Majuli College

(Affiliated to Dibrugarh University)
Kamalabari, Majuli, Assam
PIN: 785106

Supporting Documents for Data Validation and Verification (DVV)

Period: 2017-2022

Criterion 6	*Key Indicator 6.2*
Governance, Leadership and Management	**Strategy Development and Deployment**
Metric Number: **6.2.2**	**Institution implements e-governance in its operations** **1. Administration** **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**

Prepared and Submitted by

Majuli College

1. Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement.

Audited Receipt and Payment Statement of RUSA Fund of Majuli College
for the period of 01.04.2020 to 31.03.2023 (A/C No. SBI 38278019173)

Sl. No.	Receipt	Amount	Sl. No.	Payment	Amount
1	Opening Balance	2000.00	1	Cost for Advertishment	16023.00
2	Received from RUSA	10000000.00	2	Paid to Ganesh Enterprise for lab. Equipments	2500000.00
3	Collection from bank interest	184233.00	3	Paid to Rubul Kakoti for library digitization	1263273.00
4	Received from Tender Paper	33000.00	4	Paid to Bhargab Jyoti Pegu for construction of classroom and virtual lab.	3751032.00
			5	Paid to Rajib Dutta for renovation of classroom	1914857.00
			6	Cost for income tax	66844.00
			7	Cost for GST	133688.00
			8	Cost for forest royalty	99279.00
			9	Cost for labour cess	48914.00
			10	Refund of tender money	30000.00
			11	Refund to RUSA as Bank Interest	171617.00
			12	Contigency	4078.50
			13	Transfer to Canara Bank RUSA Fund	200000.00
	Total Receipt	**10219233.00**		**Total Payment-**	**10199605.50**

Total Receipt- Rs. 10219233.00
Total Payment-Rs. 10199605.50
Balance at Bank as on 31.03.2023 Rs. 19627.50

FOR S BIYANI & CO.
Chartered Accountants

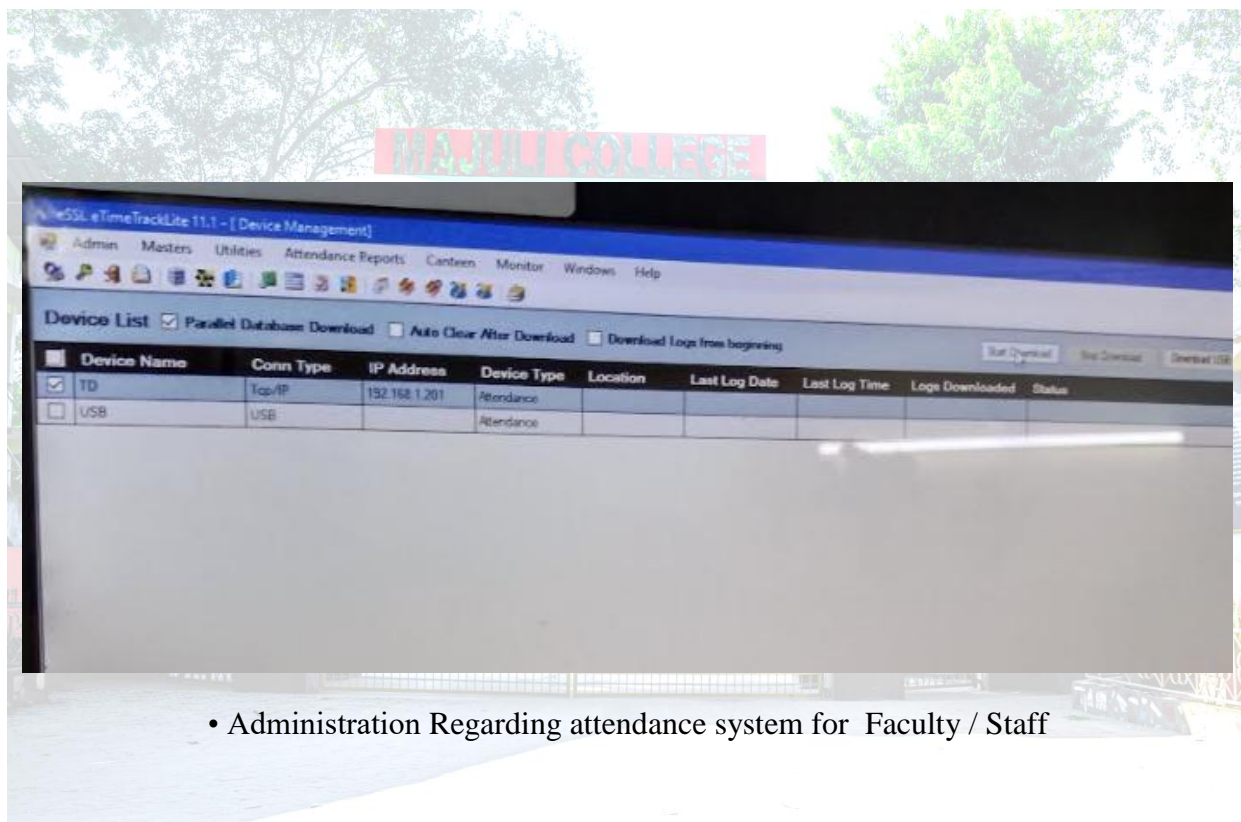Principal/DDO

Audited Report for Library Digitization

Audited Receipt and Payment Statement of RUSA Accounts of Majuli College for the period of 2022-23 (A/C No. CANARA BANK 120002612430)

Sl. No.	Receipt	Amount	Sl. No.	Payment	Amount
1	Received from RUSA	5000000.00	1	Paid to Dipankar Nath for construction of Brick Boundary Wall	1739900.00
2	From RUSA SBI Account	200000.00	2	Paid to Rubul Kakoti for library digitization	500128.00
3	Loan from Principal	175725.00	3	Paid to Bhargab Jyoti Pegu for construction of classroom and virtual lab.	2213762.00
4			4	Paid to Dipankar Nath as SD Money under construction of Brick Boundary Wall	159888.00
			5	Paid to GST/SGST	102244.00
			6	Paid to Income Tax	51122.00
			7	Paid to Labour Cess	57914.00
			8	Paid to Forest Royality	33145.00
			9	Paid to Rubul Kakoti as SD Money	156202.00
			10	Paid to Bhargab Jyoti Pegu as SD Money	361420.00
	Total Receipt	**5375725.00**		**Total Payment-**	**5375725.00**

Total Receipt- Rs.   5375725.00
Total Payment-Rs.   5375725.00

Balance at Bank as on 31.03.2023 Rs.   0.00

FOR S BIYANI & CO.
Chartered Accountants

Signature of Chartered Accountant
S. BIYANI, FCA
Membership No. 061767
FRN - 325081E
Proprietor
UDIN: 23061767BGVRBE8568

Principal/DDO
Majuli College
PRINCIPAL & DDO
MAJULI COLLEGE

Audited Report for Library Digitization

Coordinator
IQAC, Majuli College
Co-ordinator
IQAC
Majuli College, Kamal...

