



MARIANI COLLEGE

SELF STUDY REPORT

FOR 3RD CYCLE OF NAAC ACCREDITATION

2018-2023



Supporting Documents for NAAC Self Study Report (SSR) (3rd Cycle) Period: 2018-2023



Criterion 6	Key Indicator: 6.2
Governance, Leadership and Management	Strategy Development and Deployment
Metric Number: 6.2.2	Institution Implements of e-governance in its operations

Prepared and submitted by:

Mariani College

E-Governance Policy a SCOPE OF THE POLICY



MARIANI COLLEGE

SELF STUDY REPORT

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The scope of this policy extends to the following areas:

- 1) General Administration
- 2) Student Admission and support
- 3) Examination
- 4) Library
- 5) Accounts and Finance
- 6) ICT Infrastructure

OBJECTIVES OF THE POLICY


- 1) To Implement E-governance for efficient governance in the institution.
- 2) To promote transparency and accountability in the college
- 3) To provide easy and quick access to information.
- 4) To achieve and create a paperless environment in the college
- 5) To make campus Wi-Fi enabled.
- 6) To make our Classrooms ICT Enabled.
- 7) To enhance Library facility.

POLICIES OF E-GOVERNANCE:

A) **Website:** The College will redesign its website so that it becomes a hub of information. The Website will be a dynamic one where the Departments of the College and the Cells shall upload records of the activities undertaken. The Website shall reflect about the college in terms of the activities undertaken, important notices, courses offered, etc. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed to after the process of updating, maintaining and working of the website on a regular basis.


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Mariani College, Mariani




Principal
Mariani College, Mariani



MARIANI COLLEGE

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B) Digital Campus System (DCS): The College shall procure Digital Campus System as ERP, so that administration, student admission and support system such as online admission of students, issue of certificates, etc. could be done with ease.

C) Accounts Management: In matters of accounts management the College shall procure its own Accounts Management System and update it as required with the features like Double entry Cashbook, Ledger Book of accounts, receipt and payment account. For all financial communication with the Government of Assam like budget allocation, salary bill preparation and submission, etc., the College follows the finance software of the finance Department of the Govt. of Assam's (URL <https://finassam.in>). The College shall use multiple software like Public Financial Management System (PFMS) for the funds received from agencies like UGC and RUSA.

D) Library Management:


The College Library shall be automated with ILMS software using Software for University Libraries (SOUL), with online Public Access Catalogue (OPAC for users to locate the status of availability of books and documents in the library. The College shall continue subscription to N-LIST consortia of information of library network (INFLIBNET), Gandhinagar, so that the students can access e-resources journals) directly from publisher's websites. The college shall subscribe to National Digital Library of India maintained by IIT, Khragpur for students and faculties at free of costs. The College shall create Digital Library portal as an open access electronic archive for collecting, preserving and distributing digital materials owned by Mariani College. In the digital library documents like college publications, faculty publications, copies of Minor Research Projects, question papers of GU exams, rare collections shall be stored for easy access.

E) Feedback System: The College shall procure online Feedback system for collection of feedback from students and the other stakeholders of the college. **F) Internet:** The College shall purchase Leased line of 10 MBPS from internet service provider and shall introduce Campus Wi-Fi, with Wi-Fi server.

G) Biometric Attendance System: The College shall purchase attendance management software to be used by Administrative Staff and Teaching Faculty to record and track Attendance. Monthly reports should be generated to automatically calculate the attendance.


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MARIANI COLLEGE

SELF STUDY REPORT

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2018 - 2023

H) **Online Class & Meetings:** The College shall purchase Google Suite platforms to conduct online classes as well as conduct of online meetings and seminars.

I) **Examination:** The College shall fully use the dibru.exam.in portal of the affiliating Dibrugarh University for online submitting examination form, registration of students and access to the results of the semesters.

J) **Training of the Staffs:** The College shall organize workshops for both the administrative staff and the teaching staff to make them techno savvy. and to keep them abreast with the new technology.

E-Waste Management: The College shall take appropriate measures for e-waste management.

Enhancing ICT Tools:

Hardware Infrastructure:


- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers are to be made available in the administrative block.
- Projectors and other devices are to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure is to be complemented by reprography, scanners and interactive teaching board/smart board etc.
- The college shall procure currency calculator with fake currency detection feature.

Software Infrastructure

- Office automation packages for desktops and laptops like MS Office, Photoshop etc.
- Antivirus to be purchased and updated regularly.


