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
www.thlhmahavidyalay.ac.in		tlmprincipal@gmail.com

Annual E-governance Report: 2022-23

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

1) College Website with a subdomain to all departments and each of the faculty members.
2) All notifications are published in the college Whats App and Telegram Group.
3) Retirement-related documents are submitted through the e-pension portal.
4) Minutes of Meetings of IQAC are made available on the website for the consumption of stakeholders.
5) 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 strictly monitored WhatsApp Groups have been created for sharing orders, information, directions, important announcements, and notices to all the employees.
6) 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 are duly issued online to all the staff members.

Dr Suman Mukherjee
Teacher-in-Charge
Turku Hansda Lapsa Hemram Mahavidyalay
Mallarpur, Birbhum- 731216

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

www.thlhmahavidyalay.ac.in   tlmprincipal@gmail.com

7) 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

8) 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 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-

1) Salary grant received from Govt and its disbursement is done through HRMS.
2) The salaries and other benefits of employees are paid online through Bank/NEFT/RTGS.
3) Online payment of examination and admission fees.
4) The payment of scholarships. Honorariums and all purchase transactions are executed cashless and online.
5) Disbursement of salary slips & accounting of GPF.
6) Management of College accounts and many such functions as required.
7) All the accounts are being maintained in nationalized banks with the maintenance of proper ledger at the College level.

STUDENT ADMISSION AND SUPPORT:
1) 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.
2) E-brochure made available online for free of cost.
3) Admission and related procedures/activities including disclosure of admission rules/schedule, verification of documents, payment of fees & other admission formalities, and counselling of the students are done online to the extent possible. Wherever necessary, relevant details are published on the college website. Disclosure of student-centric information is also done on the website. Regular conduct of computer awareness programs is carried out for students and staff.
4) Disclosure of admission rules/schedule on the web page.
5) Management of different scholarship schemes for students.
6) Wi-Fi campus & Availability of internet/e-resources in library.
7) Running of computer-based programs/courses.
8) Conduction of computer awareness/digital literacy programs for students.
9) ICT-based teaching in smart classrooms.
10) Management of e-resources in the central library.

Dr Suman Mukherjee
Teacher-in-Charge
Turku Hansda Lapsa Hemram Mahavidyalay
Mallarpur, Birbhum- 731216

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

www.thlhmahavidyalay.ac.in   **tlmprincipal@gmail.com**

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-

1) All exam registration is made online via the affiliating University portal.
2) Selection of subjects in the CBCS program is done through an online process.
3) Marks are uploaded to the affiliating University portal.
4) Registration and admit card issuing are fully automated.
5) 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.

Dr Suman Mukherjee
Teacher-in-Charge
Turku Hansda Lapsa Hemram Mahavidyalay
Mallarpur, Birbhum- 731216

MEETING RESOLUTION BOOK

NAME OF MEMBERS PRESENT

Meeting No. **11**

Date **25/02/2023**

Place **Meeting Room**

Time **12.00 Noon**

1.	Chandan Kumar Pal.	8.	Abhijit Roy
2.	Sm Gak	9.	
3.	Bisista 25/2/23	10.	
4.	Pinki Das	11.	
5.	Bratati Chakraborty	12.	
6.	Amit chandra Das	13.	
7.	Kamankari Mondal	14.	

No. | Resolutions Adopted

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

Resolution 1
The proceedings of the last meeting are read and confirmed.

Resolution 2
The principal reports in the house that the toilets both in staff room and girls' common room are badly damaged. The members of the Governing Body inspected the toilets and come to conclusion that the toilets, if not replaced immediately, will damage the construction of the main buildings.
So, the Governing Body unanimously resolves to shift the toilet as soon as possible to the sight where the plan and estimate have been prepared and vetted properly. Considering the emergency of the work the GB unanimously resolves to make the construction seeking quotation from local people for the materials of the construction.

It is also resolved that the whole construction will be monitored by the building committee of the college.