MAJULI COLLEGE
ESTD. 1962

(Dr. Debajit Saikia)
PRINCIPAL
MAJULI COLLEGE
KAMALABARI
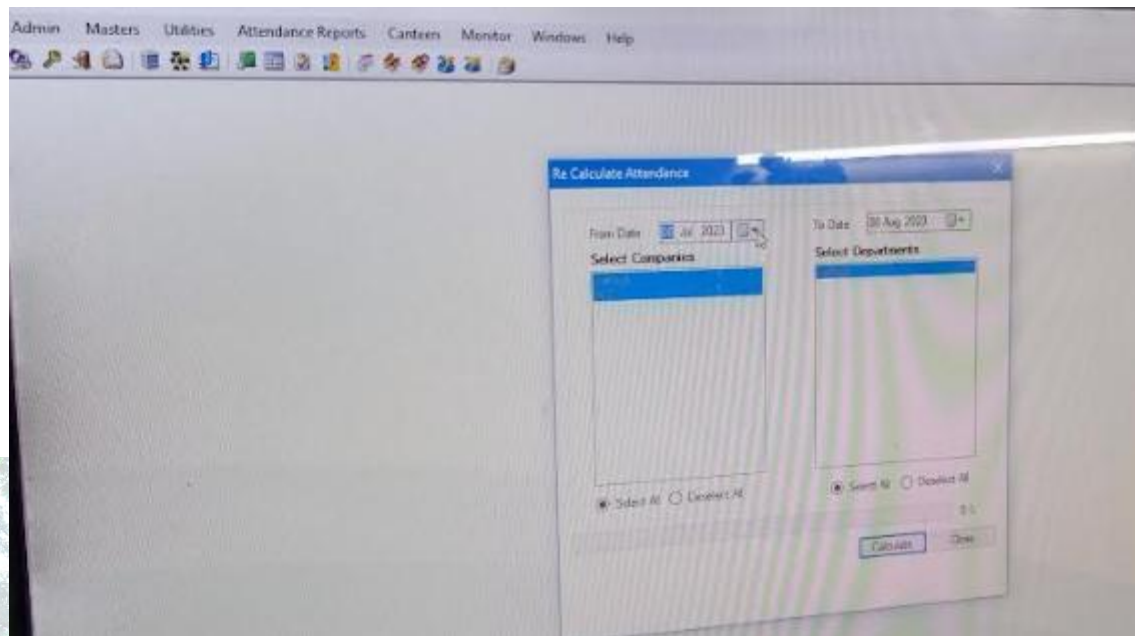
2. Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI.
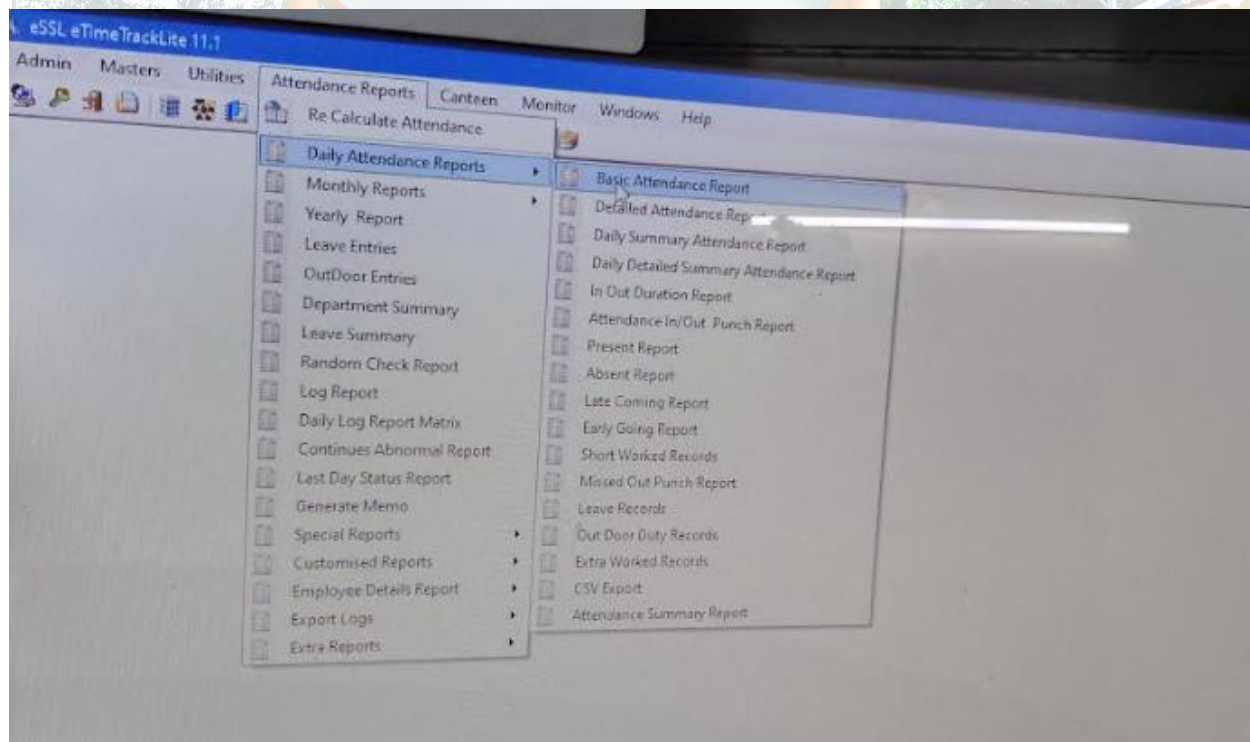
Link to the ERP Document:

https://majulicollege.in/wp-content/uploads/2023/06/policy-4.pdf

• Administration Regarding attendance system for Faculty / Staff

Coordinator
IQAC, Majuli College
Co-ordinator
I Q A C
Majuli College, Kamalabari

PRINCIPAL
MAJULI COLLEGE
KAMALABARI

• Administration Regarding attendance system for • Faculty / Staff

• Administration Regarding attendance system for • Faculty / Staff

10	10	Ajit Kr Saikia	GS	09:26		00:00	00:00	00:00
11	11	Mrs. Mayashri D. Hazarika	GS	09:45		00:00	00:00	00:00
12	12	Dr. Brojen Ch Neog	GS	08:43		00:00	00:00	00:00
13	13	Bipul Rajkhowa	GS	08:37		00:00	00:00	00:00
14	14	Mrs. Indira Borah	GS	09:01		00:00	00:00	00:00
15	15	Tulashi Rajkhowa	GS	08:49		00:00	00:00	00:00
16	16	Basanta Borah	GS	08:55		00:00	00:00	00:00
17	17	Siren Das Rajkhowa	GS	09:04		00:00	00:00	00:00
18	18	Ms. Rionita Rajkhowa	GS	09:04		00:00	00:00	00:00
19	19	Apurbajyoti Hazarika	GS	08:47		00:00	00:00	00:00
20	20	Dr.(Mrs.) Rupjyoti Borah	GS	09:18		00:00	00:00	00:00
21	21	Dulal Hazarika	GS	09:03		00:00	00:00	00:00
22	22	Debojyoti Khataniar	GS			00:00	00:00	00:00
23	23	Dr. Debabhuson Borah	GS	08:18		00:00	00:00	00:00
24	24	Dr. Profulla Borah	GS	09:12		00:00	00:00	00:00
25	25	Prasanta Saikia	GS	08:50		00:00	00:00	00:00
			GS	08:59				

PDF Copy of Administration Regarding attendance system for Faculty / Staff

Daily Attendance Report (Basic Report)

Aug 08 2023 To Aug 08 2023

Company: Default

Printed On : Aug 08 2023 15:35

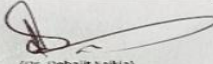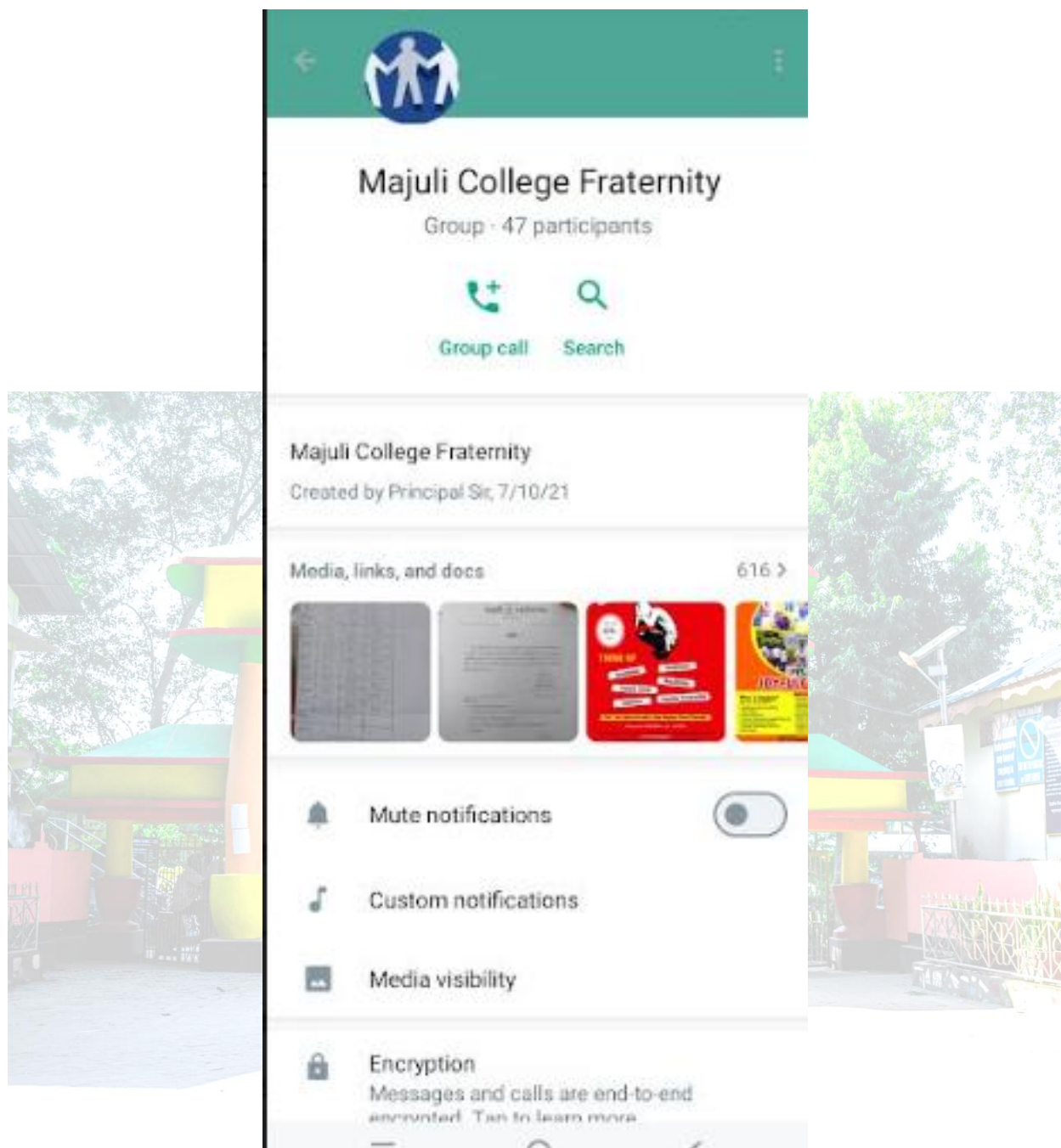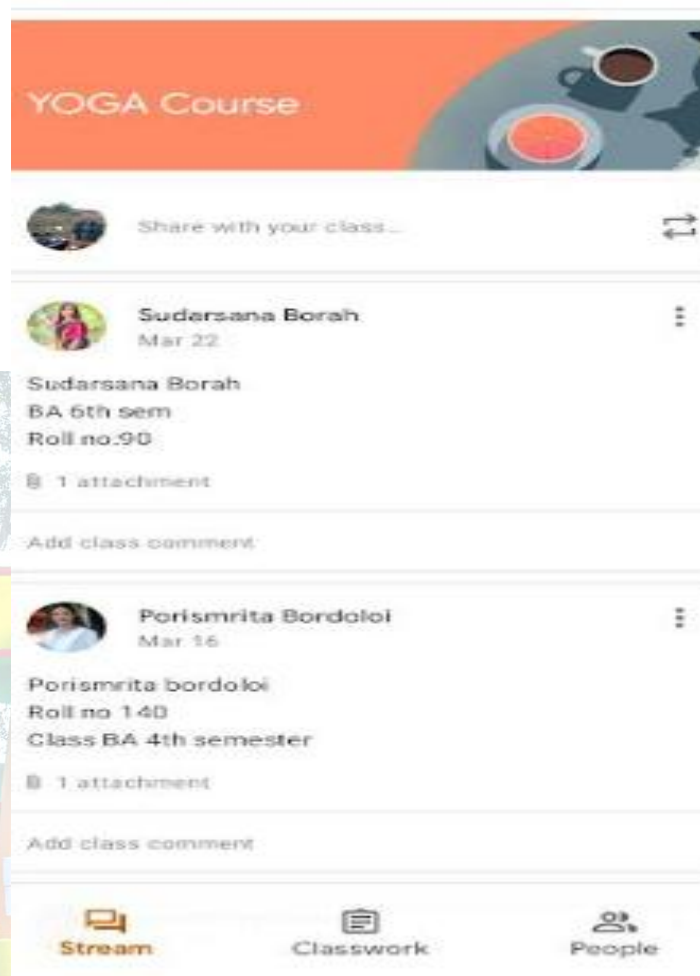Attendance Date 08-Aug-2023

