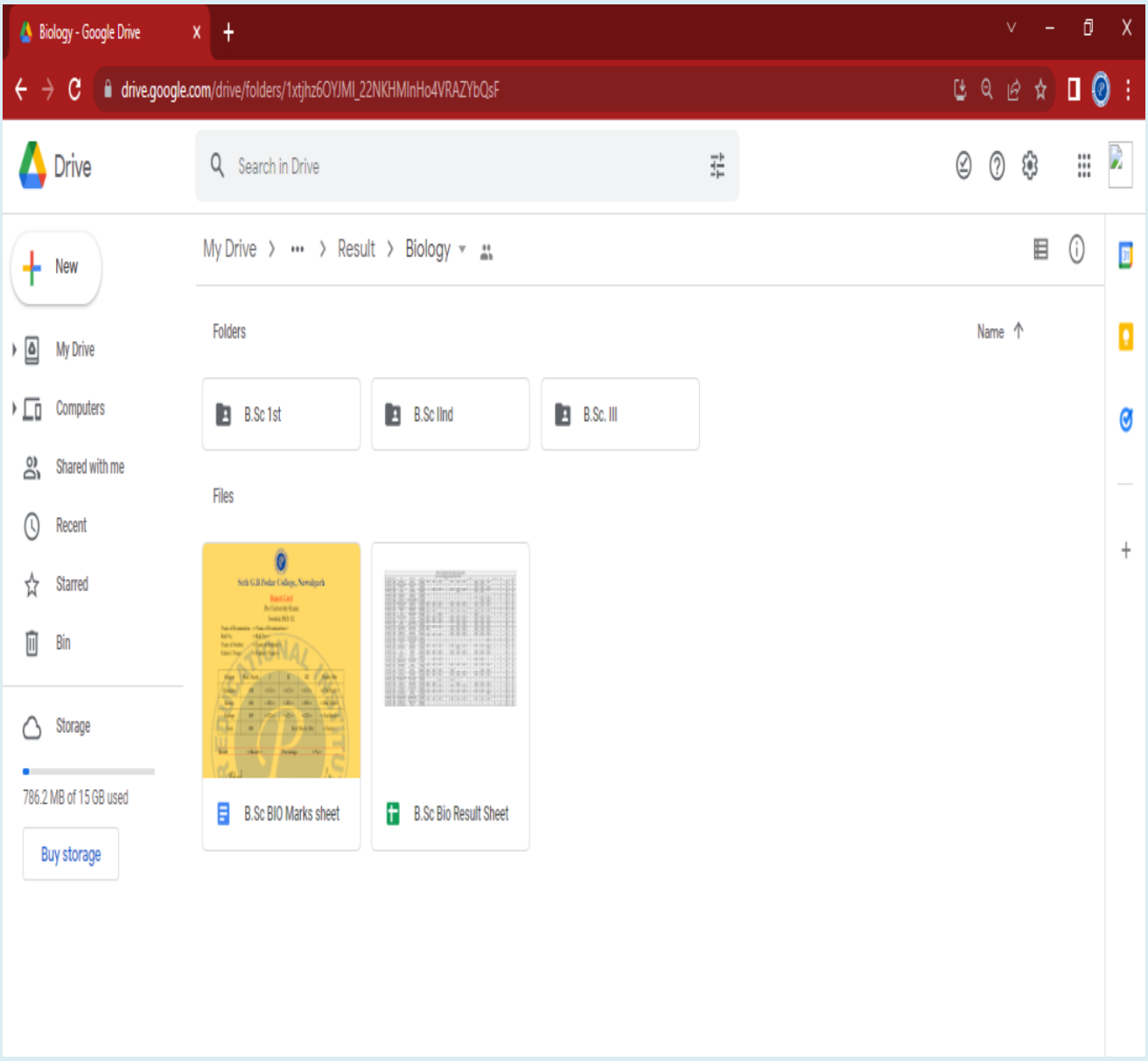
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Software to be used for applying examination in Seth G. B. Podar College, Nawalgarh, Jhunjhunu

