



**RANGAPARA COLLEGE
RANGAPARA:: SONITPUR:: ASSAM**

6.2.2: Implementation of e-governance in areas of operation

**SUPPORTING DOCUMENT FOR E-GOVERNANCE IN
ADMINISTRATION**

In case of Administration E-Governance has been applied in the following areas

1. Biometric Attendance for the Employees
2. College Website
3. CCTV
4. Online Leave portal for the Employees
5. Feedback from the stakeholders

Related documents and screenshots are attached below:

1. Biometric Attendance for the Employees



Bio matric attendance machine



Staff giving attendance by using bio matrix attendance

Performance Report For Month : APR - 2022

Department	EmpCode	Name	Card No.	Presen	WO	HL	Absent	Paid_Lv	Unpaid_Lv	Tot.Leave	Paid Days	LateHrs	EarlHrs	WorkHrs	OvTime															
Demo	002	Ranendra Mdl	00000002	20	4	0	6	0	0	0	24	50.37	109.2	136.3	0															
Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arr Time	8.59	8.38	0	8.37	13.09	8.47	8.35	8.47	0	0	8.45	8.41	9.04	0	0	0	9.51	9.57	9.49	9.48	10.23	9.59	0	9.45	0	0	9.36	9.44	9.43	
Dep Time	17.47	16.06	0	16.53	0	17.05	17.17	16.39	0	0	17.3	16.56	16.05	0	0	0	15.59	16.52	17.2	17.05	17.43	16.51	0	16.49	0	0	17.09	16.38		
Working Hrs	8.47	7.27	0	8.15	0	8.17	8.41	7.51	0	0	8.44	8.14	7	0	0	0	6.07	6.54	7.3	7.16	7.19	6.51	0	7.03	0	0	7.24	6.54		
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absent	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	1	1	0	0	
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Status	P	P	WO	P	P	P	P	P	A	WO	P	P	P	A	A	A	WO	P	P	P	P	P	P	WO	P	A	A	P	P	
Demo	003	Rishiraj Chetn	00000003	13	4	0	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	0					
Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arr Time	0	0	0	0	0	9.23	9.24	0	0	0	9.37	0	0	0	0	0	9.5	9.55	9.31	9.2	9.2	0	0	9.15	9.2	0	9.11	9.16	9.16	
Dep Time	0	0	0	0	0	14.46	14.27	0	0	0	14.27	0	0	0	0	0	15.59	16.53	17.14	14.58	14.33	0	0	15.18	14.15	0	14.46	14.54	14.47	
Working Hrs	0	0	0	0	0	5.22	5.02	0	0	0	4.49	0	0	0	0	0	6.08	6.57	7.42	5.37	5.12	0	0	6.02	4.54	0	5.34	5.37	5.3	
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absent	1	1	0	1	1	0	0	1	1	0	1	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Status	A	A	WO	A	A	P	P	A	A	WO	A	P	A	A	A	WO	P	P	P	P	P	P	WO	P	P	A	P	P		
Demo	004	Anuva Agarwz	00000004	21	4	0	5	0	0	0	25	50.14	170.3	115	0															
Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arr Time	9.34	9.23	0	9.3	9.32	9.23	9.25	9.26	9.23	0	9.22	9.28	9.46	0	0	0	0	9.31	9.2	9.2	9.13	0	0	9.14	9.2	9.2	9.12	9.16	9.16	
Dep Time	16.47	14	0	15.34	14.41	14.45	14.29	15.18	14.5	0	17.03	14.34	14.11	0	0	0	0	16.4	14.57	14.32	14.23	0	0	15.18	15.04	13.56	11.52	14.53	14.46	
Working Hrs	7.12	4.37	0	6.03	5.08	5.21	5.03	5.51	5.26	0	7.4	5.05	4.24	0	0	0	0	7.08	5.36	5.11	5.09	0	0	6.03	5.43	4.36	2.4	5.36	5.29	
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absent	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Status	P	P	WO	P	P	P	P	P	P	WO	P	P	P	A	A	A	WO	A	A	P	P	P	P	WO	P	P	P	P		
Demo	005	Jiten Hazarika	00000005	23	4	0	3	0	0	0	27	84.45	148	110.2	0															
Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arr Time	8.46	8.33	0	10.39	10.14	10.02	8.29	10.31	10.01	0	11.05	11.15	10.27	0	0	0	0	15.28	10.24	10.05	10.09	10	10.41	0	9.58	16.58	10.13	10.03	9.46	11.58
Dep Time	14.49	14.06	0	16.09	15.52	15.58	14.36	15.05	15.21	0	16.42	15.54	14.26	0	0	0	0	14.34	16.11	15.35	15.04	16.1	0	15.57	0	16.59	16.47	15.45	0	
Working Hrs	6.02	5.33	0	5.29	5.37	5.55	6.06	4.33	5.19	0	5.36	4.38	3.58	0	0	0	0	4.09	6.05	5.25	5.03	5.28	0	5.58	0	6.45	6.43	5.58	0	
Over Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Absent	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Break	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Status	P	P	WO	P	P	P	P	P	P	WO	P	P	P	A	A	A	WO	P	P	P	P	P	P	WO	P	P	P	P		
Demo	006	Harendra Kr D	00000006	21	4	0	5	0	0	0	25	32.33	154.3	148.4	0															