Department Default

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	58	58	GS	08:39		00:00	00:00	00:00	Absent (No OutPunch)	
2	59	59	GS	08:58		00:00	00:00	00:00	Absent (No OutPunch)	
3	60	60	NS			00:00	00:00	00:00	Absent	
4	61	61	GS	08:49		00:00	00:00	00:00	Absent (No OutPunch)	
5	62	62	GS	09:03		00:00	00:00	00:00	Absent (No OutPunch)	
6	63	63	GS	08:58		00:00	00:00	00:00	Absent (No OutPunch)	
7	64	64	NS			00:00	00:00	00:00	Absent	
8	65	65	GS	08:56		00:00	00:00	00:00	Absent (No OutPunch)	
9	66	66	GS	09:03		00:00	00:00	00:00	Absent (No OutPunch)	
10	67	67	GS	08:47		00:00	00:00	00:00	Absent (No OutPunch)	
11	68	68	NS			00:00	00:00	00:00	Absent	
			GS	08:59		00:00	00:00	00:00	Absent (No OutPunch)	

PDF Copy Administration Regarding attendance system for • Faculty / Staff

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IQAC, Majuli College
Co-ordinator
I Q A C
Majuli College, Kamalabari

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MAJULI COLLEGE
KAMALABARI

Whatsapp Group for Information sharing

• Academic and Examination management

YOGA Course

Share with your class…

Sudarsana Borah
Mar 22

Sudarsana Borah
BA 6th sem
Roll no.90

🔗 1 attachment

Add class comment

Porismrita Bordoloi
Mar 16

Porismrita bordoloi
Roll no 140
Class BA 4th semester

🔗 1 attachment

Add class comment

Stream | Classwork | People

Exam Information

sem. Education H.Maju

5th sem. Education H.Maju
Group · 37 participants

Group call   Add   Search

dd group description
eated by You, 9/23/21

edia, links, and docs   179 >

Mute notifications

Custom notifications

Media visibility

Exam Information Group at Classroom

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IQAC, Majuli College
Co-ordinator
IQAC
Majuli College, Kamalabari

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← ⋖ ⋮

Sudarsana Borah
Mar 22

Sudarsana Borah
BA 6th sem
Roll no:90

Attachments

PDF

PDF Adobe Scan Mar 14,
2023.pdf

Save all files offline
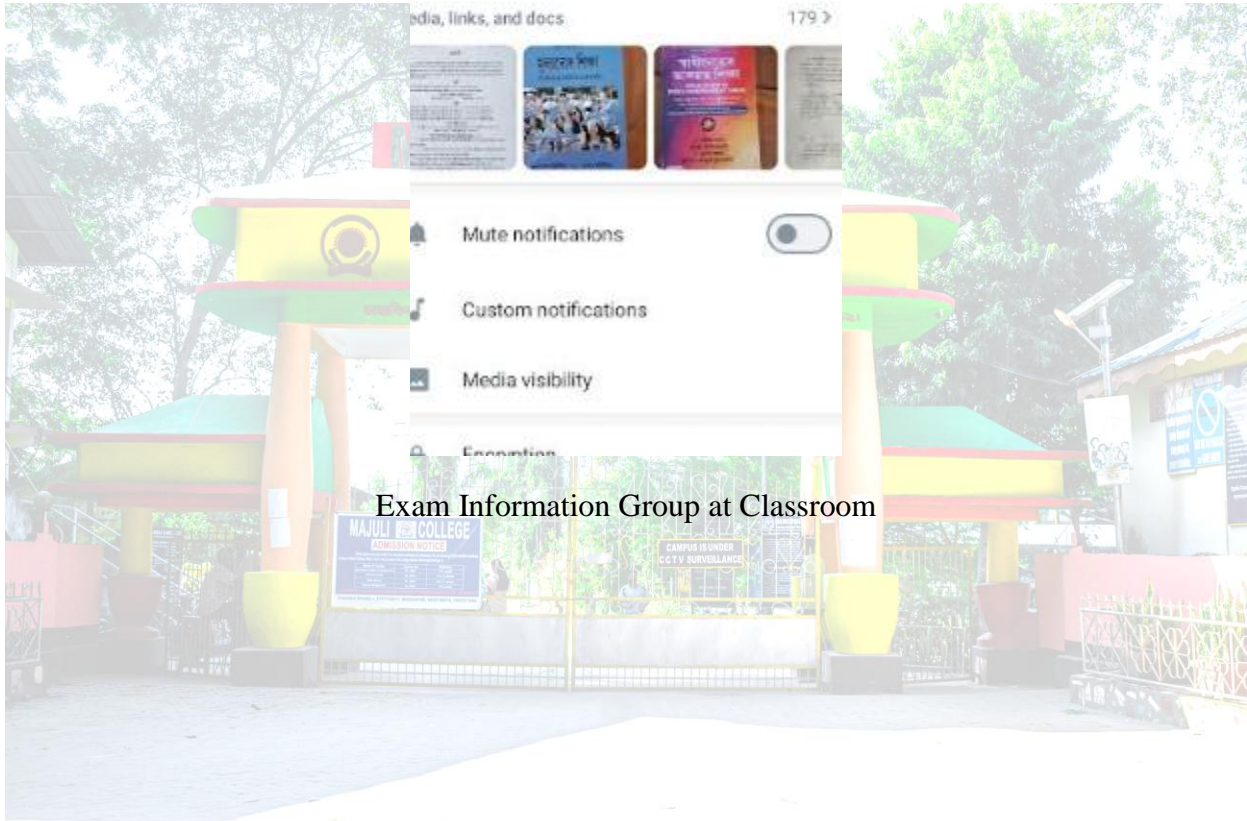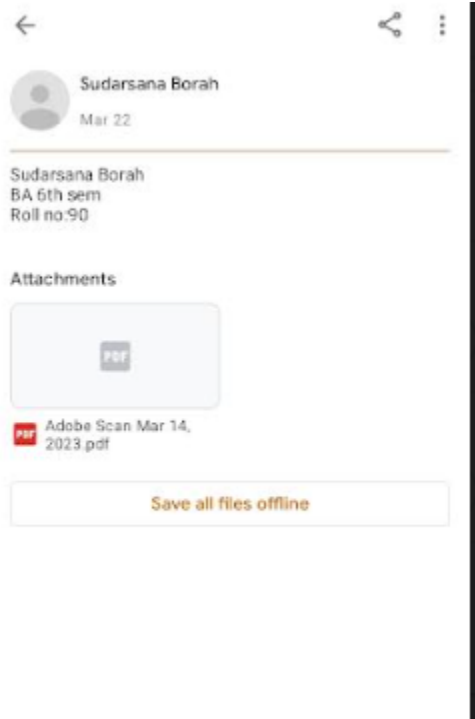
Submission the answer scripts by students
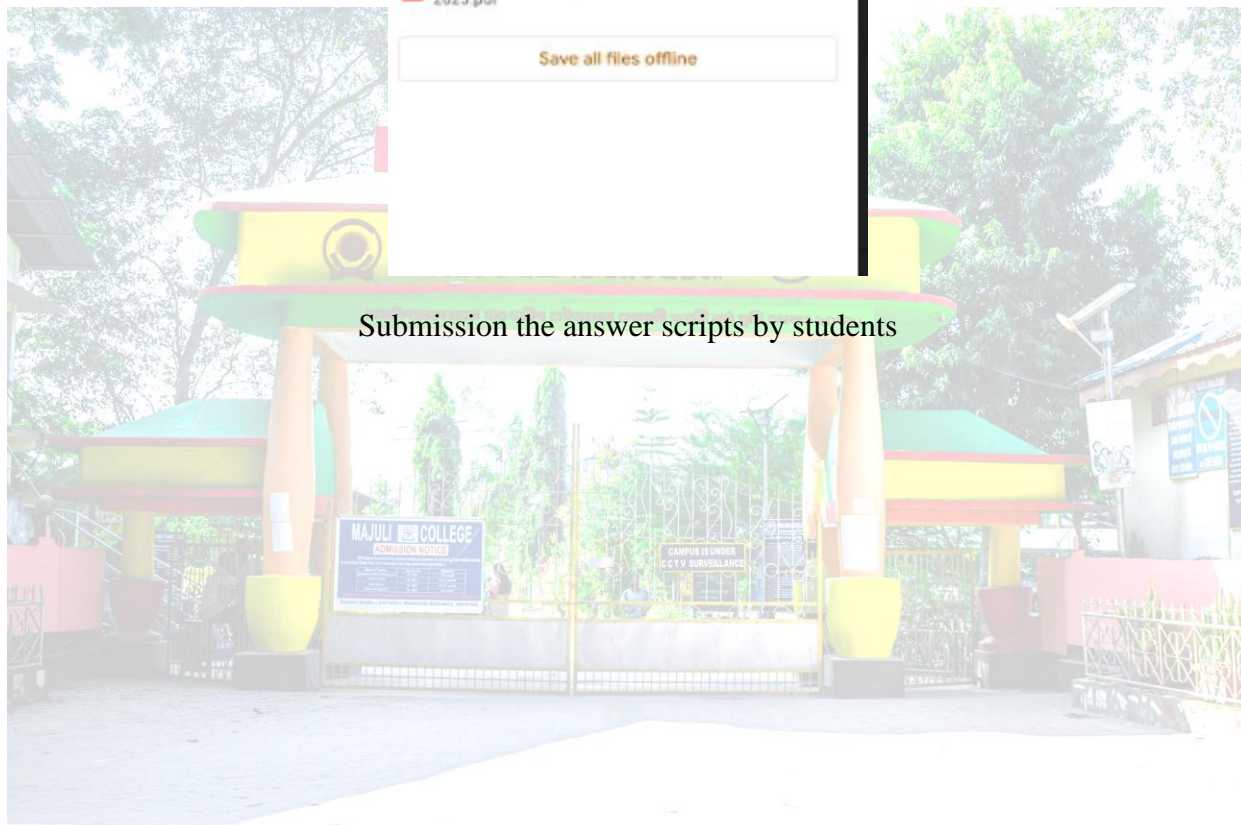
Question Paper, 06.09.2021
Due Sep 6, 2021, 12:45 PM