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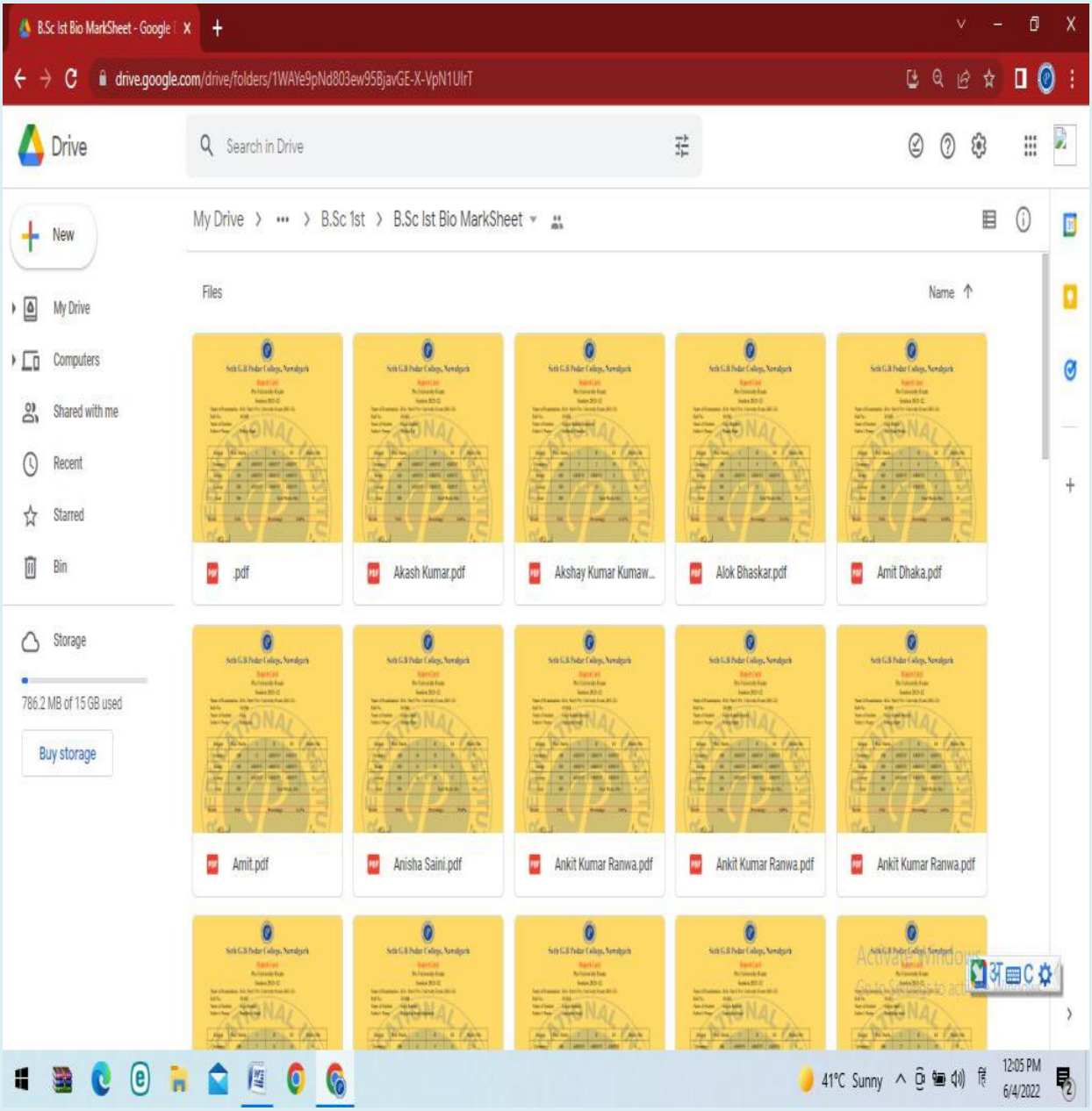

Software to be used for to papered marksheet in Seth G. B. Podar College, Nawalgarh, Jhunjhunu

Satyendra Singh

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Internal Examination links

- https://docs.google.com/spreadsheets/d/1UzCZ67rDLJVbfanjw1z2MX9KlOAXStvAQ1lDTse8LGc/edit?usp=sharing
- https://docs.google.com/spreadsheets/d/1AJESjQ1ek_spIrLJJlIeKIMak0HfxbrdFTi-Lk_-CDE/edit?usp=sharing
- https://docs.google.com/spreadsheets/d/1saeyAF_Ole5QGvJmz3xO2Ztz2dSiXUXrUeKrQqIjUCU/edit?usp=sharing

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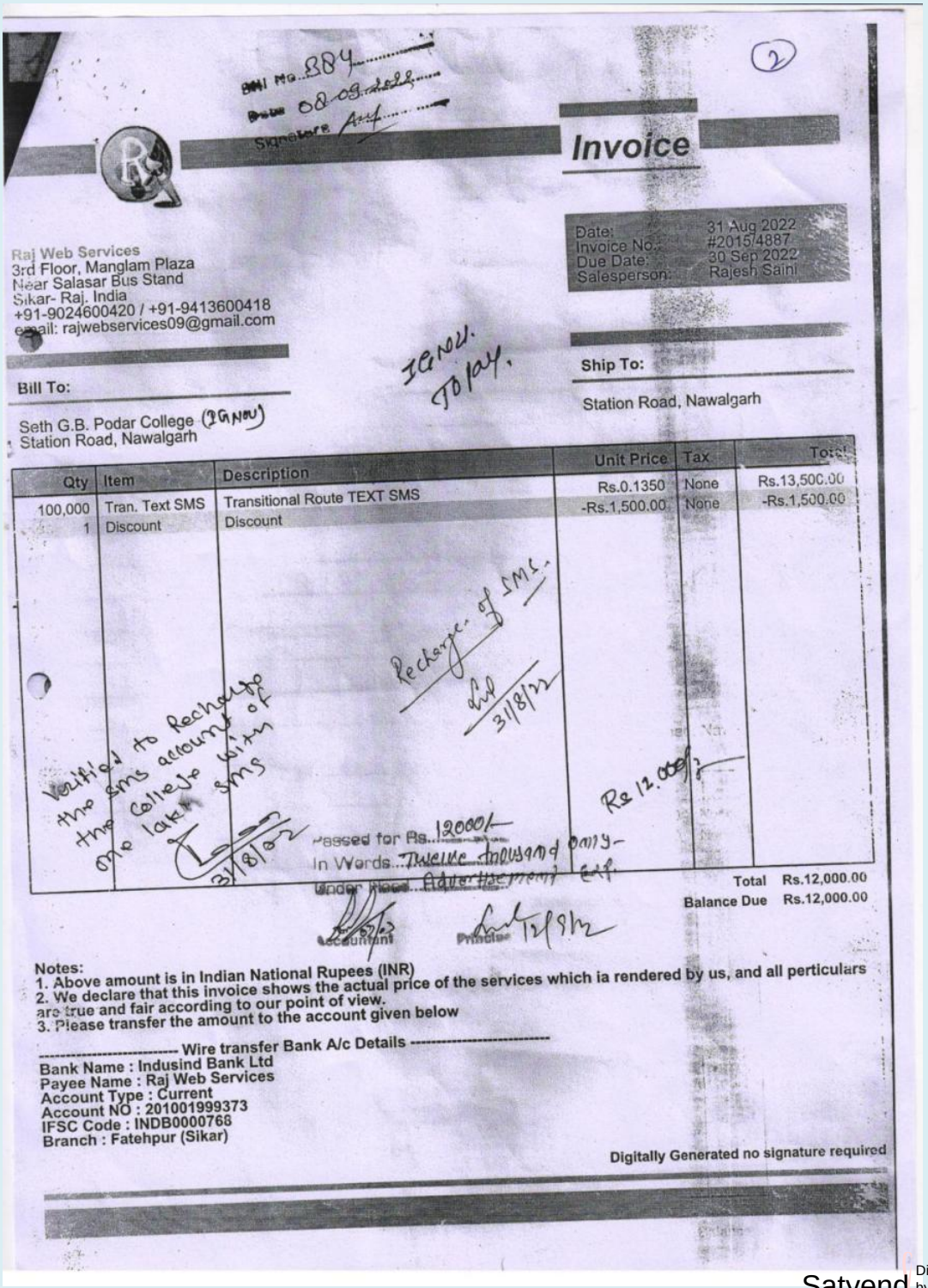
SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Bills for the expenditure on implementation of egovernance in the areas of operation