[Click here to view sample biometric attendance sheet](#)

Report of staff attendance generated by the Biometric attendance system

2. College Website

The screenshot shows the homepage of Rangapara College. The header includes the college logo, name in English ("RANGAPARA COLLEGE") and Assamese ("ৰঙাপৰা মহাবিদ্যালয়"), and the text "ISO 9001:2015 Certified Institution". Navigation links include "Online Admission", "NIRF DATA", "APPLY LEAVE", "Admin Login", "RTI", "Cell", "New Voter Registration", "IRINS", "New Recruitment", and "Feedback". A main menu is located below the header, and a sidebar menu is open on the right side, listing various services and departments.

College Website (www.rangaparacollege.com)

The screenshot shows a notification section on the college website. It features a main text block at the top, followed by a "VISION" section, a "MISSION" section, and a "NOTIFICATIONS" section. The "NOTIFICATIONS" section lists several events and examinations, including the inauguration of a digital library and a building, and the HS II Year Online Test Examination schedule.

Notification in the college website


Payment voucher to the vendor for the maintenance of the college website

RECIPIENT

23/08/21

24/8/21

24/8/21



Variable Solution

Mobile: 7002295066

Variable Solution

Mobile: 7002295066

Invoice Number 24

Invoice Date 16/08/2021

BILL TO

PRINCIPAL RANGAPARA COLLEGE
Rangapara, Sonitpur, Assam

SHIP TO

PRINCIPAL RANGAPARA COLLEGE
Rangapara, Sonitpur, Assam

Services	QTY.	RATE	AMOUNT
DOMAIN RENEWAL WWW.RANGAPARACOLLEGE.COM <small>Valid from 02-09-2021 to 01-02-2022</small>	1.0	8700	8700
HOSTING SERVICE FOR WWW.RANGAPARACOLLEGE.COM (RENEWAL) <small>Valid from 02-09-2021 to 01-09-2022</small>	1.0 PCS	8200	8200
SSL CERTIFICATION FOR DOMAIN WWW.RANGAPARACOLLEGE.COM <small>SSL Certification (Valid for 1 year)</small>	1.0 PCS	9900	9900
ANNUAL MAINTANANCE CHARGE	1.0 PCS	7500	7500
SUB TOTAL	4		₹34300


BANK DETAILS

Name: Abinash Hazarika
 IFSC Code: SBIN0017210
 Account No: 33602283810 / *05030160012085*
 Bank & Branch Name: State Bank of India ,JAMUGURIHAT

GRAND TOTAL	₹34300
Received Amount	₹0
Balance	₹34300


PAYMENT QR CODE

UPI ID:
9706616039@ybl



Invoice Amount (in words)
Thirty Four Thousand Three Hundred Rupees

Pay B. 34300 (Thirty four thousand three hundred rupees) 24/8/21



AS25D0001035
Authorised Signature for Variable Solution



Variable Solutions

Registration No- AS-25-0002424 Email- abinash.gimt09@gmail.com
Mobile: 7002295066

