



KAMRUP COLLEGE

কামৰূপ মহাবিদ্যালয়

(Affiliated to Gauhati University)

SELF STUDY REPORT (SSR)

(3RD CYCLE)

PERIOD: 2019-2024

Criterion -1: Governance, Leadership and Management

Key Indicator- 6.2 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

KAMRUP COLLEGE, CHAMATA-781306



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SELF STUDY REPORT (SSR)
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E-Governance Report

Prepared by IQAC,

Kamrup College, Chamata


Principal
Kamrup College, Chamata




President
S. B. Kamrup College
CHAMATA



E-Governance Report of KAMRUP COLLEGE, CHAMATA

Approved by GOVERNING BODY 2022

Date of G.B Meeting: 10-09-2022.

IQAC E-governance Report Approved by G.B. in the resolution no.1
on 10/09/2022

College Administration

Our College administration has embarked on a transition towards paperless operation as far as possible with a pre dominant shift to online communication modes such as e-mails and various digital formats for interactions with all employees. The ICT based tasks of E-Governance are as follows

1. Regular update of college information at College website- www.kamrupcollege.co.in
2. Registration of scholarships and their verification- <https://scholarships.gov.in/>
3. All notifications of Office, IQAC, Departments and Library.
[Academic | Kamrup College, Chamata](#)
4. A Biometric attendance system for employees is installed.
5. College website with sub-domains to all departments.
6. The alumni can register themselves through College portal.
7. Electronic issuance of salary and general provident fund statement
8. Implementation of a Wi-Fi enabled college campus
9. Purchase of items through Government E-Markets (GEMS) portal.

Finance and Accounts:

All financial transactions of the College were carried through online mode as far as possible. Employee's salaries are paid online via NEFT or RTGS. In addition, all kind of purchase and scholarships payments are done cashless in order to preserve system accountability and transparency regarding finances. The main digital assignments of College are-online payment of examination, admission fees, bill payment, management of



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scholarship scheme, salary slip disbursement, college accounts management and maintenance of accounts in banks.

1. Online payment of examination and admission fee.
2. Pay-bill preparation for staff. Management of various scholarship schemes like Ishan Uday, Assam Govt. scholarship, Fee Waiver Scheme etc.
3. All kind of payments including salaries to staff-members.
4. Disbursement of salary slips & accounting of GPF.
5. Hands-on disclosure of budgetary/financial data on its web-page.
6. Conduction of computer awareness programs for teaching and non-teaching staff.
7. Management of College accounts.
8. Maintenance of accounts in nationalized banks

Admission and Support

In Kamrup College, Chamata the entry level admission to three/four years degree programme and Master Degree under KKHSOU programme is realized through online and it is managed and regulated by GAUHATI UNIVERSITY (www.gauhati.ac.in). From 2022-23 Academic session the admission to the degree courses are managed through SAMARTH portal. Besides the faculty members also uploaded all personal data in SAMARTH portal. All the information like Service details, Research Publication details, participation in Seminars or workshops, Refresher course, FDP, Induction Programme etc. are uploaded and even CAS Promotion, pay fixation of faculties now will be held through SAMARTH portal.

- Disclosure of admission rules/schedule on web-page.
- Verification of documents, payment of fees & other admission formalities.
- Preparation & publication of merit list in college portal.
- Admission related data management through College website.
- Management of different scholarship schemes for students.
- Disclosure of students-centric information/data/materials on web-site.
- Wi-Fi campus & Availability of internet/e-resources in library.
- Running of computer based programs/courses.
- Conduction of computer awareness/digital literacy programs for students.



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- ICT based teaching in smart class-rooms.
- Maintenance of students' attendance in web-based formats

Examination

Kamrup College follows the guidelines of Gauhati University official Portal (www.gauhati.ac.in) for registration, internal assessment mark upload, examination form fillup, issue of marksheet, re-evaluation of answer scripts and issue of certificates. The digital component of examination includes-

1. Online registration
2. Fee payment and
3. Admit card issue

In order to increase reliability and efficiency, our College administration is dedicated to implement an automated examination system built on e-governance features.

Besides, the examination system was kept on the CCTV surveillance as the previous years for all examination held in the College.

Passes and Approved

Dr. Bhabendra Nath Pathak
G.B President
Kamrup College

President
G. B. Kamrup College
CHAMATA



Dr. Debendra Kr. Bezbaruah
Principal
Kamrup College

Principal
Kamrup College, Chamata



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Copies of G.B meeting :

- 1.GB Agenda
- 2.G.b Members Attendance
- 3.Resolutions



KAMRUP COLLEGE, CHAMATA

G.B. MEETING NUMBER: 2022-VI

TIME : 2.15 P.M.

DATE : 10.09.2022 (Saturday)

VENUE : DIGITAL CONFERENCE HALL

Agenda :

1. Admission process of B.Sc. 1st Semester.
2. Purchase of desk and bench.
3. Any others.



<u>NAME OF THE MEMBERS :</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
1. Dr. Bhabendra Nath Pathak	President, G.B.	<i>V. N. Pathak</i> 10-09-22
2. Dr. Debendra Kr. Bezbaruah	Principal cum Secretary	<i>Dr. Debendra Kr. Bezbaruah</i>
3. S.J.T. Chandra Mohan Patowary, Special Invitee to the college, G.B.		<i>S.J.T. Chandra Mohan Patowary</i> 10-09-22
4. Dr. Kabita Choudhury	Vice-Principal cum Teachers' representative.	
5. Dr. Paresb Nath Sarma	G.U. representative.	
6. Dr. Pramod Haloi	G.U. representative.	
7. Dipika Barman	Teachers' representative.	
8. Mamani Devi	Guardian Member.	
9. Tarun Ch. Barman	Guardian Member.	<i>Tarun Ch. Barman</i>
10. Bhabendra Nath Barman	Guardian Member.	
11. Lohit Talukdar	Ex-officio member	
12. Binod Chandra Talukdar	Non teaching staff representative	<i>Binod Chandra Talukdar</i> 10/9/22



কামৰূপী
প্ৰশাসনিক প্ৰতিষ্ঠান (কলেজ)

সংখ্যা : চিহ্ন ২ কামৰূপ

তাৰিখ : ১০/০৭/২২

যোজি ১০/০৭/২০২২ চন কামৰূপী প্ৰশাসনিক প্ৰতিষ্ঠান
দ্বিবাৰ ২:০০ বজাত কামৰূপী প্ৰশাসনিক প্ৰতিষ্ঠানৰ প্ৰতিষ্ঠাপক সভা
প্ৰশাসনিক প্ৰতিষ্ঠানৰ প্ৰশাসনিক প্ৰতিষ্ঠানৰ প্ৰতিষ্ঠাপক সভাৰ
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ

প্ৰতিষ্ঠাপক সভা : প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
বিজ্ঞপন মাধ্যমত প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
বিজ্ঞপন মাধ্যমত প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
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G. B. Kamrup College, Chamata চন কামৰূপী
Account (কাম ৭০৮২০১০০০৩৮২৭,
৭০৮২০১০০০৫৬৬৭, অথবা ৭০৮২০১০০০৩৮৩০) প্ৰতিষ্ঠাপক
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
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১০/০৭/২২
প্ৰতিষ্ঠাপক সভাৰ প্ৰতিষ্ঠাপক সভাৰ
১০/০৭/২২

Passes and Approved

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G.B President
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