Question Paper, 04.09.2021
Due Sep 4, 2021, 4:15 PM

Question Paper, 31.08.2021
Due Aug 31, 2021, 4:15 PM

Question Paper, 26.08.2021
Due Aug 26, 2021, 4:15 PM

Question Paper, 21.08.2021
Due Aug 21, 2021, 4:15 PM 3

Question paper sharing for Online Exam during Covid-19

Coordinator
IQAC, Majuli College
Co-ordinator
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MAJULI COLLEGE
ESTD. 1962

(Dr. Debajit Saikia)
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KAMALABARI

Question paper sharing for Online Exam during Covid-19

3rd Semester (Arts) 1
ASM, ENG, ECO, EDN, HIST

Share with your class...

Kalpajit Saikia
Sep 6, 2021

Roll:12810049
Sec:6

1 attachment

Add class comment

Ilakshi Borah
Sep 6, 2021

12810115 BTEL (SEC2)

1 attachment

Add class comment

Dimpi Rajkhowa
Sep 6, 2021

Dimpi Rajkhowa
Roll no 12810108

Stream   Classwork   People

Answer script submission for Online Exam during Covid-19

≡ 3rd Semester (Arts) 1

Teachers

👤 Majuli College Exam1

Classmates

👤 Unknown user

👤 Abhisesh Das

👤 Anamika Kaman

👤 Anannya Boruah

👤 Anisha tamuli

👤 Ankit Mala

💬 Stream　　　📋 Classwork　　　👥 People

Faculty members on Google Class Room

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IQAC, Majuli College
Co-ordinator
I Q A C
Majuli College, Kamalabari

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KAMALABARI
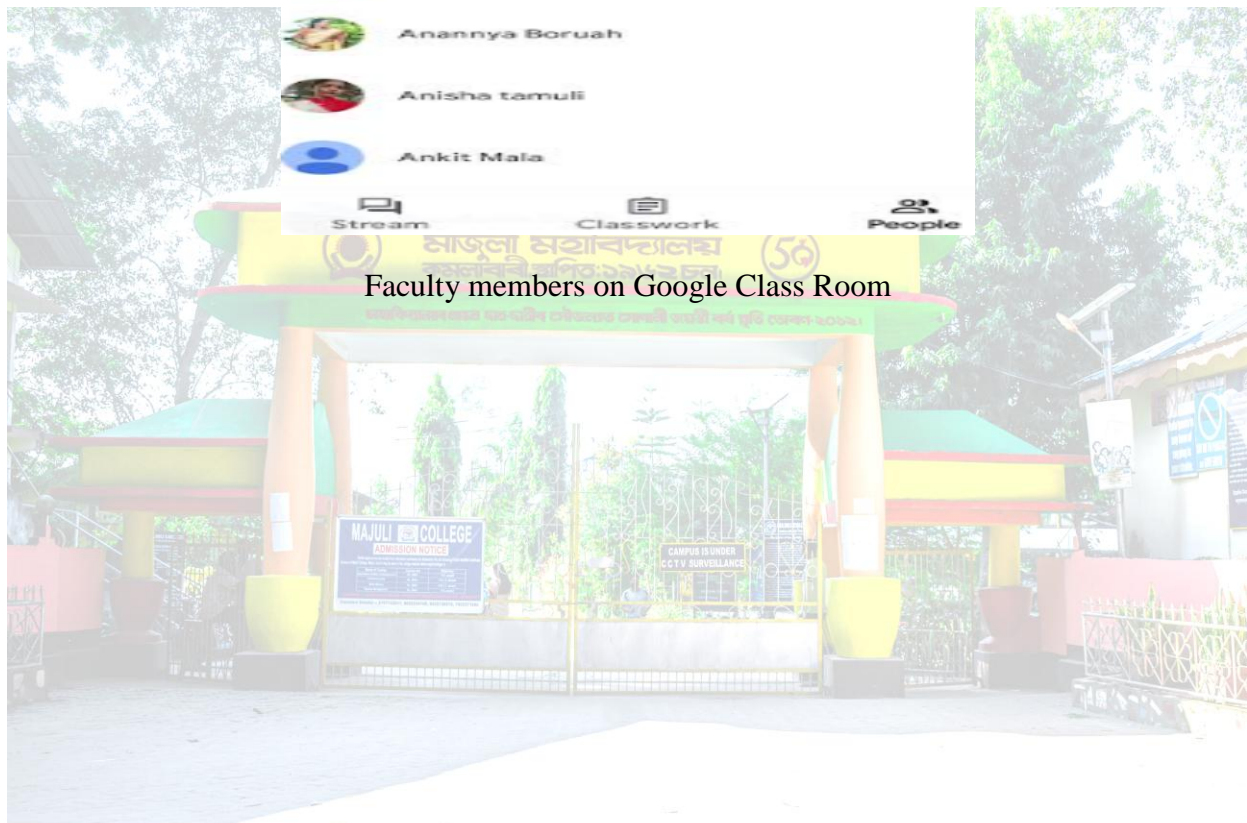
• Library Services 2. Full Automation of Library Services (Student, Staff Login, Book Issue, Return, Reports, Maintenance of Books, Records and retrieval of Data etc.)
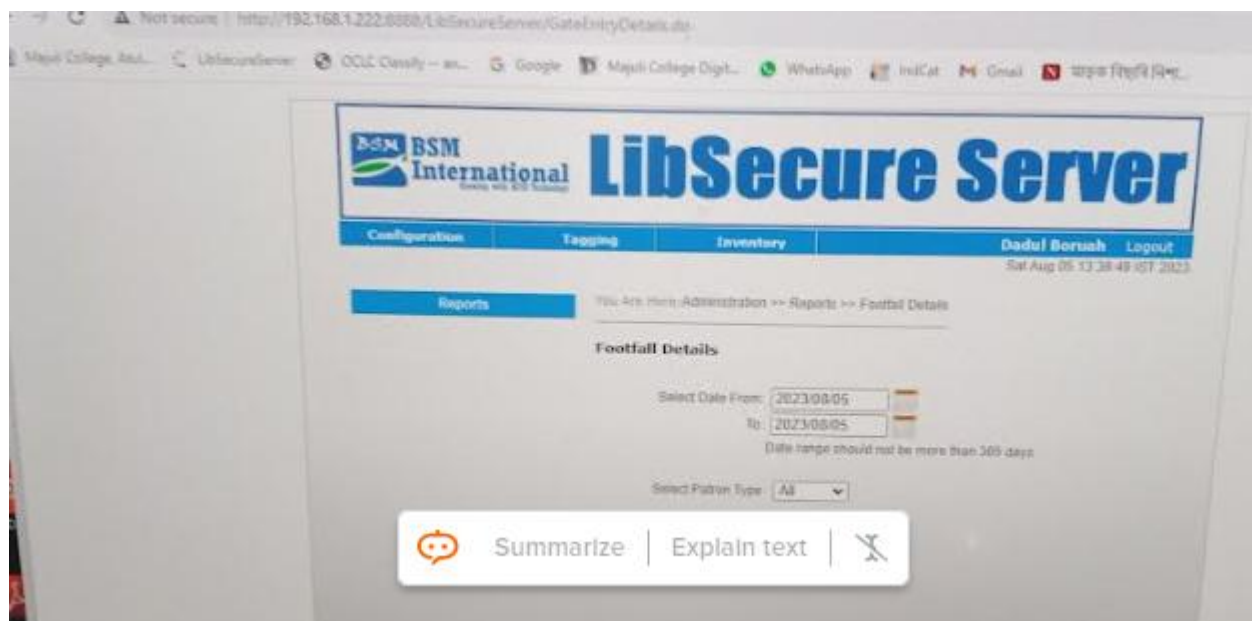
Total Footfalls Details at Library