Invoice Number 438

Invoice Date 23/08/2022

BILL TO
PRINCIPAL RANGAPARA COLLEGE
Rangapara, Sonitpur, Assam

Services	QTY.	RATE	TAX	AMOUNT
DOMAIN RENEWAL WWW.RANGAPARACOLLEGE.COM Validity 01-09-2022 to 31-08-2023	1.0	15127.12	2722.88 (18.0%)	17850
HOSTING SERVICE FOR WWW.RANGAPARACOLLEGE.COM (RENEWAL) Validity 01-09-2022 to 31-08-2023	1.0 PCS	19118.64	3441.36 (18.0%)	22560
ANNUAL MAINTENANCE CHARGE For One year www.rangaparacollege.com	1.0	5000	0 (0.0%)	5000
SSL CERTIFICATION FOR DOMAIN WWW.RANGAPARACOLLEGE.COM SSL Certification (Valid for 1 year)	1.0 PCS	8601.69	1548.31 (18.0%)	10150
SUB TOTAL			₹7712.55	₹55560

BANK DETAILS

Name: Abinash Hazarika
IFSC Code: UCBA0000503
Account No: 05030100012075
Bank & Branch Name: UCO BANK JAMUGURIHAT

PAID

TAXABLE AMOUNT	₹47847.46
SGST@9	₹3856.27
CGST@9	₹3856.27
GRAND TOTAL	₹55560
Received Amount	₹0
Balance	₹55560

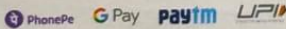
PAYMENT QR CODE

UPI ID:
9706616039@ybl



Invoice Amount (in words)

Fifty Five Thousand Five Hundred Sixty Rupees



*Website Renewal -
Pay th - 55560/-
(Fifty Five thousand Sixty Rupee)
Handwritten only duty free
We 23/08/22*



Abinash Hazarika

Authorized Signature for Variable Solutions



Variable Solutions

Registration No- AS-25-0002424 Email- abinash.gimt09@gmail.com
Mobile: 7002295066

Invoice Number 443

Invoice Date 25/10/2022

BILL TO

PRINCIPAL RANGAPARA COLLEGE
Rangapara, Sonitpur, Assam

Services	SAC	QTY.	RATE	AMOUNT
IQAC ADDITIONAL SITE IQAC.RANGAPARACOLLEGE.COM Including Hosting & S.Domain	RNAS	1.0 PCS	21999	21999
IQAC ADDITIONALSITE NAAC.RANGAPARACOLLEGE.COM Including Hosting & S.Domain		1.0 PCS	21999	21999
LIBRARY ADDITIONAL SITE LIBRARY.RANGAPARACOLLEGE.COM Including Hosting & S.Domain		1.0 PCS	21999	21999
UPGRADATION OF SPACE Starter hosting to Economy 30GB@750/GB		1.0 PCS	22500	22500
SUB TOTAL		4		₹88497

PAID

*SSR additional Site
space upgradation
26/10*

Discount - ₹5997

GRAND TOTAL ₹82500

Received Amount ₹0

Balance ₹82500

Invoice Amount (in words)

Eighty Two Thousand Five Hundred Rupees

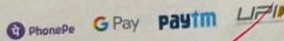
PAYMENT QR CODE

UPI ID:
9706616039@ybl



Bank Details:

