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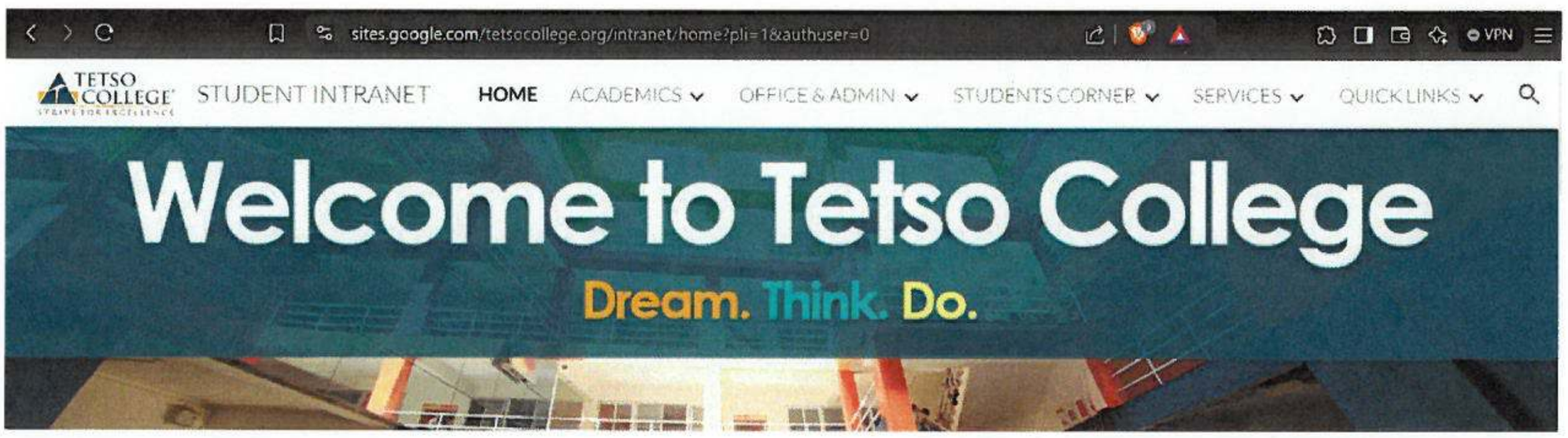
Institution Implements e-Governance in its Operations

(2018 - 2023)

1. **Administration:** e-governance in a college setting involves the use of digital tools and platforms to streamline and enhance administrative processes, communication, and decision-making. This significantly improves efficiency, transparency, and accessibility within the institution. Here's an overview of how e-governance is implemented in Tetso college.
    a. **Student Intranet:** The student intranet at Tetso College would serve as a centralized digital platform designed to enhance the overall student experience by providing easy access to a wide range of academic and administrative resources.
    (https://sites.google.com/tetsocollege.org/intranet/home?pli=1&authuser=0)



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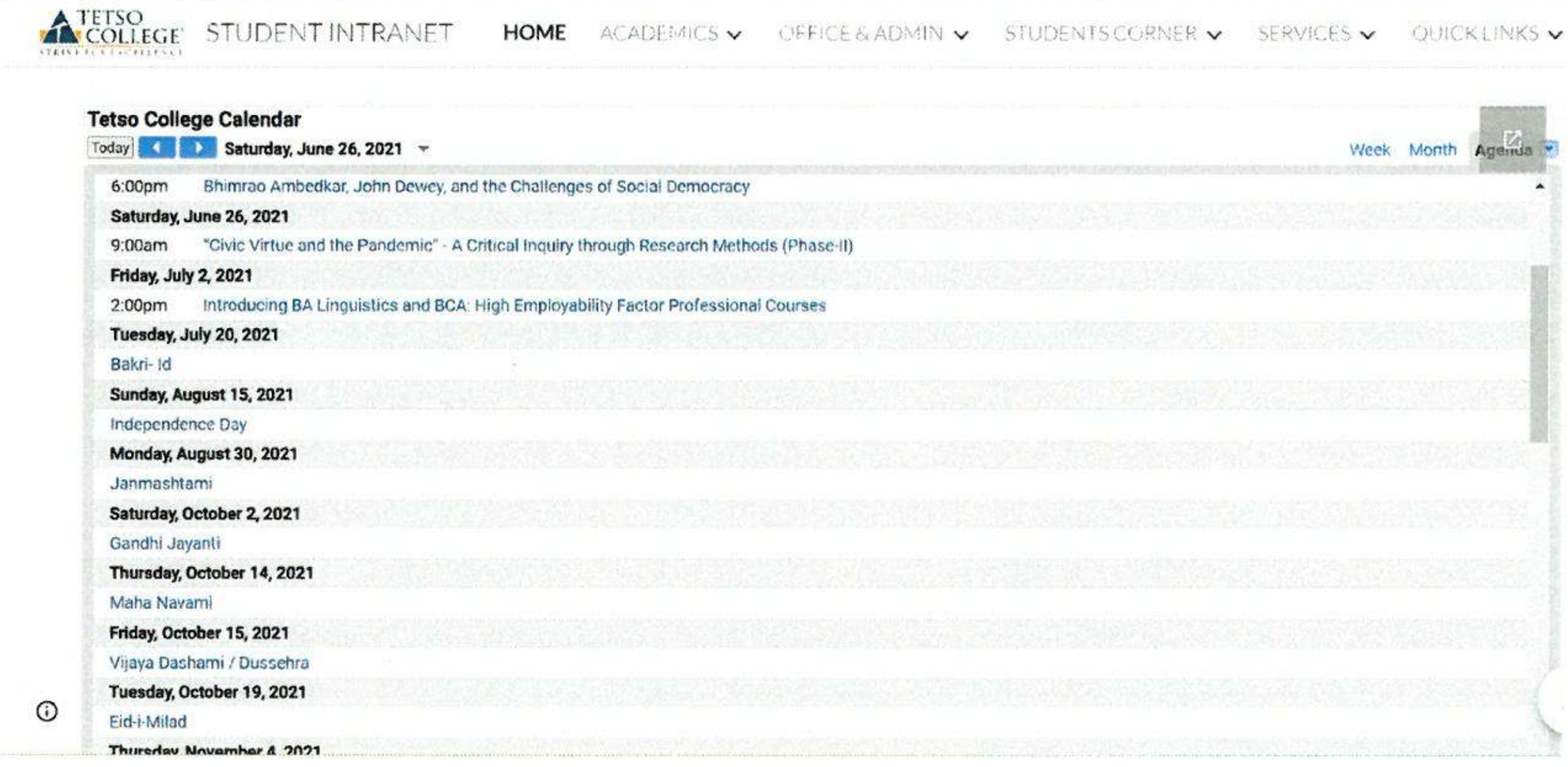

b. **Notifications for students** : The notification section on Tetso College's student intranet serves as a vital communication channel for students. It provides timely updates, announcements, and reminders related to academic schedules, events, workshops, and administrative matters.

https://sites.google.com/tetsocollege.org/intranet/notification/2024?authuser=0

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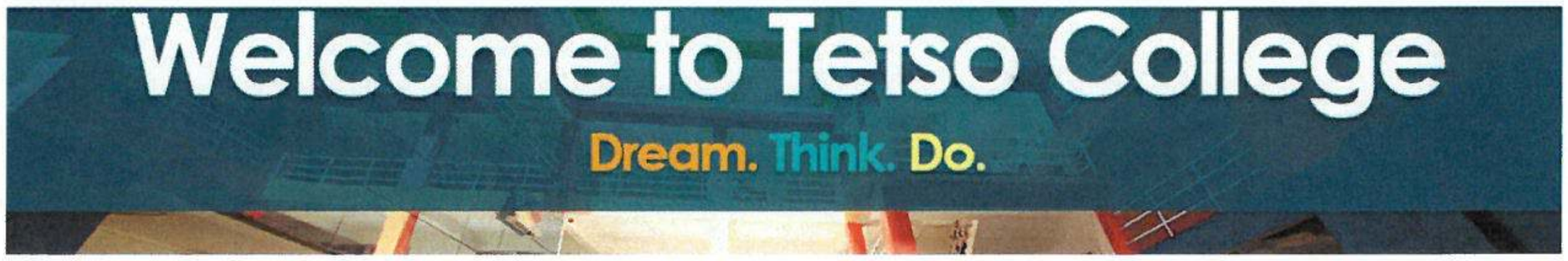
TETSO COLLEGE STUDENT INTRANET HOME ACADEMICS OFFICE & ADMIN STUDENTS CORNER SERVICES QUICK LINKS



- Holiday Notification: Janmashtami 2024 Date: 23/08/2024
- Holiday Notification: Independence Day 2024 **Date: 14/08/2024**
- TC-1/Orientation/522: MA 1st Semester: Welcome Letter & Freshers Orientation 2024 ***Date: 06/08/2024***

July 2024

- UG Notification_Re-evaluation Notification Date 31st July 2024
- UG Notification_One Time Relaxation Date 26th July 2024

Tetso College Intranet All changes saved in Drive

Issue of UG Odd Semester Admit card November 2022

This is to notify all the students that Admit cards for their odd semester examination will be issued on **4th November (Friday) 2022,** in their respective Honours classes.

However, the following students can collect their Admit cards from the office:

- BA 3rd Semester General
- BA 5th Semester General
- Repeater Students of all semesters

Note that the office will not issue Admit cards to students during class hours. Students are informed to collect their Admit cards only during their free class.

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TC-2/Discipline 1723

17th January 2023

Disciplinary Notification

Welcome back

Dear students, As we resume our classes from tomorrow (18th January) onwards, let us gear up with a new set of mind to learn and discipline ourselves.

Here are a few disciplinary reminders :

1. Students are hereby informed to get their uniform from Hotspot. Attendance will not be given to the uniform defaulters on the first day as well as the entire semester without proper uniforms.
2. Class timing is from 8:45 AM. Students have to reach the college campus on or before 8:45 AM. After 8:45 AM no one will be allowed to enter the campus. Students are therefore requested to move out early in order to avoid facing any issues.
3. Tetso college is a Tobacco free campus so let us keep our institution in a clean and safe environment.

Failing to follow the above rules will result in strict disciplinary action. Try to avoid getting into the problems. When you follow rules there's no rules.

c. **Students Handbook:** The Student Handbook available on Tetso College's student intranet serves as a comprehensive guide for students. It contains essential information about college policies, rules, and procedures. Students can refer to it for clarity on academic requirements, grading systems, attendance policies, examination guidelines, behavioral expectations, ethical standards, disciplinary procedures, campus facilities, student services, health and safety protocols, and more.
https://sites.google.com/tetsocollege.org/intranet/students-corner/student-handbook?authuser=0

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Welcome to Tetso!

Dear Student

The Tetso College family extends a warm welcome to you!

We are excited about your next few years with us, which we hope, will become beautiful memories in the journey of your life. From today, you have entered a period of tremendous growth and change in your life. This Handbook is being provided to help you transition comfortably into College life.

As a Tetso student, you will be expected to learn, work, cooperate and adapt to the new culture of campus life. We encourage you to venture far beyond your "comfort zones". Allow yourself to consider new possibilities.

Take up new courses, discover new subjects. Participate in activities you have never tried before. You might discover new talents that bring greater satisfaction. Value the time yo have now and the new people you will meet. Immerse yourself in the academic and residential environment and let the years you spend here become moments that define your life.

TETSO COLLEGE STUDENT INTRANET HOME ACADEMICS OFFICE & ADMIN STUDENTS CORNER SERVICES QUICK LINKS

Finally, I want to remind you - whatever situation you may find yourself, many people are standing by to help you think through choices and offer the support you need. Find advisers or counsellors that you like and trust, and do not be afraid to ask for some of their time. Remember, everyone at the College wants you to succeed.

Dr. Hewasa L. Khing
Principal

Contents:

Introduction: Learning in a Progressive Environment
1. Higher Secondary(Arts & Commerce)
2. Degree Level (B.A & B.com)
3. Procedure for switching subject combinations or Honours.
4. Library
5. Financial Information
6. Code of Conduct
7. Attendance Policy
8. Miscellaneous

TOP TIPS FOR STUDENTS

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Degree Level (BA | BBA | BCOM)

The degree level programme is a three year course comprising of six semesters and is affiliated to Nagaland University.

A) The Degree Examination System:

- The degree level follows the semester system. The duration of Semester I, III and V shall be from June to November (6 months) while the duration of Semester II, IV and VI shall be from December to May (6 months) during which Admission, Course Work, Conduct of Examinations and Declaration of Results shall be completed, including Semester Break.
- Nagaland University conducts IV and VI End-Semester Examinations while the remaining is conducted by the College. For all the end-semester Examinations, questions papers are prepared by the University.
- There are two types of programmes at the degree level. One is a General BA/BBA/BCom degree while the other is an Honours Degree. Students may take up a General BA/BBA/BCom degree or specialize in a subject of their choice by taking up an Honours programme. Please refer to the college prospectus or contact the office for the list of Honours programmes available.

B) Honours Programmes: The Honours Degree is for those students who would like to specialize in a specific field, for eg. English, Accountancy, History, Sociology etc. To take up honours, students must fulfil any of the minimum criteria given below:

d. Hostel Handbook: The Hostel Handbook available at Tetso College provides essential information for students residing in the college hostels. It covers accommodation guidelines, safety and security measures, amenities, guest policies, health and hygiene standards, and entry and exit procedures.

https://sites.google.com/tetsocollege.org/intranet/students-corner/hostel-handbook

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Hostel Handbook

HAND BOOK FOR HOSTELLERS

Welcome to the Tetso College Home. Hostel facilities are available for both boys and girls. The boys reside at Tetso Pelo Boys Home while the girls reside at Tetso Sinle girls Home. Respective resident co-coordinators (RC's) reside along with the students to ensure discipline, redressal of grievances and are always accessible to students. Seats are limited and are allotted on the basis of merit and to outstation candidates.

There are ample opportunities for the Hostellers for improving leadership, personality, communications and other skills through creative activities such as dramas, comedies, debates,

TETSO COLLEGE STUDENT INTRANET HOME ACADEMICS OFFICE & ADMIN STUDENTS CORNER SERVICES QUICK LINKS

CONTENTS:

1. Important Things Every Hosteller should know
2. Hostel Entry
3. Hostel Leave Policy
4. Hostel Rules
5. Hostel Exit Procedure
6. Hostel Mess
7. Fee Rules
8. Hostel Committee

CONTACT DETAILS:

POSTAL ADDRESS:
Tetso College
P.O. Box 52
Dimapur - 797112
PHYSICAL ADDRESS:
Tetso College
Sovima, 6th Mile
Dimapur - 797112

Phone: (03862) 242878
College website: www.tetsocollege.org

Disclaimer:

The information contained in this handbook is accurate and reliable to the best of the decisions taken by the College administration. Tetso College reserves the right to change or alter at any time, without notice, any of the information provided in the handbook. This includes information about courses, fee structure, administrative policies, scholarships or awards.

The information also does not offer any promise or guarantee of any rewards or scholarships for students as they are subject to availability and individual requirements.

Tetso College does not hold any responsibility for liabilities that arise from the application of, or reliance on, any of the information.

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e. **Transport:** Tetso College, we offer a comprehensive transportation service that connects various points on campus and key staff/student destinations. All the information about transport and fees collections is provided in student intranet and email is sent out for bus users. payments of fees can be done online.

https://sites.google.com/tetsocollege.org/intranet/services/transport

Transport

Transportation is provided to both staff and students. Transport covers all areas in Dimapur but may require a minimum number of students in certain localities.

- **Bus Route And Seat Disturbution for odd Semester 2022**

If you have a query regarding whether the bus service will cover your location or would like to recommend a route then please email transport@tetsocollege.org

- **Bus Fare:** https://tetsocollege.org/services/transport/
- **Bus Booking Fee:** Rs. 1000/-

**The booking amount will be adjusted in the monthly bus fee when on-campus classes resumes.*

For further queries please contact:

Bus In-charge (7005998077)

CONDITIONS:

1. *25% will be deducted if admission is cancelled before the start of hostel or bus service.*
2. *No refund or adjustment will be made after the start of hostel or bus service. Both installments must be paid.*
3. *Cancellation of Hostel/Bus service:*
   - *For Bus: An application has to be submitted to the accounts department.*
   - *For Hostel: The hostel checkout form has to be filled from the accounts office.*
4. *A late fine of Rs. 150 is applicable if the Hostel/Bus instalments are not cleared before the due date.*
5. *Students must produce receipts in case of any discrepancies.*
6. *All fees must be paid in full in an event of expulsion, transfer or cessation of studies.*
7. *Charges applicable for booking cancellation*

BOOKING
Bus | Hostel

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1st October, 2021

Transport Notification: UPDATED Bus Schedule for 4th October, 2021

Dear bus users,

Please find the **UPDATED** bus schedule for 4th Oct 2021 below:

Click HERE: October Bus Schedule

In case of any doubt or assistance or your name is missing please feel free to email **transport@tetsocollege.org.**
Please note this is a temporary allocation and the bus routes and will be revised and more routes added.

Sd/-
Transport Department

f. Response and Feedback form from Principal to students : A response and feedback form from the principal to students is a tool used to gather feedback and opinions from students on various aspects of their academic experience. It provides a platform for students to express their thoughts, concerns, and suggestions directly to the principal, fostering open communication and continuous improvement.

https://sites.google.com/tetsocollege.org/intranet/office-admin/feedback-suggestion

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sites.google.com/tetsocollege.org/intranet/office-admin/feedback-suggestion

TETSO COLLEGE STUDENT INTRANET HOME ACADEMICS OFFICE & ADMIN STUDENTS CORNER SERVICES QUICK LINKS

Feedback & Suggestion Form

Submit now

Responses to Feedback & Suggestion

- TC-1/FS-Resp-5 /0624, 7th June 2024
- TC-1/FS-Resp-4 /0823, 31 August 2023
- TC-1/FS-Resp-3 /0423, 19th April 2023
- TC-1/FS-Resp-2/0423, 12th April 2023
- TC-1/FS-Resp-1/0123, 3rd February 2023

Response: Feedback & Suggestion Form -2 Inbox ×

Hewasa L. Khing <hkhing@tetsocollege.org> Wed, Apr 12, 2023, 3:09 PM

to Tetso

TETSO COLLEGE
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TC-1/FS-Resp-2 /0423
12th April 2023

Dear Tetso College Community,

We have received further feedback and suggestions and have provided responses which are now available for viewing on your Student Intranet under "Responses to Feedback and Suggestions".

You may head there to view it - https://sites.google.com/tetsocollege.org/intranet/home

When filling up the Feedback and Suggestion Form please try to be as specific as possible in your suggestions or complaints so that we can address the issue appropriately. Apart from problems, we would also like to know what we are doing *right* so that we

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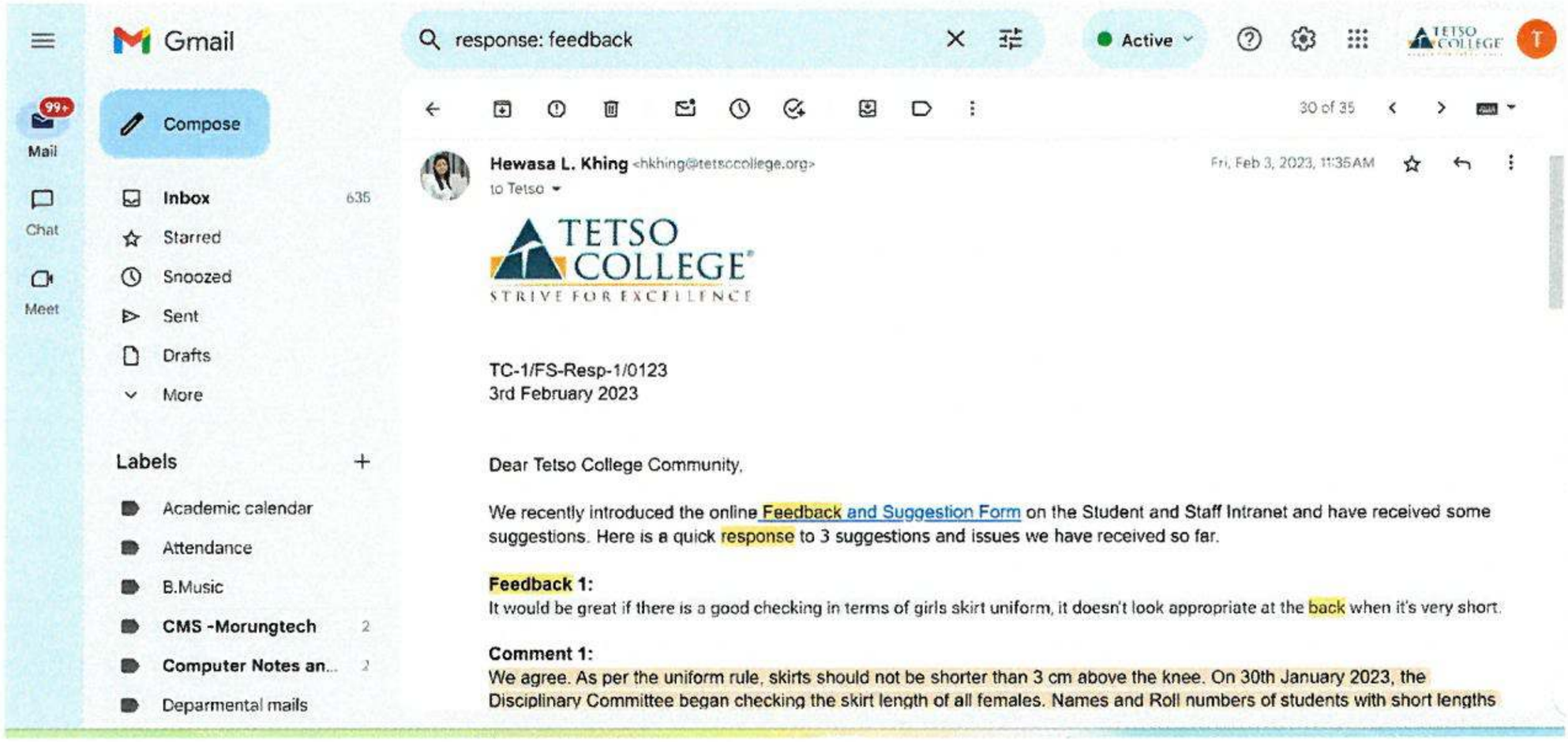

g. Classroom support for students: Classroom support at Tetso College includes the use of Google Classroom for online learning, easy access to syllabi and textbook information on the student intranet, and a transparent class test schedule. These resources aim to provide students with a structured and organized learning environment, facilitating effective academic performance.

https://sites.google.com/tetsocollege.org/intranet/students-corner/classroom

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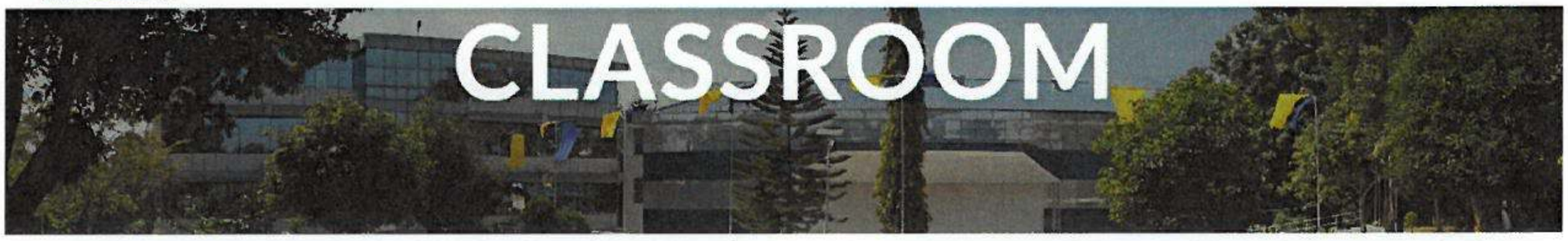

