

**OFFICE OF THE PRINCIPAL, V. N. (AUTO.) COLLEGE, JAJPUR ROAD**

**OFFICE ORDER NO. .... / DATE .....**

By order of the President, G. B., a committee constituting of the following members is hereby constituted to study the proper implementation of the e-office, e-accounts module and e-library and other e-services by different stake-holders in the college and submit a report within fifteen days (15) to the undersigned for transmission to the President, G. B.

**Committee members :**

1. Sri Prafulla Kumar Samal, Member, G. B. – Chairman
2. Dr. (Mrs.) Poonpun Das, Lect. in Zoology – Member
3. Sri Dillip Kumar Rout, Lect. in English – Member
4. Dr. Dasaratha Sahu, Lect. in Chemistry – Member
5. Dr. (Mrs.) Pragyan Prabartika Das, Lect. in English – Member

**Principal**

**V. N. (Auto.) College, Jajpur Road**

Memo No. 1385 / Date 06-06-23

Copy to the President, G. B. for information.

**Principal**

**V. N. (Auto.) College, Jajpur Road**

Memo No. .... / Date .....

Copy to Order Book / Principal's Guard file / Staff Common Room / Non-Teaching Guard file / Persons Concerned / Head Clerk / Administrative Bursar / Accounts Section / Auto. Exam Cell / Establishment Section / Academic Section / College Library / All Hostel Superintendents / IQAC / College Website for information and necessary action.

**Principal**

**V. N. (Auto.) College, Jajpur Road**

A meeting of the Committee for proper implementation of e-resources in the college was held at 11.00 am on 08.06.2023 in the Principal's office chamber under the Chairmanship of Sri Profulla Kumar Samal, Member, G.B. The following members of the Committee were present in the meeting and participated in the deliberations:

Members Present

1. Dr. Poonam Das
  2. Sri Dillip Kumar Borker
  3. Dr. Daseenath Sahoo
  4. Dr. Prajyanta Banerjee Dash
- 08.06.23  
08.06.2023  
08.6.23  
8.6.23

Resolutions made.

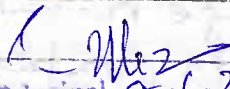
01. The committee expressed its displeasure over non-implementation of e-resources in the college. It is observed that huge numbers of files are pending in e-resources portal of the college in spite of repeated notices/instruction both verbally and written. Even the age of pendency is more than one year in some cases. In sample checking of e-office/resources portal except e-library it was found that 70 Nos. of files <sup>are pending</sup> at Principal, Upendra Kumar Swain's level, 282 Nos. of files at Head Clerk, Sri Benaribandhu <sup>Das</sup>'s level and 394 Nos. of files at the Accountant, Sri Pradeep Kumar Bismal's level. E-accounts <sup>has been</sup> not updated. E-library has not started in its proper form. E-accounts of the Auto. Exam Cell has not been updated since March, 2023 as submitted by the Controller of Exams, Dr. Sujata Ota over a cell phone at 2.20 pm the day of the meeting.
02. The committee resolved and requested the Principal to issue show cause notices to the persons responsible for inordinate delay in disposing files in e-office, in updating e-accounts and not implementing e-library completely for explaining

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The reasons for such inordinate delay and non implementation of e-services. The explanation ~~of~~ must be submitted before 1 Pm on 10.06.2023 so that it can be placed before the G.B. Board discussion and necessary order.

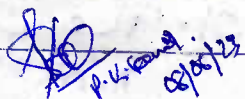
3. The committee felt the necessity of providing training of computer operation to the staff who are not computer literate by the Lecturers in IT, Mrs Mamatajee Paul, by devoting some extra time.
4. Resolved that the copy of the Resolution of the committee be sent to the President, G.B. for his kind information today.

Meeting ended with thanks to the chair.

  
Principal 8.6.23  
V.N. (Auto) College, Jajpur Road

Poojita Das

Prerajya Prabhakar Das

  
Chairman  
Committee for implementation  
of e-services.  
V.N. Auto. College, J-Road.