Name: Abinash Hazarika
Bank : UCO Bank
IFSC: UCBA0000503
A/C No: 05030100012075

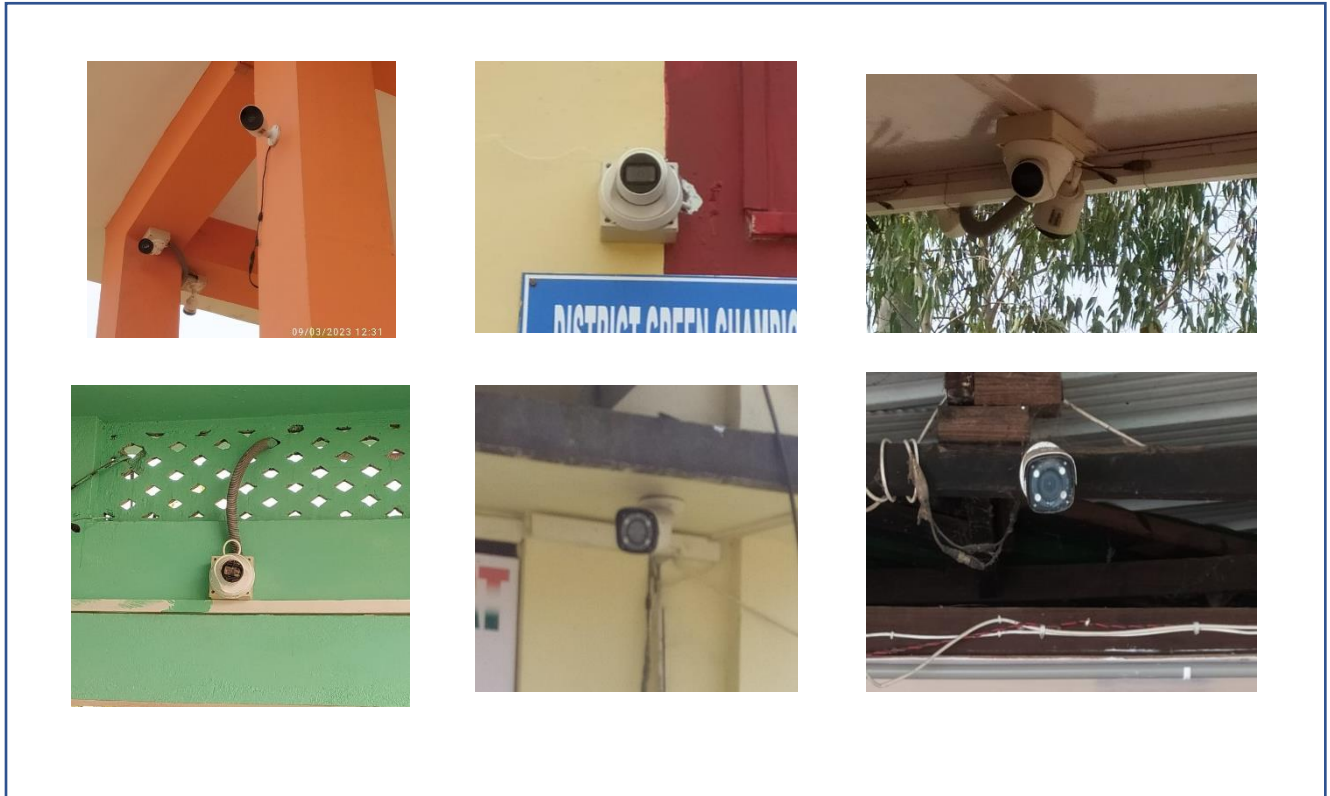


*Pay Rs. 82500/-
(Eighty two thousand five hundred rupees)
26/10*

Abinash Hazarika

Authorised Signature for Variable Solutions

3. CCTV



Multiple CCTV cameras installed for better security and effective monitoring purpose



Live display of the CCTV Camera

DILL
IMPACT PRINTING PRESS

BAROHOLIA, NEAR ANNAGIRI SURGICAL
 P.O.-TEZPUR-784001 ASSAM
 TEL - 8724831851

To,

DATE: 20/5/22

To, Jkr Principal
 Rangapara College, Tezpur

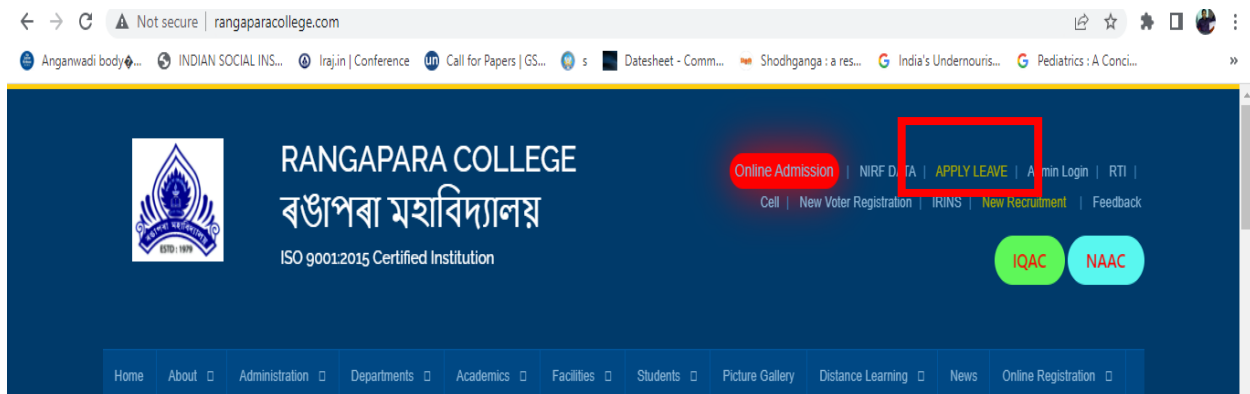
S.N.	Description of Goods	Qty	Basic Price	Amount
1	Web Camera Fingers 720 HD-RES HD.	5	2200/-	11,000/-
2	EOT 6D Link 305 Mbit	160 Mbit	45/-	7,200/-
3	RJ 45 Connector	12	25/-	300/-
4	U-Clip	2 pkt	60/-	120/-
5	D-Link . 8 port switch	1 ps	3400/-	3400/-
6	Wire Laying Charge	160 Mbit	10/-	1600/-
7	Installation & Fitting	5	500/-	2500/-
			TOTAL	26,120/-