S. NO.	Patron ID	Patron Name	First Punch	Last Punch	Patron
1	NSLILS210006	Bhaskar Boruah	2022-06-01 10:00:56	2022-06-01 10:00:56	Sta
2	NSLILS210004	Jayanta Madhab Dutta	2022-06-01 10:01:18	2022-06-01 10:01:18	Sta
3	NSLILI210001	Mr. Pradip Chandra Das	2022-06-01 10:01:26	2022-06-01 10:01:26	Sta
4	NSLILS210002	Debajit Boruah	2022-06-01 10:01:30	2022-06-01 10:01:30	Sta
5	TSENP2210001	Apurbajyoti Hazrika	2022-06-01 10:01:33	2022-06-01 10:01:33	Sta
6	TSBOP2180001	Indira Bora	2022-06-01 10:36:38	2022-06-01 10:36:38	Sta
7	tsbop2210006	Juli Gogoi	2022-06-01 10:36:40	2022-06-01 10:36:40	Sta
8	TSBOP2210003	Aminul MD Islam	2022-06-01 10:36:43	2022-06-01 10:36:43	Sta
9	TSENP2210002	Debabhuson Borah	2022-06-01 10:59:54	2022-06-01 10:59:54	Sta
10	tsecp3060001	Rupjyoti Borah	2022-06-01 11:05:56	2022-06-01 11:05:56	Sta
11	TSCHP2210002	Leema Dutta	2022-06-01 11:27:22	2022-06-01 11:27:22	Sta
12	NSLILS210006	Bhaskar Boruah	2022-05-31 09:45:10	2022-05-31 09:45:10	Sta
13	NSLILS210004	Jayanta Madhab Dutta	2022-05-31 09:46:35	2022-05-31 09:46:35	Sta
14	NSLILS210002	Debajit Boruah	2022-05-31 09:49:06	2022-05-31 09:49:06	Sta
15	TSENP2210001	Apurbajyoti Hazrika	2022-05-31 09:49:10	2022-05-31 09:49:10	Sta

Library visits records of Faculty members of Majuli College

LibSecure Server

Date :2023-08-05 13:48:29

Footfall Details From: 2022-04-01 To: 2022-06-01

S. No.	Patron ID	Patron Name	First Punch	Last Punch	Patron Type
1	NSLILS210006	Bhaskar Boruah	2022-06-01 10:00:56	2022-06-01 10:00:56	Staff
2	NSLILS210004	Jayanta Madhab Dutta	2022-06-01 10:01:18	2022-06-01 10:01:18	Staff
3	NSLILI210001	Mr. Pradip Chandra Das	2022-06-01 10:01:26	2022-06-01 10:01:26	Staff
4	NSLILS210002	Debajit Boruah	2022-06-01 10:01:30	2022-06-01 10:01:30	Staff
5	TSENP2210001	Apurbajyoti Hazrika	2022-06-01 10:01:33	2022-06-01 10:01:33	Staff
6	TSBOP2180001	Indira Bora	2022-06-01 10:36:38	2022-06-01 10:36:38	Staff
7	tsbop2210006	Juli Gogoi	2022-06-01 10:36:40	2022-06-01 10:36:40	Staff
8	TSBOP2210003	Aminul MD Islam	2022-06-01 10:36:43	2022-06-01 10:36:43	Staff
9	TSENP2210002	Debabhuson Borah	2022-06-01 10:59:54	2022-06-01 10:59:54	Staff
10	tsecp3060001	Rupjyoti Borah	2022-06-01 11:05:56	2022-06-01 11:05:56	Staff
11	TSCHP2210002	Leema Dutta	2022-06-01 11:27:22	2022-06-01 11:27:22	Staff
12	NSLILS210006	Bhaskar Boruah	2022-05-31 09:45:10	2022-05-31 09:45:10	Staff
13	NSLILS210004	Jayanta Madhab Dutta	2022-05-31 09:46:35	2022-05-31 09:46:35	Staff
14	NSLILS210002	Debajit Boruah	2022-05-31 09:49:06	2022-05-31 09:49:06	Staff
15	TSENP2210001	Apurbajyoti Hazrika			