Google Class Codes | UG Odd Sem 2024

Syllabus & Textbooks

Google Class Codes | PG Odd Sem 2024

BA/BCom 3rd Semester NEP Orientation Slides

Internship Guidelines for 5th Semester (NEP/FYUGP)

Orientation for 1st Semester (Presentation Slide)

sites.google.com/tetsocollege.org/intranet/old-subpages/syllabus?authuser=0

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Syllabus & TextBooks

NEP - FYUGP Syllabus & Guidelines (Nagaland University)

CHOICE BASED CREDIT SYSTEM (CBCS) Syllabus 2022

CBCS Guidelines for Undergradduate Level

BA Linguistics - CHOICE BASED CREDIT SYSTEM (CBCS) Syllabus 2022

TEXTBOOKS & ADDITIONAL MATERIAL (UG LEVEL)

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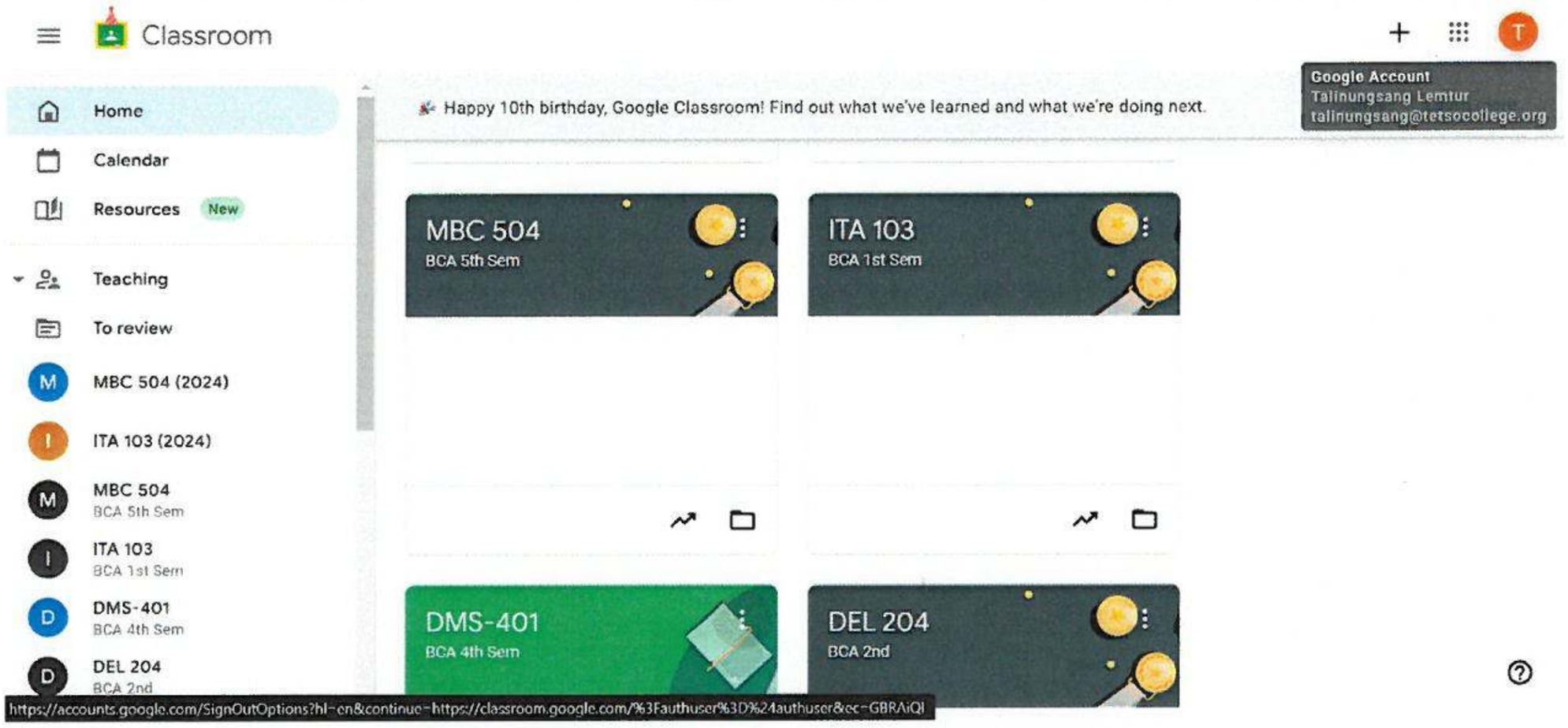

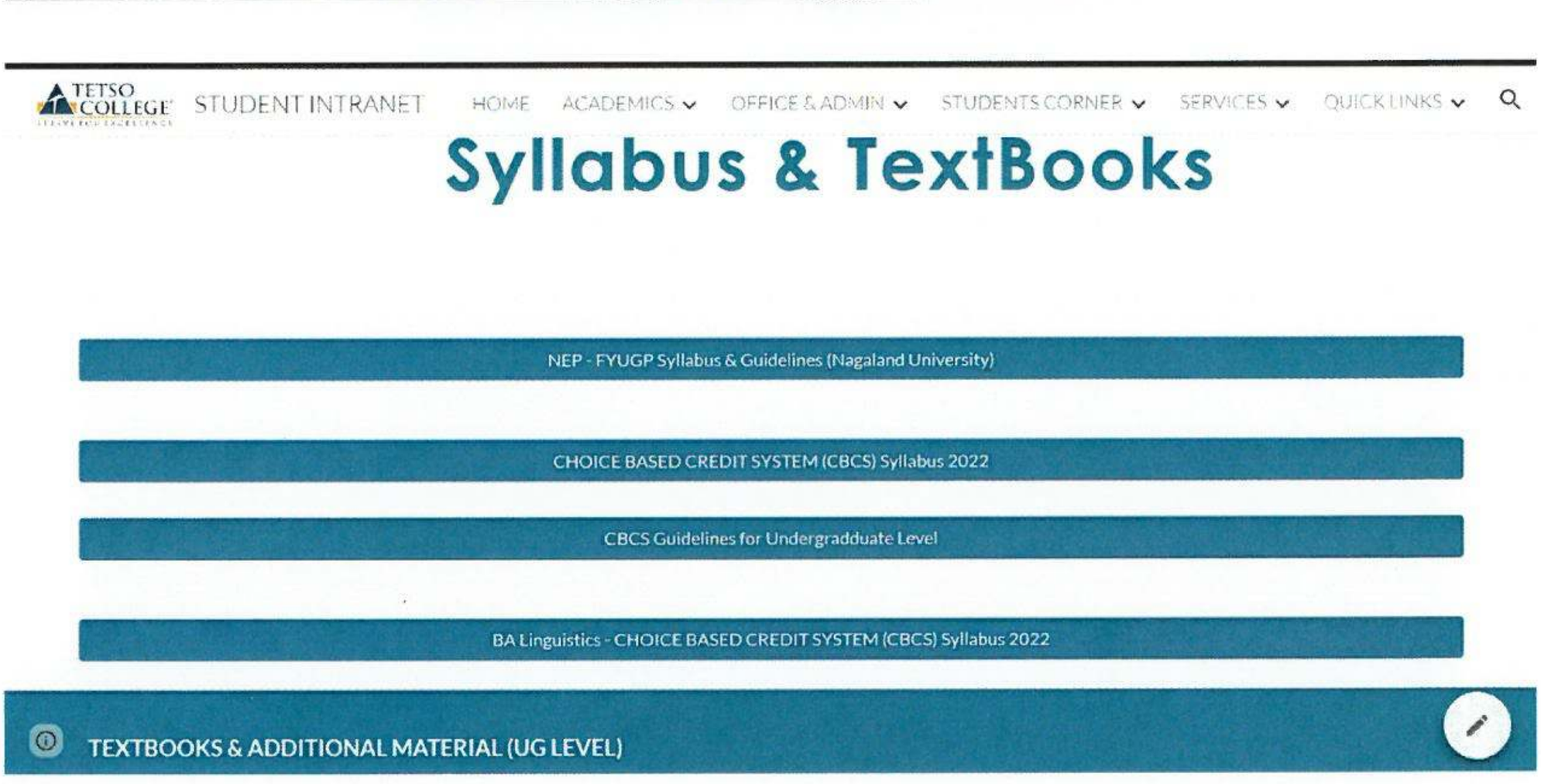

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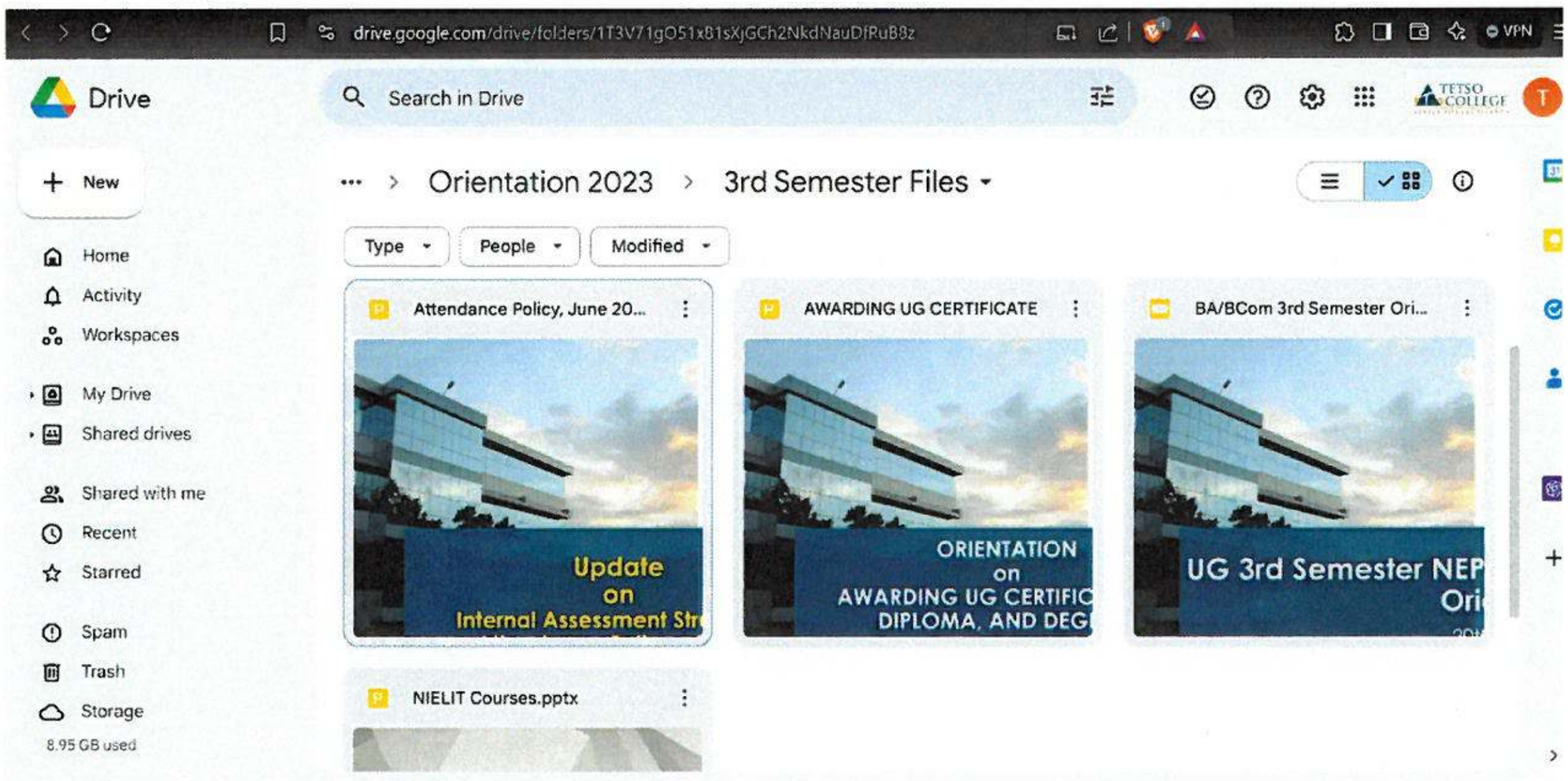

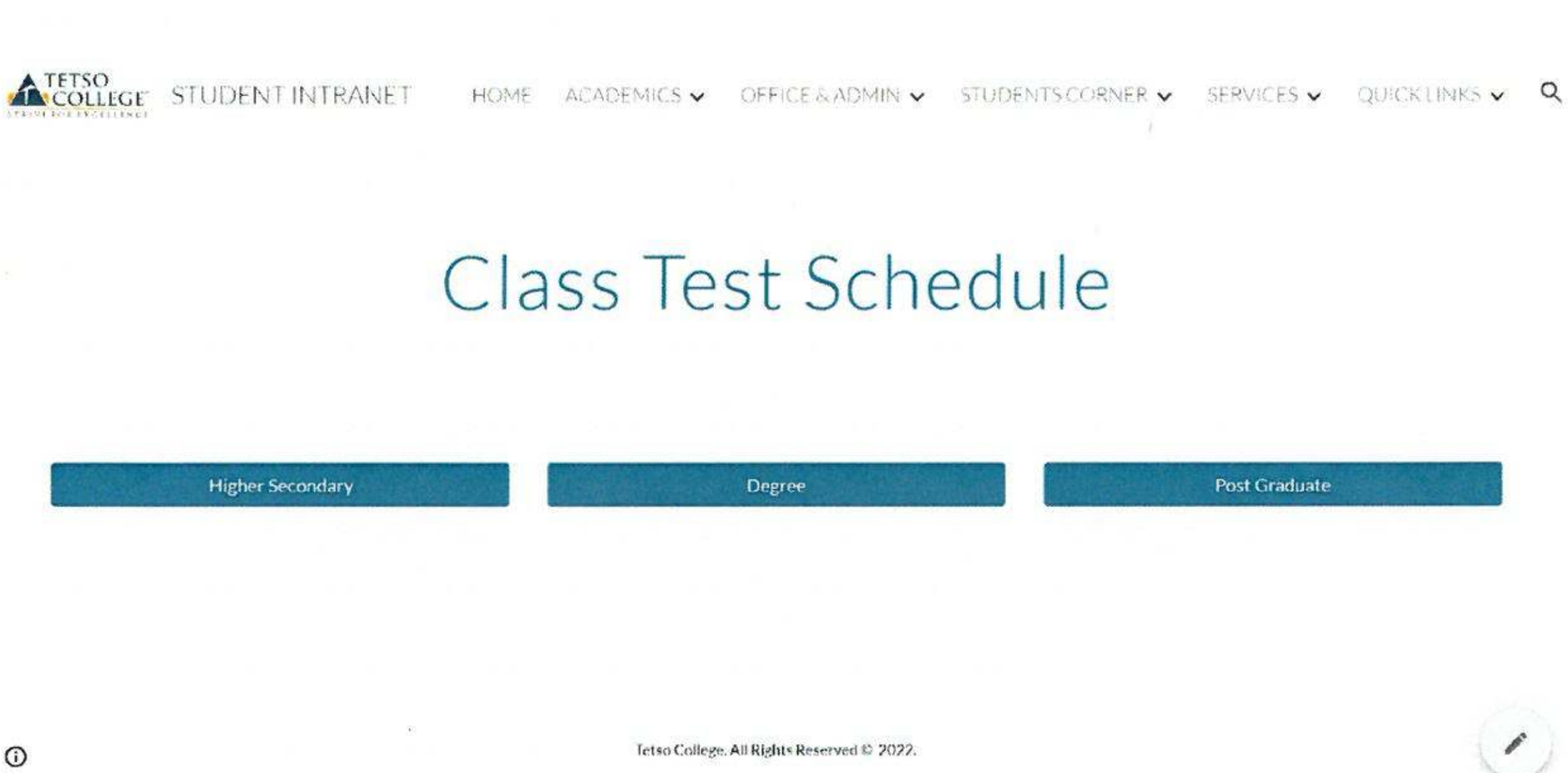

https://sites.google.com/tetsocollege.org/intranet/old-subpages/class-test-schedule

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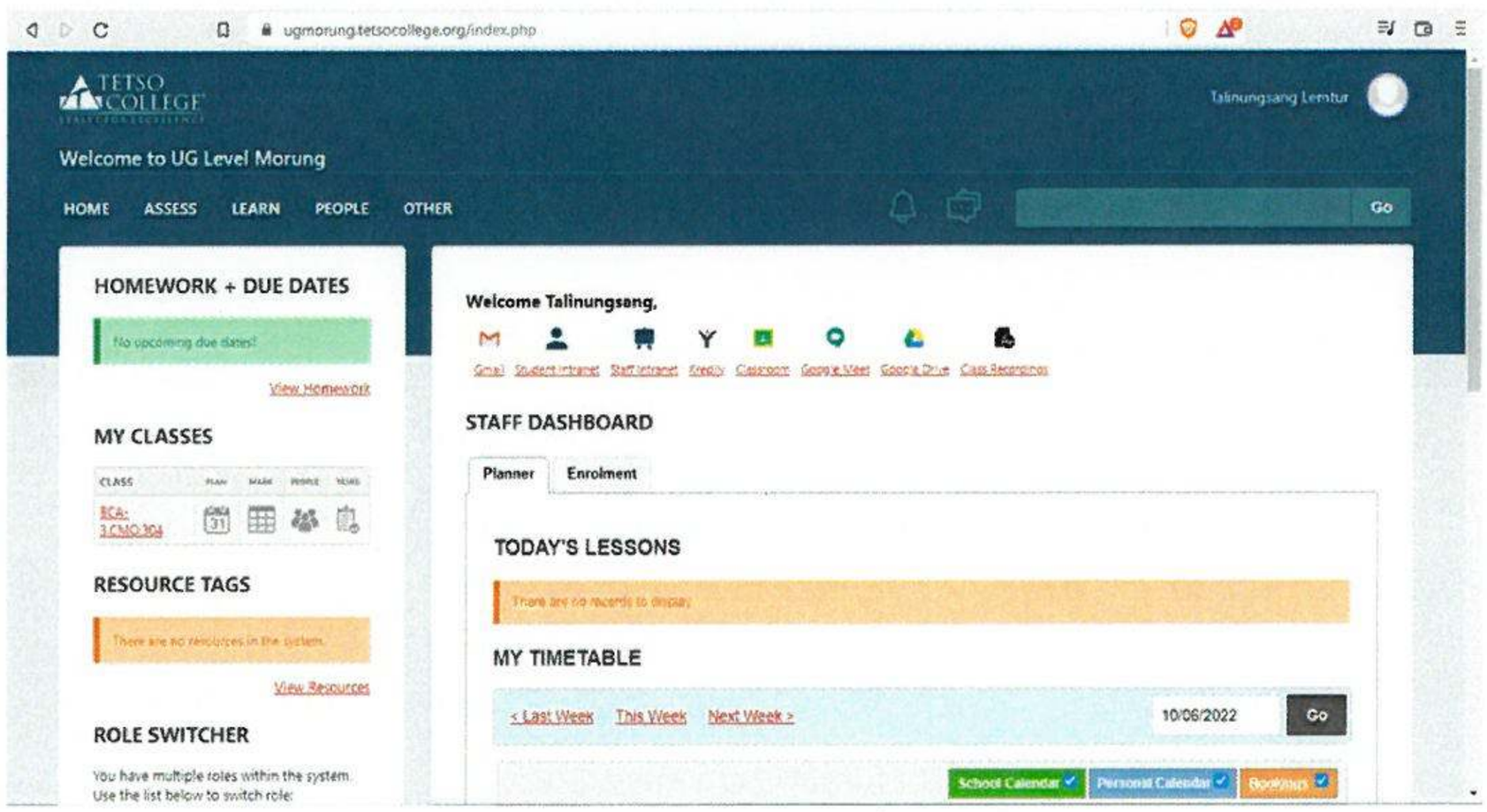
h. Software to track attendance: Jan 2022 - June 2023 (gibbon open source software was used) instruction file given to students is uploaded: (prior to this only manual pen paper attendance was taken)



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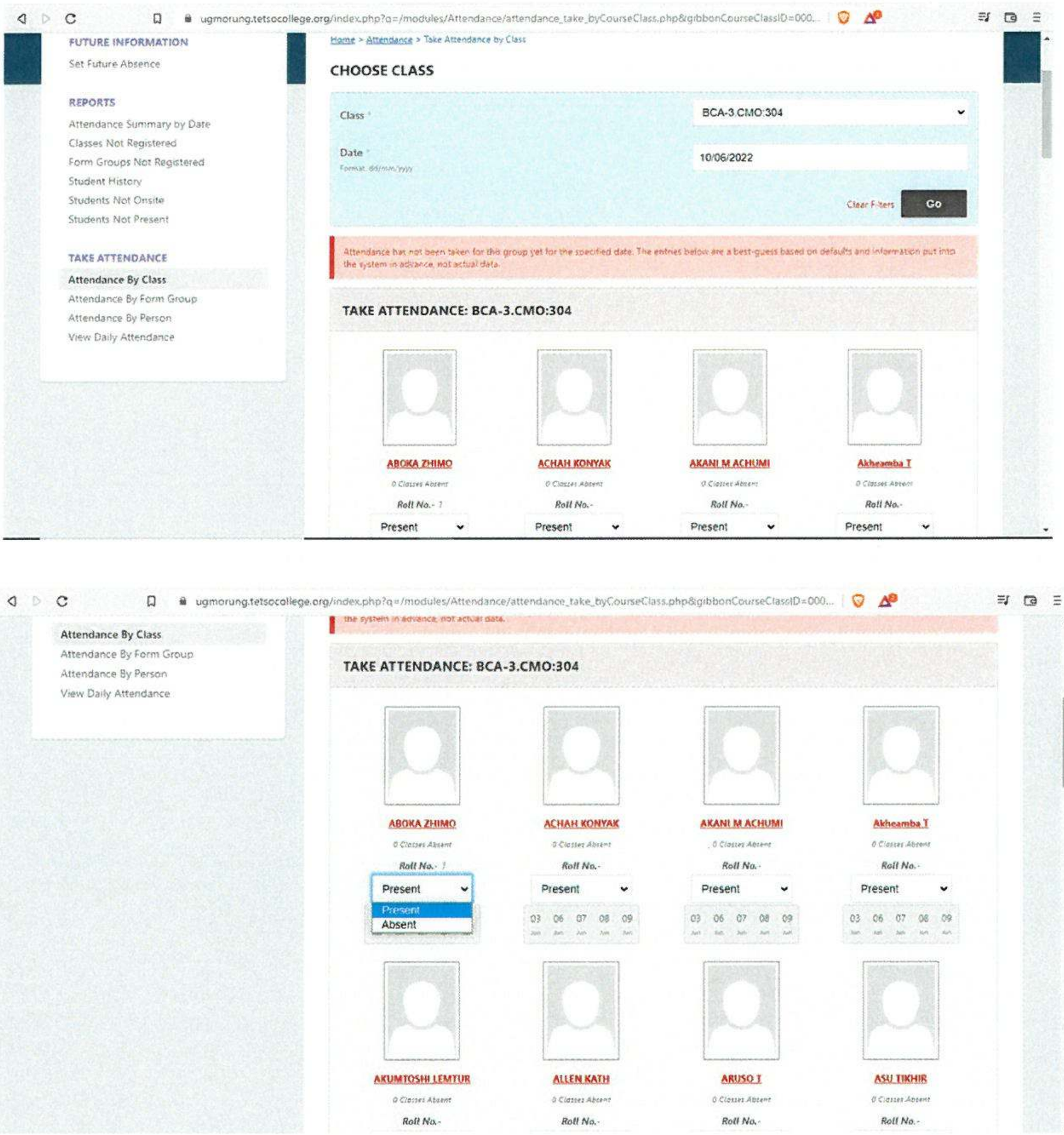

i. Kredily : Kredily is a cloud-based HR management software that Tetso College likely uses to streamline various HR functions. This could include tasks such as employee onboarding, payroll processing, performance management,