Bill No. 884
Date 08.09.2022
Signature

(2)

Invoice

Raj Web Services
3rd Floor, Manglam Plaza
Near Salasar Bus Stand
Sikar- Raj. India
+91-9024600420 / +91-9413600418
email: rajwebservices09@gmail.com

Date: 31 Aug 2022
Invoice No.: #20157487
Due Date: 30 Sep 2022
Salesperson: Rajesh Saini

IGNOU. To pay.

Bill To:

Seth G.B. Podar College (IGNOU)
Station Road, Nawalgarh

Ship To:

Station Road, Nawalgarh

Qty	Item	Description	Unit Price	Tax	Total
100,000	Tran. Text SMS	Transitional Route TEXT SMS	Rs.0.1350	None	Rs.13,500.00
1	Discount	Discount	-Rs.1,500.00	None	-Rs.1,500.00

Recharge of SMS. 31/8/22

Verified to Recharge the SMS account of College with SMS one later. 31/8/22

Rs 12,000/-

Passed for Rs. 12000/-
In Words Twelve thousand only
Under Head Advertisement Exp.

Total Rs.12,000.00
Balance Due Rs.12,000.00

Accountant Principal 12/9/22

Notes:
1. Above amount is in Indian National Rupees (INR)
2. We declare that this invoice shows the actual price of the services which ia rendered by us, and all perticulars are true and fair according to our point of view.
3. Please transfer the amount to the account given below

---------- Wire transfer Bank A/c Details ----------
Bank Name : Indusind Bank Ltd
Payee Name : Raj Web Services
Account Type : Current
Account NO : 201001999373
IFSC Code : INDB0000768
Branch : Fatehpur (Sikar)

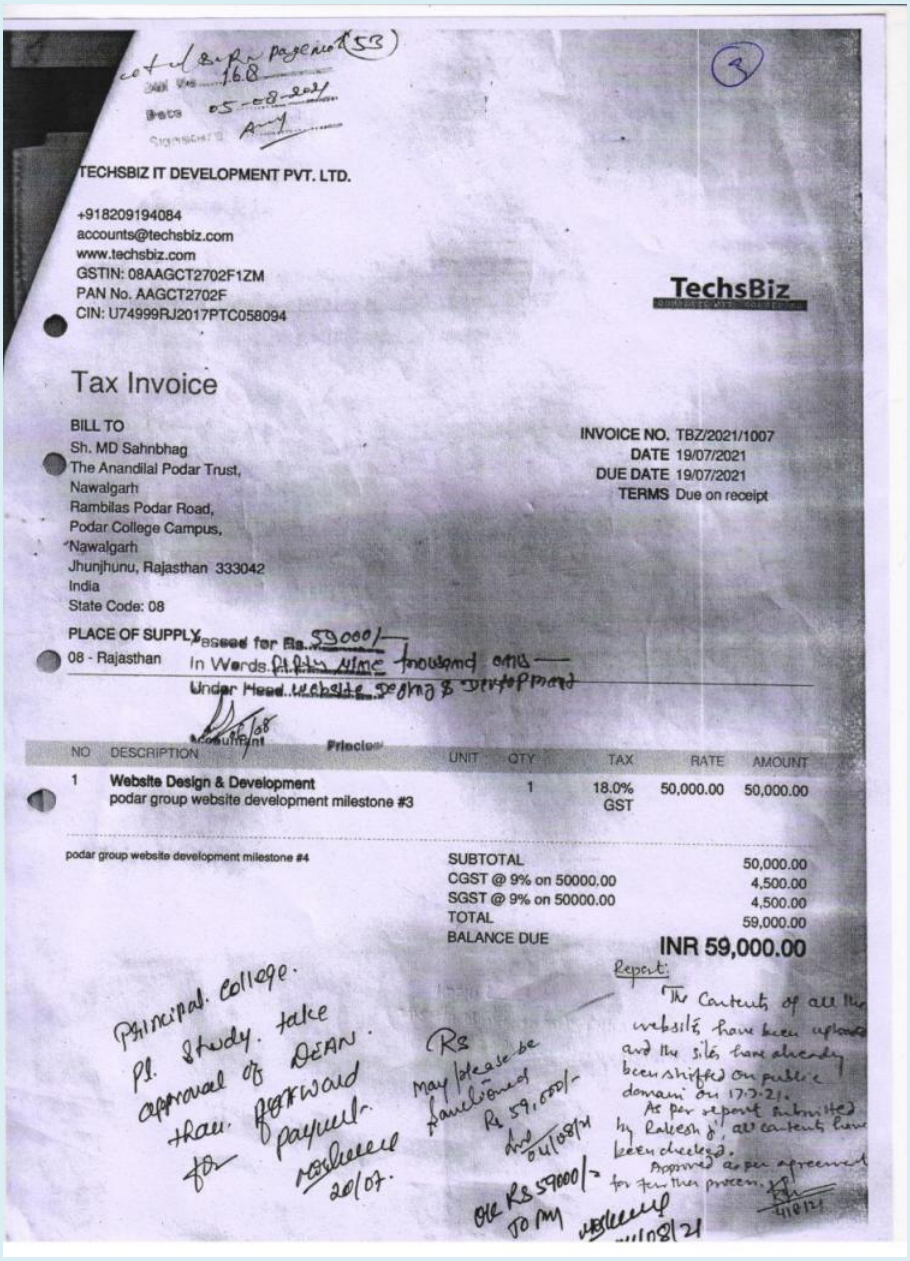
Digitally Generated no signature required

Satyendra Singh
Digitally signed by Satyendra Singh
Date: 2022.11.10 13:24:40 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Bills for the expenditure on implementation of egovernance in the areas of operation



TECHSBIZ IT DEVELOPMENT PVT. LTD.