HS=11 (Export)
 For Rs. 26000/-
 (Tax side for Invoice)
 21/5/2022

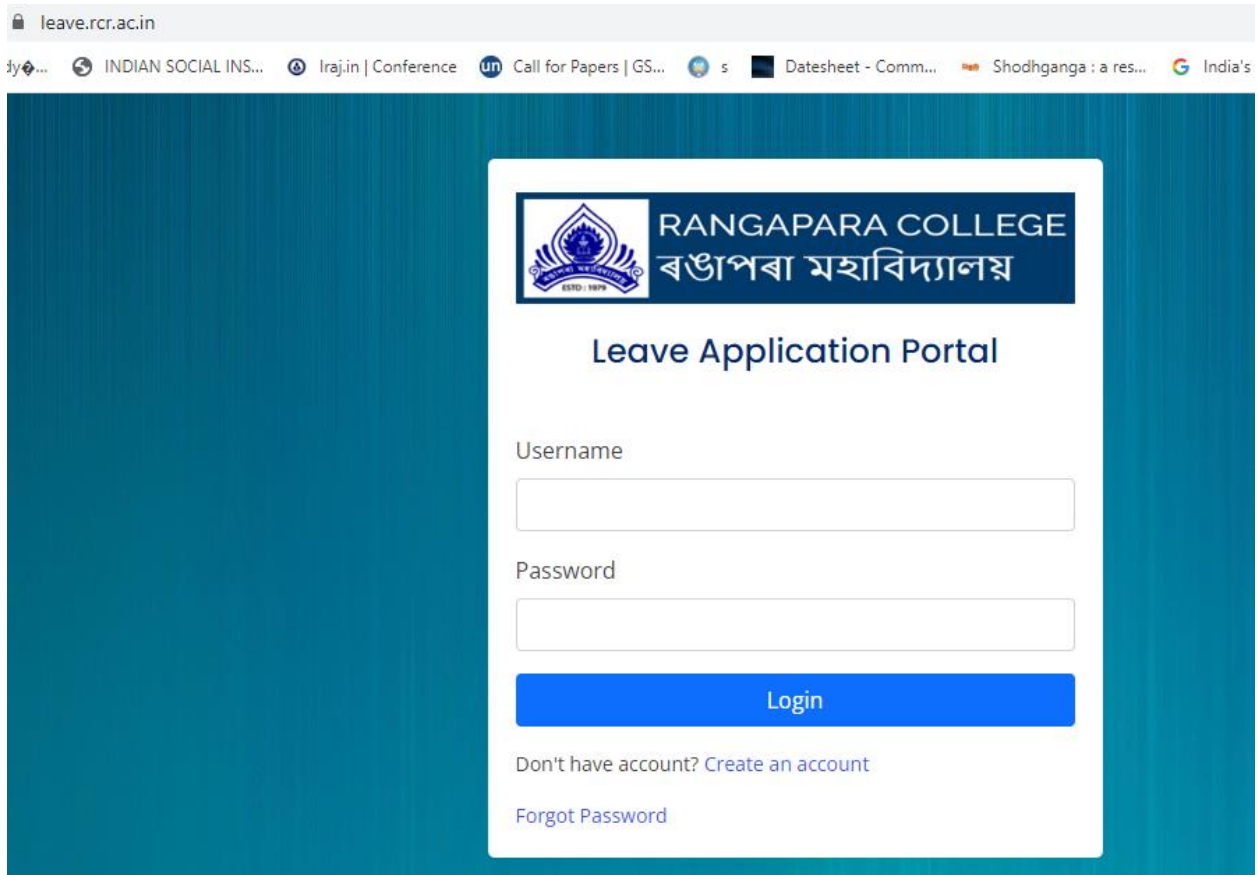
for Impact Printing Press
 Authorised Signatory

