




LILABATI MAHAVIDYALAYA
POLICY
ON
E-GOVERNANCE
(2019-20 TO 2023-24)




Prof. (Dr.) Sushanta Kumar Rou,
Principal
Lilabati Mahavidyalaya
Jateswar, Alipurduar

INTRODUCTION

Purpose: The purpose of this document is to establish a comprehensive e-governance policy for Lilabati Mahavidyalaya, Jateswar. This policy aims to employ digital technologies to improve efficiency, transparency, and accountability in the administrative and academic functions of the College.

Scope: This policy applies to the digital governance initiatives that have been taken by the college in accordance with the state government and University of North Bengal directives. It covers areas such as administration, finance, accounts, examination processes and student admission and support.

ADMINISTRATION

Purpose:

The purpose of this policy is to enhance the administrative efficiency through the use of digital platforms. It ensures transparency and accountability in the administrative process. It improves accountability and transparency among the staff and students.

Procedure:

i. Digital Record Management

It will help implement a digital document management system for storing and retrieving administrative records and ensure secure access and data privacy through encryption and access controls.

ii. Communication System

Email, Whatsapp and Google Meet is used for internal and external communication among staff and students. The official college portal is maintained for announcements, notices and keep track of all updates. The college has LILABATI APP available on Google Playstore.

iii. Workflow Automation

Routine administrative tasks such as leave applications, approvals, and reporting are planned to be automated in the near future and in some cases e-signatures and digital signatures are used for faster processing and reduced paperwork.

iv. Performance Monitoring


There is a plan to implement Digital Performance Appraisal Systems for the staff and Case Analytics and Reporting Tools to monitor and improve administrative processes.

Responsibilities:

The office administration is entrusted with the maintenance of digital systems that is used by the College. The principal, with the help of the office, is responsible for ensuring compliance with e-governance procedures of the Government of West Bengal and the University of North Bengal. There is a plan to persuade the staff members to use digital platforms for their administrative tasks.

FINANCE AND ACCOUNTS

Purpose:


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The purpose is to improve the efficiency and accuracy of financial operations in the college, enhance transparency in all financial transactions and facilitate easy access to financial information and reports.

Procedures:

i. Digital Financial Management System

The college aims to implement an integrated financial management system for budgeting, accounting and financial reporting. It will ensure real-time tracking of revenues, expenses and financial transactions and compliance with financial policies through automated checks and balances.

ii. Online Payment and Receipts

The college already encourages online payment of fees, fines and other charges through a secure payment gateway and provides digital receipts for all financial transactions.

iii. Financial Reporting

The college conducts regular audits, both internal and external and aims to use data analytics to provide insights into financial performance and trends in the future.

iv. Expense Management

The college plans to implement an online system for managing and approving expenses.

Responsibilities:

Finance and Accounts Department is responsible for managing the digital financial systems and all financial transactions must be recorded and processed through the digital system.

STUDENT ADMISSION AND SUPPORT

Purpose:

To streamline the admission process through digital platforms, provide comprehensive online support services for students and ensure transparency and accessibility services.

Procedures:

i. Online Admission Portal

The college shifted to online admission portal and has been implementing the entire process of application submission, tracking and processing. It also provides detailed information and guidelines for applicants on the portal.

ii. Digital Document Verification

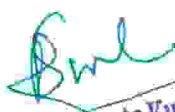
Use of digital tools for the verification of student documents and credentials is planned in the future and ensure secure storage and retrieval of student records,

iii. Student Support and Information System

The College plans to offer online counselling, academic advising and career guidance services in the future. A digital helpdesk for resolving student queries and issues will also be offered. This student information system for managing student profiles, attendance, and academic records will provide students with online access to their records and progress reports.

Responsibilities:

The Admissions Committee monitors the online admission process as the centralised admission system is controlled by the state government. The IT consultant service ensures the security and reliability of student-related digital systems.


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EXAMINATION

Purpose:

To enhance the efficiency and integrity of the examination process, provide timely and accurate examination-related information and ensure a secure and transparent handling of examination data.

Procedures:

i. Online Examination Management

The college has plans for implementing an online system for examination scheduling, registration, and administration within the institution. The University of North Bengal examination registration, application and result process is already in the online mode. The college provides guidelines and support for online process related to university examinations.

ii. Digital Evaluation and Grading

The college does not use digital tools for evaluation and grading of answer scripts. Internal Assessment results are submitted in the digital format. The online assessment system used by the university ensure timely publication of results through their portal.

iii. Result Management System


The college maintains a secure digital database of examination results and records and provide students with online access to their results.

Responsibilities:

The Examination Committee manages the examination systems and processes. The staff involved in examinations adheres to the e-governance procedures wherever applicable.

IMPLEMENTATION AND MONITORING

To disseminate the e-governance policy to all stakeholders, provide training for staff and students on using digital platforms and implement digital systems across all areas.