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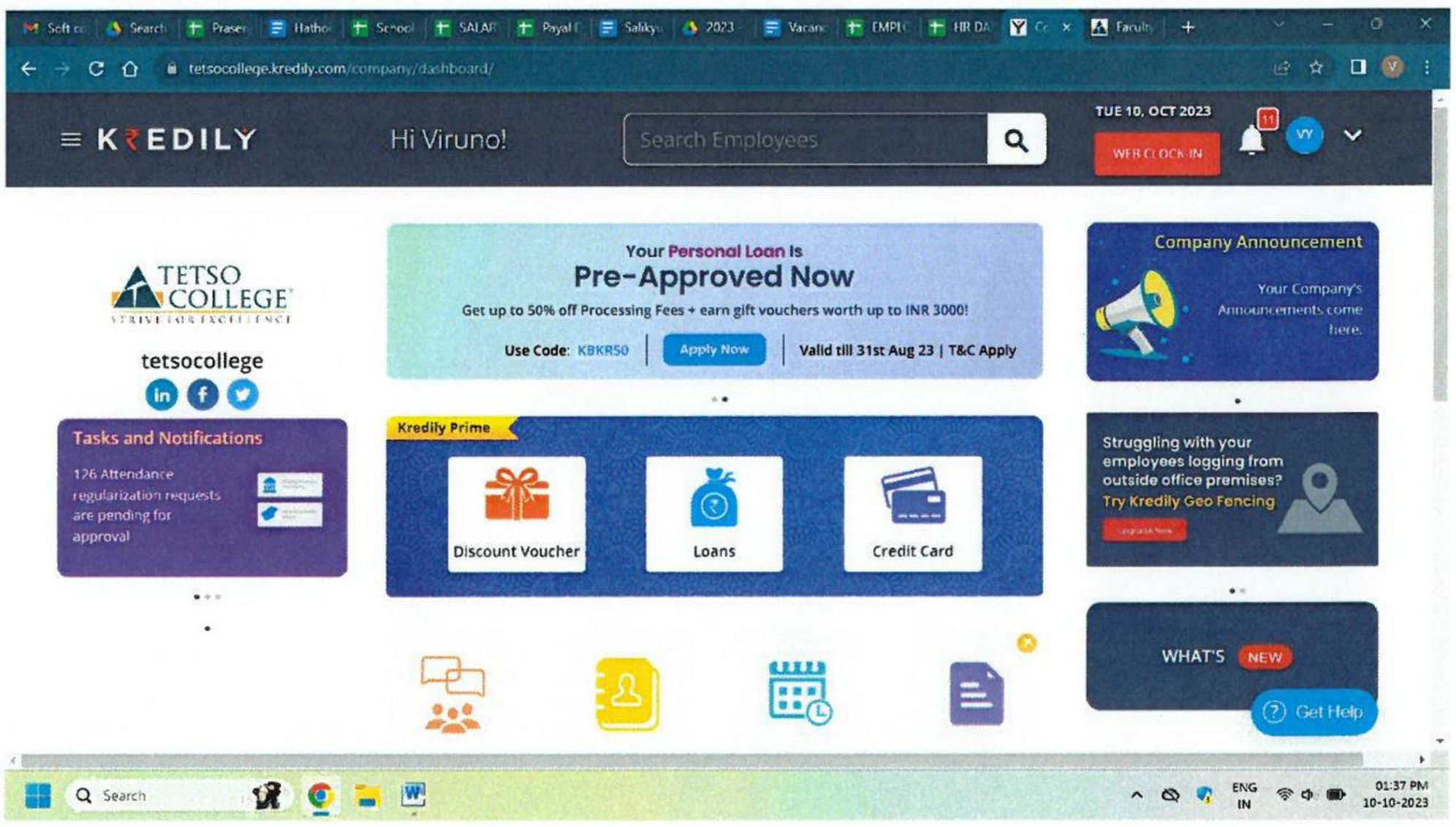
time and attendance tracking, and leave management. By utilizing Kredily, Tetso College can automate HR processes, improve efficiency, and enhance overall HR operations.

https://tetsocollege.kredily.com/leaves/employeeLeaveRules/



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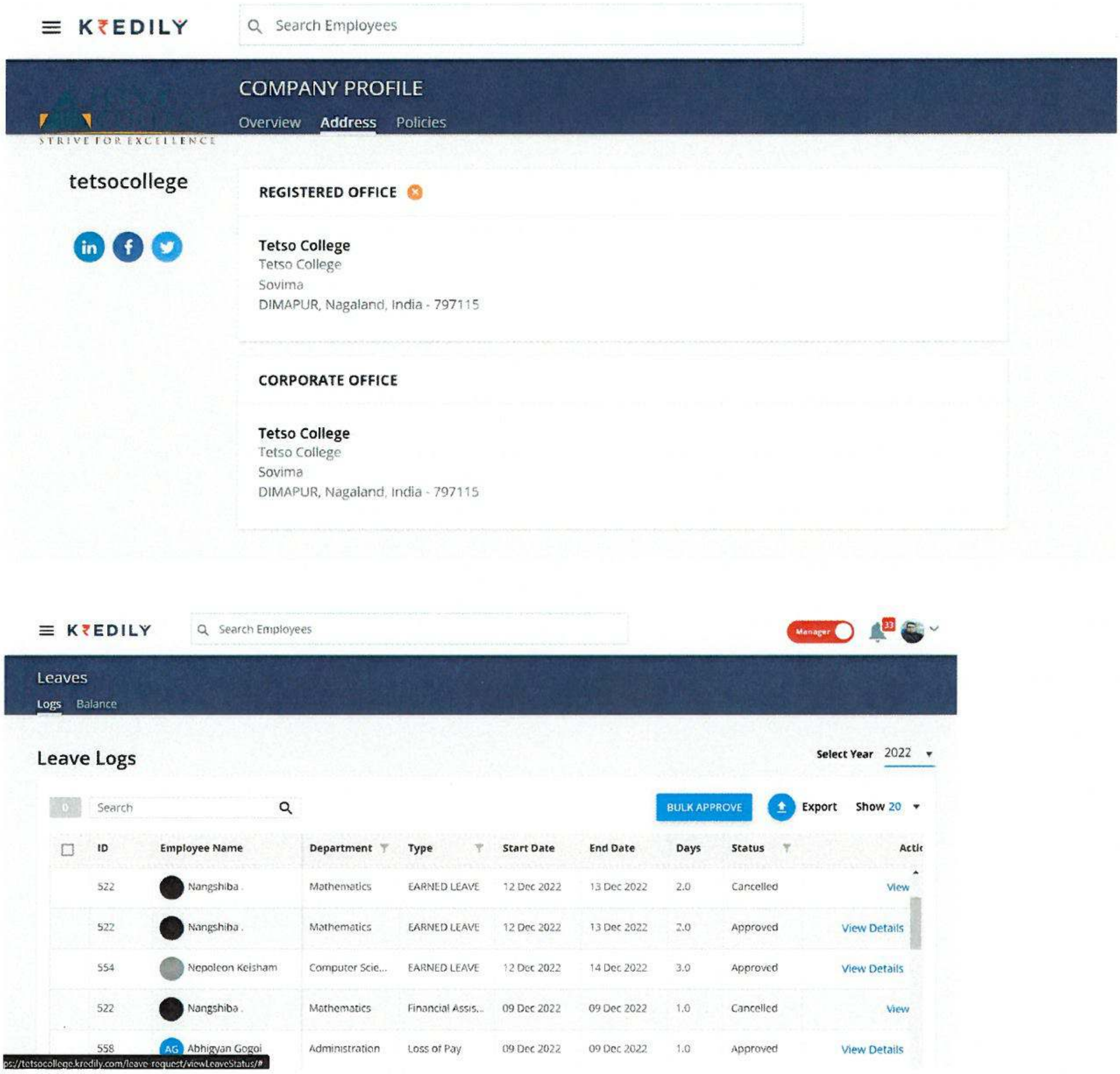

2. **Student Admission and Support**:

   https://admission.tetsocollege.edu.in/

   a. **Student Admission Portal**

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admission.tetsocollege.org

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Welcome to the Tetso College Admission Portal

A valid email ID is required to complete the registration process

Register

(Download our Free Prospectus after registering)

Admission Closed

USERNAME OR E-MAIL *

PASSWORD *

KEEP ME SIGNED IN

Login

Forgot your password?

Read Admission Related FAQs

Post Graduate Programme (Masters)

Undergraduate Programme (BBA/ BCom Hons/ BA/BCA/BSW)

Other Programmes

– Scholarship Aid

For fee information, CLICK HERE

Helpline Numbers

Phone: +91 7005998089

WhatsApp: +91 7005998089

WhatsApp: +91 6009308499

E-mail: admission@tetsocollege.org

admission.tetsocollege.org/faq/

TETSO COLLEGE

ADMISSION RELATED FAQS

FAQ

Most frequent questions and answers

Complete Tetso admission online in 7 easy steps!

Step 1: Register yourself here —> Admission Portal: admission.tetsocollege.org

Step 2: Check your email and click on the activation link in your ✉ email

Step 3: Download the Prospectus for Free. Before you "Apply for Admission" you must first pay the "Registration Fee" online

Step 4: After paying the Registration Fee, wait for min. 48 hours and login through your registered email ID to "Apply for Admission"

Step 5: After Submission of information and documents, wait for an acceptance email or call

Step 6: After acceptance email or call, login with your registered User ID and pay the Admission Fee online within 7 days to confirm your seat 🪑

Please note Admission Payment done after 3 days will be subject to availability

Step 7: Receive a welcome email You are now officially a Tetso student 🎉

HOW CAN I GET MY LOGIN PASSWORD IN CASE I FORGET? +

HOW CAN I CHECK WHETHER I AM ELIGIBLE FOR OPTED PROGRAMME OR MINIMUM ELIGIBILITY OF THE PROGRAMME? +

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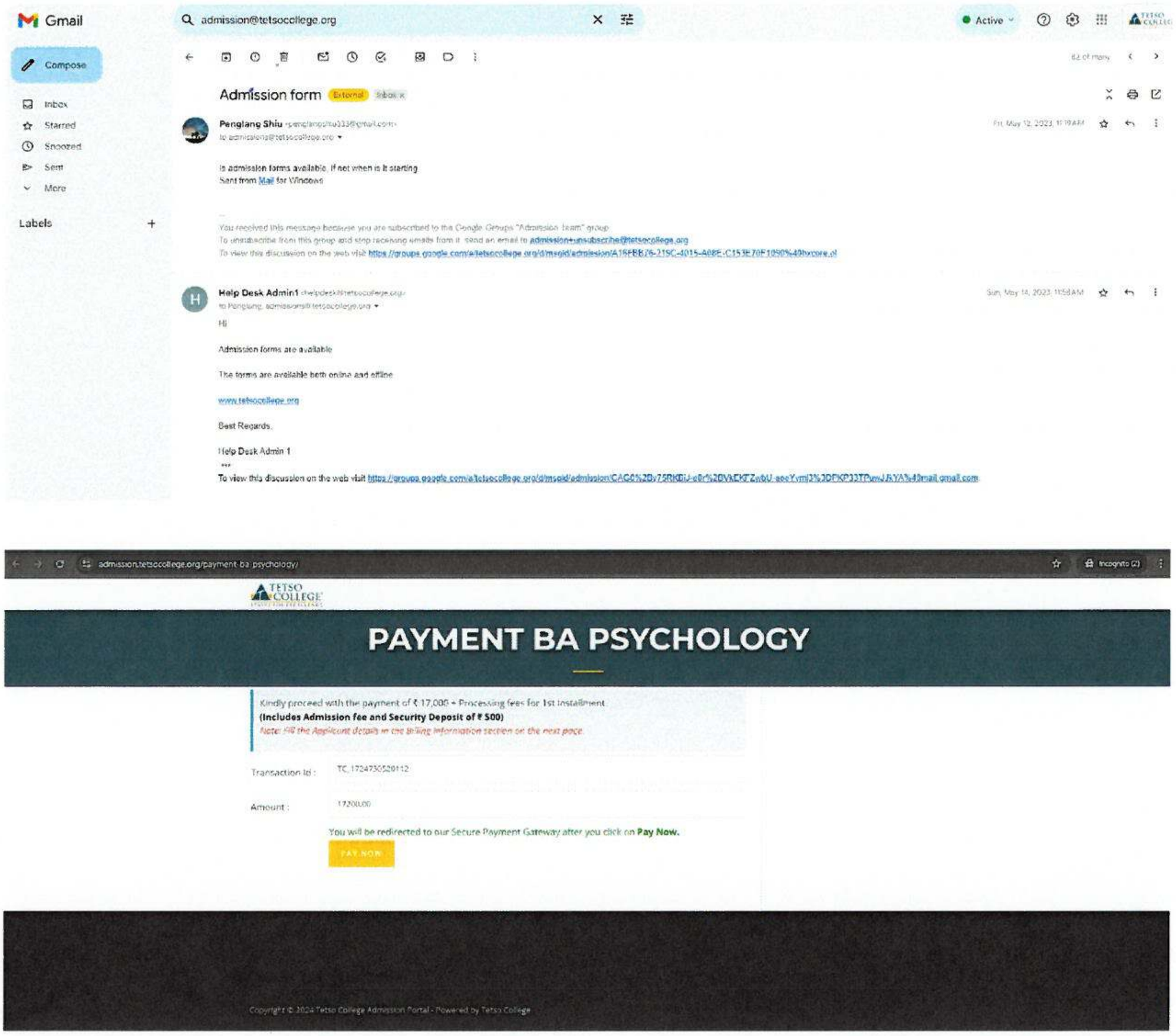

b) Student Grievance Cell: The Student Grievance Cell in Tetso College is a platform for students to raise concerns, complaints, or suggestions regarding academic, administrative, or social issues. It provides a safe and confidential space for students to voice their concerns and seek appropriate resolutions.

Principal

Principal
TETSO COLLEGE

Sovima, 5th Mile, Chümoukedima - 797115, Nagaland, India

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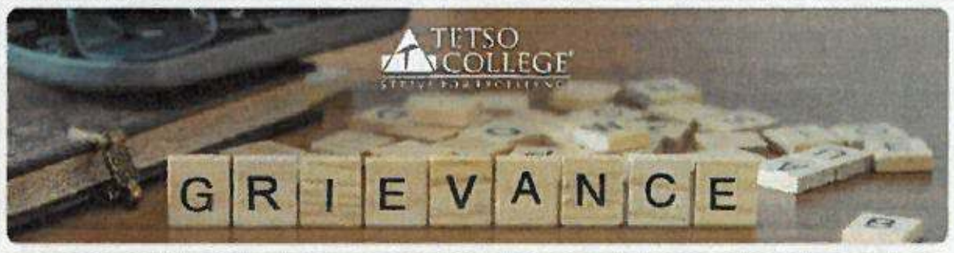
https://tetsocollege.org/student-grievance-redressal-committee-sgrc/



Tetso College Grievance Redressal Form

This Grievance Form provides guidance for students/employees/parents in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment.

tallnungsang@tetsocollege.org Switch account

Not shared

* Indicates required question

1. I am: *

- A Student
- An Employee
- A Parent/Guardian

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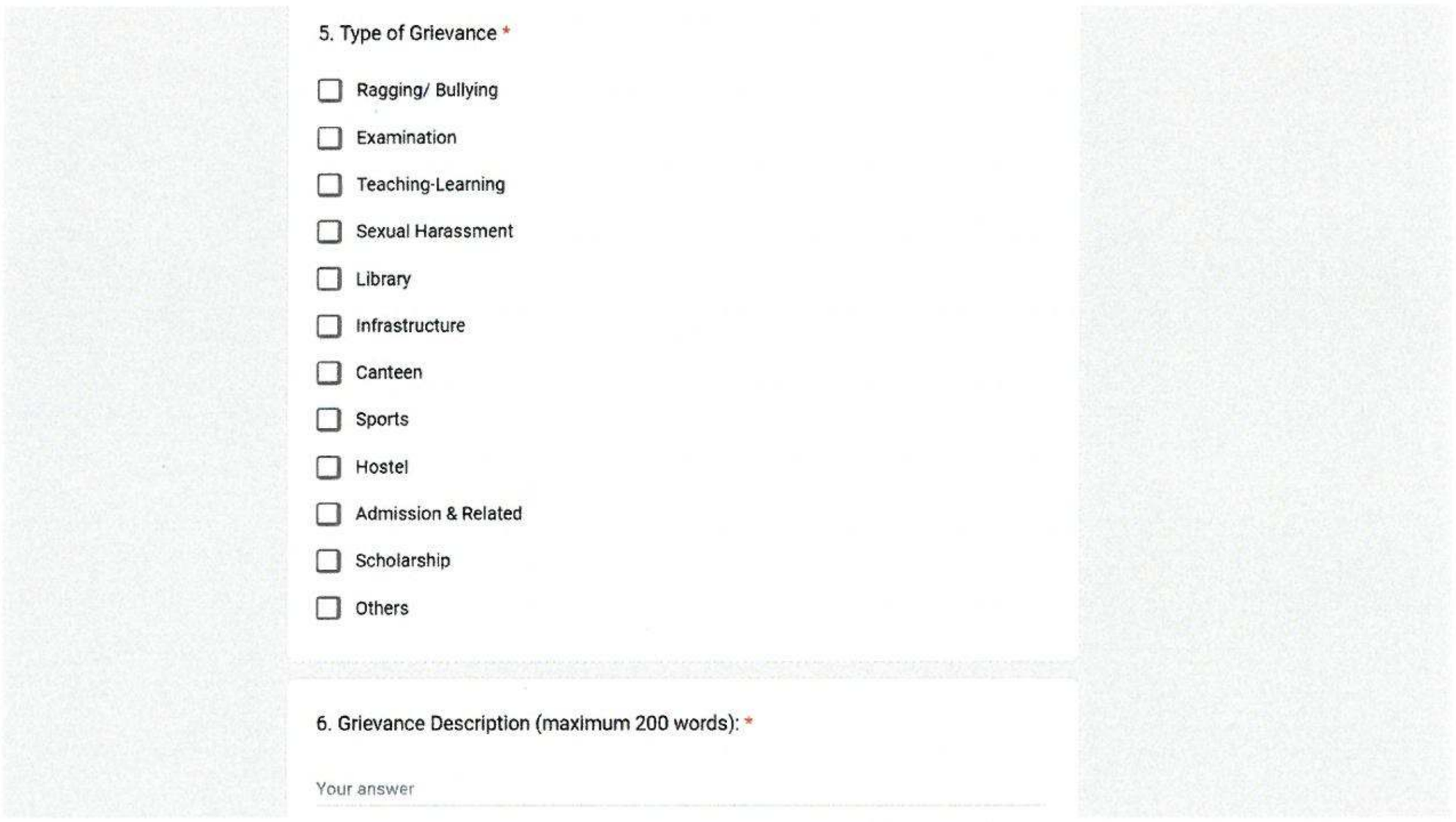

c. Google Workspace Admin Panel for administration: We provide each student with a personal college email ID to disseminate information and for effective communications. This section shows the Google admin panel, where different batches and mailing groups have been created for the communication purpose.

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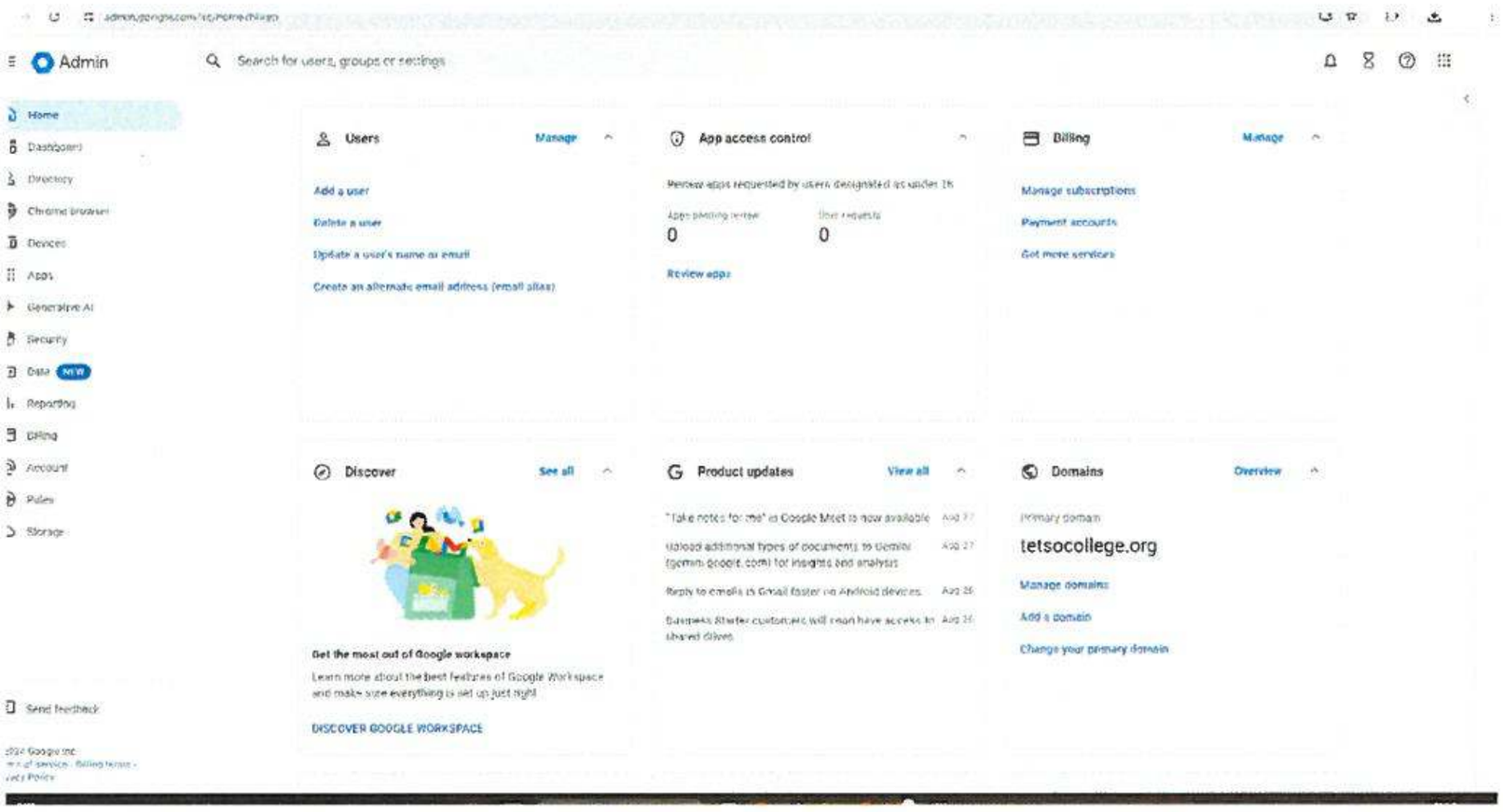