+918209194084
accounts@techsbiz.com
www.techsbiz.com
GSTIN: 08AAGCT2702F1ZM
PAN No. AAGCT2702F
CIN: U74999RJ2017PTC058094

TechsBiz

Tax Invoice

BILL TO
Sh. MD Sahnbhag
The Anandilal Podar Trust,
Nawalgarh
Rambilas Podar Road,
Podar College Campus,
Nawalgarh
Jhunjhunu, Rajasthan 333042
India
State Code: 08

PLACE OF SUPPLY
08 - Rajasthan

INVOICE NO. TBZ/2021/1007
DATE 19/07/2021
DUE DATE 19/07/2021
TERMS Due on receipt

NO	DESCRIPTION	UNIT	QTY	TAX	RATE	AMOUNT
1	**Website Design & Development** podar group website development milestone #3		1	18.0% GST	50,000.00	50,000.00

podar group website development milestone #4

SUBTOTAL	50,000.00
CGST @ 9% on 50000.00	4,500.00
SGST @ 9% on 50000.00	4,500.00
TOTAL	59,000.00
BALANCE DUE	**INR 59,000.00**

Satyendra Singh
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Date: 2022.11.10 13:24:40 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

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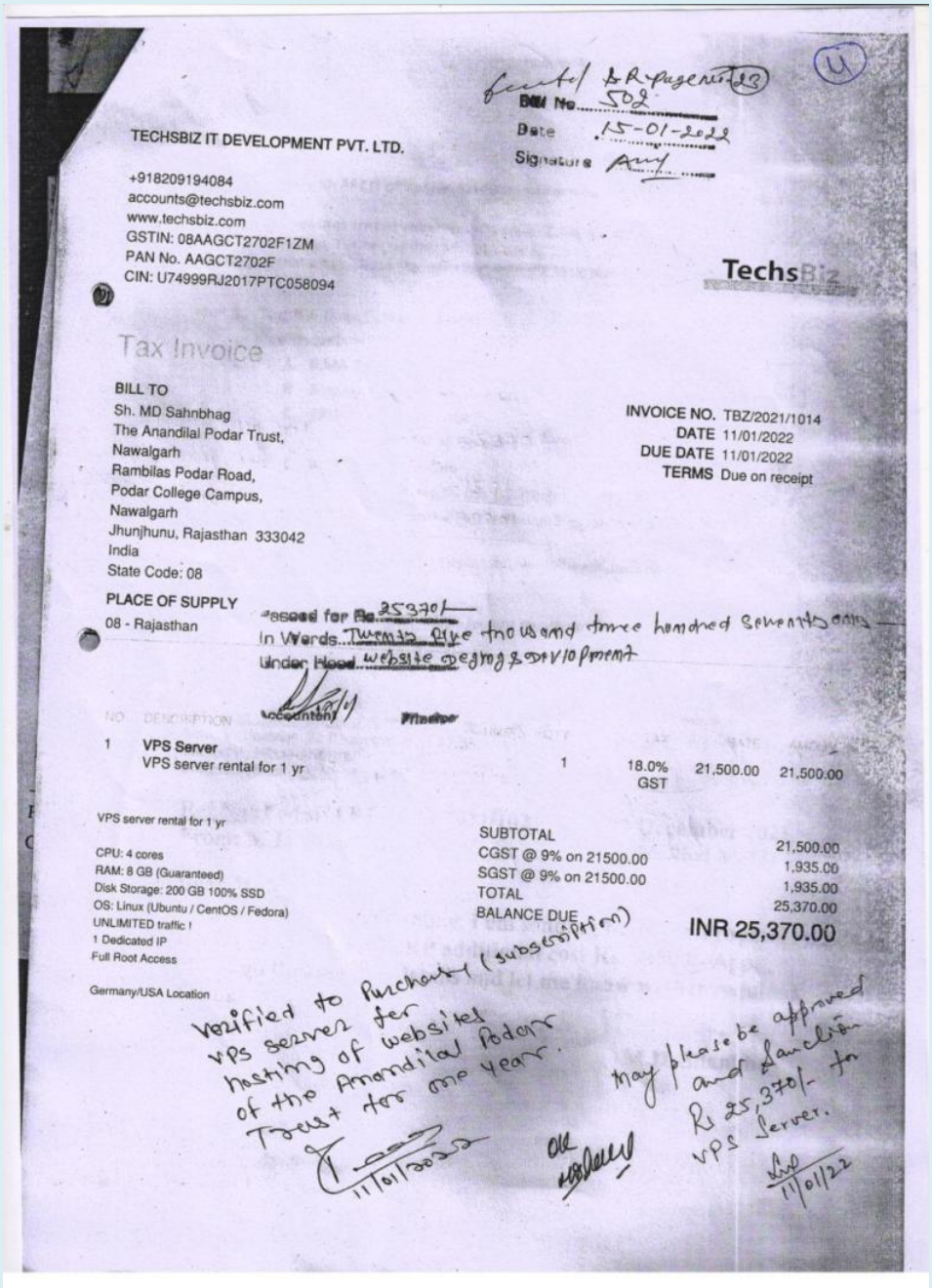


Bill No. 502
Date 15-01-2022
Signature

TECHSBIZ IT DEVELOPMENT PVT. LTD.