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MARIANI COLLEGE

SELF STUDY REPORT

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2018 - 2023

E-GOVERNANCE REPORT


(2018 -2022)

Mariani College has put emphasis to promote e-Governance. Since 2014, the e-governance is operational in the areas of Administration; Finance and Accounts; Student Admission and Support and Examination E-Governance in Administration:

- The college has Bio-metric attendance system for recording attendance of the staffs. Administrative offices have been computerized and equipped with scanners, printers, internet facilities and necessary software.
- The College has Digital Campus System (DCS) as ERP to manage students' support and for administrative tasks.
- The departments of the college have been provided with desktops.
- The college has installed CCTV surveillance system in the classrooms and at all strategic locations.
- Communications with the government is also done through e-mail. All information of the college has been uploaded in the college website.
- The College redesigned its website and it has become a hub of information. The Departments of the College and the Cells have uploaded records of the activities undertaken in the respective pages of the college website.
- Some classrooms, the Seminar Hall, the college auditorium are ICT-enabled. Training programmes were conducted for the teaching and nonteaching staff through online mode.
- During covid-19 pandemic the teachers of the college developed e-content in the form of Power Points with screen cast and used Google Classroom, Zoom Application, Google Meet and YouTube contents.
- The College issued SOP for online classes during the Covid pandemic period.
- The College procured Google Suite to conduct online classes and online meetings and seminars.
- The college conducted a good number of national and international level Webinars.


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MARIANI COLLEGE

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2018 - 2023

- The college conducted online competitions among the students of the college as well as for the students of Titabor revenue circle where the college is located.
- The college has procured currency calculator with fake currency detection feature.
- The Principal's office is equipped with desktop computer and printer cum scanner. The IQAC office has been equipped with Desktop computer, one laptop, printer cum scanner, photo copier machine etc.
- The college procured antivirus for the computers of the administrative staff etc.

E-governance in Finance and accounts:

The college has procured its own Accounts Management system with the features like double entry cashbook, Ledger Book of Accounts, Receipt and Payment account. The college followed the finance software of the finance department of the Govt. of Assam ([URL:https://finassam.in](https://finassam.in)) for works like budget allocation, salary bill preparation and submission etc. the college used public Financial Management System for the funds received from RUSA.

E-Governance in Student Admission and Support:

- The college used affiliating Dibrugarh University exam portal for carrying out the registration process of admission and result declaration of the examinations.
- The college introduced online admission form filling up, online examination form filling up, and online payment system for the students through Bill Desk payment gateway.
- The college has subscription to N-LIST consortia of information of library network (INFLIBNET) and National Digital Library of India.
- The College has procured offline Feedback system for collection of feedback from students and the other stakeholders of the college.

E-Governance in Examination:

- The college has used the affiliating Dibrugarh University exam portal for generating of Admit card, Passed certificate and uploading of Sessional Examinations marks conducted by the College.