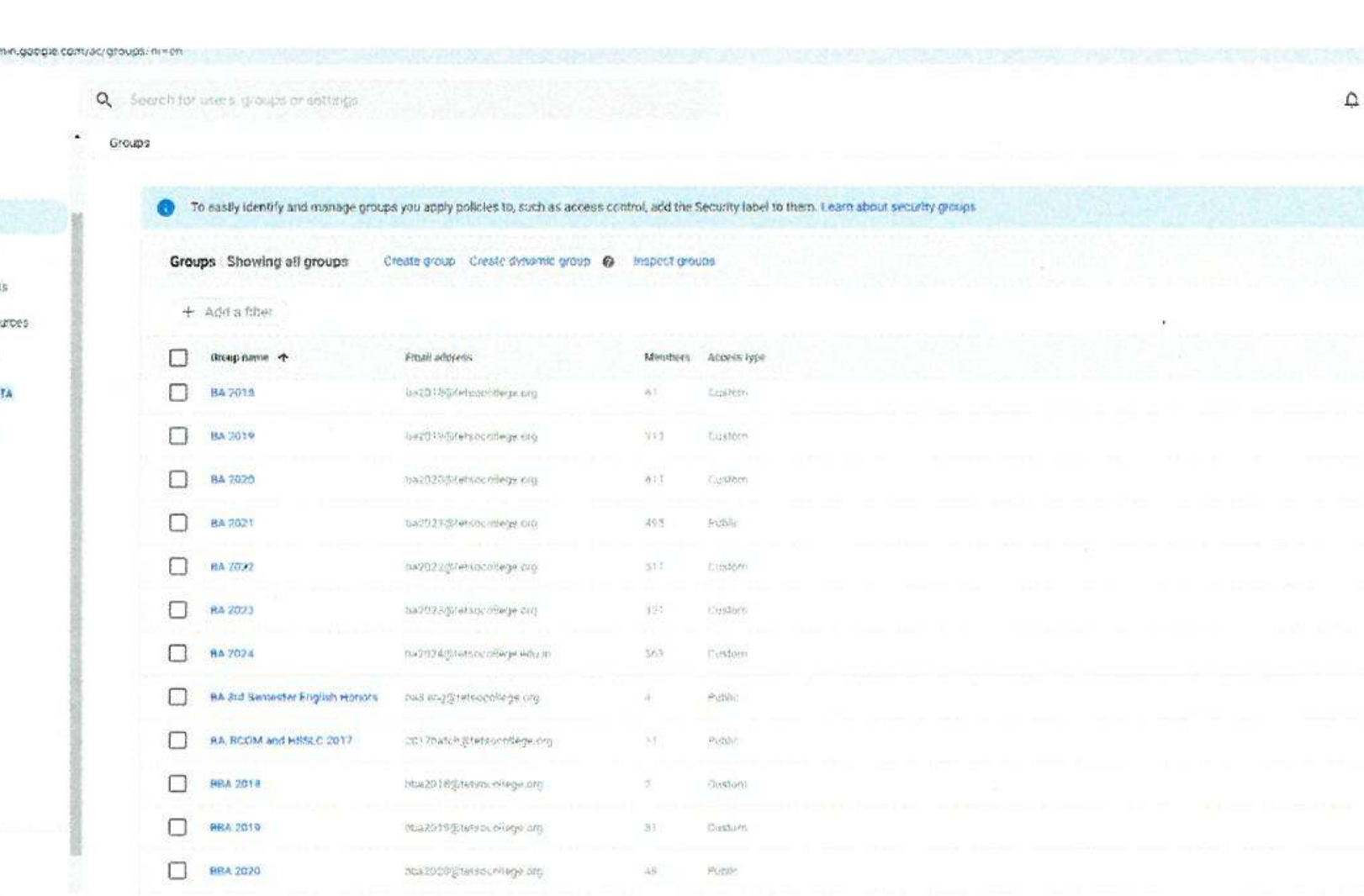

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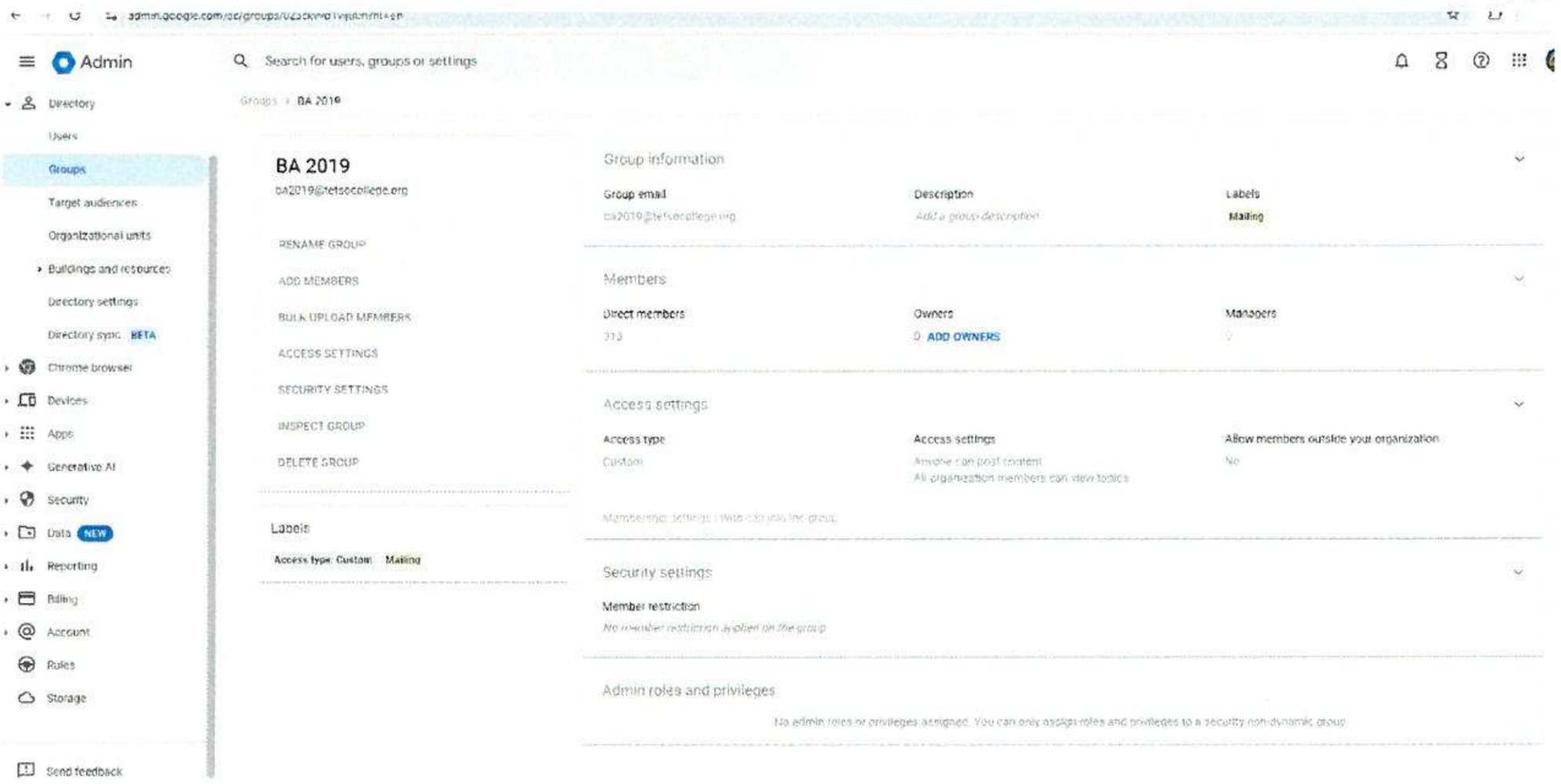

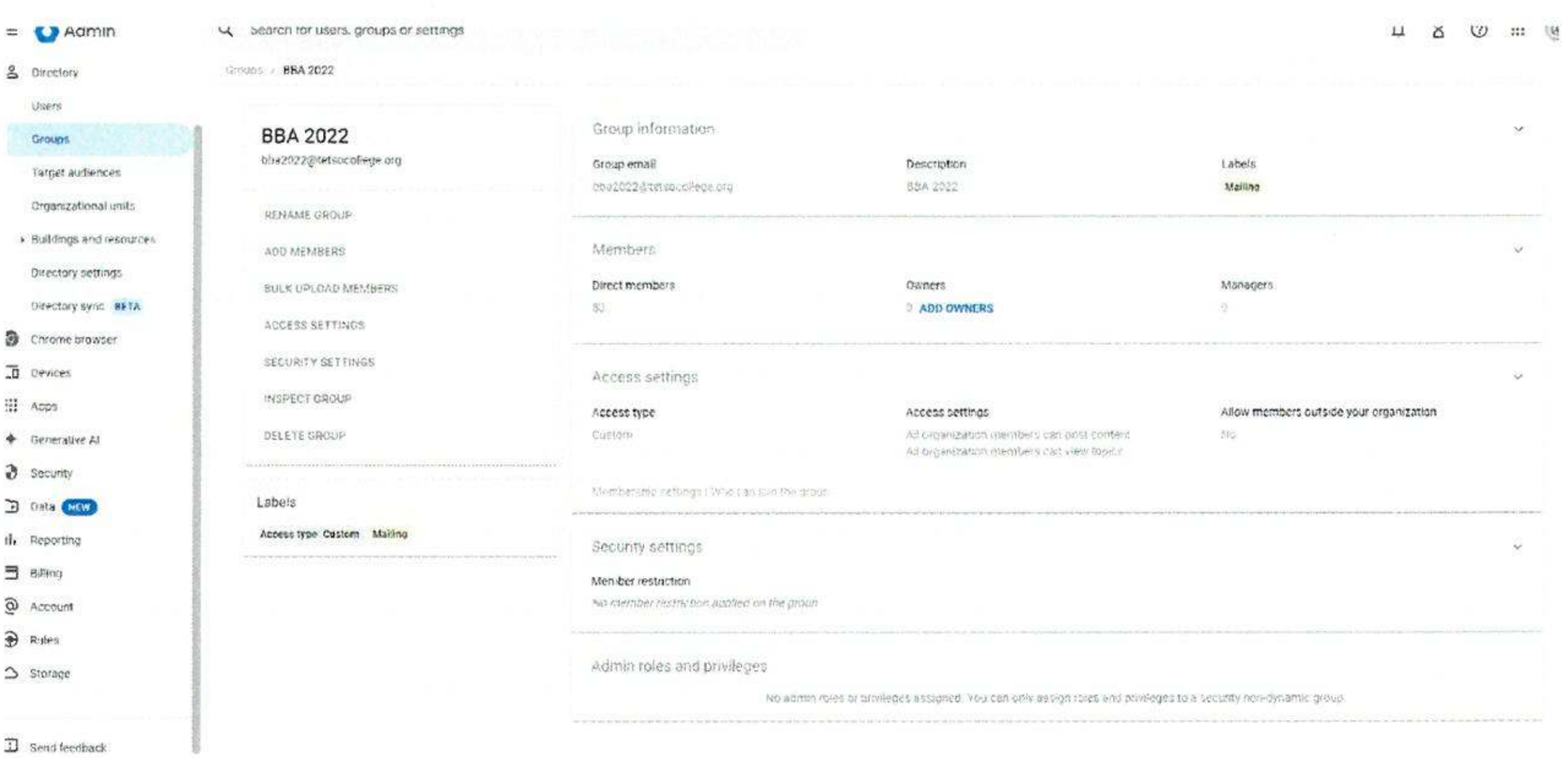

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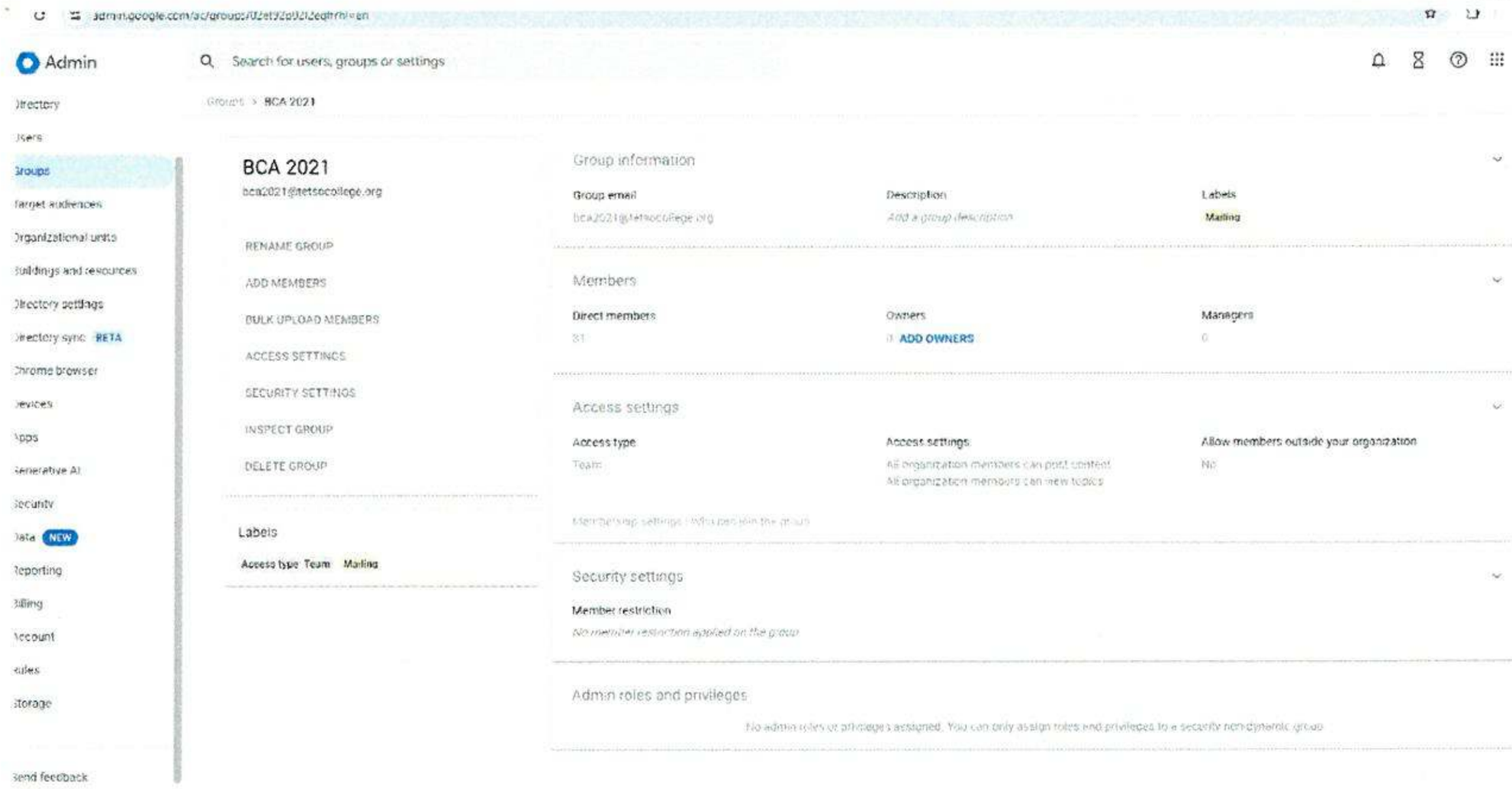

3. **Finance and Accounts:** Tetso College offers convenient financial services for students through its online portal and Qfix app. These platforms allow students to access and manage their accounts, view fee statements, make payments, and stay updated on financial matters, providing a hassle-free and efficient way to handle financial transactions.
    a. Fee Payment Portal (https://sites.google.com/tetsocollege.org/intranet/office-admin/fees?authuser=0)

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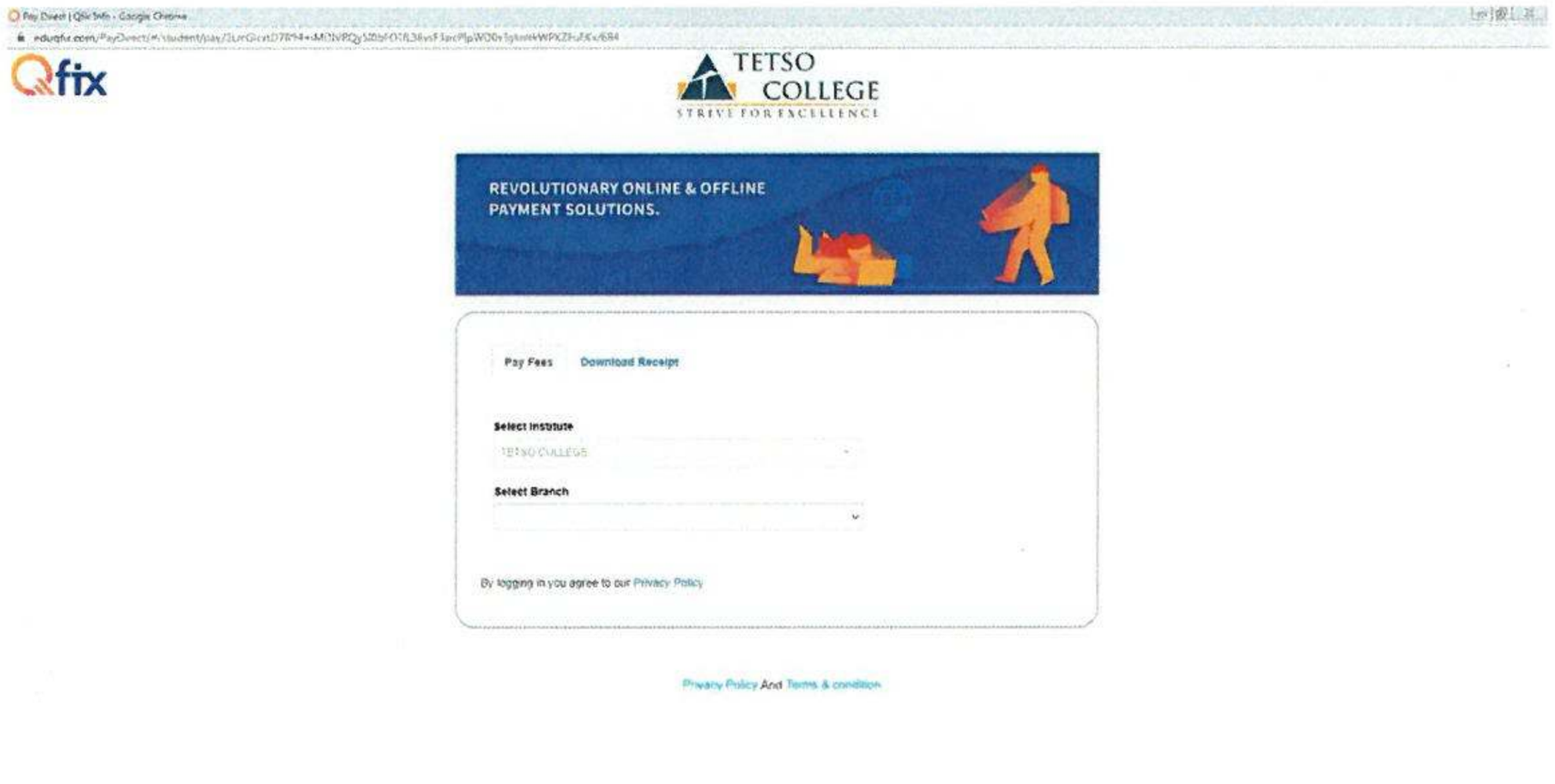

Principal

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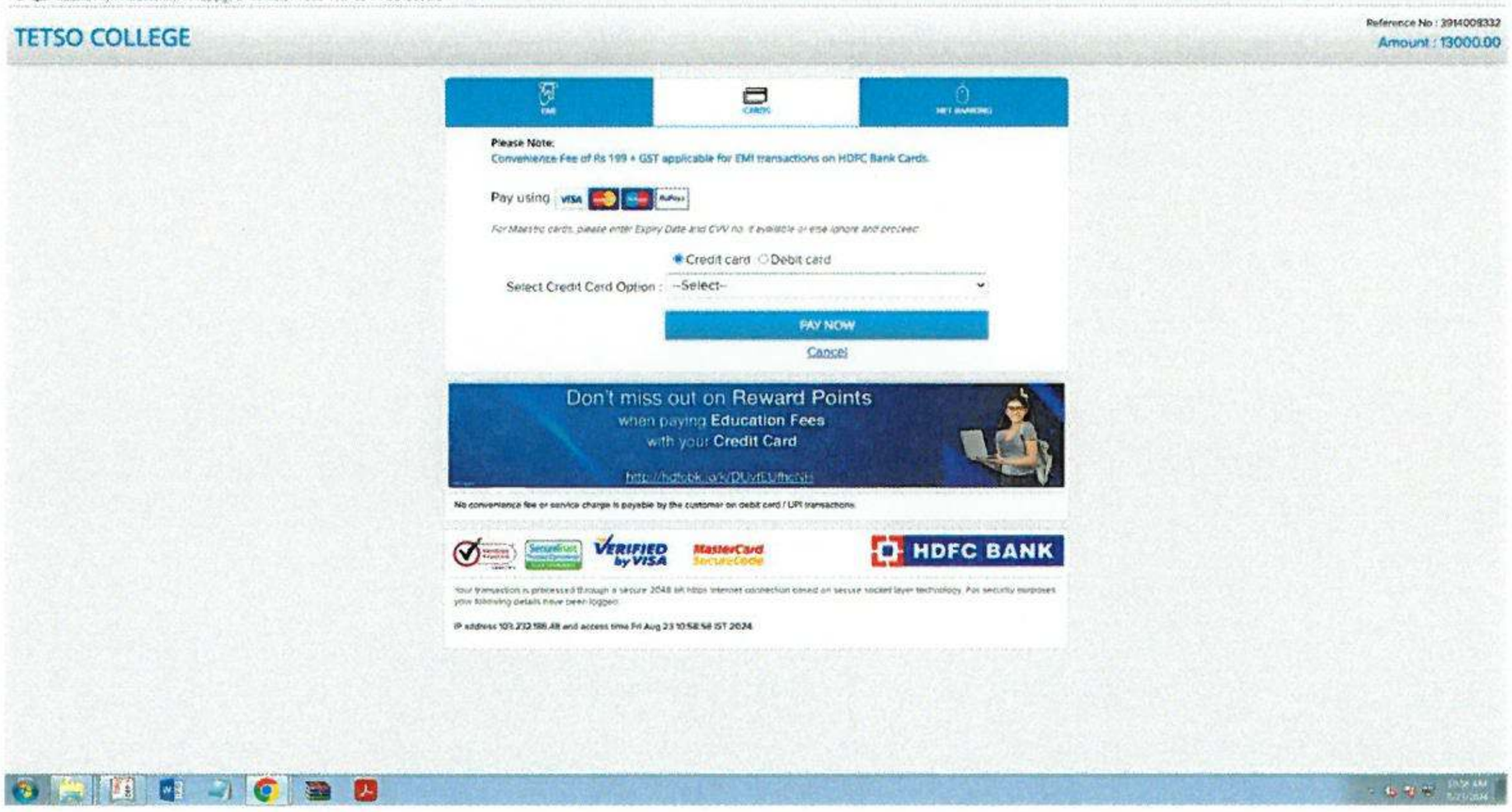
TETSO COLLEGE