Payment voucher of the CCTV Camera

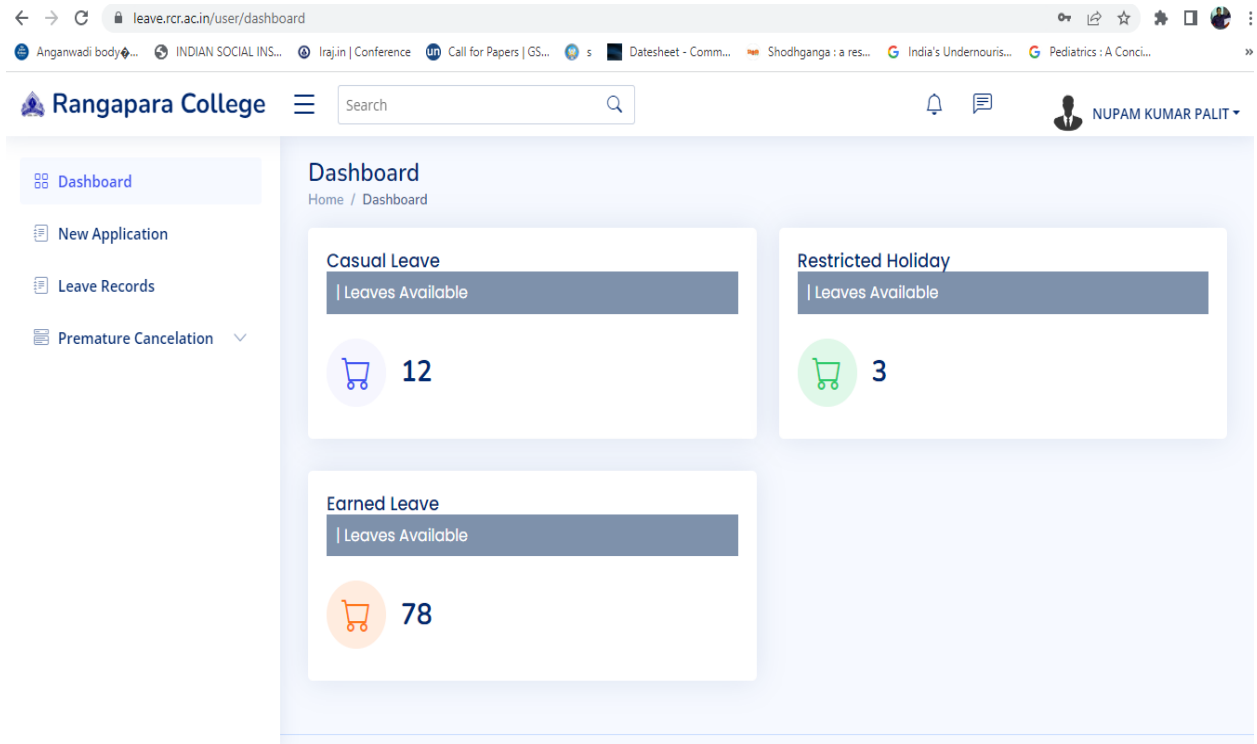
3. Online Leave Portal for the employees



Leave Portal accessibility through the College website



Leave Portal Log in Page which employees can access through individual username and Password

