



# Dr. LANKAPALLI BULLAYYA COLLEGE

(Affiliated to Andhra University)  
(Accredited by NAAC with "A" Grade )

## E GOVERNANCE POLICY

### Policy Statement:

Dr. Lankapalli Bullayya College, Visakhapatnam has been implementing the E-governance in various operations, transactions and services of the college for better efficiency, transparency and accountability.

The policy shall apply to the administration, Finance and Accounts, student admission and support and examination sections of the college.

### Scope:

The scope of this policy covers the following areas:

- General Administration
- Finance and Accounts
- Student Admissions and Support

### Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of institutional functioning.
- To implement E-governance in every function of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information

### Action Plan:

#### 1. General Administration

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- All staff members shall use Biometric attendance.



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- An attendance Management Software will be used by the faculty and staff to record and track attendance, internal assessment, etc.,
- Digital messaging services like SMS, E-mails will be put to maximum use for real time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.
- The administration shall use e-mail service in its communication with Governing Body members as well as the teaching and non-teaching staff.
- The administrative office shall use Excel and File management system tools to maintain database.
- Make transition towards paperless transactions by enhancing the use of Google facilities like
  - Google sheets - for data collection from various departments
  - Google Docs – To prepare notice and activity reports
  - Google Forms – To prepare Feedback forms and get online feedbacks from stakeholders.
- Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.
- ICT platforms shall be used for academic and administrative works.
- Upgrade to a fully automated, wireless office with 24x7 internet facility in near future.
- CCTV cameras are installed at various places of need.

## **2. Finance and Accounts:**

- ❖ The accounts of the institution will be maintained through Tally Software and ERP.
- ❖ All payments / transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.,
- ❖ Purchase latest software versions.
- ❖ Make application of software to generate profit and loss, Balance Sheet.etc.,
- ❖ Generate all the analysis reports through Tally.
- ❖ Implement appropriate security measures for maintaining confidentiality in transactions.



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- ❖ Provide regular training in updated versions of software to the new as well as existing staff.
- ❖ Use automated payroll management system in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.,

### 3. Student Admission and Support:

- ❖ Use ERP to manage all student data including course fee submission.
- ❖ Update college website regularly for real time information sharing / dissemination, including admission and online transaction interfaces etc.,
- ❖ Make timely updated of website by the designated information and website committee.
- ❖ Post regular updates on Alumni portal for information of passed out students.
- ❖ Share digital brochure, social media posts on programmes offered and their details, sanctioned intake, placements and facilities during admission time.

### 4. Examinations:

- ❖ Use ERP to handle the entire Examination process.
- ❖ Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- ❖ Make compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

The college shall continuously review and update the approved policy and is committed to its implementation.

(Dr.G.S.K.CHAKRAVARTY)

PRINCIPAL

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Dr. L. BULLAYYA COLLEGE  
VISAKHAPATNAM



Dr. LANKAPALLI BULLAYYA COLLEGE  
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**E- Governance Report**  
**(Academic Year: 2021-22)**

Dr Lankapalli Bullayya College of Engineering, Visakhapatnam has been implementing the E- Governance in various operations, transactions and services of the college for better efficiency, transparency and accountability.

The E- Governance has been used in the following areas:

- General Administration
- Finance and Accounts
- Student Admission and Support
- Examinations

**1. General Administration:**

The E- Governance has been in practice for maintaining the Attendance and leaves of the Faculty members and Staff members.

All the Faculty members and Staff members registers their attendance through Bio Metric Attendance facility provided by the Management. Further an Attendance Management Software has been used to record and generate the daily attendance report of the faculty and staff. It shall be reported to the Principal, Administrative Officer, Accounts Officer.

All the Faculty and Staff members has been sending the leave requests through Email, if there is a need for a sudden leave.

All the circulars and notices were published on the college website.

Online Platforms like Google Class Room and Zoom have been used to conduct the online Classes, Online Faculty Development Programs, Online Student Add-on Courses.

## **2. Finance and Accounts:**

In order to implement the E- Governance in the Finance and Accounts, the Management of Dr Lankapalli Bullayya College of Engineering has procured the Tally Software.

Tally software has been used for all the operations related to Finance and Accounts like purchases, salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

## **3. Student Admission and Support:**

The College office maintains the Students Admission details using the MS Office Platforms like MS Excel and MS Word.

All the Departments have been using these platforms for the purpose of maintaining Student information such as the Admissions, Attendance, Internal Examination Marks, Assignment Marks, Project Marks, University Examination Marks, Result Analysis, Internship details, Placement details, Higher Education details, Student Publication details, Student participation in Cultural activities, Sports Activities, Technical Symposiums, Conferences, NSS Activities, Students Feedback on Teaching, Class Time Tables.