Welcome SONGKOM JOEL LONGKHO

First Name:	SONGKOM JOEL
Last Name:	LONGKHO
Standard:	BCA
Division:	V Semester
Institute:	
Branch:	TETSO-DEGREE COLLEGE
Registration Code:	songkomjoel@tetsocollege.org
Caste:	
E-Mail Address:	s*********l@tetsocollege.org
Mobile Number:	*******823

Academic Year May 2019 - November 2019

Dues Paid



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8/23/24, 10:48 AM Tetso College | Accounts

TETSO COLLEGE®
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Tetso College

Sovima, 5th Mile, Chümoukedima, Nagaland, India, 797115
7005998090

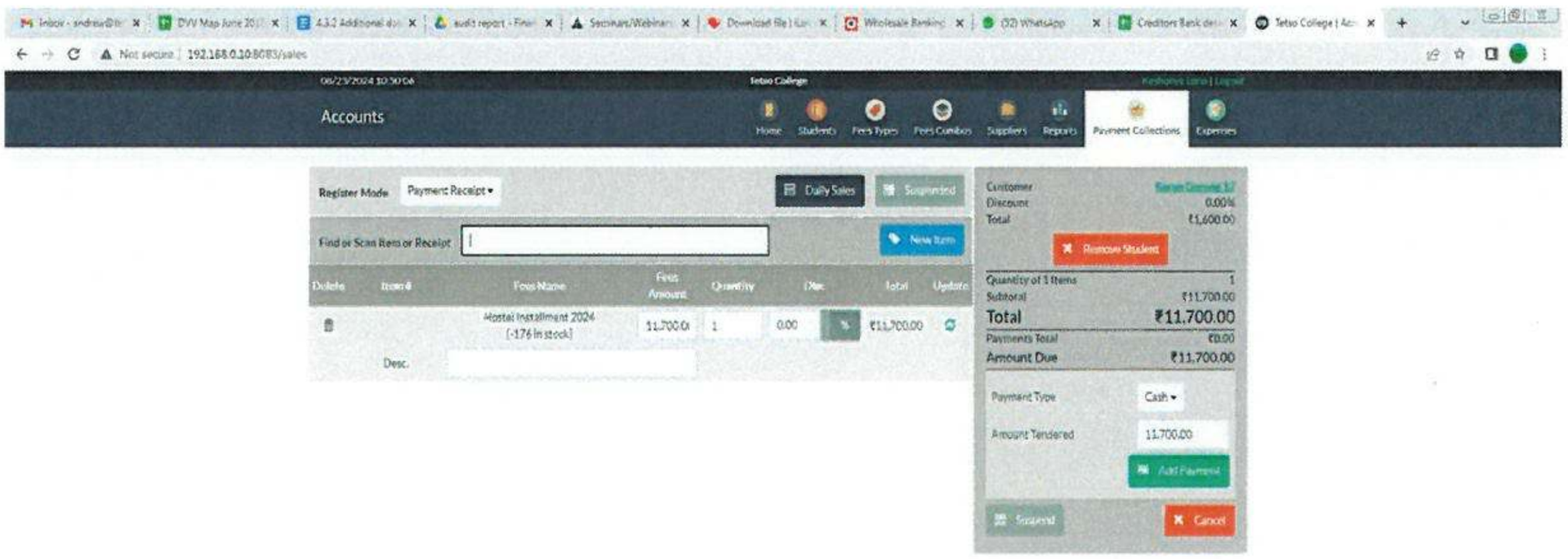
Payment Receipt
08/23/2024 09:57:36

Student: Kinikali A Yeptho BA1st(2024-2028)
Sale ID: POS 18144
Employee: Bethel L

Desc.	Fees Amount	Quantity		Total
Bus Route 2(2nd Installment)	₹5,000.00	1		₹5,000.00
			Total	₹5,000.00
			Cash	-₹5,000.00
			Change Due	₹0.00

Test

POS 18144



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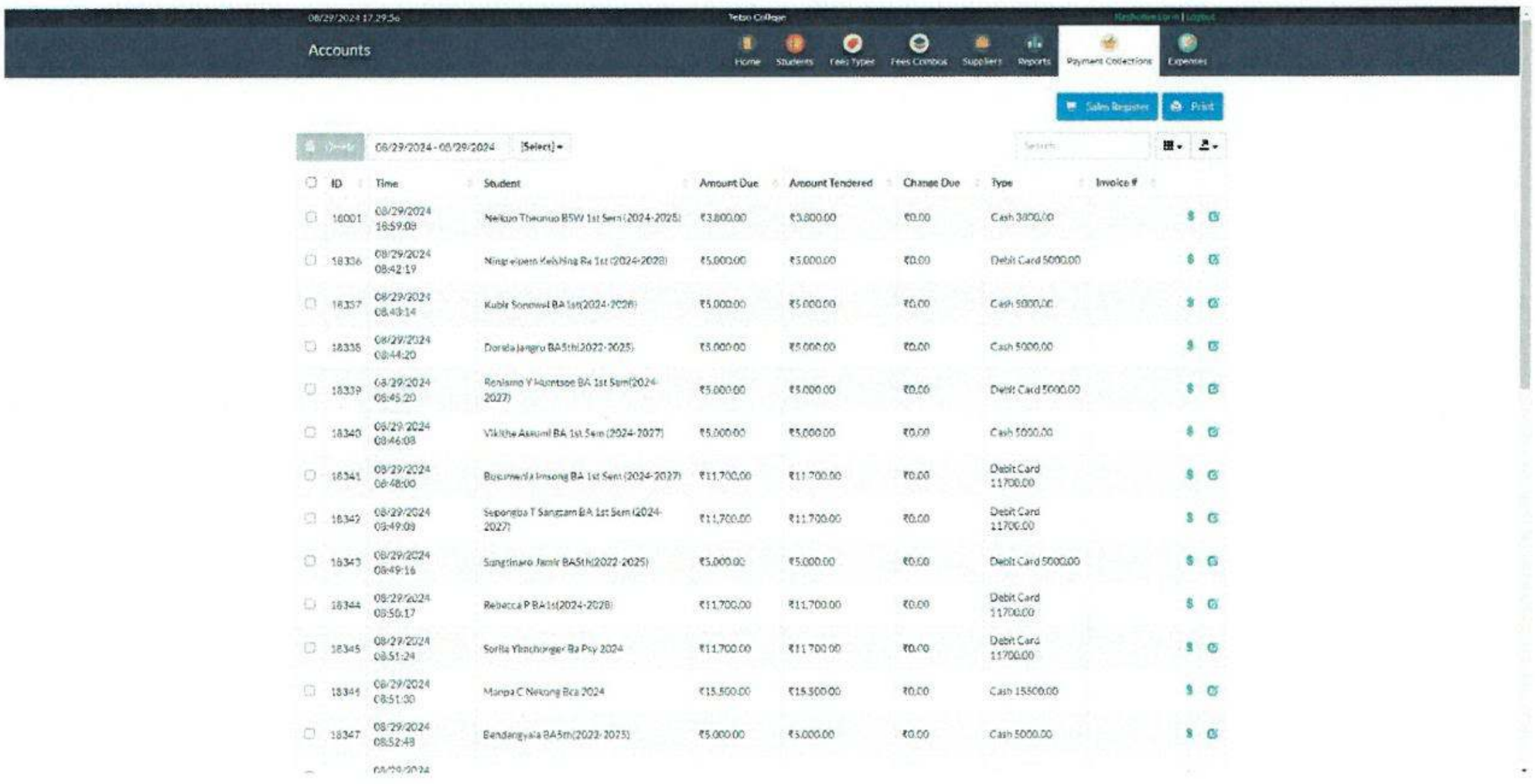

4 Examination Support : Tetso College offers comprehensive examination support by providing detailed information about exams through email and the college's student intranet. This ensures students have access to essential details like exam schedules, exam patterns, and any relevant guidelines, helping them prepare effectively for their assessments.

(https://sites.google.com/tetsocollege.org/intranet/students-corner/exam-resources?authuser=0)

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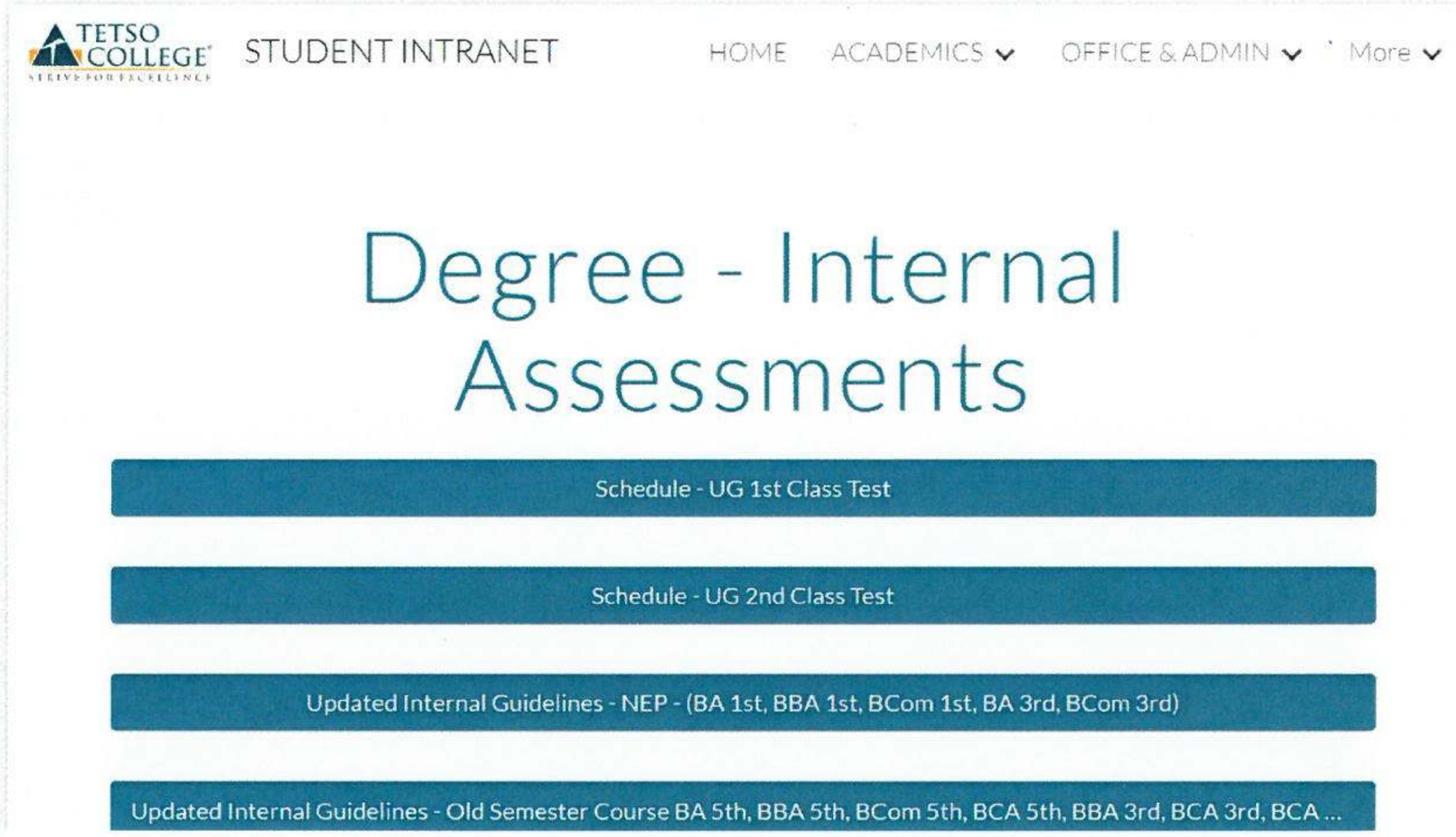

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TC-1/Circular/Exam/0922

EXAM FORM FILL-UP FOR B.A. B.COM, BCA & BBA (1st, 3rd, 5th SEMESTERS)

NU EXAM TO BE HELD IN NOVEMBER 2022 (Tentative)

Class: BBA, BCA & BCOM (1st, 3rd, and 5th Semester)

Deadline: 29th - 30th September 2022 (Late fee applicable from 1st Oct onwards)

Class: B.A 5th Semester

Deadline: 3rd - 6th October 2022 (Late fee applicable from 7th Oct onwards)

Class: B.A 3rd Semester

Deadline: 7th - 10th October 2022 (Late fee applicable from 11th Oct onwards)

Class: B.A 1st Semester

Notification: Tetso UG Internal Retest Policy

The Tetso Internal Retest Policy is meant for students who, due to reasons beyond their control, were unable to write either one of the officially conducted class tests or assignments.

It allows for another final attempt to clear their internals and qualify to appear in the End Semester examination conducted by Nagaland University.

A retest is applicable ONLY for internal evaluation purposes and does not include the external examination. No other consideration beyond a

Retest will be given to students who fall in internals.

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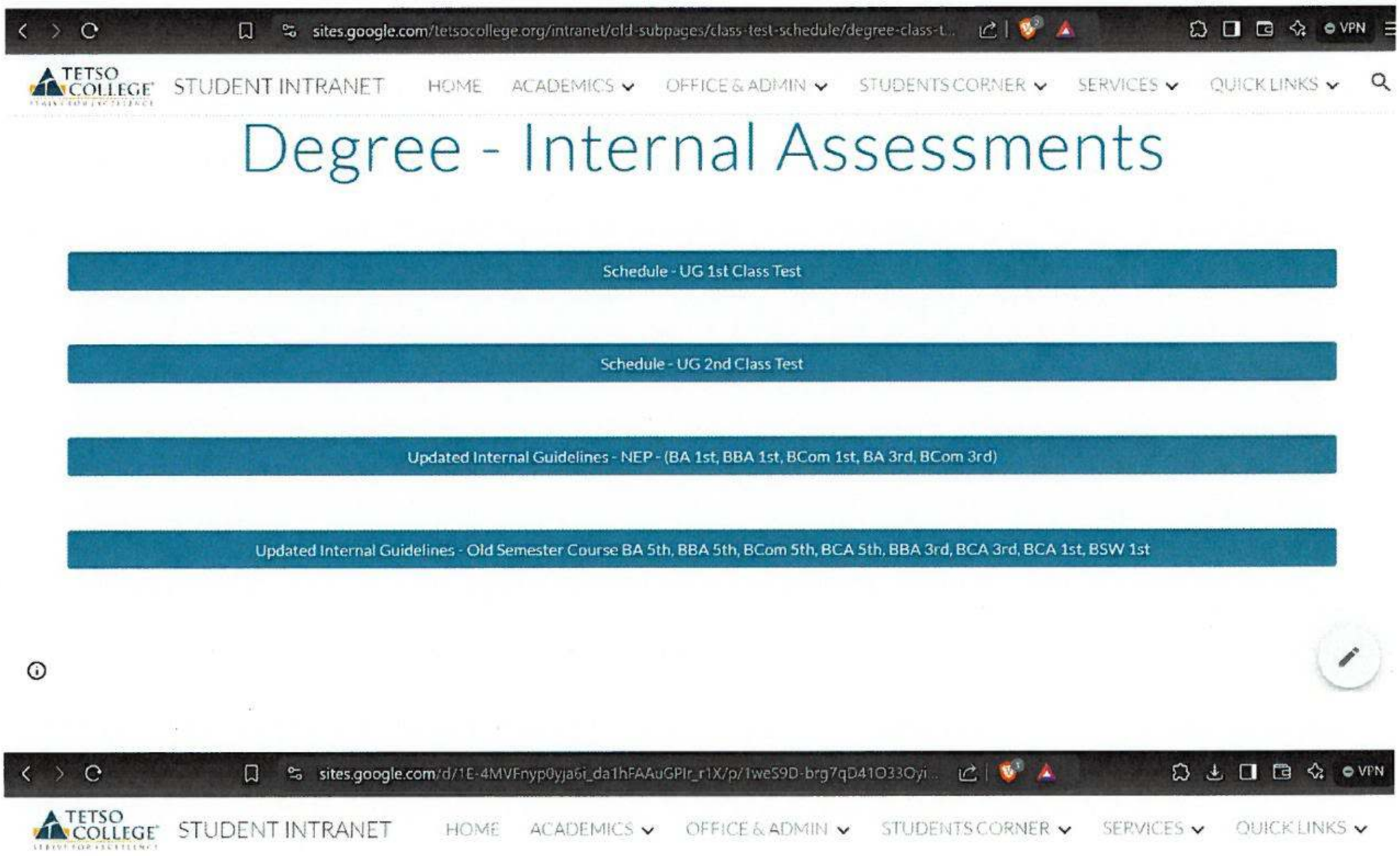

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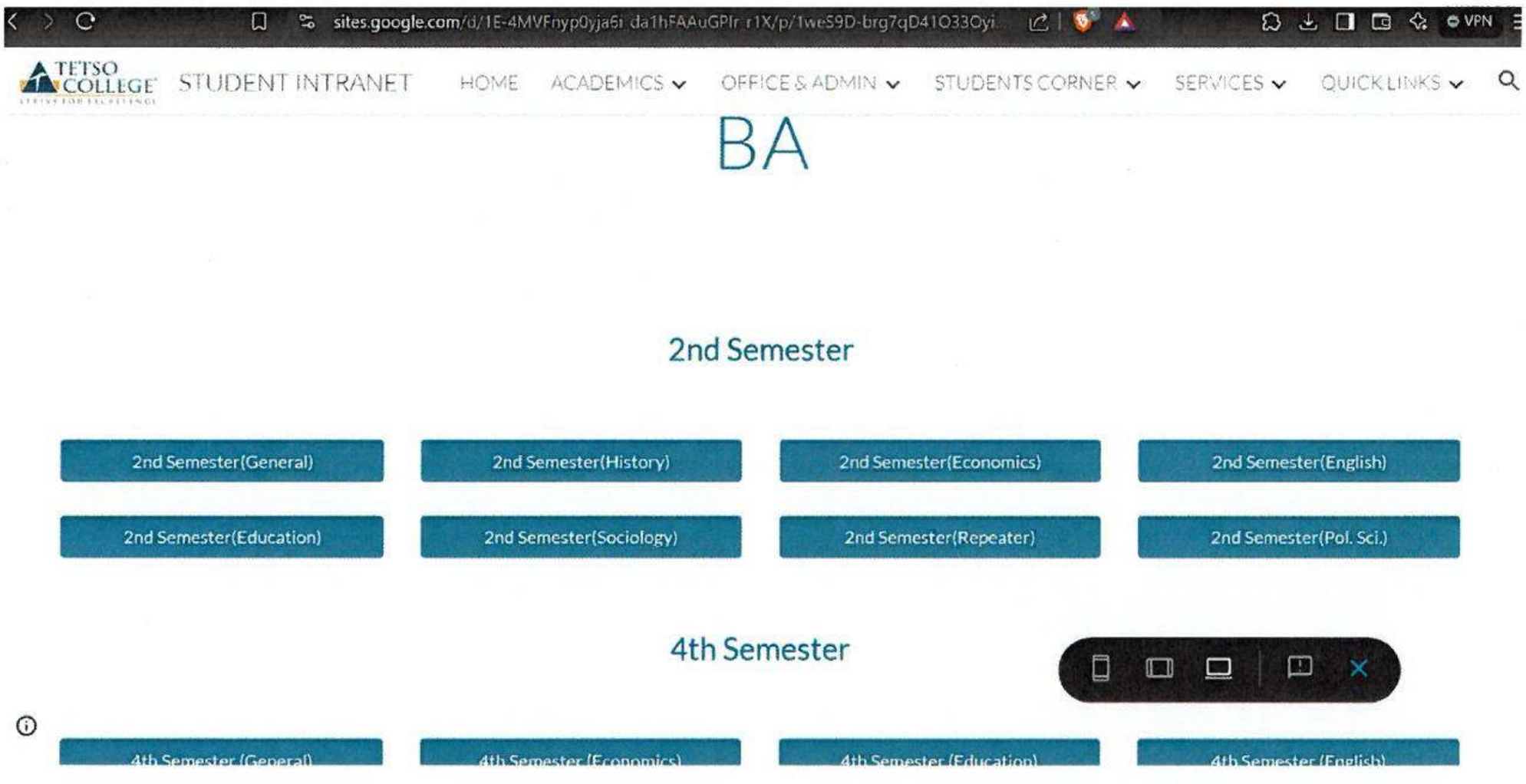