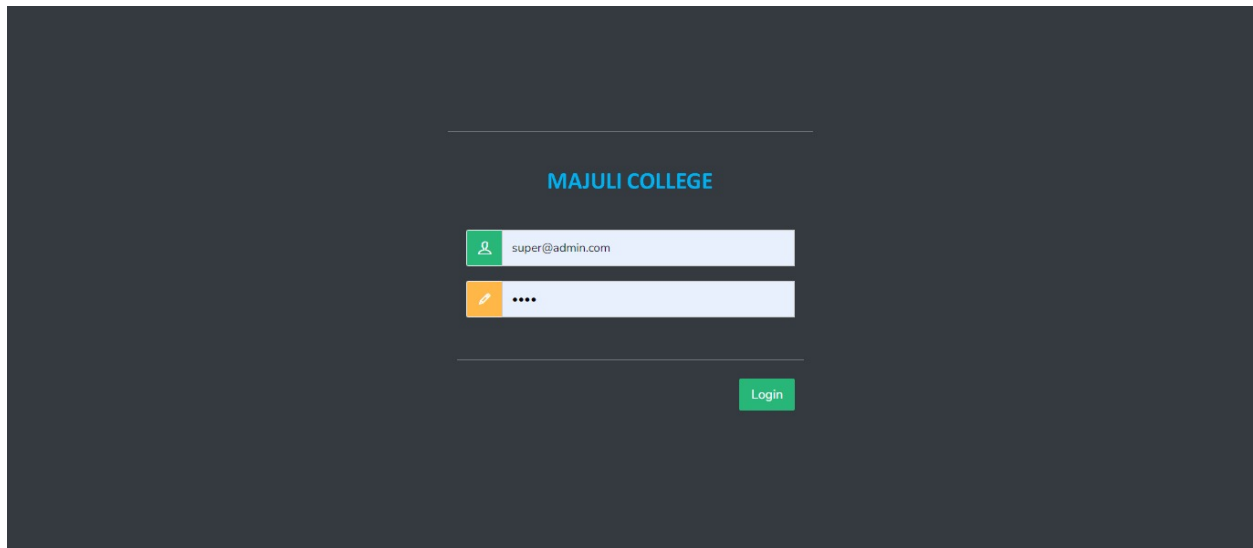PDF copy of Library visits records of Faculty members of Majuli College
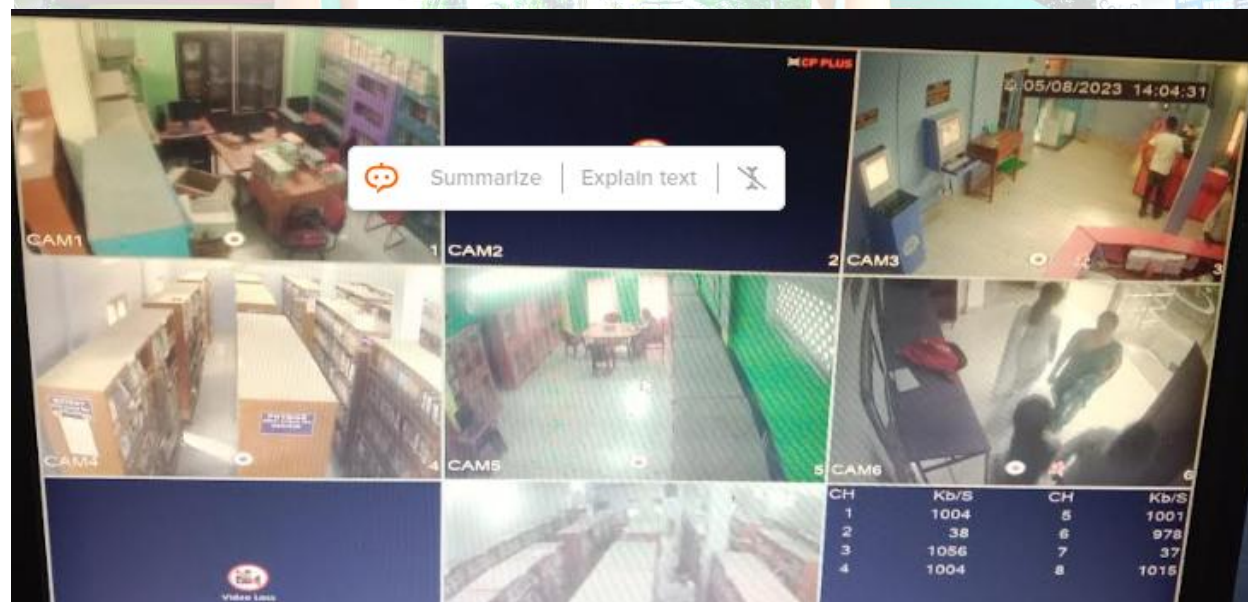
Digital monitoring in Library of Majuli College

Coordinator
IQAC, Majuli College
Co-ordinator
I Q A C
Majuli College, Kamalabari

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KAMALABARI

Digital Attending System for faculties in the Library of Majuli College
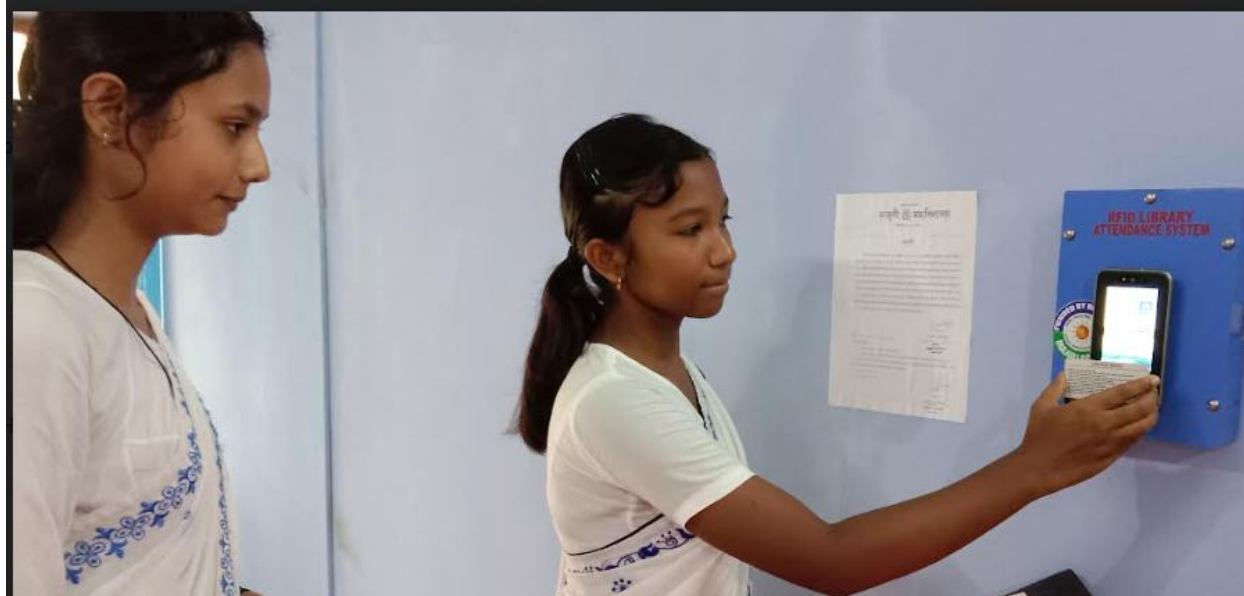
Digital Attending System for students in the Library of Majuli College

Digital Attending System for students in the Library of Majuli College
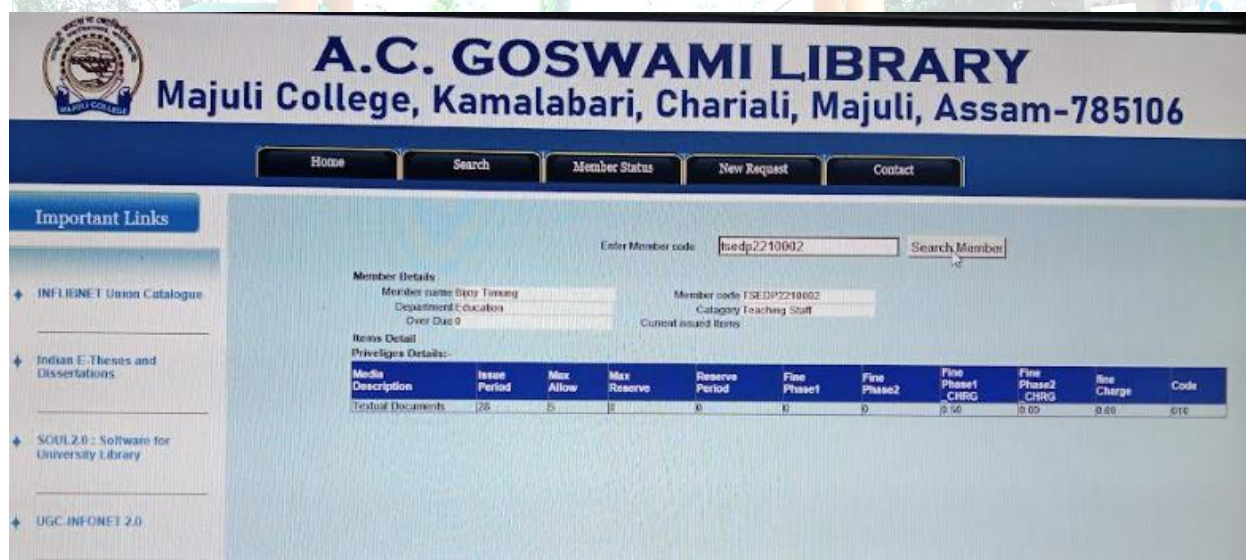
Digital Book issue process in the Library of Majuli College

A.C. GOSWAMI LIBRARY
Majuli College, Kamalabari, Chariali, Majuli, Assam-785106

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SOUL2.0 : Software for University Library

UGC-INFONET 2.0

Enter Member code: tsedp2210002   Search Member

Member Details
Member name Bijoy Timung   Member code TSEDP2210002
Department Education   Category Teaching Staff
Over Due 0   Current issued Items

Items Detail
Priveliges Details:-

Media Description	Issue Period	Max Allow	Max Reserve	Reserve Period	Fine Phase1	Fine Phase2	Fine Phase1 _CHRG	Fine Phase2 _CHRG	fine Charge	Code
Textual Documents	28	5	0	0	0	0	0.50	0.00	0.00	010