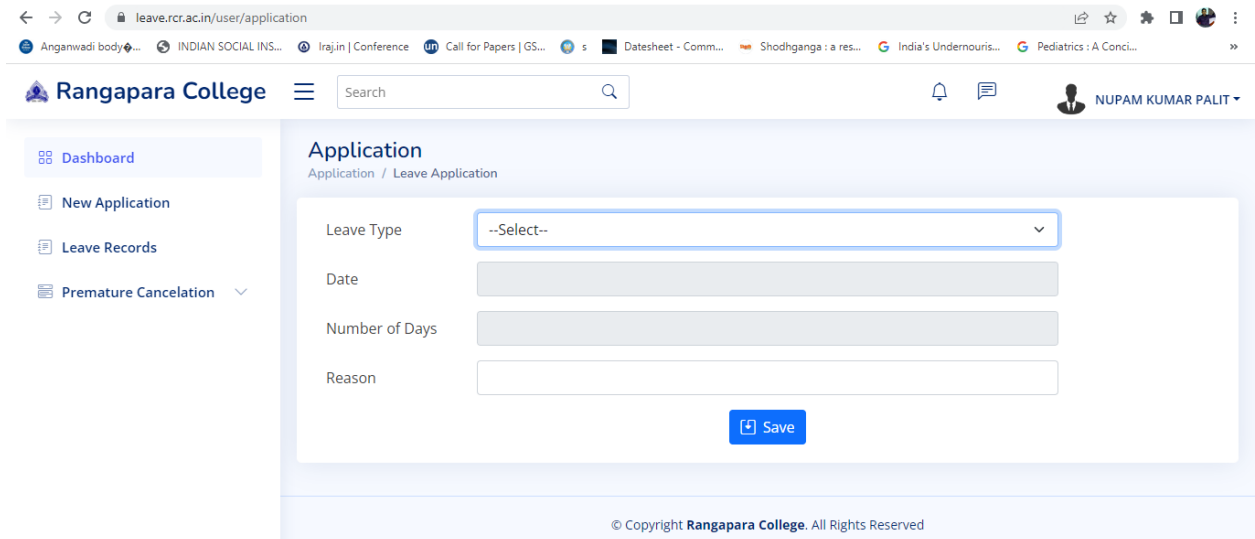


The screenshot shows the 'Dashboard' page of the Rangapara College leave management system. The user is NUPAM KUMAR PALIT. The dashboard displays three cards for leave availability:

- Casual Leave:** 12 leaves available.
- Restricted Holiday:** 3 leaves available.
- Earned Leave:** 78 leaves available.

The left sidebar contains navigation options: Dashboard, New Application, Leave Records, and Premature Cancellation. The top navigation bar includes the college logo, a search bar, and the user's name.

Employees Individual Dashboard to apply for leave and to track the records availability of leaves



The screenshot shows the 'Application' page for leave. The user is NUPAM KUMAR PALIT. The form includes the following fields:

- Leave Type:** A dropdown menu currently showing "--Select--".
- Date:** A text input field.
- Number of Days:** A text input field.
- Reason:** A text input field.

A blue 'Save' button is located at the bottom right of the form. The footer of the page reads: © Copyright Rangapara College. All Rights Reserved.

Online Leave Application form



Variable Solutions

Registration No- AS-25-0002424 Email- abinash.gimt09@gmail.com
Mobile: 7002295066

Invoice No.: 447

Invoice Date: 21/12/2022

BILL TO

Principal Rangapara College
Rangapara, Sonitpur, Assam

SERVICES	QTY.	RATE	TAX	AMOUNT
LEAVE MANAGEMENT SYSTEM (LMS) RENEWAL RENEWAL BILL. FOR THE YEAR 2023	1 PCS	72,325	13,018.5 (18%)	85,343.5

SUBTOTAL	1		₹ 13,018.5	₹ 85,343.5
-----------------	---	--	------------	------------

BANK DETAILS

Name: Abinash Hazarika
IFSC Code: UCBA0000503
Account No: 05030100012075
Bank: UCO BANK, JAMUGURIHAT

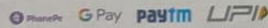
TAXABLE AMOUNT ₹ 72,325

TOTAL AMOUNT ₹ 85,343.5

Received Amount ₹ 0

PAYMENT QR CODE

UPI ID:
9706616039@ybl



Total Amount (in words)
Eighty Five Thousand Three Hundred Forty Three Rupees
and Fifty Paise