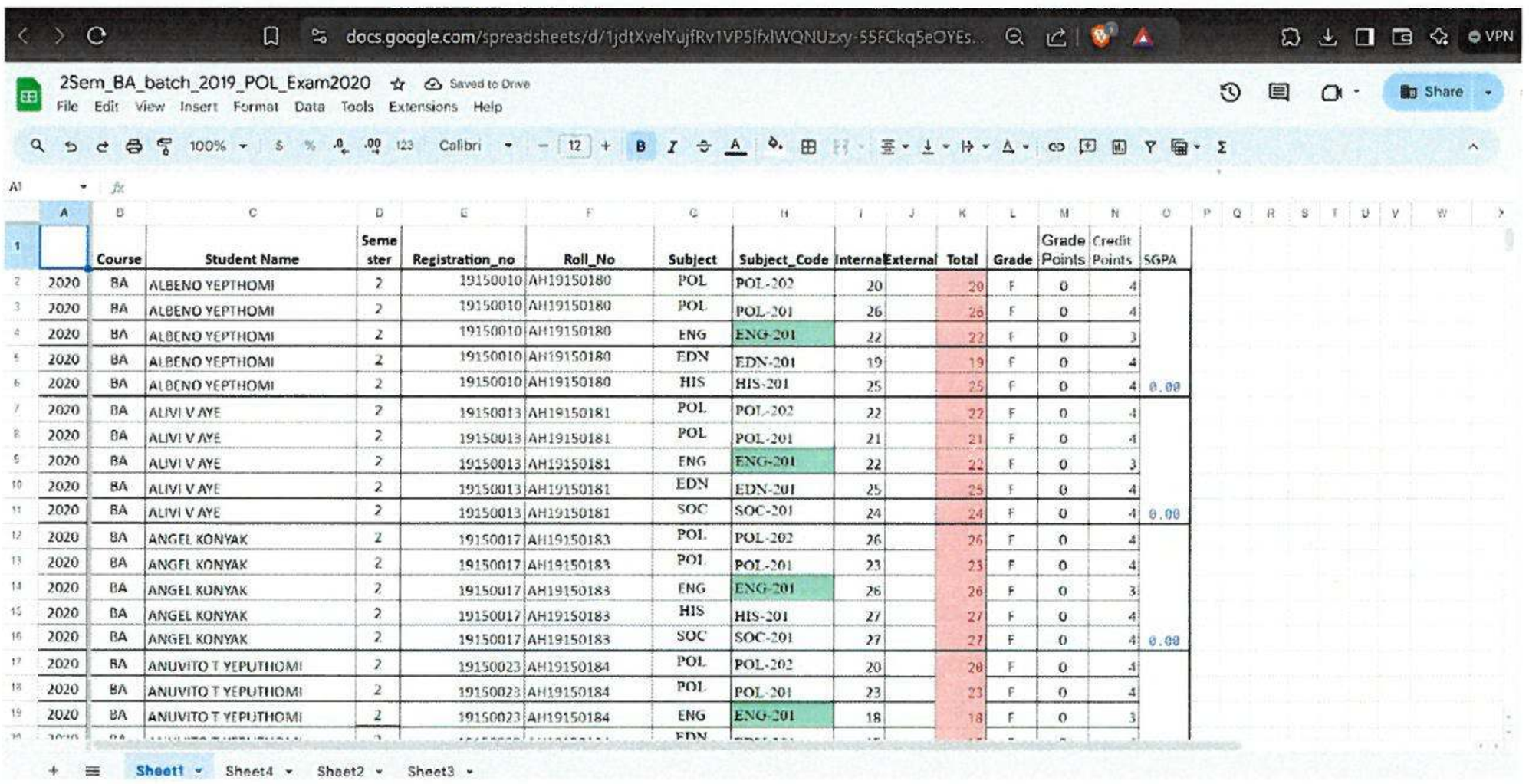

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Course	Student Name	Semester	Registration_no	Roll_No	Subject	Subject_Code	Internal	External	Total	Grade	Grade Points	Credit Points	SGPA
2	2020	BA	ALBENO YEPTHOMI	2	19150010	AH19150180	POL	POL-202	20		20	F	0	4	
3	2020	BA	ALBENO YEPTHOMI	2	19150010	AH19150180	POL	POL-201	26		26	F	0	4	
4	2020	BA	ALBENO YEPTHOMI	2	19150010	AH19150180	ENG	ENG-201	22		22	F	0	3	
5	2020	BA	ALBENO YEPTHOMI	2	19150010	AH19150180	EDN	EDN-201	19		19	F	0	4	
6	2020	BA	ALBENO YEPTHOMI	2	19150010	AH19150180	HIS	HIS-201	25		25	F	0	4	0.00
7	2020	BA	ALIVI V AYE	2	19150013	AH19150181	POL	POL-202	22		22	F	0	4	
8	2020	BA	ALIVI V AYE	2	19150013	AH19150181	POL	POL-201	21		21	F	0	4	
9	2020	BA	ALIVI V AYE	2	19150013	AH19150181	ENG	ENG-201	22		22	F	0	3	
10	2020	BA	ALIVI V AYE	2	19150013	AH19150181	EDN	EDN-201	25		25	F	0	4	
11	2020	BA	ALIVI V AYE	2	19150013	AH19150181	SOC	SOC-201	24		24	F	0	4	0.00
12	2020	BA	ANGEL KONYAK	2	19150017	AH19150183	POL	POL-202	26		26	F	0	4	
13	2020	BA	ANGEL KONYAK	2	19150017	AH19150183	POL	POL-201	23		23	F	0	4	
14	2020	BA	ANGEL KONYAK	2	19150017	AH19150183	ENG	ENG-201	26		26	F	0	3	
15	2020	BA	ANGEL KONYAK	2	19150017	AH19150183	HIS	HIS-201	27		27	F	0	4	
16	2020	BA	ANGEL KONYAK	2	19150017	AH19150183	SOC	SOC-201	27		27	F	0	4	0.00
17	2020	BA	ANUVITO T YEPUTHOMI	2	19150023	AH19150184	POL	POL-202	20		20	F	0	4	
18	2020	BA	ANUVITO T YEPUTHOMI	2	19150023	AH19150184	POL	POL-201	23		23	F	0	4	
19	2020	BA	ANUVITO T YEPUTHOMI	2	19150023	AH19150184	ENG	ENG-201	18		18	F	0	3	

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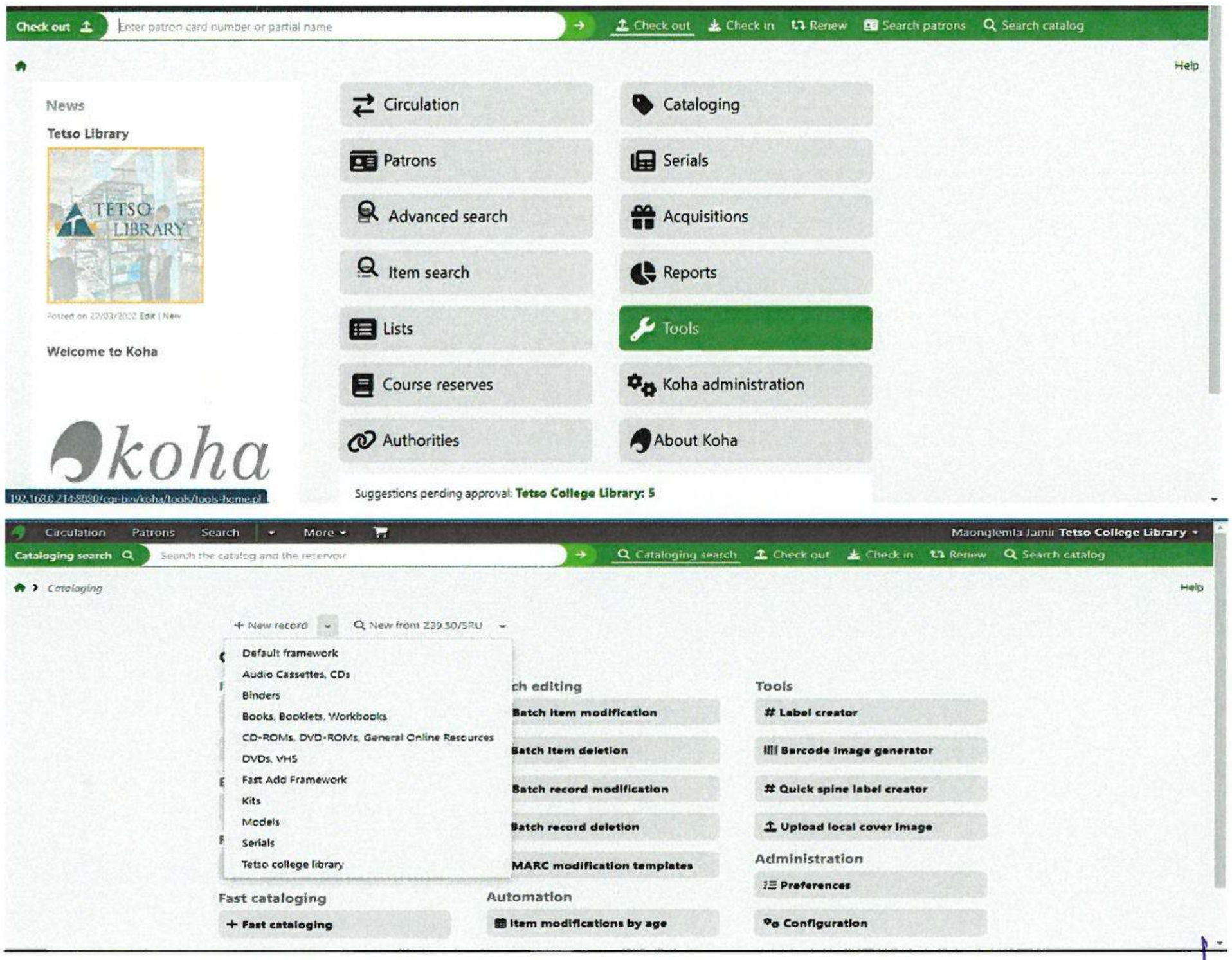
a) Library Support: Koha - Open source software (2014 - till date)

(http://103.232.186.48/)

Tetso College has chosen to utilize Koha since 2014, a free and open-source library management system, hosted on its own server. This means the college has complete control over its library data and operations, ensuring privacy and security. By self-hosting Koha, Tetso College can customize the software to meet its specific needs, avoid licensing fees, and maintain flexibility in its library management infrastructure.



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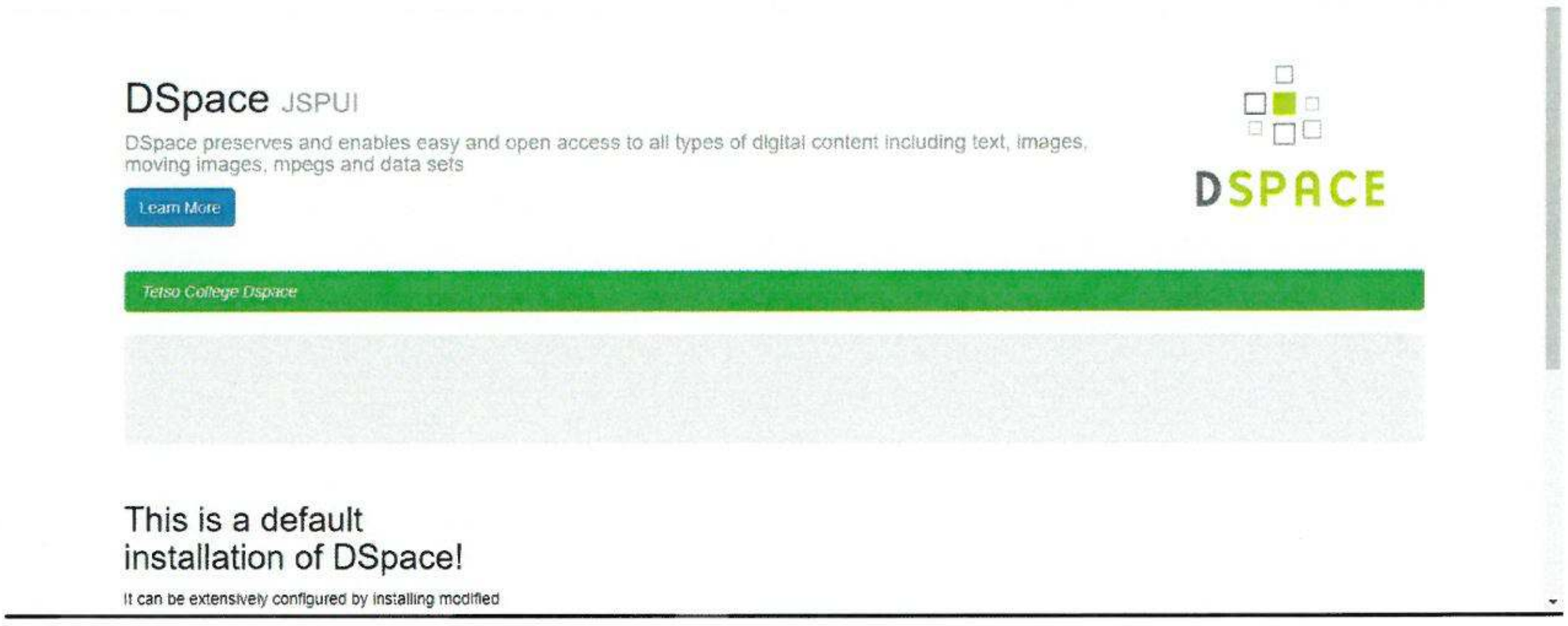
✓ Select visible rows | ✕ Clear selection | Export all results to | Batch operations

	Title	Publication date	Publisher	Collection	Barcode	Item number	Serial enumeration	Call number	Home library	Current library	Shelving location	Itemtype	Inventory number	Not for loan status
	A Pocket History of the United States English Nevins Allan and Commager steele Henry	1992	Pocket Books		12445	12813		973 nev	Tetso College Library	Tetso College Library	History	Books		
	Banking : Theory and practice / Shekhar. K.C	2015	Vikas publishing house pvt. ltd.	Non-fiction	6838	7058		332.1 SHE	Tetso College Library	Tetso College Library	Economics	Books		
	Bitter Fruit/; English Manto Saadat Hasan	2008	Penguin Random House,	Fiction	10845	11173		891.43 MAN	Tetso College Library	Tetso College Library	English Literature	Books		
	Constitutional Government & Democracy in India English Dr Jai Preetam V	2022	Mahaveer Publication,	Non-fiction	11738	12089		320.954 JAI	Tetso College Library	Tetso College Library	Political Science	Books		
	Economic History of India; Hunter W.W.	2013	Cosmo publication,	Non-fiction	7413	7766		330.954 HUN	Tetso College Library	Tetso College Library	Economics	Books		
	Economic Liberalization and Poverty Alleviation in India:	2011	Kunal Books,	Non-fiction	7197	7474		339.460954 TOM	Tetso College	Tetso College	Economics	Books		

Dspace: DSpace is a digital repository software that Tetso College uses to store, preserve, and provide access to its digital collections. This could include academic papers, research outputs, theses, dissertations, and other scholarly materials. By using DSpace, Tetso College can make its research and publications more accessible to students, faculty, researchers, and the general public.



DSpace JSPUI

DSpace preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs and data sets

Learn More

DSPACE

Tetso College Dspace

This is a default installation of DSpace!

It can be extensively configured by installing modified

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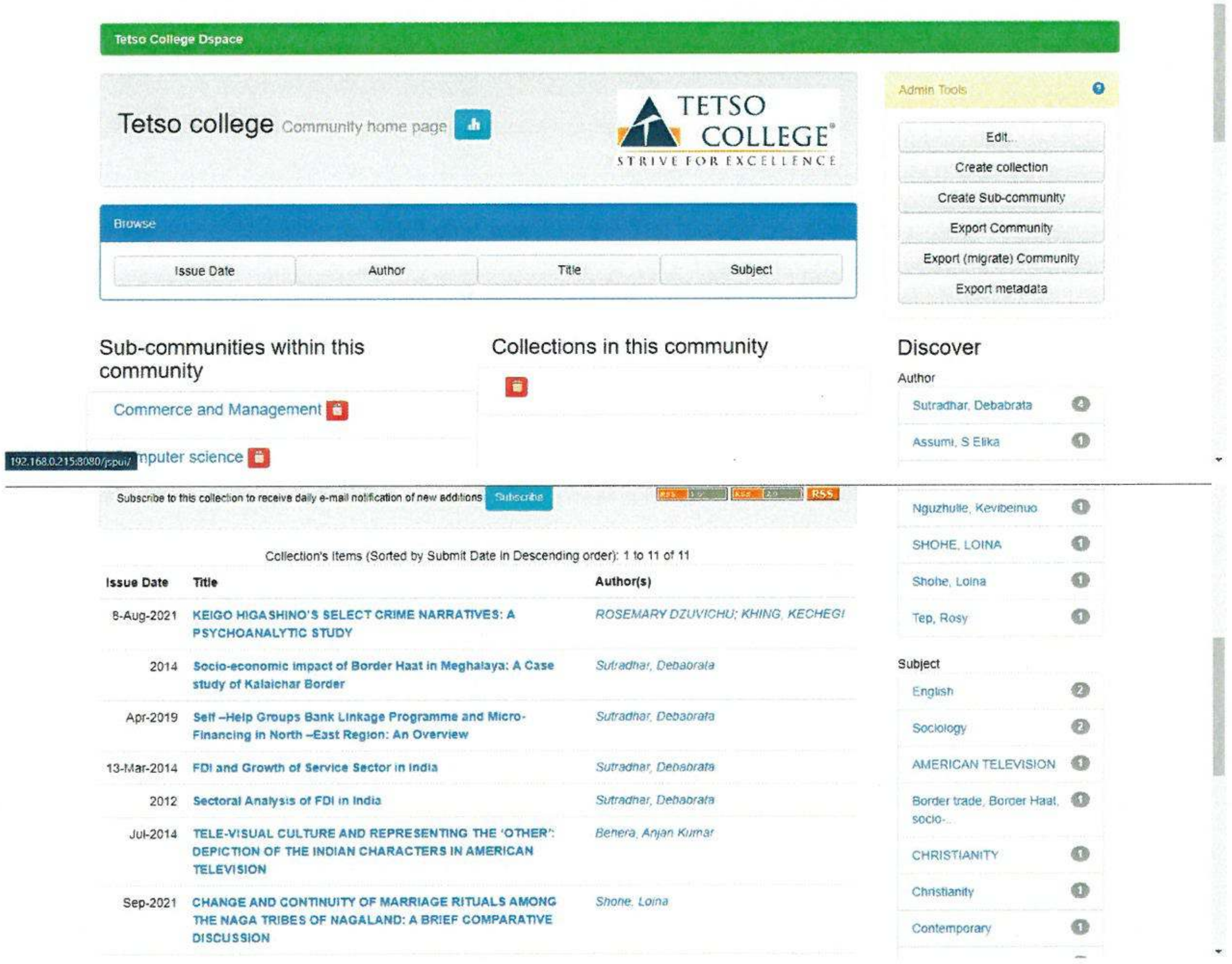

Nlist: Tetso College's implementation of N-LIST likely provides its students, faculty, and researchers with access to a vast collection of e-journals and e-books. By joining N-LIST, the college gains access to a wide range of scholarly content, enhancing its academic resources and supporting research activities.

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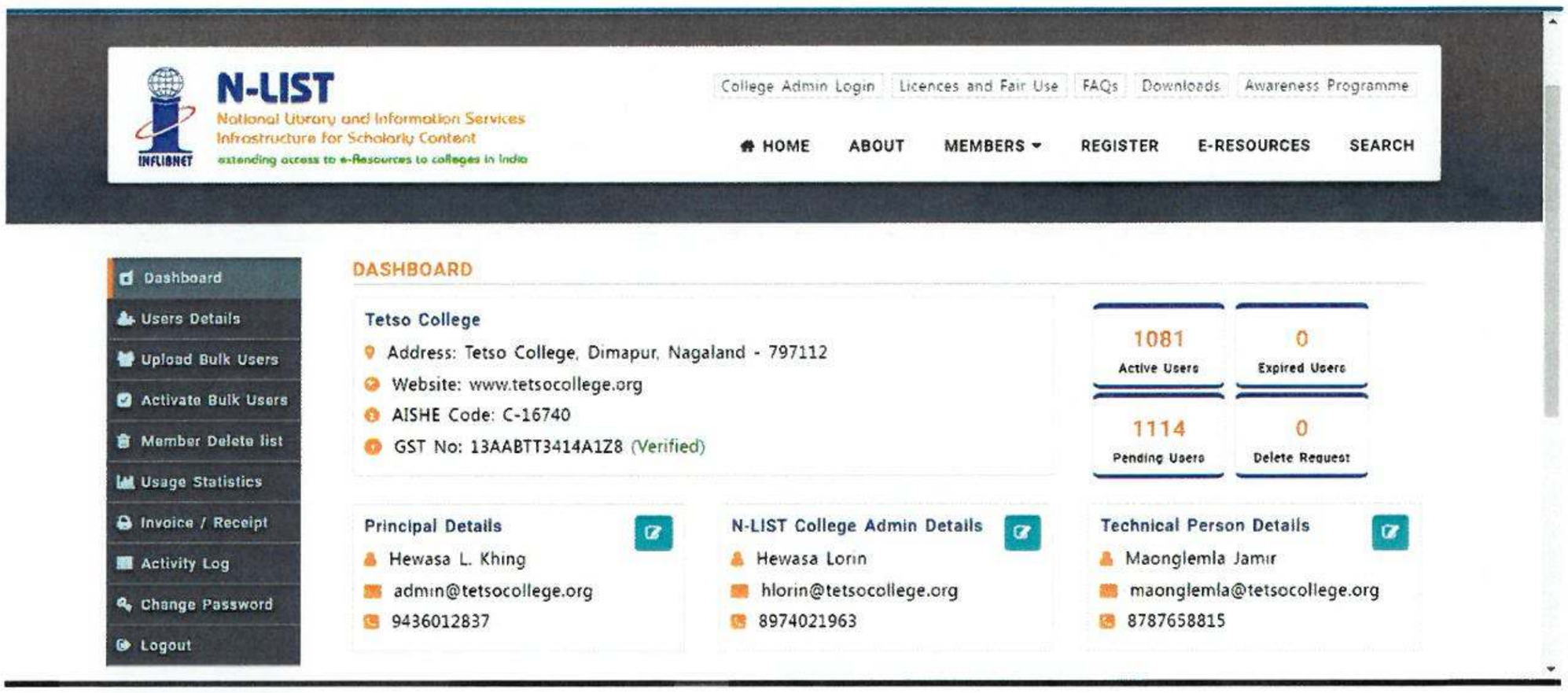

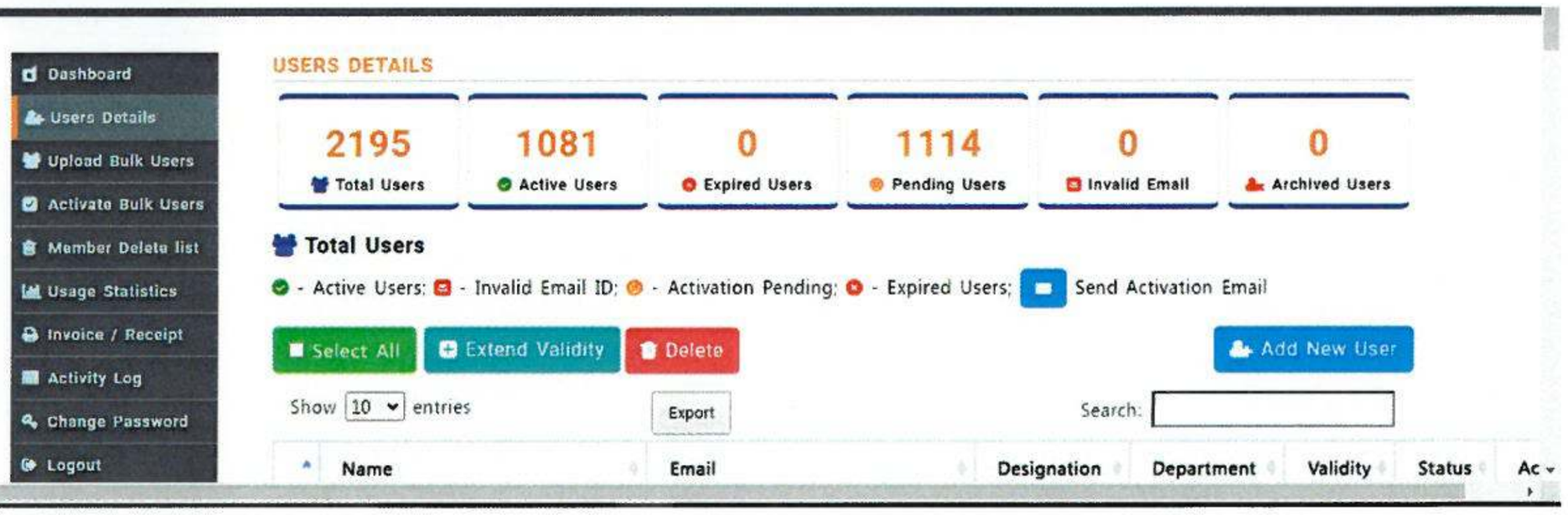

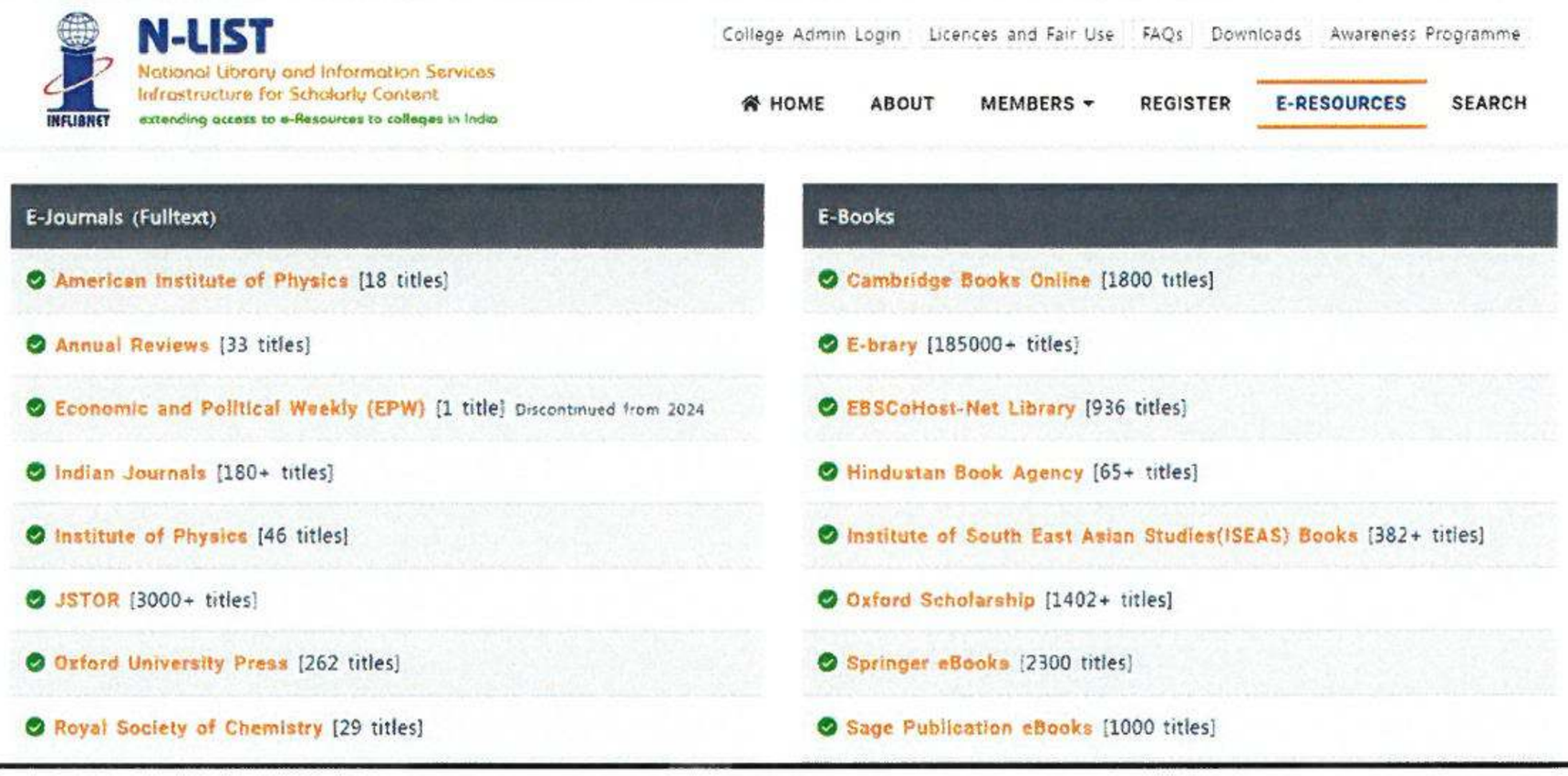

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Shivaami Cloud Services Pvt. Ltd.
503, Ecstacy Business Park, City of Joy, JSD Road,
Mulund (West)
Mumbai India 400080
GSTIN: 27AAUCS4444F1ZY
PAN NO: AAUCS4444F
Company ID : U72900MH2014PTC253912