+918209194084
accounts@techsbiz.com
www.techsbiz.com
GSTIN: 08AAGCT2702F1ZM
PAN No. AAGCT2702F
CIN: U74999RJ2017PTC058094

TechsBiz

Tax Invoice

BILL TO
Sh. MD Sahnbhag
The Anandilal Podar Trust,
Nawalgarh
Rambilas Podar Road,
Podar College Campus,
Nawalgarh
Jhunjhunu, Rajasthan 333042
India
State Code: 08

INVOICE NO. TBZ/2021/1014
DATE 11/01/2022
DUE DATE 11/01/2022
TERMS Due on receipt

PLACE OF SUPPLY
08 - Rajasthan

passed for Rs. 25370/-
In Words... Twenty five thousand three hundred seventy only
Under Head website designing & development

Accountant / Principal

NO	DESCRIPTION				
1	VPS Server VPS server rental for 1 yr	1	18.0% GST	21,500.00	21,500.00

VPS server rental for 1 yr

CPU: 4 cores
RAM: 8 GB (Guaranteed)
Disk Storage: 200 GB 100% SSD
OS: Linux (Ubuntu / CentOS / Fedora)
UNLIMITED traffic !
1 Dedicated IP
Full Root Access

Germany/USA Location

SUBTOTAL	21,500.00
CGST @ 9% on 21500.00	1,935.00
SGST @ 9% on 21500.00	1,935.00
TOTAL	25,370.00
BALANCE DUE	INR 25,370.00

Verified to Purchase (subscription)
vps server for
hosting of website
of the Anandilal Podar
Trust for one year.
11/01/2022

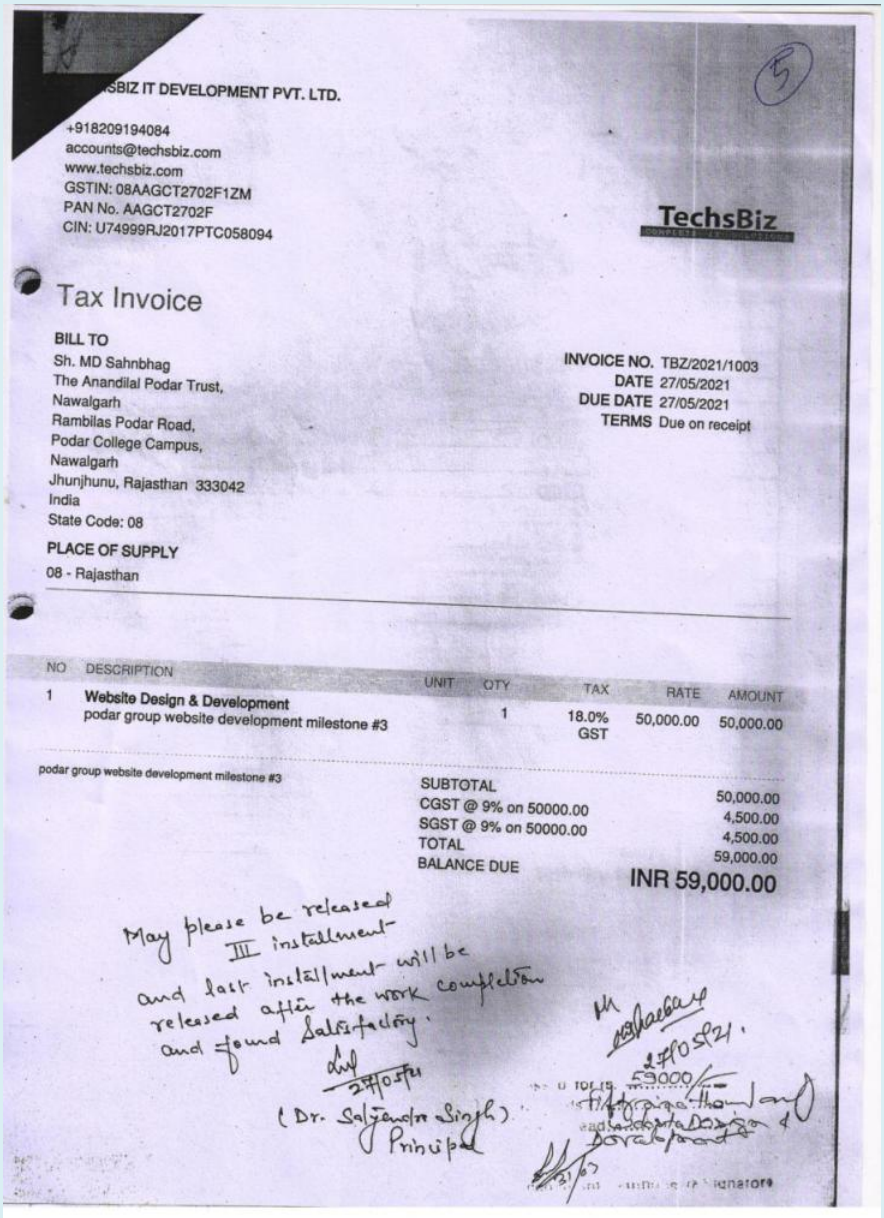
may please be approved and sanction Rs 25,370/- for VPS Server.
11/01/22

Satyendra Singh
Digitally signed by Satyendra Singh
Date: 2022.11.10 13:24:40 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Bills for the expenditure on implementation of egovernance in the areas of operation



SBIZ IT DEVELOPMENT PVT. LTD.