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MARIANI COLLEGE

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2018 - 2023

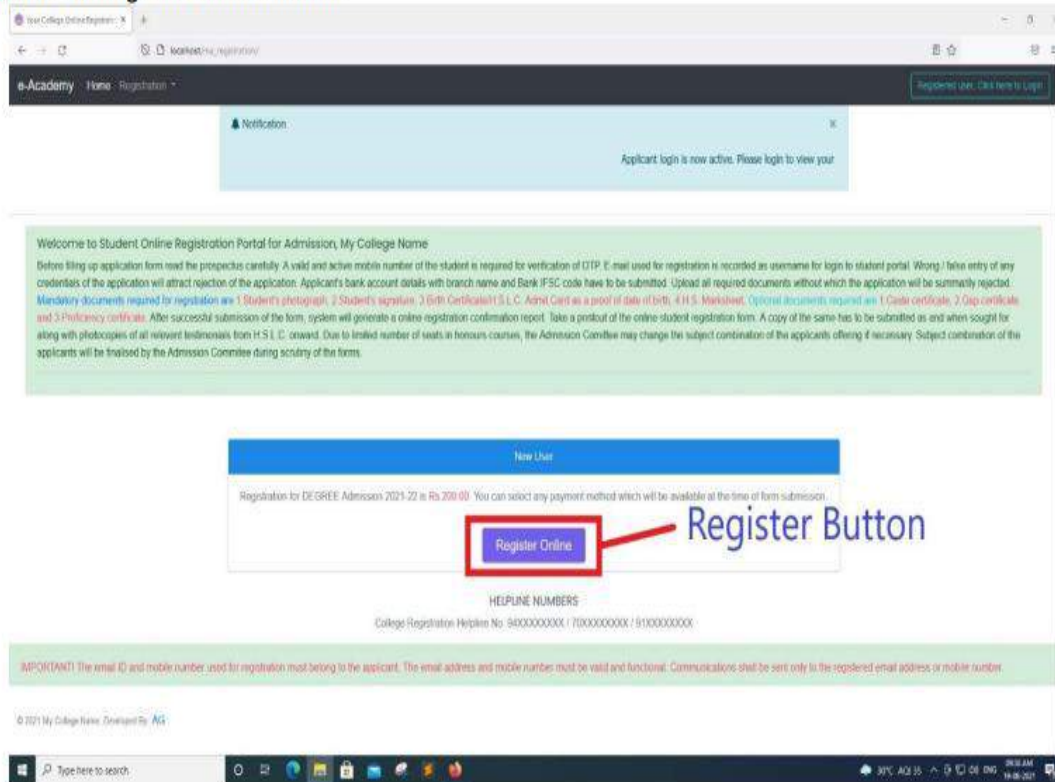


e-Academy College Online Registration System

Step by step guide for Applicants

Step 1: Open the registration link and read the requirement of the college where you want to apply.

Step 2: Click the Register Online Button.



B. B. B. B.

**COORDINATOR, IQAC CELL
Mariani College, Mariani**



A. A. A. A.
**Principal
Mariani College, Mariani**



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dibruexam.in



Student Information.

[Click Here For Registration](#)


[Click Here For Exam Form](#)

[Click Here For Grade Sheet Download](#)

Powered by Dibrugarh university.


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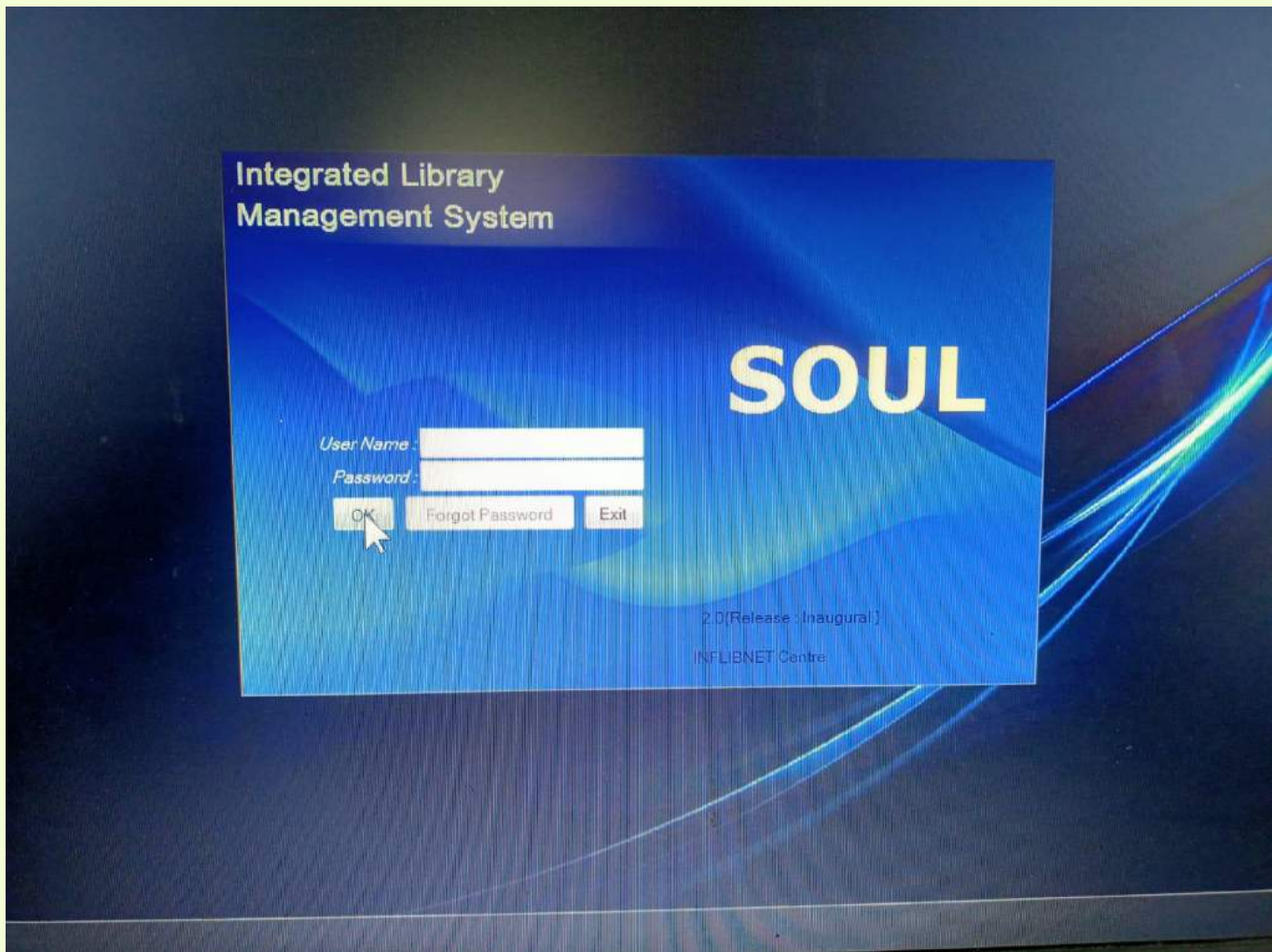
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SELF STUDY REPORT