Digital Book returning process in the Library of Majuli College

Students Admission process and support
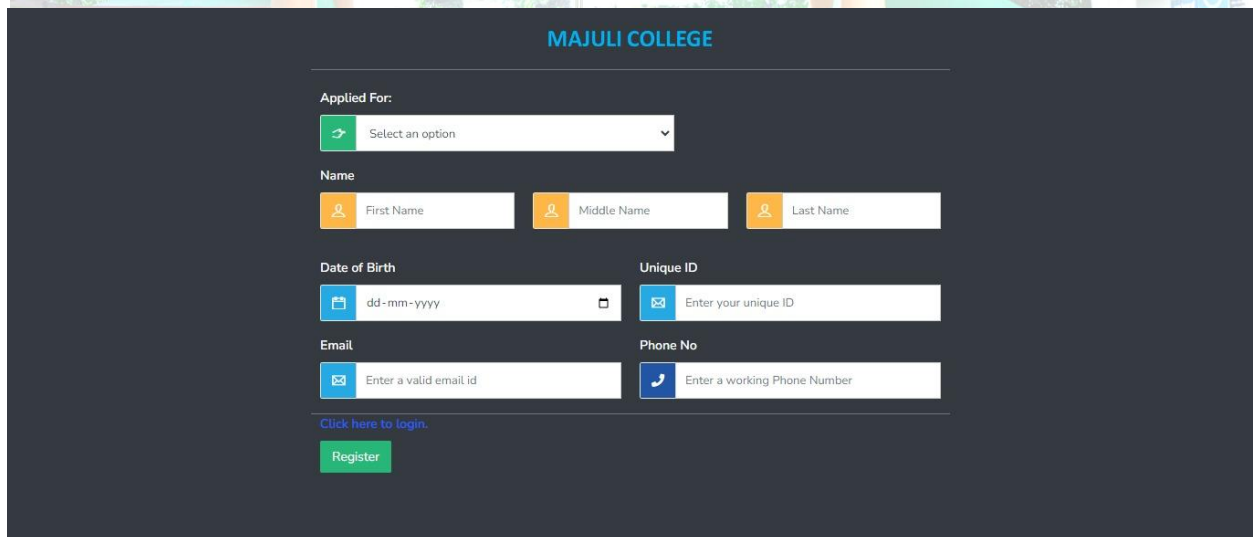
Students Registration Process for Admission

Students Registration Process for Admission
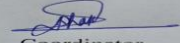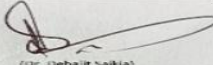
Dashboard

Course

- HS (Arts)
- HS (Science)
- B. Voc. (IT)
- TDC (Arts)
- TDC (Science)

Science

Atrs

Year

Account Numbers

Download   Search:

MAJULI COLLEGE

List of student admitted for the session 2020-21

HS (Science)

Sl No	Roll No	Name	Father's Name	Mother's Name	Phone No	Caste	DOB	Sex	Course	View	Action
	22/004	KARISHMA CHETRY	LALIT CHETRY	RENUMAI CHETRY	7099435713	OBC	05-12-2005	Female	H.S (Science) 2nd year	View	Edit Promote
	22/004	PURNIMA KULI	MALAYA KULI	MINAKSHI KULI	8453220115	STP	01-01-2006	Female	H.S (Science) 2nd year	View	Edit Promote
	22/004	Sujit Ghosh	BANSA GHOSH	ARCHANA GHOSH	9365245743	OBC	03-10-2005	Male	H.S (Science) 2nd year	View	Edit Promote
	22/004	Mitali Kalita	DILIP KALITA	JYOTI MONI KALITA	8011664784	OBC	27-07-2005	Female	H.S (Science) 2nd year	View	Edit Promote
	23/003	KONKANA BONIA	UMESH BONIA	ANJU BONIA	9678598504	SC	03-03-2005	Female	H.S (Science) 2nd year	View	Edit Promote
		Sonunigom Doley	SUBON DOLEY	SHANTI DOLEY	9394844966	STP	03-03-2005	Male	H.S (Science) 2nd year	View	Edit Admit Promote
	22/004	Hirak Jyoti Nath	TULASHI NATH	BASANTI NATH	9395408041	OBC	31-08-2005	Male	H.S (Science) 2nd year	View	Edit Promote
	22/004	Bhaskar Das	LT. RATUL DAS	MRS RINA DAS	9395692788	SC	13-11-2003	Male	H.S (Science) 2nd year	View	Edit Promote
	22/005	Sri Raja Doley	NIJOM DOLEY	BIJOYA DOLEY	9678567950	STP	04-02-2004	Male	H.S (Science) 2nd year	View	Edit Promote
	22/005	JAIBASING PEGU	DEBOJIT PEGU	ANUKUMARI PEGU	7099699654	STP	10-01-2005	Male	H.S (Science) 2nd year	View	Edit Promote
Sl No	Roll No	Name	Father's Name	Mother's Name	Phone No	Caste	DOB	Sex	Course	View	Action

Showing 1 to 10 of 96 entries   Previous   1   2   3   4   5   ...   10   Next

Online Form submission process for Admission

PRINT

Application No: **MJ70JC2GMJ**

MAJULI COLLEGE
Estd: 1962
PO: Kamalabari, Dist: Majuli (Assam)
Session: **2022**

Application Form

Class: **H.S (Science) 2nd year**
Roll No: **22/004**
Name: **KARISHMA CHETRY**
Email: **kabitachetry88@gmail.com**   Phone Number: **7099435713**

Father's Name:	Father's Occupation:	Mother's Name:	Mother's Occupation:
LALIT CHETRY	**Cultivation**	**RENUMAI CHETRY**	**Cultivation, housewife**

Guardian's Information

Renumai Chetry
Namani Cherepai
Namani Cherepai nepali bari
Namani Cherepai Jengraimukh
Majuli 785105

Permanent Address:	Address for correspondence:
Namani Cherepai	**Namani Cherepai**
Namani Cherepai nepali bari	**Namani Cherepai nepali bari**
Namani Cherepai Jengraimukh	**Namani Cherepai Jengraimukh**
Majuli 785105	**Majuli 785105**

Date of Birth:	Nationality:	Religion:	Sex:	Cast/Community:	PWD?
05-12-2005	**Indian**	**Hinduism**	**Female**	**OBC**	**No**

Compulsory Subjects: Optional Subjects:
English, Alternative English   **Physics, Chemistry and Biology, Mathematics**

Particulars of the last examination passed:

Name of the examination: Year of passing: Roll No: Name of the Board: Name of the Institution:

Marks Obtained:

Subject	English	MIL/Alt. Eng	Optional Subjects			Total	Percentage
Full Marks							
Marks Obtained							0.00

Uploaded Document:

Online Form submission process for Admission

Coordinator
IQAC, Majuli College
Co-ordinator
I Q A C
Majuli College, Kamala

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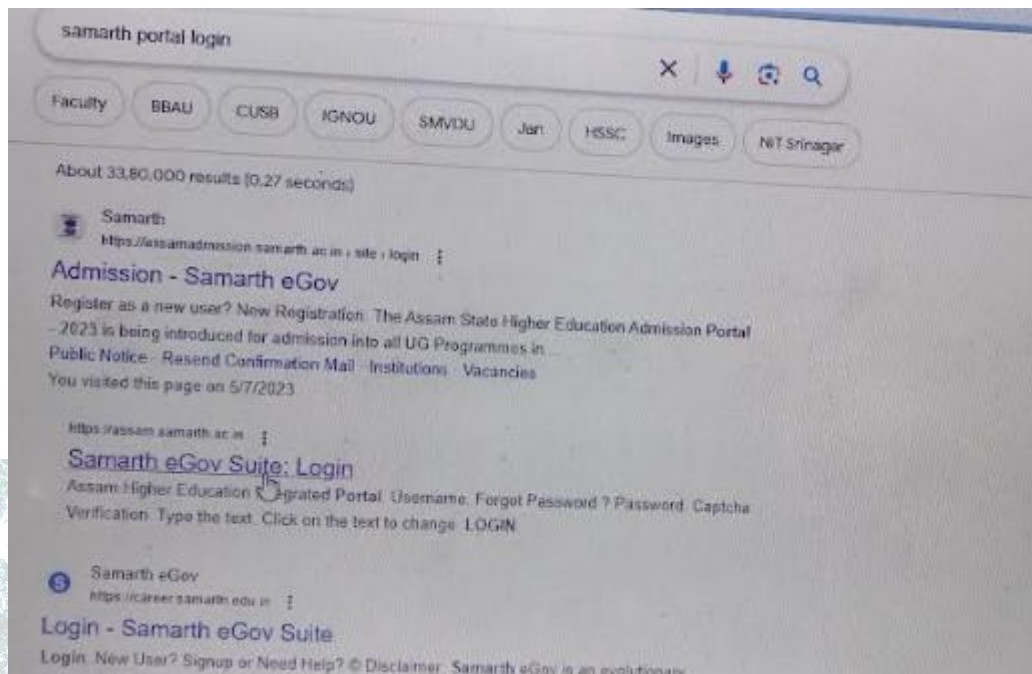
SAMARTHA PORTAL LOGIN

SAMARTHA PORTAL LOGIN

Completed Applications

Showing **1-20** of **869** items.