+918209194084
accounts@techsbiz.com
www.techsbiz.com
GSTIN: 08AAGCT2702F1ZM
PAN No. AAGCT2702F
CIN: U74999RJ2017PTC058094

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India
State Code: 08

PLACE OF SUPPLY
08 - Rajasthan

INVOICE NO. TBZ/2021/1003
DATE 27/05/2021
DUE DATE 27/05/2021
TERMS Due on receipt

NO	DESCRIPTION	UNIT	QTY	TAX	RATE	AMOUNT
1	**Website Design & Development** podar group website development milestone #3		1	18.0% GST	50,000.00	50,000.00

podar group website development milestone #3

SUBTOTAL	50,000.00
CGST @ 9% on 50000.00	4,500.00
SGST @ 9% on 50000.00	4,500.00
TOTAL	59,000.00
BALANCE DUE	INR 59,000.00

May please be released III installment and last installment will be released after the work completion and found Satisfactory.
27/05/21
(Dr. Satyendra Singh)
Principal

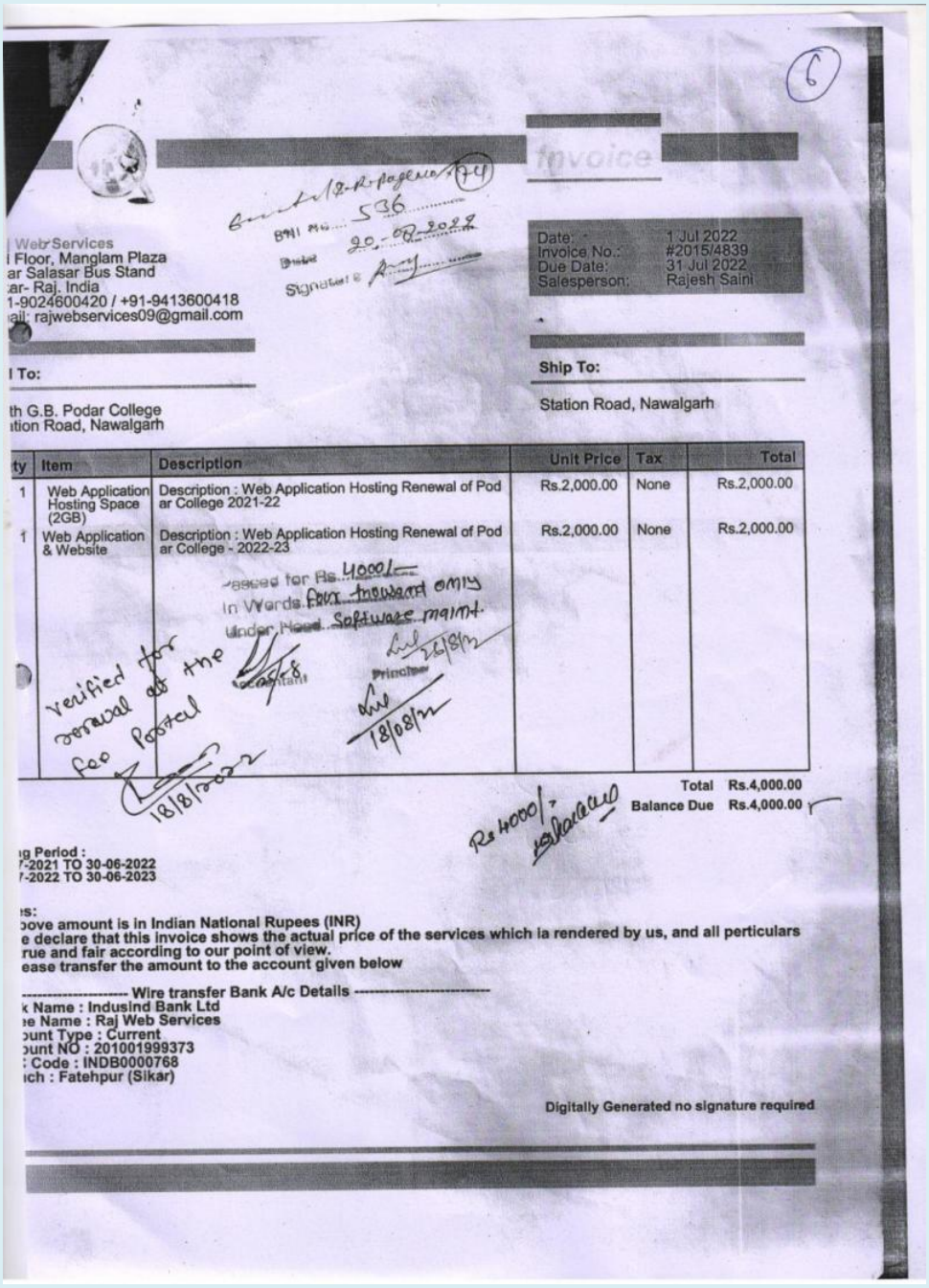
27/05/21.
59000/-

Satyendra Singh
Digitally signed by Satyendra Singh
Date: 2022.11.10 13:24:40 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Bills for the expenditure on implementation of egovernance in the areas of operation



Web Services
Floor, Manglam Plaza
ar Salasar Bus Stand
:ar- Raj. India
1-9024600420 / +91-9413600418
ail: rajwebservices09@gmail.com

Invoice

Date: 1 Jul 2022
Invoice No.: #2015/4839
Due Date: 31 Jul 2022
Salesperson: Rajesh Saini

I To:

th G.B. Podar College
ition Road, Nawalgarh

Ship To:

Station Road, Nawalgarh

ty	Item	Description	Unit Price	Tax	Total
1	Web Application Hosting Space (2GB)	Description : Web Application Hosting Renewal of Pod ar College 2021-22	Rs.2,000.00	None	Rs.2,000.00
1	Web Application & Website	Description : Web Application Hosting Renewal of Pod ar College - 2022-23	Rs.2,000.00	None	Rs.2,000.00