Abinash Hazarika

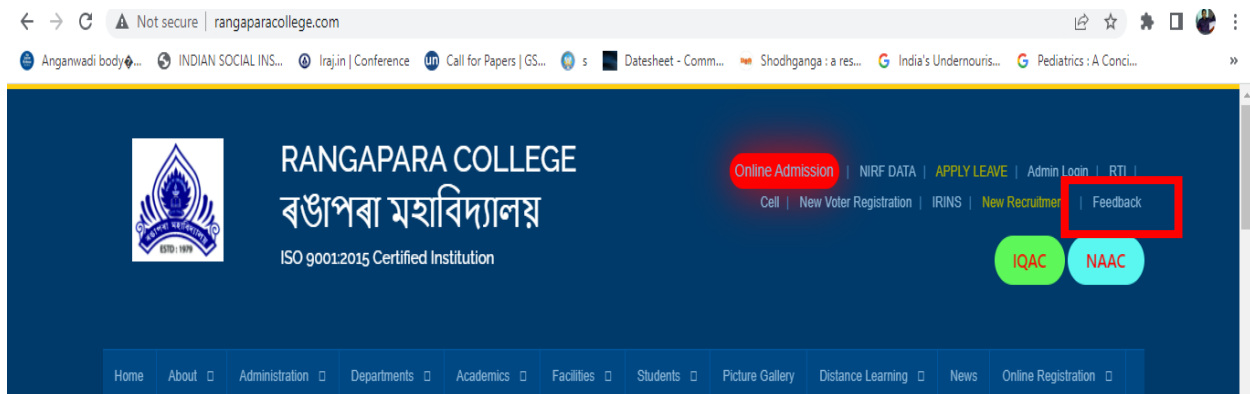
*Leave Portal :
NAME
Pay B. 85,343/-
(Eighty Five Thousand
Three Hundred Forty Three Rupees)
21/12/2022*



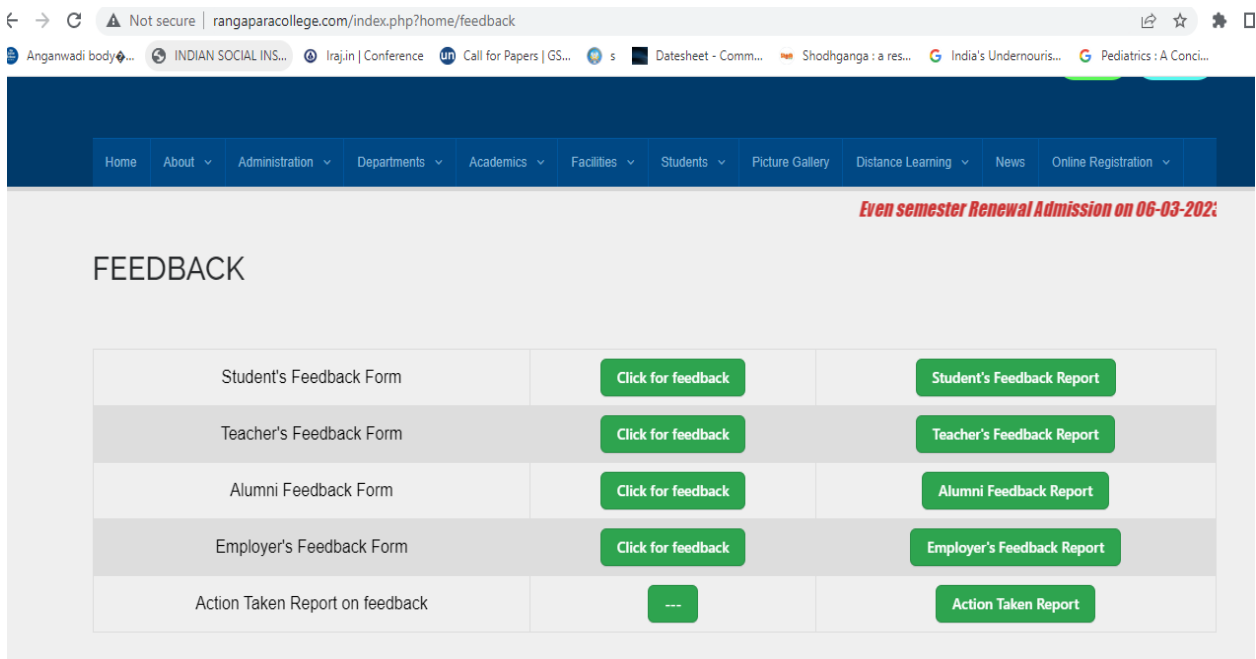
AUTHORISED SIGNATORY FOR
Variable Solutions

Payment voucher to the vendor for the maintenance of employees' leave portal

5. Feedback from the stake holders



Online Feedback through the college website



Online Feedback link for various stakeholders (Students, Teachers, Alumni and Employers)