TAX INVOICE

Bill To

Tetso College
Dimapur, Nagaland
India
9862640074
GSTIN:

Ship To

Tetso College
Dimapur, Nagaland
India
9862640074
GSTIN:

Place Of Supply: Nagaland (13)

Invoice#	SCS/2020/10940
Invoice Date	01/10/2020
Terms	Net 10
Due Date	11/10/2020

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	G Suite for Education G-Suite Enterprise For Education 80 users @ Rs.1800/- per user per year Domain : tetsocollege.org Validity : 1 Year	998319	80.00 Nos	1,800.00	1,44,000.00

1) Kindly note that any changes regarding this tax invoice needs to be communicated within 7 days by email. After 7 days the invoice will be considered as accepted by the customer and will not be changed.
2) As per the Finance Act, 2020 with effect from 1st April 2020 TDS to be deducted @ 2% under Section 194J for the Technical Services. But under Atma Nirbhar Bharat Abhiyan, CBDT vide press release dated 13/05/2020 has reduced TDS rate u/s 194J for Technical Services to 1.5% wef 14/05/2020 till 31/03/2021.
3) Company Liability is only upto the Value of Invoice.

Sub Total	1,44,000.00
IGST18 (18%)	25,920.00
Total	**Rs.1,69,920.00**
Balance Due	**Rs.1,69,920.00**

Payment Options

A/c Name :- Shivaami Cloud Services Pvt. Ltd.

Bank Name : ICICI Bank

A/c No. :- 623805029841

A/c Type :- Current Type.

Branch & IFS Code : Mulund-West & ICIC0006238

Principal
TETSO COLLEGE

Shivaami Cloud Services Pvt. Ltd.
503, Ecstacy Business Park, City of Joy, JSD Road,
Mulund (West)
Mumbai India 400080
GSTIN: 27AAUCS4444F1ZY
PAN NO: AAUCS4444F
Company ID: U72900MH2014PTC253912
Contact No: 7757841333

shivaami

TAX INVOICE

Bill To

Tetso College
492, TETSO COLLEGE, SOVIMA VILLAGE E KHEL,
Dimapur,797115India
9862640074
PAN:AABTT3414A
GSTIN:13AABTT3414A1Z8

Ship To

Tetso College
492, TETSO COLLEGE, SOVIMA VILLAGE E KHEL,
Dimapur,797115India
9862640074
GSTIN:13AABTT3414A1Z8

Place Of Supply: Nagaland (13)

Invoice#	SCS/2021/19900
Invoice Date	04/10/2021
Terms	Net 10
Due Date	14/10/2021

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	G Suite for Education G-Suite Enterprise For Education 80 users @ Rs.1800/- per user per year Domain : tetsocollege.org Validity : 06/10/2021 to 05/10/2022	998319	80.00 Nos	1,800.00	1,44,000.00

Sub Total	1,44,000.00
IGST18 (18%)	25,920.00
Total	**Rs.1,69,920.00**
Balance Due	**Rs.1,69,920.00**

Payment Options

A/c Name :- Shivaami Cloud Services Pvt. Ltd.

Bank Name : ICICI Bank

A/c No. :- 623805029841

Principal
TETSO COLLEGE

Shivaami Cloud Services Pvt. Ltd.
503, Ecstacy Business Park, City of Joy, JSD Road,
Mulund (West)
Mumbai India 400080
GSTIN: 27AAUCS4444F1ZY
PAN NO: AAUCS4444F
Company ID: U72900MH2014PTC253912
Contact No: 7757841333

shivaami

TAX INVOICE

Bill To

Tetso College
492, TETSO COLLEGE, SOVIMA VILLAGE E KHEL,
Dimapur,797115India
9862640074
PAN:AABTT3414A
GSTIN:13AABTT3414A1Z8

Ship To

Tetso College
492, TETSO COLLEGE, SOVIMA VILLAGE E KHEL,
Dimapur,797115India
9862640074
GSTIN:13AABTT3414A1Z8

Place Of Supply: Nagaland (13)

Invoice#	SCS/2022/25022
Invoice Date	16/09/2022
Terms	Custom
Due Date	05/10/2022

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Google Workspace for Education Plus – Legacy G-Suite Enterprise For Education 80 users @ Rs.1500/- per user per year Domain : tetsocollege.org Validity : 05-10-2022 to 04-10-2023	998319	80.00 Nos	1,500.00	1,20,000.00

Sub Total	1,20,000.00
IGST18 (18%)	21,600.00
Total	**Rs.1,41,600.00**
Balance Due	**Rs.1,41,600.00**

Payment Options

A/c Name :- Shivaami Cloud Services Pvt. Ltd.

Bank Name : ICICI Bank

A/c No. :- 623805029841

A/c Type :- Current Type.

Principal
TETSO COLLEGE

PeopleProsper Technologies Private Limited

9033917272
devendra@kredily.com
GSTIN: 29AAICP9583G1ZP
CIN: U74999KA2017PTC100344

Tax Invoice
KRED/20-21/007

BILL TO
TETSO College
Sovima, 6th Mile
Dimapur, Nagaland 797115
India
State Code: 13
GSTIN: 13AABTT3414A1Z8

PLACE OF SUPPLY
13 - Nagaland

DATE	PLEASE PAY	DUE DATE
02/07/2020	₹3,869.00	09/07/2020

NO	HSN/SAC	ACTIVITY	DESCRIPTION	UNIT	QTY	TAX	RATE	AMOUNT
1	998313	**Services**	Kredily professional plan upto 50 employees	NOS	1	18.0% IGST	2,999.00	2,999.00
2	998313	**Services**	Kredily professional plan for additional employees	NOS	7	18.0% IGST	40.00	280.00

SUBTOTAL	3,279.00
IGST @ 18% on 3279.00	590.22
TOTAL	3,869.22
ROUND OFF AMOUNT	-0.22
TOTAL DUE	₹3,869.00

THANK YOU.

Principal
TETSO COLLEGE

PeopleProsper Technologies Private Limited
434 1st Floor JR Arcade 17th Cross Road above Raymond Showroom Sector 4 HSR Layout
Bangalore, Karnataka 560102
IN
accounts@kredily.com
GSTIN: 29AAICP9583G1ZP
PAN No. AAICP9583G

Tax Invoice
KRED/21-22/362

BILL TO
TETSO College
Sovima, 6th Mile
Dimapur, Nagaland 797115
India
State Code: 13
GSTIN: 13AABTT3414A1Z8

PLACE OF SUPPLY
13 - Nagaland

DATE	PLEASE PAY	DUE DATE
18/08/2021	₹33,096.00	25/08/2021

NO	SAC	DESCRIPTION	UNIT	QTY	TAX	RATE	AMOUNT
1	998313	Kredily professional plan upto 25 employees Billing cycle - 16/08/2021 to 15/08/2022	NOS	12	18.0% IGST	1,499.00	17,988.00
2	998313	Kredily professional plan for additional 46 employees Billing cycle 16/08/2021 to 15/08/2022	NOS	12	18.0% IGST	1,840.00	22,080.00

SUBTOTAL	40,068.00
DISCOUNT 30%	-12,020.40
IGST @ 18% on 28047.60	5,048.57
TOTAL	33,096.17
ROUND OFF AMOUNT	-0.17
TOTAL DUE	₹33,096.00

Principal
TETSO COLLEGE

PeopleProsper Technologies Private Limited
434 1st Floor JR Arcade 17th Cross Road above Raymond Showroom Sector 4 HSR Layout
Bangalore, Karnataka 560102
IN
accounts@kredily.com
GSTIN: 29AAICP9583G1ZP
PAN No. AAICP9583G

Tax Invoice
KRED/22-23/684

BILL TO
TETSO College
Sovima, 6th Mile
Dimapur, Nagaland 797115
India
State Code: 13
GSTIN: 13AABTT3414A1Z8

PLACE OF SUPPLY
13 - Nagaland

DATE	PLEASE PAY	DUE DATE
10/08/2022	₹53,797.00	12/08/2022

LICENSE COUNT
100 employees

NO	SAC	DESCRIPTION	UNIT	QTY	TAX	RATE	AMOUNT
1	998313	Kredily professional plan upto 25 employees Billing cycle - 18/08/2022 to 17/08/2023	NOS	12	18.0% IGST	1,499.00	17,988.00
2	998313	Kredily professional plan for additional 75 employees Billing cycle 18/08/2022 to 17/08/2023	NOS	12	18.0% IGST	3,250.00	39,000.00

Principal
TETSO COLLEGE

PeopleProsper Technologies Private Limited

#451, 2nd Floor, 17th Cross17th Main, HSR Layout, Sector 4 ,
Bangalore Karnataka, India, 560102
Company ID :U74999KA2017PTC100344
GSTIN29AAICP9583G1ZP
Phone : 9033917272
Email - Finance@kredily.com

Tax Invoice

#	: **KRED/23-24/337**	Place Of Supply	: **Nagaland (13)**
Invoice Date	: **31/05/2023**	Billing Cycle	: **18/08/2023 to 17/08/2024**
Terms	: **Due on Receipt**		
Due Date	: **31/05/2023**		

Bill To	**Ship To**
TETSO College Sovima, 6th Mile Dimapur 797115 Nagaland India GSTIN 13AABTT3414A1Z8	Sovima, 6th Mile Dimapur 797115 Nagaland India GSTIN 13AABTT3414A1Z8

Subject :

For 105 employees

#	Item & Description	HSN/SAC	Qty	Rate	Discount	IGST %	IGST Amt	Amount
1	Services Kredily Professional Plan	998313	12.00	6,300.00	20.00%	18%	10,886.40	60,480.00
2	Setup Services Kredily One time setup cost	998313	1.00	20,000.00	100.00%	18%	0.00	0.00

Total In Words
Indian Rupee Seventy-One Thousand Three Hundred Sixty-Six Only

Sub Total	60,480.00
IGST18 (18%)	10,886.40
Round off	(-) 0.40
Total	**₹71,366.00**
Balance Due	**₹71,366.00**

Thanks for your business.

Payment Options

Name of bank : ICICI Bank Bangalore Hosur Road Branch
Account no.: 058305004185 IFSC Code : ICIC0000583

Terms & Conditions
1.Kredily Prime (Employee Benefit Program) can't be removed.
2.Any changes in employee benefit program will lead to price revision
3.Refund will be available on Prorata basis after removing the discount.

Devendra Khandegar

Authorized Signatory

Principal
TETSO COLLEGE

envatoelements

Envato Elements Pty Ltd
PO Box 16122
Collins Street West
Melbourne, Victoria 8007
Australia
Email: help.elements@envato.com
Registration #: GSTIN 9920AUS29601OSG

Invoice

Invoice #	11947960
Billed On	May 19, 2023
Terms	On-Receipt
Due On	May 19, 2023

Bill To

Kvulo Lorin

Tetso College
Tetso College
Sovima
DIMAPUR, Nagaland 797115
India

PAID on May 19, 2023

$198.00 USD

Date	Description	Qty	Price	Subtotal
May 19, 2023 – May 19, 2024	Annual 198	1	$198.00	$198.00

Subtotal	$198.00
Total	**$198.00**
Paid	($198.00)
Amount Due	**$0.00**

Payments

May 19, 2023 $198.00 Payment from Visa ··· 3983

Notes

This invoice can be used for tax purposes. To convert the amounts in your local currency, please use the average monthly exchange rate.

Cancel any time at account.elements.envato.com/subscription

State: Nagaland

State Code: 13

HSN: 998439

Authorised signatory: Justin Avery

Purchaser GSTIN: 13AABTT3414A1Z8
GST to be accounted for by purchaser on a reverse charge basis.

Principal
TETSO COLLEGE

NVP and Co.,
Chartered Accountants

No. 10, D.B.Road, Opp. Savitha Hall
R.S. Puram, Coimbatore 641 002, Tamil Nadu, India
Phone Office : +91-89400 28800
Mob : +91-87540 25260, +91-89733 07000
E-mail : nvpandcocbe@gmail.com

CERTIFICATION OF EXPENDITURE

To,

The Principal,
5th Mile, Sovima,
Chumoukedima,
Nagaland - 797 115

We have examined the financial statements and books of accounts of Tetso College and certify the following expenditures.

Financial Year 2018-2019

Sl. No.	Particulars	Amount in Rupees	In Lakhs
1.	Expenditure of Infrastructure Augmentation, Development and Acquirement	1,61,55,043	161.55
2.	Physical Facilities Repair and Maintenance and AMC of Academic Facilities *Includes the following -* *Electricity and Utilities - Rs. 1,97,443.00* *Printing and Stationery - Rs. 4,80,656.00* *Telephone and internet Charges - Rs. 42,905.00* *Maintenance - Rs. 10,04,249.00* *Newspapers Periodicals - Rs. 1,010.00 and Subscription* *Repairs and Maintenance - Rs. 8,11,309.00 Insurance - Rs. 2,60,410.00* *(Bus - Rs. 2,31,410.00 | Building Rs. 30,000.00)* *Audit Fees - Rs. 12,800.00* *NAAC Affiliation Fee - Rs. 4,77,573.00 Depreciation of Fixed Assets Rs. 1,05,80,359.00*	1,38,68,714.00	138.69
3.	Salary Component	1,79,34,121.00	179.34

Principal
TETSO COLLEGE

NVP AND CO CBE-2

NVP and Co.,
Chartered Accountants

No. 10, D.B.Road, Opp. Savitha Hall
R.S. Puram, Coimbatore 641 002, Tamil Nadu, India
Phone Office : +91-89400 28800
Mob : +91-87540 25250, +91-89733 07000
E-mail : nvpandcocbe@gmail.com

Financial Year 2019-2020

Sl. No.	Particulars	Amount in Rupees	In Lakhs
1.	Expenditure of Infrastructure Augmentation, Development and Acquirement	1,96,06,162	196.06
2.	Physical Facilities Repair and Maintenance and AMC of Academic Facilities *Includes -* *Electricity & Utilities - Rs. 3,00,363.00* *Printing & Stationery - Rs. 2,95,858.00* *Telephone & Internet - Rs. 1,98,097.00* *Maintenance - Rs. 4,56,322.00* *Newspapers, Periodicals - Rs. 54,414.00 & Subscription* *Repairs & Maintenance - Rs. 22,11,130.00* *Insurance - Rs. 2,50,906.00* *Audit Fees - Rs. 1,11,380.00* *Depreciation - Rs. 1,16,39,106.00*	1,55,17,576.00	155.18
3.	Salary Component	2,58,32,309.00	258.32

Principal
TETSO COLLEGE

NVP AND CO. CBE-2

NVP and Co.,
Chartered Accountants

No. 10, D.B.Road, Opp. Savitha Hall
R.S. Puram, Coimbatore 641 002, Tamil Nadu, India
Phone Office : +91-89400 28800
Mob : +91-87540 25250, +91-89733 07000
E-mail : nvpandcoobe@gmail.com

Financial Year 2020-2021

Sl. No.	Particulars	Amount in Rupees	In Lakhs
1.	Expenditure of Infrastructure Augmentation, Development and Acquirement	1,50,60,113	150.60
2.	Physical Facilities Repair and Maintenance and AMC of Academic Facilities *Inclusions -* *Electricity and Utilities - Rs. 1,50,166.00* *Printing & Stationery - Rs. 5.29,166.00* *Telephone & Internet - Rs. 1,86.923.00* *Repair and Maintenance - Rs. 5,74,889.00* *Insurance - Rs. 1,86,332.00* *Audit Fees - Rs. 2.54,100.00* *Depreciation - Rs. 1,18,91,973.00*	1,37,73,549.00	137.74
3.	Salary Component	2,34,15,321.00	234.15

Break-up of Office Expense component of Audit Report -

General Office Expense	-	Rs. 2,92,000.00
E-Governance (Kredily Subscription)	-	Rs. 3,869.00
Total	-	**Rs. 2,95,869.00**

Principal
TETSO COLLEGE

NVP AND CO. CBE-2

NVP and Co.,
Chartered Accountants

No. 10, D.B.Road, Opp. Savitha Hall
R.S. Puram, Coimbatore 641 002, Tamil Nadu, India
Phone Office : +91-89400 28800
Mob : +91-87540 25250, +91-89733 07000
E-mail : nvpandcocbe@gmail.com

Financial Year 2021-2022

Sl. No.	Particulars	Amount in Rupees	In Lakhs
1.	Expenditure of Infrastructure Augmentation, Development and Acquirement	4,59,03,877.00	459.04
2.	Physical Facilities Repair and Maintenance and AMC of Academic Facilities *Inclusions -* *Electricity & Utilities - Rs. 4,38,854.00* *Printing & Stationery - Rs. 10,00,965.00* *Telephone & Internet - Rs. 1,55,609.00* *Repairs & Maintenance - Rs. 13,37,710.00* *Insurance - Rs. 5,67,971.00* *Audit Fees - Rs. 1,18,000.00* *Depreciation - Rs. 98,56,346.00*	1,34,75,455.00	134.75
3.	Salary Component	2,58,33,089.00	258.33

Break-up of Office Expense component of Audit Report -

General Office Expense	-	Rs. 7,78,043.00
E-Governance (Kredily Subscription)	-	Rs. 33,096.00
Total	-	**Rs. 8,11,139.00**

Break-up on IT Expenses component of Audit Report

General IT Expenses	-	Rs. 1,92,139.00
E-Governance (G-Suite)	-	Rs. 1,69,920.00
Total	-	**Rs. 3,62,059.00**

Principal
TETSO COLLEGE

NVP AND CO. CBE-2

NVP and Co.,
Chartered Accountants

No. 10, D.B.Road, Opp. Savitha Hall
R.S. Puram, Coimbatore 641 002, Tamil Nadu, India
Phone Office : +91-89400 28800
Mob : +91-87540 25250, +91-89733 07000
E-mail : nvpandcocbe@gmail.com

Financial Year 2022-2023

Sl. No.	Particulars	Amount in Rupees	In Lakhs
1.	Expenditure of Infrastructure Augmentation, Development and Acquirement	6,65,90,349	665.90
2.	Physical Facilities Repair and Maintenance and AMC of Academic Facilities *Inclusions -* *Electricity & Utilities - Rs. 12,20,257.00* *Printing & Stationery - Rs. 9,38,236.00* *Telephone & Internet - Rs. 2,99,761.00* *Repairs & Maintenance - Rs. 19,60,476.0* *Insurance - Rs. 7,92,583.00* *Audit Fees - Rs. 75,000.00* *Subscriptions and Membership Fees - Rs. 41,221.00* *Depreciation - Rs. 1,69,17,444.00*	2,22,44,978.00	222.45 n
3.	Salary Component	3,79,93,222.00	379.93

Break-up of Office Expense component of Audit Report -

General Office Expense	-	Rs. 4,68,690.00
E-Governance (Kredily Subscription)	-	Rs. 53,797.00
E-Governance (G-Suite)	-	Rs. 1,41,600.00
Total	-	**Rs. 5,22,487.00**

Place : Coimbatore
Date : 07-09-2024

Principal
TETSO COLLEGE

For NVP & Co.,
Chartered Accountants
Firm Registration No.012726S

M Gopalakrishnan
Partner
Membership No.217089

Dr. Hewasa L. Khing
Principal

TETSO COLLEGE®
STRIVE FOR EXCELLENCE

Sovima, 5th Mile, Chümoukedima - 797115, Nagaland, India

Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

e-Governance Report for Tetso College, 2018

E-Governance has become an essential tool for enhancing the efficiency, transparency, and effectiveness of educational institutions. This report provides an overview of the e-governance practices implemented at Tetso College in 2018, focusing on three key areas: Administration, Student Support, and Examination.

1. Administration

1.1 Digital Record Management

Tetso College to improve its digital record management system. All administrative records, including faculty and staff details, financial records, and official communications to be digitized. This transition from paper-based records to digital formats enhanced data security, reduced physical storage needs, and streamlined access to information.

1.2 Attendance and Leave Management

An online attendance and leave management system was introduced for both faculty and staff. This system automated the tracking of attendance and leave applications, making it easier to manage and monitor staff availability.

Principal

Principal
TETSO COLLEGE

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Website: www.tetsocollege.org

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Additionally, the system was integrated with payroll, ensuring accurate salary calculations.

2. Student Support

2.1 Student Information System (SIS)

Tetso College to implement a Student Information System (SIS) that will provide students with access to their academic records, personal details, and course information. The SIS will allow students to track their academic progress, view their grades, and update personal information as needed. This system also enabled efficient communication between students and the administration.

