# TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY

**(Govt. Aided General Degree College (UGC 2F & 12B) affiliated to Burdwan University and Accredited by NAAC with B Grade)**

| Vill-Madian, Mallarpur | PO-Ganpur, Birbhum |
|---|---|
| PIN- 731216, West Bengal | Phone & Fax- 03461-262175 |
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## Annual E-governance Report: 2019-20

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, improve work efficiency, and promote democratic values. It is being used as a platform for efficient, transparent, and timely delivery of services to all the stakeholders. In essence, the purpose of e-governance is to bring transparency and efficiency to the working of an organization. This urge for transparency and efficiency is derived from the demand of ever-increasing aspirations of the information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services, and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

E-governance in an institution allows the use of information and communication technologies to improve communication, promote transparency and accountability, and also to increase cost and time effectiveness. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operations. THLH Mahavidyalay has implemented e-governance for sharing information and managing human resources efficiently with transparency through participation and accountability from all stakeholders. E-administration uses ICT for information process and decision-making by the Governing body, head of the institution, IQAC, and different committees formed to decentralize the administration. E-service provides various service facilities. Most of the staff and students use smartphones to utilize the benefits of modern-day technologies available in the field of higher education. A company was selected through a tender process for implementing e-governance in various domains of college administration. Another vendor is selected to provide the necessary support for maintaining the college website. A dedicated Whats App and Telegram Group has been created at the institution level and also in each academic department for sharing orders, information, direction, and discussion on a common platform. The necessary budgetary allotments for implementation of various government schemes and digital awareness are provided by the college and proper utilization is ensured with utmost transparency within time limits.

**The application of e-governance in different fields is given below:**

**ADMINISTRATION:** The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT-based significant institutional tasks carried out online as part of the e-governance program can be outlined as

25) College Website with a subdomain to all departments and each of the faculty members.
26) All notifications are published in the college Whats App and Telegram Group.
27) Retirement-related documents are submitted through the e-pension portal.
28) Minutes of Meetings of IQAC are made available on the website for the consumption of stakeholders.
29) As far as possible, communications and information flow are paperless and online in the college. Staff and, students communicate with each other. Through email and other digital platforms. Committed and

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30) strictly monitored WhatsApp Groups have been created for sharing orders, information, directions, important announcements, and notices with all the employees.

31) The College has a biometric attendance system which is compulsory for all the staff. The staff attendance can be monitored through this. Salary is paid to the staff through net banking and salary slips is duly issued online to all the staff members.

32) Supervision of various scholarship schemes, • Maintenance & disclosure of comprehensive information on its web page, • Development of ICT-based infrastructure in the College, Wi-Fi campus and biometric attendance system, fully computerized office

33) Issuance of salary/GPF e-slips, • Disbursement of GPF part-final/advance payments, • Salary payment to employees through net-banking, • Management of College website www.thlhmahavidyalay.ac.in

**FINANCE AND ACCOUNT:** As a basic ingredient of the e-governance concept and as per instructions of the government, all kinds of financial transactions have become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at the College level-

22) Salary grant received from Govt and its disbursement is done through HRMS.

23) The salaries and other benefits of employees are paid online through Bank/NEFT/RTGS.

24) Online payment of examination and admission fees.

25) The payment of scholarships. Honorariums and all purchase transactions are executed cashless and online.

26) Disbursement of salary slips & accounting of GPF.

27) Management of College accounts and many such functions as required.

28) All the accounts are being maintained in nationalized banks with the maintenance of proper ledger at the College level.

**STUDENT ADMISSION AND SUPPORT:**

35) For the smooth functioning of the admission process and tracking of admission inquiries, modern online communication channels are used. The admission process is fully automated from submission of forms to payment of fees.

36) E-brochure made available online for free of cost.

37) Admission and related procedures/activities including disclosure of admission rules/schedule, verification of documents, payment of fees & other admission formalities, and counseling of the students are done online to the extent possible. Wherever necessary, relevant details are published on the college website. Disclosure of students-centric information is also done on the website. Regular conduct of computer awareness programs is carried out for students and staff.

38) Disclosure of admission rules/schedule on the web page.

39) Management of different scholarship schemes for students.

40) Wi-Fi campus & Availability of internet/e-resources in library.

41) Running of computer-based programs/courses.

42) Conduction of computer awareness/digital literacy programs for students.