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2018 - 2023



NAAC

B. B. Bhowmik

COORDINATOR, IQAC CELL
Mariani College, Mariani



A. J. Jaiswal

Principal
Mariani College, Mariani





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HEI Portal

marianicollege@yahoo.co.in
AISHE id: C-8501

Higher Education Institution

Dashboard

Manage IQA

Manage SSR

Manage DWV

Manage Assessment

Manage Appeal

Manage AQAR

Reports

Visit Feedback

Manage Profile Details

Mock Test

Support/ Helpdesk

Home page of MARIANI COLLEGE

APPLICATION STATUS
NOT STARTED

PAYMENT STATUS
NOT PAID

LAST LOGIN DETAILS
16 Feb 2023
From: 103.199.202.28

CLARIFICATION
No Clarification

Institution Details
TRACK ID: ASCOGN11939

Institution Type	College
Current Cycle	Cycle 3
Previous Cycle	Cycle 2
Previous Grade	B+

Support / Helpdesk

Issues Raised	0
Issues Closed	0

Report New Issue

IQACAQAR_Guidel...doc
Failed - Network error

B. B. B. B.
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A. A. A. A.
Principal
 Mariani College, Mariani





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FinAssam (IFMS) has changed its domain name to 'fin.assam.gov.in'. Now you can access 'finassam.in' under 'fin.assam.gov.in'

FinAssam
Finance Department, Govt. of Assam

Home Modules Dashboard Login Contact us

Welcome to FinAssam
Single Source of Truth for the Financials of the State.

Notifications

- Please Follow the step for requesting the new Head of Accounts creation from Directorate level. Click here...
Notified on 05-02-2023
- Status of Implementation of the Budget Announcement of FY 2021-22 & FY 2022-23. Click here...
Notified on 05-02-2023
- User ID is unique to each employee. Multiple login with same user ID is restricted. Kindly refer to

65	109	11186	413281
Admin Departments	Field Departments	DDOs	Employees

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SoftecSol
Software With Complete Solution

TAX INVOICE

Tax Invoice# T120-21/009

SoftecSol
House No. 1, Kachari Basti Road,
Ulubari
Guwahati - 781019 Assam
GSTIN 18AJLPG1991LTZP

Balance Due
₹62,100.00

Bill To
Mariani College
Mariani
Jorhat -785634 Assam

Invoice Date : 08/06/2020
Terms : Due on Receipt
Due Date : 08/06/2020
P.O.# : 19-20/046

Place Of Supply: Assam (18)

#	Item & Description	Qty	Rate	Amount
1	My Class Campus Personalized Application with (Basic Module) Service Period From 01/06/2020 To 31/05/2021 SAC: 997331	1,000	170.00	1,70,000.00
Sub Total				1,70,000.00
CGST9 (9%)				15,300.00
SGST9 (9%)				15,300.00
Total				₹2,00,600.00
Payment Made				(-) 1,38,500.00
Balance Due				₹62,100.00

Total In Words: **Rupees Two Lakh Six Hundred Only**

BANK DETAILS

A/C NAME - SOFTECSOL
BANK NAME - ICICI BANK
A/C No. - 416405000056
MICR No - 781229023
IFSC - ICIC0004164
BRANCH - JATIA

Terms & Conditions

- Installations & Training
(i) Online Implementation, Training & Support will be provided free of cost for 1 year. Which include complete training and Troubleshooting through remote and telephonic support.
(ii) For Onsite Implementation, Training & Support Softecsol will send their Representative to the site. This Onsite implementation, Training &

POWERED BY

1

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