2.2 Grievance Redressal System

To ensure that student concerns were addressed promptly, Tetso College introduced an online grievance redressal system. Students could submit their grievances through the portal, and these were automatically directed to the appropriate department for resolution. The system also allowed students to track the status of their grievances in real-time.

Principal

Principal
TETSO COLLEGE

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Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

3. Examination

3.1 Digital Question Paper Repository

In 2018, Tetso College adopted a digital question paper distribution system. Question papers were securely transmitted to examination centers electronically, reducing the risk of paper leaks and ensuring timely delivery. This system also allowed for last-minute changes to question papers, ensuring that examinations were up-to-date and relevant.

Governing Board, Tetso College (2018)

1. Dr. P.S Lorin (Chairman)
2. Dr. Hewasa Lorin (Vice Principal)
3. Mr. Kvulo Lorin (Treasurer)
4. Er. Levi Magh (Member)

Principal

Principal
TETSO COLLEGE

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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

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5. Mr. Haiwalo Apon (Member)

6. Mr. K.G Himb (Member)

7. Mr. P. Keppen (Member)

8. Er. Y.G Sugathan (Member)

9. Dr. Jungmayangla Longkumer (Member)

10. Mr. Sitseilhou Virie, (Member)

Principal

Principal
TETSO COLLEGE

TETSO COLLEGE®
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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

e-Governance Report for Tetso College, 2019

The year 2019 marked another significant advancement in Tetso College's e-governance initiatives. Building on the successes of previous years, the college continued to integrate technology into its operations to enhance administrative efficiency, improve student support, and streamline examination processes. This report outlines the key e-governance practices implemented in 2019, focusing on Administration, Student Support, and Examination.

1. Administration

1.1 Enhanced Digital Record Management

Tetso College continues to improve its digital record management system. By trying to implement new features to improve data retrieval, a more robust backup system to prevent data loss.

1.2 Comprehensive Online Admission Platform

The online admission system introduced in 2018 was enhanced in 2019 to include additional features such as real-time application status tracking, to enhance document verification process, and SMS/email notifications for applicants. These improvements further streamlined the admission process, making it more user-friendly and efficient.

1.3 Faculty and Staff Portal

A dedicated portal for staff and students, providing easy access to personal information, payroll details, attendance records, and leave management. This

Principal

Principal
TETSO COLLEGE

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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

portal also included a communication platform for official announcements and circulars, improving internal communication.

2. Student Support

2.1 Student Information System (SIS)

The Student Information System (SIS) to be updated on a regular basis to include more interactive features. Students could now track their academic calendar, access a personalized dashboard displaying their academic performance, attendance and their internal mark progress.

2.2 Online Support Services

In order to ease the process of maintenance and support services for staff and students, an online form and tracker is generated with the help of gSuites to track all the available services.

2.3 Digital Library Resources

The college expanded its digital library resources by subscribing to additional e-journals, e-books, and online databases. The digital library portal was also upgraded to provide easier navigation, search capabilities, and remote access for students and faculty members.

3. Examination

3.1 To maintain all the Marks in digital form

Principal

Principal
TETSO COLLEGE

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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

The shift towards maintaining marks in digital form represents a significant step forward in modernizing academic records management. This transition offers numerous benefits, including improved accessibility, and streamlined administrative processes, and easy access for the students through student portal. This report outlines the key aspects of digitizing marks, the process involved, and the advantages it brings to educational institutions.

4. Broader Impact of E-Governance in Higher Education

E-governance is increasingly being adopted by colleges and universities worldwide to enhance their operational efficiency, improve service delivery, and meet the evolving needs of students and staff. The integration of e-governance in higher education institutions has the following broader impacts:

- **Increased Transparency and Accountability:** E-governance systems ensure that processes are transparent, reducing opportunities for corruption and favoritism. Automated systems provide clear records of all transactions and decisions, making it easier to audit and review institutional practices.
- **Enhanced Accessibility and Inclusivity:** By digitizing services, institutions make them accessible to a broader audience, including students with disabilities or those living in remote areas. Online platforms can be accessed anytime and anywhere, ensuring that education and support services are available to all.
- **Improved Decision-Making:** Data-driven decision-making is a key benefit of e-governance. Institutions can collect and analyze large amounts of data on student performance, faculty productivity, and resource

Principal

Principal
TETSO COLLEGE

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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

utilization, leading to more informed decisions that enhance educational outcomes.

- **Cost Efficiency:** E-governance reduces the need for physical infrastructure and manual processes, leading to significant cost savings. Automated systems minimize the need for paperwork, reduce staffing requirements, and cut down on administrative overheads.
- **Sustainability:** The shift towards digital operations supports environmental sustainability by reducing the use of paper and other resources. Institutions can also adopt green computing practices, such as energy-efficient data centres, to further reduce their environmental impact.

Governing Board, Tetso College (2019)

1. Dr. P.S Lorin Chairman
2. Dr. Hewasa L Khing, Secretary
3. Mr. Kvulo Lorin, Treasurer,

Principal

Principal
TETSO COLLEGE

TETSO COLLEGE®
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Ph: +91 7005998089, Email: contact@tetsocollege.org

Website: www.tetsocollege.org

Tetso College is NAAC accredited and recognised by the UGC

4. Dr. Tatongkala, Member,

5. Ms. Temsukumla Ao, Member,

6. Er. V. G. Sugathan, Member,

7. Mr. Haiwalo Apon, Member,

8. Ms. Ar. Longvusen Semp, Member,

Principal

Principal
TETSO COLLEGE

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e-Governance Report for Tetso College (2020)

Tetso College has made significant strides in its e-governance initiatives, particularly in response to the challenges posed by the COVID-19 pandemic. By embracing digital technologies and transitioning to online platforms, the college has been able to maintain continuity of education and administrative services.

The implementation of online learning platforms, digital assessment tools, and remote work arrangements has demonstrated Tetso College's adaptability and commitment to providing quality education and support to its students. The use of GSuite has further enhanced the college's ability to collaborate, communicate, and share resources effectively. As Tetso College continues to evolve, it is likely that e-governance will play an increasingly important role in shaping its future. By leveraging technology to improve efficiency, enhance student experience, and foster innovation, the college can position itself as a leader in higher education.

Administration

- **Remote Work and Collaboration:** In response to the COVID-19 pandemic, Tetso College implemented remote work arrangements for administrative

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staff and faculties. This would have required the use of collaboration tools and virtual meeting platforms.

- **Digital Document Management:** To streamline administrative processes and reduce paper usage, the college continues to adopt digital document management systems. This would have enabled electronic storage, retrieval, and sharing of documents via Gsuites.
- **Kredily:** to start using a paid version of Kredily to enhance and utilize new features available in the software.

Student Support

- **Online Classes:** The college likely transitioned to fully online or hybrid learning models, utilizing online platforms for lectures, assignments, and assessments.
- **Virtual Tutoring:** To provide additional academic support, the college will offer virtual tutoring sessions or online study groups.
- **Mental Health Support:** The pandemic highlighted the importance of mental health support for students. Tetso College may have expanded its online counseling services or partnered with external organizations to provide additional resources.

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Accounts and Supports

- **Online Financial Services:** The college has further enhanced its online financial services, allowing students to access and manage their accounts, pay fees, and view statements more conveniently.
- **IT Support:** To ensure smooth functioning of online systems, the college likely strengthened its IT support services, providing technical assistance to students and faculty.

Use of G Suite: to start using a paid version of GSuite to accommodate an increasing number of users and facilitate better features for teachers and students.

- **Google Classroom:** The college may have extensively used Google Classroom as a platform for delivering online courses, managing assignments, and facilitating communication between faculty and students.
- **Google Drive:** Google Drive would have been invaluable for sharing and collaborating on documents, presentations, and other course materials.
- **Google Meet:** For virtual meetings, lectures, and online discussions, Google Meet would have been a popular choice.

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Governing Board, Tetso College, 2020

1. Dr. P.S. Lorin Chairman
2. Dr. Hewasa L Khing, Secretary
3. Mr. Kvulu Lorin, Treasurer
4. Dr. Tatongkala, Member
5. Er. V. G. Sugathan, Member
6. Mr. Haiwalo Apon, Member
7. Ms. Ar. Longvusen Semp, Member

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8. Ms. Temsukumla Ao, Member

9. Mr. Sitseilhou Virie, (Member)

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e-Governance Report for Tetso College (2021)

The year 2021 saw a gradual easing of COVID-19 restrictions, allowing for a partial return to normalcy. Tetso College's e-governance initiatives likely focused on adapting to this changing landscape while maintaining the benefits of digital technologies. It would be helpful to consult the college's annual reports or website for more specific information on the initiatives implemented during this period.

1. Administration

- **Hybrid Work Arrangements:** As the pandemic situation improved, Tetso College implemented hybrid work arrangements, allowing staff to work both remotely and in-person. This would have provided flexibility and improved work-life balance.
- **Video Lessons and Tutorials:** The faculties will continue to provide tutorial sessions and live sessions online which will be uploaded in the google classroom for the students.
- **Renewal of existing software:** To renew the subscription Kredily and GSuite paid software for ease of academic and HR management.

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2. **Student Support**

- **Blended Learning:** The college will continue to offer blended learning models, combining online and in-person instruction. This would provide students with flexibility and options for learning.
- **Peer Tutoring Programs:** To support students, the college implemented peer tutoring programs, connecting students with academic mentors.
- **Online Career Counseling:** The college expanded its online career counseling services to cater to the evolving needs of students.

3. **Use of GSuite:** To continue with the subscription of GSuite for effective management of Learning Management Systems.

- **Expanded Use of G Suite Tools:** The college will continue to leverage GSuite tools for various administrative and academic purposes, such as Google Drive for document sharing, Google Meet for virtual meetings, Google sheets for records and Google Forms for online surveys and exams.
- **Integration with Other Systems:** The college will try to work on integrating GSuite with other systems, such as the student information system or the library catalog, to improve efficiency and data consistency.

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3. Examinations

- **Hybrid Examinations:** For certain courses, the college may have offered a combination of in-person and online examinations as per the circumstances and university directions.

Governing Board, Tetso College, (2021)

1. Mr. Kvulu Lorin (Chairman)
2. Dr. Hewasa L Khing (Secretary)
3. Dr. Tatongkala (Member)
4. Dr. Chikosale (Member)

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5. Er. V. G. Sugathan, (Member)

6. Mr. Sitseilhou Virie, (Member)

7. Er. Khose Sale (Member)

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e-Governance Report for Tetso College (2022)

Tetso College continues to demonstrate its commitment to e-governance by implementing various digital tools and platforms to enhance its administrative processes, student support services, and overall academic experience. This report highlights key initiatives undertaken in 2022:

Administration

- **Student Intranet:** The college's student intranet serves as a centralized hub for accessing essential information. Students can find notifications, announcements, the student handbook, hostel handbook, and transport information, all readily available online.
- **Response and Feedback Form:** The college encourages open communication by providing a platform for students to share feedback directly with the Principal. This feedback helps improve various aspects of the academic experience.
- **Software for Attendance Tracking:** In January 2022, Tetso College transitioned from manual attendance records to Gibbon, an open-source software for tracking student attendance. This digital system streamlines the process and facilitates accurate data collection.
- **Kredily for HR Management:** The college utilizes Kredily, a cloud-based HR management software, to automate various HR functions like onboarding, payroll processing, performance management, and leave management. This enhances efficiency and improves overall HR operations.
- **Google Workspace Admin Panel:** Tetso College to continue subscription to google workspace and provides each student with a college email ID for effective communication. The Google Workspace Admin Panel allows

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for managing different student batches and mailing groups, facilitating targeted information dissemination.

Student Admission and Support

- **Online Student Admission Portal:** Prospective students can seamlessly apply for admission through the online portal, reducing reliance on paper-based applications.
- **Student Grievance Cell:** The college maintains a Grievance Cell, a safe space for students to voice concerns and seek solutions regarding academic, administrative, or social issues.

Finance and Accounts

- **Online Fee Payment Portal and Qfix App:** Students can conveniently access and manage their accounts, view fee statements, and make payments online using the college portal and Qfix app. This eliminates the need for physical cash transactions and provides a user-friendly experience.

Examination Support

- **Detailed Exam Information:** The college ensures students have access to comprehensive exam information through emails and the student intranet. This includes exam schedules, patterns, and relevant guidelines, enabling effective exam preparation.

Library Support

- **Koha (Open Source Library Management System):** Since 2014, Tetso College has utilized Koha, a free and open-source library management

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system offering control over library data and operations. This allows customization to meet specific needs and ensures privacy and security.

- **Dspace (Digital Repository Software):** Tetso College uses Dspace to store and provide access to its digital collections, including research papers, theses, dissertations, and other scholarly materials. This facilitates research activities and promotes wider access to knowledge.
- **N-LIST (National Library and Information Services Infrastructure for Scholarly Content):** Through N-LIST membership, Tetso College provides students, faculty, and researchers with access to a vast collection of e-journals and e-books, enriching academic resources and supporting research endeavors.

Governing Board, Tetso College (2022)

1. Mr. Kvulu Lorin (Chairman)
2. Dr. Hewasa L Khing (Secretary)
3. Dr. Tatongkala (Member)
4. Dr. Chikosale (Member)

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e-Governance Report for Tetso College (2023)

Tetso College continued to make significant strides in e-governance in 2023, building upon the successes of the previous year. This report highlights key initiatives undertaken during the year, focusing on further digitization, improved efficiency, and enhanced student experience.

Administration

- **Paperless Office Initiative:** The college intensified its efforts to reduce paper usage and promote a more environmentally friendly approach. This included implementing digital document management systems and encouraging staff to adopt electronic workflows using google drive, sheets, google docs and forms.
- **Data Analytics and Business Intelligence:** Tetso College leveraged data analytics tools to gain insights into student behavior, academic performance, and administrative processes. This data-driven approach informed decision-making and identified areas for improvement.
- **Cybersecurity Enhancements:** As cyber threats continue to evolve, the college strengthened its cybersecurity measures to protect sensitive data and ensure the integrity of its systems. This included regular security audits, employee training, and the implementation of robust security protocols like two factor authentication through google workspace admin.

Student Support

- **Integration of web app for Students:** Tetso College integrates an open source based web app for students, offering a convenient way to access important information, such as announcements, exam schedules, results,

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and attendance tracking. This app improved accessibility and engagement.

Examination Support

- **Adaptive Testing:** To personalize the assessment process, the college explored adaptive testing techniques, adjusting exam difficulty based on a student's performance. This approach aimed to provide a more equitable and accurate assessment of students' abilities.

Library Support

- **E-Book Collection Expansion:** The college expanded its collection of e-books, providing students with greater access to digital resources and reducing the need for physical textbooks.
- **Digital Preservation:** To ensure the long-term preservation of digital assets, the college implemented digital preservation strategies, including data backup, metadata management, and migration to newer technologies.

Governing Board, Tetso College (2023)

1. Mr. Kvulu Lorin (Chairman)
2. Dr. Hewasa L Khing (Secretary)
3. Dr. Tatongkala (Member)

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4. Dr. Chikosale (Member)
5. Er. V. G. Sugathan, (Member)
6. Mr. Sitseilhou Virie, (Member)
7. Er. Khose Sale (Member)
8. Dr Amar Ranjan Dey (Member)

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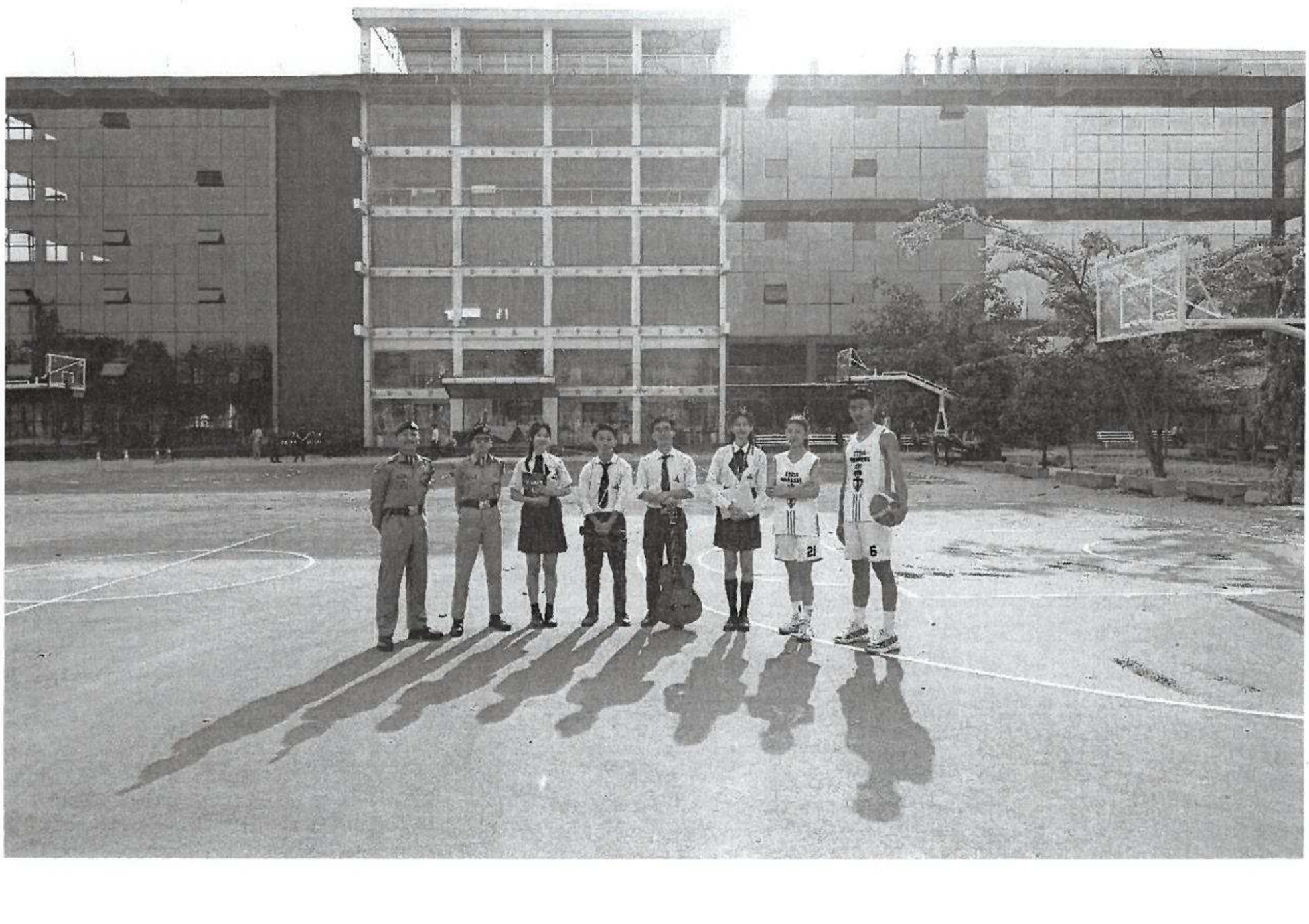
e-Governance Policy of Tetso College



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Scope:

This policy applies to the following areas of Tetso College:

- General Administration
- Student Admission
- Examinations (as applicable within Tetso College's authority)
- Library Management
- Accounts and Finance
- Information and Communication Technology (ICT) Infrastructure
- E-waste Management

Objectives:

- Implement e-governance across all college functions to create a simpler and more efficient system.
- Enhance transparency and accountability in college operations.
- Reduce paper usage and establish a more sustainable environment.
- Provide easy and fast access to information for students, faculty, and staff.
- Enable Wi-Fi access across the campus.
- Equip classrooms with ICT tools like desktops, laptops, smart boards, and projectors.
- Develop a fully automated library system.

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Policy:

Tetso College will implement e-governance in all aspects, including:

- **Website:** The college website will serve as an information hub containing details about the college, activities, notices, courses, etc. A designated service provider will maintain the website. Training will be provided to staff for content updates. An IT/Media team will oversee regular updates, maintenance, and improvement of the main external college website whereas Deans, supervisors of various departments along with IT/Media will oversee both updation, maintenance of Staff and Student Intranet. Both student and faculty intranet can be accessed only via college mail ID, outside users will not be able to access these intranet websites.

- **Student Admission:** An open and transparent admission process will be followed. The college's admission brochure and guidelines will be available on the website. An online admission portal will be used for application management, including admissions tracking, fee submission.

- **Accounts:** The college will maintain accounts using software like Tally, Qfix ensuring regular updates and efficient record management. Financial reports, including profit and loss statements and balance sheets, will be generated through this software. collection of admission fees through online payment systems with appropriate security measures taken to maintain data confidentiality. Staff training and software updates will be conducted regularly. Additionally, the college may consider using other software like PFMS for government funds management, payroll management systems, and online payment gateways.

- **Library:** Tetso College will maintain a well-stocked library with a focus on expanding e-learning resources for students and faculty. Subscriptions to journals and books (both physical and electronic) will

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be continued, with recommendations encouraged from students and teachers. Koha Open source software has been implemented to track all the records of the books, issuance and return of the books, and renewal of books. The library will utilize an easy-to-use Integrated Library Management System (ILMS) with features like:

- Graphical User Interface (GUI)
- Unicode support and multilingual search
- Online Public Access Catalogue (OPAC) module for keyword searching
- Circulation module for member records and book management
- Database management tools
- Plagiarism checking software for original writing promotion

- **Administration & Human Resources:**
  - A dedicated Human resource software will be used for HR management.
  - Attendance Management Software: Staff and faculty will utilize software to record and track student attendance, internal assessments, etc. Monthly and semester reports will be generated for automatic calculation of internal assessment marks based on attendance.
  - Paperless Administration: The college strives for a paperless administration by utilizing advanced Excel tools and file management systems. This will provide students with a hassle-free experience for accessing various services online. The college will continuously explore opportunities for further automation of administrative tasks.

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- Staff Training: Administrative staff will receive adequate training and development to stay updated on new technologies related to their roles.

- **Examination:** The college may adopt an online system for students to view internal assessment marks and report discrepancies. google forms facility comes along with google gSuite, which can be used for conducting online exams. All the necessary information related to exams are notified in college student intranet as well as email has been sent to all the students for the same.

- **Alumni Relations:** A dedicated alumni webpage will be created on the college website, offering registration, information about prominent alumni, feedback mechanisms, and other features. Collaboration with the alumni association will be encouraged for regular updates and database management.

- **E-waste Management:** Tetso College is committed to responsible technology usage and minimizing its environmental impact. A system will be established for proper disposal of e-waste and MoU with an E-waste management NGO will be explored

ICT Tools:

Hardware Infrastructure:

- Adequate desktops and laptops for students and staff.
- Computer labs with proper networking and internet facilities for the students for various IT training and courses.
- Computers and printers in the administrative block.
- Projectors, LED TV and multimedia devices in classrooms, auditoriums, seminar rooms, and laboratories
- Infrastructure complemented by resources like Reprography, computer networking devices, scanners, and LED Tvs in every class

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Software Infrastructure:

- Well-maintained servers for efficient data transmission
- Office automation packages like Open Office or MS Office with antivirus software (updated regularly)
- Access to standard econometrics, statistical, computational, and scientific software.
- Google workspace (gSuites) for learning management systems
- Kredily has been implemented to track the daily attendance of the staff, various leaves available for the staff and their salary structures.
- implementing Open source software (e.g Gibbon) for students' information systems.
- Adobe products are used to create multimedia related works for the college media team.

This e-governance policy aims to enhance Tetso College's efficiency, transparency, and sustainability in the digital age.

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