Resolution 3
The Governing Body unanimously resolve that the minor damages of the existing building will be repaired and some minor renovation will be done for maintaining the existing building.
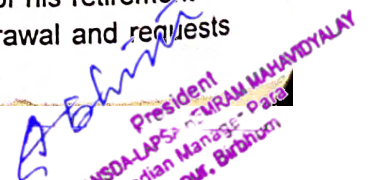
Resolution 4
a) The house comes to know that the Principal will retire at the end of September 2023. The Governing Body requests the office to take necessary steps for his pension, Leave Encashment, GPF and all other retirement benefits without any delay.

b) The House is informed of the leaves of Dr. Amit Kumar Chakrabarty, the Principal of the College along with the leaves he earned in the previous services as found in his Service Books. As per the records the leaves of his total service are as follow:

Sl.No	Name of the College(s)	Earn Leave			At Credit	Medical Leave		
		Earned	Used	Balance		Earned	Used	Balance
1	Birpara College	180	22	158		240	180	60
2	Rampurhat College	140	6	134	300	200	0	200
3	Turku Hansda Lapsa Hemram Mahavidyalay	462	0	462		312	58	254
	Total	782	28	754		752	238	514

The Governing Body unanimously approves this statement of Leaves of Dr Amit kumar Chakrabarty.

c) The House is informed that Dr Amit Kumar Chakrabarty, the Principal of the College will retire on 30.09.2023 and he will withdraw 90% his PF (Total amount of PF credited Rs.23,27,000/- (Twenty Three Lakh and Twenty Seven Thousand only as on February-2023) amount of Rs.20,94,000/- (Rupees twenty lakh ninety four thousand only) on the eve of his retirement as per the Govt. rules. The Governing Body unanimously approves this withdrawal and requests the College to take necessary steps to complete the procedure as per norms.

President
TURKU HANSDA-LAPSA HEMRAM MAHAVIDYALAY
Median Manage Pala
Ganpur, Birbhom

Resolution 5

a. The house is reported that the validity of NAAC assessment and accreditation expired. Meanwhile Dr Debayan Deb Burman, the NAAC coordinator expired on 23/04/2022 and the TC has elected Dr Hasan Askari the new coordinator of NAAC. The GB unanimously approved this selection.

b. Considering the urgency of NAAC accreditation the GB unanimously resolves to approve the decisions of various sub-committees for development of necessary infracture such as new construction, renovation, beautification etc.

For smooth compilation of the works the concerned sub-committee will prepare the plan of action, get it recommended by the finance committee of the college and fi8nally passed by the Principal of the college

Resolution 6

a. After the retirement of the Principal and before the joining of the new Principal the college will face a vacuum in administration. Handover of charge requires many formalities in different offices. To overcome all these impending difficulties the Governing Body unanimously resolves to select the senior most teachers as the Teacher-in-charge (TIC) of the college. Since Dr Reba Das is unwilling to take charge of the college, Dr Suman Mukherjee is unanimously decided as the TIC of the college after the retirement of the Principal with effect from 01/10/2023. So, necessary steps will be taken for assigning the responsibility of drawing of disbursement officer (DDO ship) of the college with effect from 01/10/2023. The Governing Body also approves the other changes in favor of Dr Suman Mukherjee the new TIC.

b. As Dr Suman Mukherjee will be the TIC of the college, he should be relieved from the responsibility of the Co-Ordinator of IQAC of the college. So, the new coordinator will be selected from the eligible candidates of the teaching faculty in case of time.

Resolution 7

The Governing Body comes to know that an allowance amounting @1/5 of the higher basic which at present is 8,920/- per month is paid to the head clerk in charge of the college. As this sort of allowance is not permitted in the existing rules of the university and government, the Governing Body unanimously resolves to stop the allowance amount and for the extra work a tiffin allowance of rupees 3000/- per month will be given to the candidate for the extra duties with effect from April 2023.

Resolution 8

a) Dr Suman Mukherjee, Assistant Professor in History, Stage-III joined our College on 07.04.2010. As per the existing rules regarding CAS, he will be entitled to the promotion to the Academic Level-13A (Associate Professor-Stage-IV) in the scale of pay of Rs.1,31,400/- to Rs.2,17,100/- with AGP of Rs 9000/- on and from 07.04.2023. So the Principal is requested to arrange for the advancement of his career (CAS) as per the existing rules as he is eligible for applying for this promotion as per GO No.920Edn(CS)/5P-52/98 dated 31.12.2012.

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 2022 - 2023 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.