Total Rs.4,000.00
Balance Due Rs.4,000.00

g Period :
-2021 TO 30-06-2022
-2022 TO 30-06-2023

s:
ove amount is in Indian National Rupees (INR)
e declare that this invoice shows the actual price of the services which la rendered by us, and all perticulars rue and fair according to our point of view.
ease transfer the amount to the account given below

---------- Wire transfer Bank A/c Details ----------
k Name : IndusInd Bank Ltd
e Name : Raj Web Services
unt Type : Current
unt NO : 201001999373
Code : INDB0000768
ch : Fatehpur (Sikar)

Digitally Generated no signature required

Satyendra Singh
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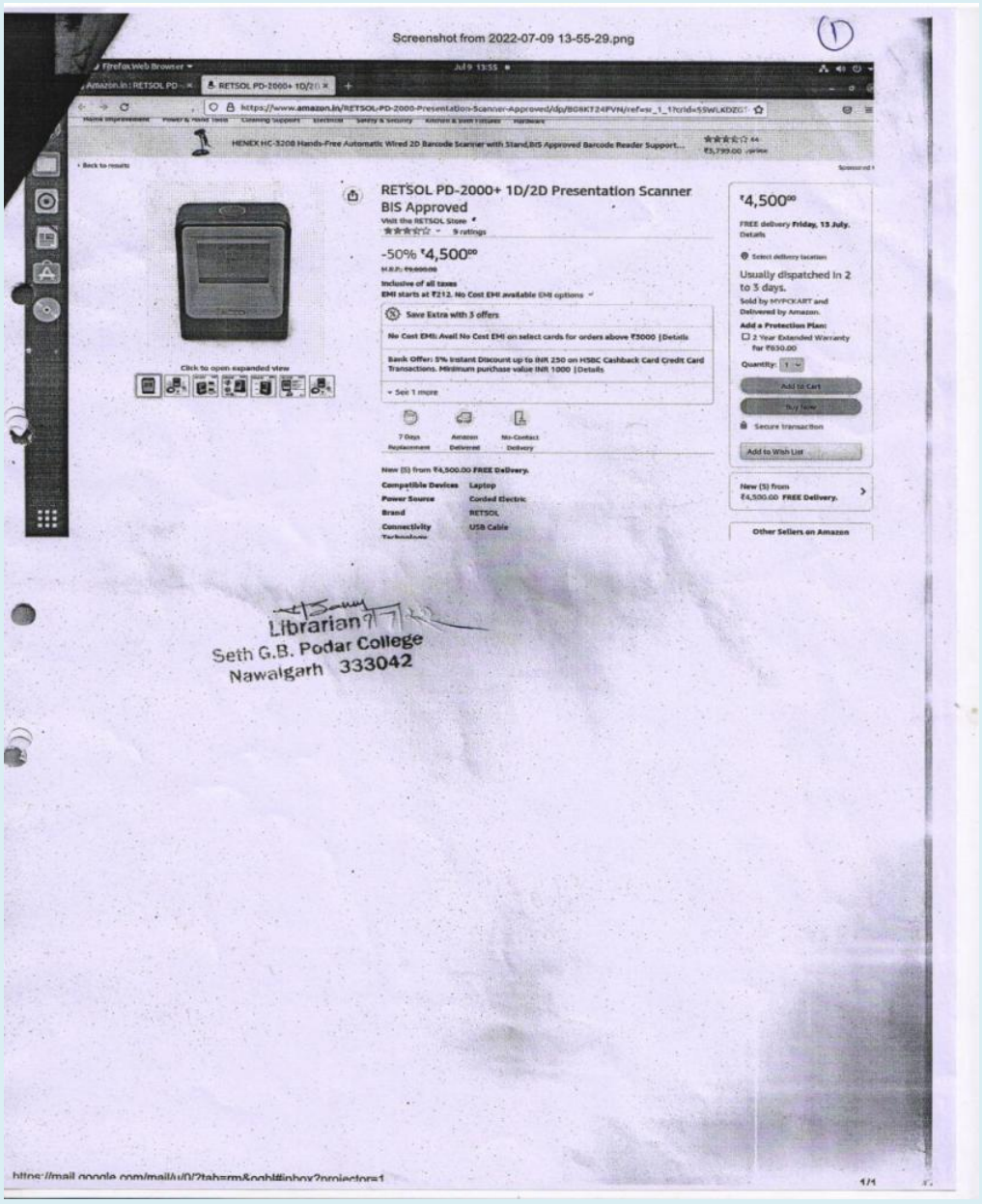
Date: 2022.11.10 13:24:40 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Bills for the expenditure on implementation of egovernance in the areas of operation



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SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Website: www.podarcollege.com

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

Satyendra Singh
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Date: 2022.11.10 13:24:59 +05'30'