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43) ICT-based teaching in smart classrooms.
44) Management of e-resources in the central library.

**EXAMINATION:** There is a vibrant Exam Cell that complies with all guidelines and instructions by Burdwan University regarding the conduct of exams. Students can access the college website to get updates on examination-related matters including dates and timetables. Online messages are sent via WhatsApp and Telegram groups to students, whenever needed, regarding examination dates, rules, and regulations. The digital features of the exam system include-

16) All exam registration is made online via the affiliating University portal.
17) Selection of subjects in the CBCS program is done through an online process.
18) Marks are uploaded to the Affiliating University portal.
19) Registration and admit card issuing are fully automated.
20) A dedicated portal serves the internal examination process along with the submission of answer scripts of examinations conducted by the affiliating University.

**CONCLUSION:** THLH Mahavidyalay is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through the internet. The necessary infrastructure is provided partly by the state government and the UGC. Most of the staff and students use smartphones to utilize the benefits of modern-day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff members under the Digital India initiative of the central government. A well-equipped IT Cell has been established in the College to monitor and regulate the smooth functioning of computer systems and to address all IT-related issues so that maximum benefits can be ensured out of them. Students and staff members are provided help-desk pattern assistance and support through IT-Cell in case of software and online portal-related issues. Not only that, IT-Cell maintains online MIS and other data formats of the College up-to-date. The overwhelming response of human resources to digital technology has strengthened the prospects of e-governance in different areas of operation.

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Mallarpur, Birbhum- 731216

# MEETING RESOLUTION BOOK

## NAME OF MEMBERS PRESENT

Meeting No. __02__
Date __25.03.2020__

Place __Meeting Room__
Time __12.00__

| No. | Name | No. | Name |
|---|---|---|---|
| 1. | Abhijit Roy | 8. | |
| 2. | Debabrata Mandal. | 9. | |
| 3. | Sumitek | 10. | |
| 4. | SK Nur Updas | 11. | |
| 5. | Bratati Chakrabarty | 12. | |
| 6. | Amit Chandra Das | 13. | |
| 7. | Ramashari Mondal | 14. | |

| No. | Resolutions Adopted |
|---|---|

The meeting starts under the chairpersonship of Sri Abhijit Roy, the President of the Governing Body.

Resolution 1

a)The Principal reports that in response to our requisitions the West Bengal College Service Commission has sent recommendation letters for candidates for appointment to the post of Asst. Prof. in Santali, Political Science and Bengali in our College.

The recommendation is as follows:

| Sl No. | Letter Memo No. & Date | Name | Subject |
|---|---|---|---|
| 1 | 56/CSC/BU/(BRB.)-16/17 dated 03.07.2019. | Guru Charan Murmu | Santali |
| 2 | 905-CSC/BU/(BRB.)-16/17 dated 05.09.2019. | Jayanta Kumar Barman | Political Science |
| 3 | 1748-CSC/BU/(BRB.)-16/17 dated 18.02.2020 | Babucharan Rabha | Bengali |

The Principal had already been empowered by the Governing Body in the meeting dated 25.7.2019 to issue appointment letters to the recommended candidates. Accordingly the appointment letters (No. THLHM/7(a)/3175 dated 14.08.2019, No. THLHM/7(a)/3207 dated 01.10.2019 & No. THLHM/7(a)/3243 dated 25.02.2020) had been issued to Guru Charan Murmu, Jayanta Kumar Barman and Babucharan Rabha and they had joined the College as an Assistant Professor in Santali, Political Science and Bengali on 14.08.2019, 01.10.2019 and 25.02.2020 respectively.

The Governing Body unanimously accepts the recommendation and requests the Principal to issue appointment letter to the recommended candidate as per the relevant rules

The Governing Body unanimously approves these appointments and requests the Principal to arrange for the Fixation of their Pay etc. from DPI as early as possible.

b) IQAC Co-ordinator has submitted to the Principal of the College AQAR. The Principal has informed the house for necessary approval.
The Governing Body unanimously approves the AQAR for preparation of NAAC, cycle-II.

c) The Principal places the budget and report of E-Governance of 2019-2020 before the House. The House analyses the budget and report. The members of Governing Body are satisfied with the budget and report and it is unanimously approves.

President
TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY
Madian Manage-Para
Gonpur, Birbhum