In order to implement the E- Governance in the Student Fee Payment, the Management of Dr Lankapalli Bullayya College of Engineering has provided a facility for Online Payment of Tuition Fee in association with the Union Bank of India Branch.

Students have been paying the Tuition Fee through the Web Link provided on the College Website.

## **4. Examinations:**

The Enrolment and Examinations Fee Payment of Andhra University, Visakhapatnam shall be performed through Andhra University Website.



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## **E- Governance Report**

**(Academic Year: 2022-2023)**

Dr Lankapalli Bullayya College, Visakhapatnam has been implementing the E- Governance in various operations, transactions and services of the college for better efficiency, transparency and accountability.

The E- Governance has been used in the following areas:

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

### **1. Administration including complaint management**

The E- Governance has been in practice for maintaining the Attendance and Leaves of the Faculty members and Staff members.

All the Faculty members and Staff members registers their attendance through Bio Metric Attendance facility provided by the Management. Further an Attendance Management Software has been used to record and generate the daily attendance report of the faculty and staff. It shall be reported to the Principal, Administrative Officer, Accounts Officer.

All the Faculty and Staff members have been sending the leave requests through Email, if there is a need for a sudden leave.

All the circulars and notices were published on the college website.

Online Platforms like Google Class Room and Zoom have been used to conduct the online Classes, Online Faculty Development Programs, Online Student Add-on Courses.

The Students, Faculty and Staff members were encouraged to share their complaints to the Principal and concerned HOD through Email, which is maintained as secret.

**2. Finance and Accounts:**

In order to implement the E- Governance in the Finance and Accounts, the Management of Dr Lankapalli Bullayya College has procured the Tally Software.

Tally software has been used for all the operations related to Finance and Accounts like purchases, salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.

**3. Student Admission and Support**

In order to implement the E- Governance in the functioning of the college, the Management of Dr Lankapalli Bullayya College has procured the ERP Software named Reference Globe Single Digital Campus in February 2023. The Reference Globe software has been used for the purpose of maintaining Student information such as the Admissions, Attendance, Internal Examination Marks, Assignment Marks, Project Marks, University Examination Marks, Result Analysis, Internship details, Placement details, Higher Education details, Student Publication details, Student participation in Cultural activities, Sports Activities, Technical Symposiums, Conferences, NSS Activities, Students Feedback on Teaching, Class Time Tables.

In order to implement the E- Governance in the Student Fee Payment, the Management of Dr Lankapalli Bullayya College has provided a facility for Online Payment of Tuition Fee in association with the Union Bank of India Branch.

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The Enrolment and Examinations Fee Payment of Andhra University, Visakhapatnam shall be performed through Andhra University Website.



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## Reference Globe

Associated with

STEE CONSULTING & SOFTWARE TECHNOLOGIES PRIVATE LIMITED

UIN: U72200TG2011PTC074288 GSTIN: 3EAAPCS8871F1ZP

Address: Municipal No. 7-1-28/4/4, P.NO: 2 A, 3rd Floor, Swathi Plaza, Shymkaran Road, Begumpet, Hyderabad, Telangana-500016

Invoice					
Date: 07.02.2023		Invoice Number: REF-2022-23-013		W.O.: NA Contract Date: NA	
<b>Invoice to:</b> Dr Lankapalli Bullayya Colleges (The Society for Collegiate Education) Address: Survey No:44, New Resapuvanipalem, Visakhapatnam-530013, State: Andhra Pradesh Mobile: 0891- 2701818 E-Mail: info@bullayyacollege.org			<b>Deliver to:</b> Dr. Lankapalli Bullayya Colleges Address: Survey No:44, New Resapuvanipalem, Visakhapatnam-530013, State: Andhra Pradesh Mobile: 0891- 2701818 E-Mail: info@bullayyacollege.org		
Sl.No.	Description of Services	HSN/SAC	Rate (Rs.)	Disc (%)	Amount (Rs.)
1	College should pay Rs 20,00,000/- for using ReferenceGlobe Services as a perpetual model		20,00,000.00	0	20,00,000.00
	TOTAL				20,00,000.00
	TOTAL (ROUNDED OFF)				20,00,000.00*
Amount (in words):- Twenty Lakh Rupees Only					
<b>Declaration</b> We declare that this invoice shows the actual price of the Services described and that all particulars are true and correct.					
<b>This is a Computer Generated Proforma Invoice, Hence Does not Require a Signature.</b>					
<b>Bank Details</b> Account Number: 2427256005215 Branch Name: Canara Bank Branch IFSC Code: CNRB0002427, SME BRANCH, KUKATPALLY.  Cheques/DD to Be Drawn in Favor of "Stee consulting and software technologies Pvt Ltd"			<b>Terms &amp; Conditions:</b> 1. Invoice Amount is payable in full as per agreed terms of contract. 2. If any withholding tax is deducted, please intimate at accounts@referenceglobe.com and send us the certificate/Proof to above 3. Subject To Hyderabad Jurisdiction Only		