6.2.2. INDEX

1. Institutional Organogram
2. Policy Document

Satyendra Singh
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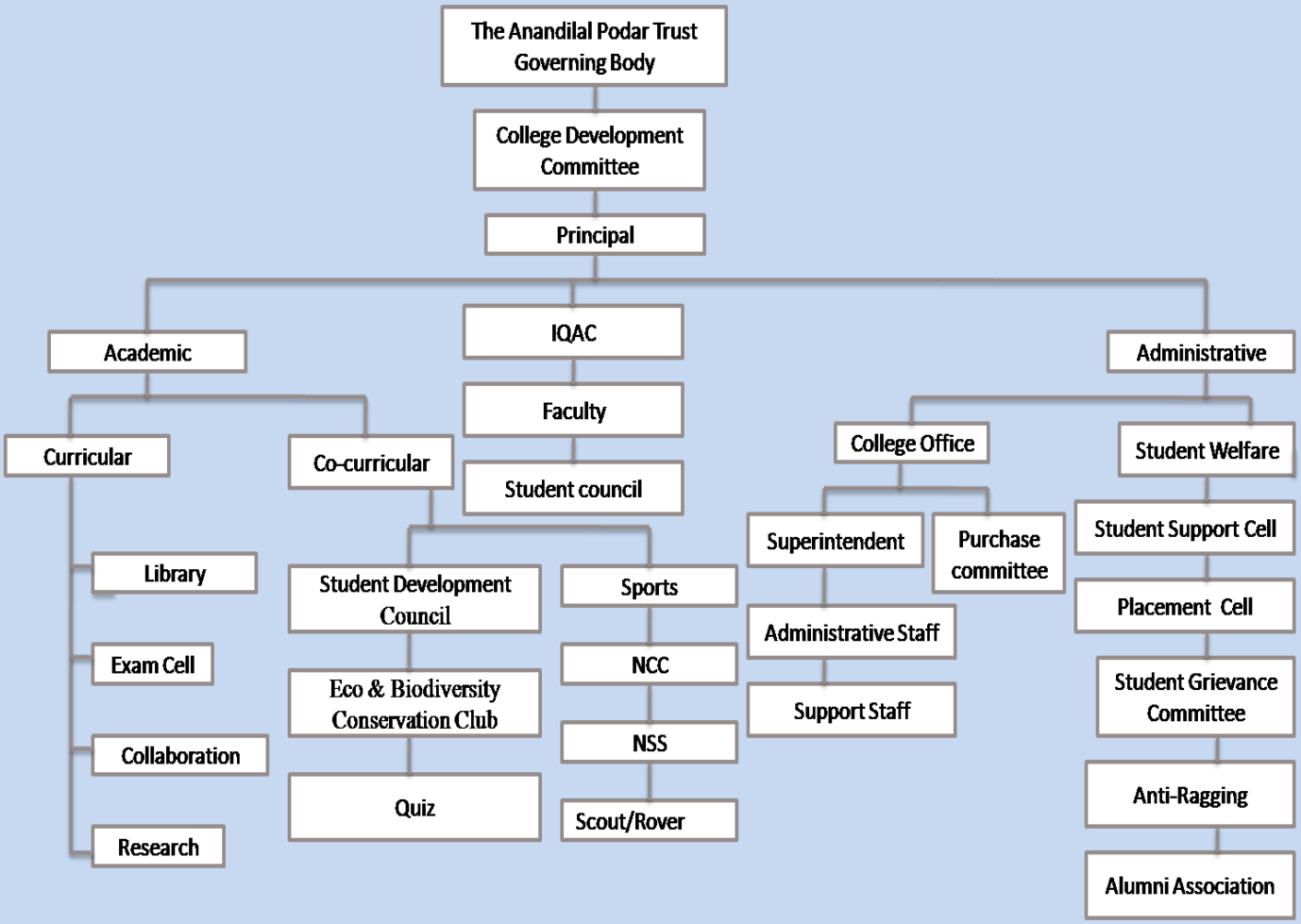
Date: 2022.11.10 13:24:59 +05'30'

SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)



Seth Gyanirm Bansidhar Podar College, Nawalgarh

Institutional Organogram

Satyendra Singh

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SETH GYANIRAM BANSIDHAR PODAR COLLEGE
Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Policy Document

POLICY TITLE: - E-Governance Policy

OBJECT:

1. Implementation of E-governance in various functioning of the institution.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless administration of the institution.
5. Facilitating online internal and external communication between various entities of the institution.
6. Providing easy access to information.
7. Making the institution visible globally.

POLICY:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already started with e-governance in some aspects of functioning like library, accounts, teaching and learning etc. But, now we have resolved to implement e-governance in many more areas and with this aim in view we have drafted this policy framework.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the college goes through updation from time to time when it needs an improvement. The website acts as a mirror of the college activities and information about all activities, important notices, etc. It makes easily available to the outsiders. For this purpose, a separate service provider/web designer has been appointed by the Executive Director of the Podar Trust. Alongwith it, training is given to the existing staff and persons. It is identified who will undertake the responsibility of website administration and updation at the college level.
2. **Student Admission:** The College processes admissions in both online and offline mode. This will cover admissions to all courses whether graduate, post graduate and autonomous courses. The Executive Director of the Podar Trust is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

Principal
Seth G.B. Podar College
Nawalgarh - 333042

Satyendra Singh
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SETH GYANIRAM BANSIDHAR PODAR COLLEGE
Podar Educational Campus, Nawalgarh - 333042 (Raj.)

3. **Accounts:** For ease of maintaining accounts, the trust is already using LINUX software. But, with new accounting methods and compliances, it has become necessary to procure other softwares as well. Accordingly, requirements are assessed by the Executive Director of the Podar Trust by discussion with accountant and other accounts staff and accordingly new softwares are purchased. Appropriate security measures are taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares are done on timely basis.
4. **Library:** We have the privilege of having one of the best libraries in the country. To continue with this legacy, we add more and more e-learning resources for the benefit of the teachers and students. Library is presently using KOHA software for its internal working. It is updated timely. Similarly newer e-learning resources like journals, etc are identified. Appropriate training to the staff and the students for using the e-learning resources are provided.
5. **Administration:** To provide a hassle free, convenient and cheap process, maximum of the administration of the trust are handled with ICT based technology. Facilities are provided for online leave management of employees, e copy of salary certificates, internal communication between the employees interse, etc. Students are able to obtain services like transfer certificates, bonafide certificates, etc. in online mode.
6. **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything is done in online manner. Utmost secrecy and confidentiality is maintained while handling examinations and work is done utmost care and caution. College Examination Officer supervises the entire process of examination under the guidance of the Principal of the college.
7. **Alumni:** In order to strengthen alumni interaction, an alumni google form is used to provide facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

Principal
Seth G.B. Podar College
Nawalgarh - 333042

Rambilas Podar Road, Nawalgarh Dist: Jhunjhunu – 333042
Phone No: 01594- 222030, 225892 Fax No: 01594-223198
Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com

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