Prof. (Dr.) Sushanta Kumar Raul
Principal
Lilabati Mahavidyalaya
Jateswar, Alipurduar

Dr. Sushanta Kumar Raul,
Principal,
Lilabati Mahavidyalaya, Jateswar, Alipurduar

SUMMARY OF INSTITUTIONAL EXPENDITURE STATEMENTS RELATED OF EXPENSE

YEAR	DETAILS OF EXPENDITURE	EXPENDITURE AMOUNT	TOTAL	INR IN LAKHS
2019-2020	Development (Computer Peripherals, CC Camera, Bio-Matrik, Software etc)	52040	122296	₹ 1.22
	Annual Maintenance (Computer Peripherals, CC Camera, Software etc)	66126		
	Others Expense	4130		
2020-2021	Development (Computer Peripherals, CC Camera, Software etc)	35800	181352	₹ 1.81
	Annual Maintenance (Computer Peripherals, CC Camera, Software etc)	141422		
	Others Expense (SMS)	4130		
2021-2022	Development (Computer Peripherals, CC Camera, Software etc)	0	121744	₹ 1.22
	Annual Maintenance (Computer Peripherals, CC Camera, Software etc)	118300		
	Others Expense (SMS, otp)	3444		
2022-2023	Development (Computer Peripherals, CC Camera, Software etc)	383135	530635	₹ 5.31
	Annual Maintenance (Computer Peripherals, CC Camera, Software etc)	147500		
	Others Expense	0		
2023-2024	Development (Computer Peripherals, CC Camera, Software etc)	228190	351431	₹ 3.51
	Annual Maintenance (Computer Peripherals, CC Camera, Software etc)	114165		
	Others Expense (DSC, Internet)	9076		

For TKM & Company Chartered Accounts.



(CA TAPAS KUMAR MUKHOPADHYAY)

Proprietor Membership Number: 050655

Place : Kolkata


Date : 04/08/2024

[Signature]

Principal
Lal Bahi Mahavidyalaya
Jalaswar, Alipurdia

DOCUMENTS OF INSTITUTIONAL EXPENDITURE STATEMENTS FOR 2019-2020

SI No	Details of Head of Account	Amount
1	Annual Maintanance for Internet	3,906.00
2	Annual Maintanance for C. C. Camera	40,040.00
3	Biometric device purchase	10,500.00
4	Admission Software Installation/Maintenance	67,850.00
	Total Expenditure	₹ 1,22,296.00


Teacher-in-charge
Lilabati Mahavidyalaya
Jateswar, Alipurduar

Place : Kolkata
Date : 25/03/2019

For TKM & Company Chartered Accounts.

(CA TAPAS KUMAR MUKHOPADHYAY)
Proprietor Membership Number: 050655



M/s. T.K.M & Co.

Chartered Accountants

Proprietor Membership Number: 050655

Call : 9831036402
Email ID- catapasmukherjee@gmail.com

59, Kalicharan Ghosh Rd.,
Binayak Enclave, Flat No. E/501,
Kolkata-700050

DOCUMENTS OF INSTITUTIONAL EXPENDITURE STATEMENTS FOR 2020-2021		
Sl No	Details of Head of Account	Amount
1	Notebook	11,600.00
2	Printer Inc	1,460.00
3	Computer exercise	6,950.00
4	Software Charge for website	21,830.00
5	Dynamic website	24,012.00
6	Online admission software, server and SMS	46,610.00
7	VPS server	47,200.00
8	Website Renewal	5,900.00
9	CCTV, software,UPS etc	15,790.00
	Total Expenditure	₹ 1,81,352.00



Teacher-in-charge
Ulubati Mahavidyalaya
Jaleswar, Alipurduar

Place : Kolkata
Date :

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Sl No	Details of Head of Account	Amount
1	Website Renewal	5,900.00
2	Addmission Server, SMS etc	46,514.00
3	Offline Software	21,830.00
4	AMC of Compusxpert, VPS server	41,300.00
5	Annual Maintanance for Internet	6,200.00
	Total Expenditure	₹ 1,21,744.00

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DOCUMENTS OF INSTITUTIONAL EXPENDITURE STATEMENTS FOR 2022-2023

Sl No	Details of Head of Account	Amount
1	Computer & Computer Peripheral	73,750.00
2	Computer & Computer Peripheral	69,250.00
3	Computer & Computer Peripheral	66,400.00
4	Computer & Computer Peripheral	85,400.00
5	Computer & Computer Peripheral	22,700.00
6	Camera Cable, Pipe etc	19,055.00
7	Annual Maintanance for C. C. Camera	24,000.00
8	SSD for Internet	2,950.00
9	Printer Ink	950
10	Printer Ink	1750
11	Computer & Computer Peripheral	4150
12	Computer & Computer Peripheral	7,500.00
13	Computer & Computer Peripheral	3,780.00
14	Printer Ink	1,500.00
15	AMC of Compusxpert, VPS server	47,200.00
16	Content Management System (Software)	35,400.00
17	Website Besed Application(Invoice- INV2223T237)	29,500.00
18	Website Besed Application (Invoice- INV2223T238)	29,500.00
19	Website Besed Application (Invoice- INV2223T334)	5,900.00
Total Expenditure		₹ 5,30,635.00

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DOCUMENTS OF INSTITUTIONAL EXPENDITURE STATEMENTS FOR 2023-2024		
Sl No	Details of Head of Account	Amount
1	Printer And Exercise	8290
2	Computer & Computer Peripheral Maintanance	63150
3	Computer & Computer Peripheral Maintanance	45650
4	Computer & Computer Peripheral Maintanance	45650
5	Computer & Computer Peripheral Maintanance	65450
6	Digital Signature Certificate	1126
7	College Domain chag	1475
8	AMC of CMS website	20060
9	Web based Application	41300
p	Online Admission System	51330
11	Internet	7950
Total Expenditure		₹ 3,51,431.00


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Date : 04/04/2024

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