Note: A total amount of Rupees 23,60,000/- has been spent in acquiring Reference Globe Software exclusive license for four colleges of its Campus. out of which RS 10,00,000/- has been allocated for acquiring license for (UG & PG) Dr. Lankapalli Bullayya College

Address: Municipal No. 7-1-28/4/4, P.NO: 2 A, 3rd Floor, Swathi Plaza, Shymkaran Road, Begumpet, Hyderabad, Telangana-500016  
Contact No: +91-7893967892; Mail: accounts@referenceglobe.com, info@referenceglobe.com

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**VISAKHAPATNAM**





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## 6.2.2 Institution implements e-governance in its operations:

SCREEN SHOTS OF USER INTERFACES :

**Request for Demo**

### SINGLE DIGITAL CAMPUS

ReferenceGlobe, an Edu-Tech company for the first time in India is presenting a "Single Digital Campus Solution" for Universities/Colleges.

Right from the Admissions to Alumni.

**Single Digital Campus**

- Admissions
- Student Information System (SIS)
- Training
- Higher Education
- Academics
- Finance Accounting
- Inventory Control Module
- Student Faculty Management
- NAAC/NBA Accreditation
- Alumni

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Empowering Student Users

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6.2.1(2) Bullayya College Manual.pdf - Adobe Acrobat Reader DC

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referenceglobe.com

Gmail YouTube Maps New Tab

EN 4:19 PM 12-May-24

ReferenceGlobe.com browser window showing a login modal. The modal contains fields for Email/RGId and Password, and a Login button. The background features a 'SINGLE DIGITAL CAMPUS' heading and a diagram of campus modules.

ReferenceGlobe  
Transforming Student Lives

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**SINGLE DIGITAL CAMPUS**  
ReferenceGlobe, an Edu-Tech company for the first time in India is presenting a "Single Digital Campus Solution" for Universities/Colleges.

Request for Demo

Right from the Admissions to Alumni.

Academics Higher Education

Finance Accounting Inventory Control Module Alumni

Student Faculty Management NAAC NBA Accreditation


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**Dr LANKAPALLI BULLAYYA COLLEGE**

Support Help My Students Course ERP V. SU.. RGID: 412210

# Welcome to your Course Rack

Select Course Type



**Dr LANKAPALLI BULLAYYA COLLEGE**


Support Help My Students Course ERP V. SU.. RGID: 412210

Academics Stream Regulation Department Year Semester  
Section Select Subject

Academics **Open Rack**

General **Open Rack**

EN 4:22 PM 12-May-24



## Dr LANKAPALLI BULLAYYA COLLEGE

Support
Help
My Students
Course
ERP

V. SU..

RGID : 412210

Select Pas
Select Course
Select Cor

Firstname/Lastname/USI

Search
Clear

Promoted Students : 72
Activated Students : 72

Student	Course	Branch	CGPA	Year	Details
<b>Akasapu Sai sravani</b> Hall Ticket : 722228832001	M.SC	M.Sc- Organic Chemistry	70	2024 Passout	SSC : N/A
					Inter : N/A
					PG : N/A
					Backlogs : NO
					1-1 : N/A
					1-2 : N/A
					2-1 : N/A
					2-2 : N/A
					3-1 : N/A
					3-2 : N/A
					4-1 : N/A
					4-2 : N/A
<b>Alla Bala venkata sai</b> Hall Ticket : 723228832001	M.Sc	M.Sc- Organic Chemistry	75	2025 Passout	SSC : N/A
					Inter : N/A
					PG : N/A
					Backlogs : NA
					1-1 : N/A
					1-2 : N/A
					2-1 : N/A
					2-2 : N/A
					3-1 : N/A

**Dr LANKAPALLI BULLAYYA COLLEGE**

Support Help My Students Course ERP V. SU.. RGID : 412210

Create New Assessment to college students

Test Name [Text] Select Test Type [Dropdown] Test Category [Dropdown]

Activation Date and Time [Calendar] Expiry Date and Time [Calendar]

Test Duration [Time] Total No. of Questio [Number] Select Test Level [Dropdown] Select Navigation Mode [Dropdown]

Show Results to students on Test Completion :  
Yes [Dropdown]

[Rich Text Editor]

Enter Assessment Description