#	Form Number	Name	OU	Programme	Admission Scheme	Disciplines	Institution
				Select Programme			
1	730611654	Jayanta nath	DBU184: Majuli College	DU-FSSBA : Bachelor of Arts(Faculty of Social Sciences) (F2F)	1 Major 1 Minor	Political Science Sociology	DBU: Dibrugarh University
2	730609328	JINKU PATIR	DBU184: Majuli College	DU-FHLBA : Bachelor of Arts(Faculty of Humanities and Law) (F2F)	1 Major 1 Minor	Assamese Sociology	DBU: Dibrugarh University
3	730609315	LAKHYA JYOTI NEOG	DBU184: Majuli College	BVOC-IT : Bachelor of Vocation(Information Technology DBU) (F2F)	DSP		DBU: Dibrugarh University

Completed Application at Samarth portal Admission process
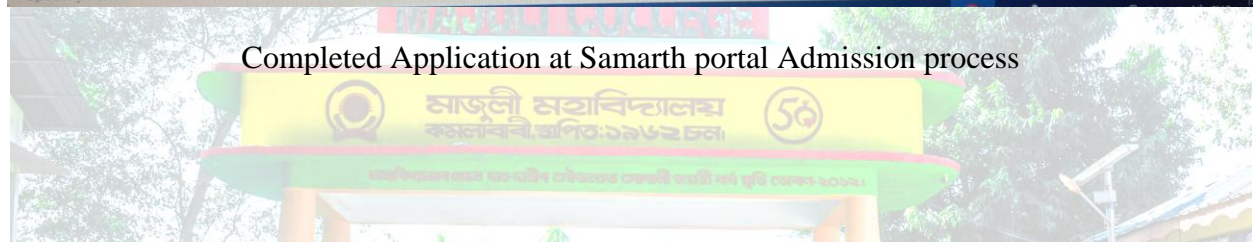
DBU184: Majuli College
DBU: Dibrugarh University
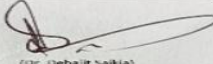
Showing **1-15** of **15** items.

#	Programmes	Group Name	Subject Code	Subject Name	Seat Major	Seat Minor	Total Seats
1	Bachelor of Vocation(Information Technology DBU)			NA	0	0	50
2	Bachelor of Arts(Faculty of Social Sciences)	Discipline Group	ECO	Economics	50	50	0
	Bachelor of Arts(Faculty of						

Samarth portal Admission process

Open Distance Learning under Dibrugarh University

Students Records in the system

Darpan for HS

Coordinator
IQAC, Majuli College
Co-ordinator
IQAC
Majuli College, Kamalabari

MAJULI COLLEGE
ESTD. 1962

(Dr. Debajit Saikia)
PRINCIPAL
MAJULI COLLEGE
KAMALABARI

Finance

Staff Salary through Fin-Assam

Staff Salary through Fin-Assam

Staff Salary through Fin-Assam

3. Annual e-governance report approved by Governing Council

MAJULI COLLEGE

Estd. 1962

No.

Date : 13/03/2022

Majuli College Annual E-Governance Report (2021-2022)

1. Introduction:

1.1 Background
Majuli College embarked on a journey towards embracing e-governance to modernize administrative processes, enhance learning experiences, and improve overall operational efficiency.

1.2 Purpose of the Report
This report outlines the e-governance initiatives undertaken by Majuli College during the academic year 2021-2022, highlighting achievements, challenges, lessons learned, and the future roadmap.

1.3 Scope and Objectives
The report covers various e-governance projects implemented across different administrative and academic functions within Majuli College.

2. E-Governance Initiatives:

2.1 Digital Infrastructure Enhancement: Majuli College is trying to upgrade its IT infrastructure to ensure seamless connectivity and robust online services, enabling the successful implementation of various e-governance projects.

2.2 Online Admission System: The college introduced and adopted an online admission system, simplifying the admission process for both students and administrators, reducing paperwork, and enhancing transparency.

2.3 Virtual Learning Environment: A virtual learning platform was established, enabling faculty to conduct online lectures, assignments, and assessments. This initiative proved essential during the pandemic-related disruptions.

2.4 Digital Library and Resource Center: A comprehensive digital library was established, providing students access to a vast collection of e-books, journals, and research materials, enriching their academic pursuits.

2.5 Student Information Management System: A centralized system was implemented to manage student data, including attendance, grades, and academic progress, facilitating better student tracking and support.

Principal
Majuli College
Kamalabari

1

2.6 Faculty and Staff Management System: An integrated system was introduced to manage faculty and staff records, optimizing HR processes and fostering a collaborative work environment.

3. Key Achievements:

3.1 Increased Accessibility and Efficiency

E-governance initiatives resulted in increased accessibility to college services for students and staff, reducing bureaucratic delays and enhancing overall operational efficiency.

3.2 Streamlined Administrative Processes

Automated workflows led to streamlined administrative processes, including admissions, registrations, and fee management, saving time and resources.

3.3 Enhanced Learning Experience

The virtual learning environment facilitated uninterrupted learning during challenging times, offering students a flexible and engaging learning experience.

3.4 Improved Resource Utilization

Digital library access and online resource centers optimized resource utilization, providing students with a rich pool of academic materials.

4. Challenges and Lessons Learned:

4.1 Connectivity Issue

Some students faced connectivity challenges, highlighting the need for additional efforts to bridge the digital divide and ensure equitable access to online resources.

4.2 Digital Literacy Gap

Addressing varying levels of digital literacy among students and staff required tailored training programs to ensure effective utilization of e-governance tools.

4.3 Data Security and Privacy Concerns

Stringent data security measures were implemented to safeguard sensitive information and ensure compliance with data protection regulations.

4.4 Stakeholder Engagement

Continuous engagement and communication with stakeholders were vital to address concerns, gather feedback, and ensure the success of e-governance initiatives.

5. Future Roadmap

5.1 Expansion of E-Governance Services
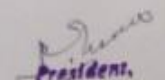
The college plans to expand e-governance services, including online counseling, alumni engagement, and a digital grievance redressal mechanism.
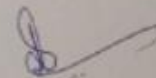
6. Conclusion

Majuli College's journey towards e-governance has yielded significant benefits, fostering a modern and efficient academic and administrative ecosystem. As we move forward, we remain committed to embracing innovation and technology to provide the best possible educational experience for our students and stakeholders.

Approved by Majuli College Governing Body

Date:

Principal
Majuli College
Principal
Majuli College
Kamalaban

President,
Governing Body
Majuli College, Kamalabari.

4. Policy document on e-governance

MAJULI ⚙ COLLEGE
Estd. 1962

No: MC/09-299/   Date : 02.09.19

E-GOVERNANCE POLICY
OF
MAJULI COLLEGE

Introduction

Majuli College implements e-governance in area of operation like administration, finance and accounts, library, student admissions and support, examination, etc. The policy is designed and framed to make each and every function transparent and accountable.

Scope

The scope of this policy extends to the following areas:

- General Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

Objectives

Objectives of E-governance policy of Majuli College are as follows:

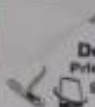- To provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.

P.O. : KAMALABARI, DIST.: MAJULI (ASSAM) :: PIN -785106
☎ : 03775 - 273359
website : www.majulicollege.in :: e.mail : majulicollege@gmail.com

Coordinator
IQAC, Majuli College
Co-ordinator
IQAC
Majuli College, Kamal---

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- To establish a fully automated Library

The Majuli College website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The administrative and instructional personnel will receive training so they can make significant website updates. For the management of the college website, a Website Committee will be established. The Committee will be in charge of regularly updating, maintaining, and operating the website. The Committee will also search the website for additional adjustments that are necessary.

Administration

The administration of Majuli College reflects in the college website where all the necessary information uploads in time. Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, the administration of the college made paperless. Attendance management software (Biometric attendance machine) is used for a clean record of attendance for teaching and non- teaching staff. Students must be able to obtain maximum services in online mode. The college will look into opportunities to automate some of its functions related to administration. CCTV will be installed in all vital places in the college. Administrative Staff will be provided with adequate training and development to keep them abreast with the new technology.

Finance and Accounts

Majuli College recognizes the importance of e-governance in finance and accounting processes to streamline operations, enhance accuracy, and ensure accountability. Majuli College uses the e-governance system to create and manage its financial plan and budget, accounts payable and receivable, expenses, procurement activities etc. The system provide features for creating and managing invoices, processing payment, generating reports including income statement , balance sheet, cash flow statement, tax regulation.

Student Admission and Support

The admissions process is conducted in an open and transparent manner, and Dibrugarh University's ethical standards and rules serve to reinforce this approach. The college releases its

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IQAC, Majuli College
Co-ordinator
IQAC
Majuli College, Kamalabari

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brochure, which is available online and contains instructions for the admissions process. a portal for admissions that will be used to manage college admissions. This Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission. For college admission, students must submit a separate online application form, and the admission coordinator will use online software for this purpose. The college website will kept fully active for student support including admission, registration, feedback etc.

Examination

The Examination process of Majuli College is regulated by Dibrugarh University and thus e-governance policy of the University to be adopted in this regard. Majuli College will be adopted a system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
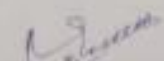
Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The library provides online e-resource such as N-list Journals, National Digital Library etc. The college library will be made fully automated in due course of time.

Amendment of the policy

This policy on E-governance will be amended on necessary and valid ground.

This policy on E-governance of Majuli College is pass adopted on 30 June 2019 and will be come into immediate effect.

President,
Governing Body
Majuli College, Kamalabari.

Principal
Majuli College
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IQAC, Majuli College
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