SONARI COLLEGE

Affiliated to Dibrugarh University

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

Criterion 6	**GOVERNANCE, LEADERSHIP AND MANAGEMENT**
Key Indicator 6.2	**STRATEGY DEVELOPMENT AND DEPLOYMENT**
Metric No. 6.2.2	**SCREEN SHOTS OF USER INTERFACES OF EACH MODULE REFLECTING THE NAME OF THE HEI**

Submitted to NAAC — NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Submitted by IQAC, Sonari College, P.O. Sonari,
Dist : Charaideo, PIN : 785690 (Assam)

www.sonaricollege.edu.in
e-mail: principalsonaricollege@gmail.com

Metric No. 6.2.2	Screen shots of user interfaces of each module reflecting the name of the HEI

Screenshots of user interfaces: Administration

Biometric Attendance System

Principal
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SONARI

OFFICE OF THE PRINCIPAL
ESTD - 1970
SONARI COLLEGE

CO-ORDINATOR
IQAC
SONARI COLLEGE

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SONARI COLLEGE, SONARI – 785690
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Sonari College Library Website

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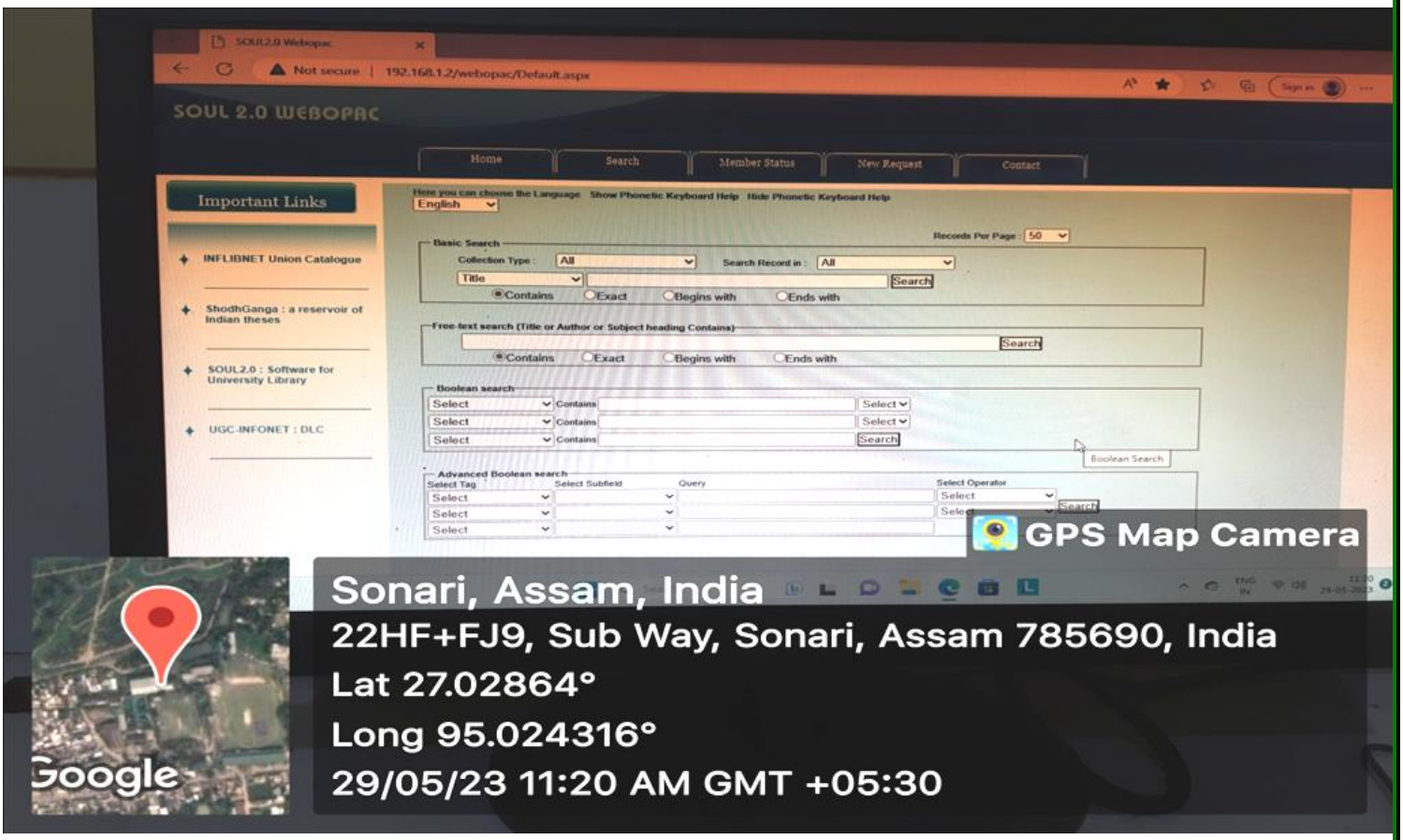

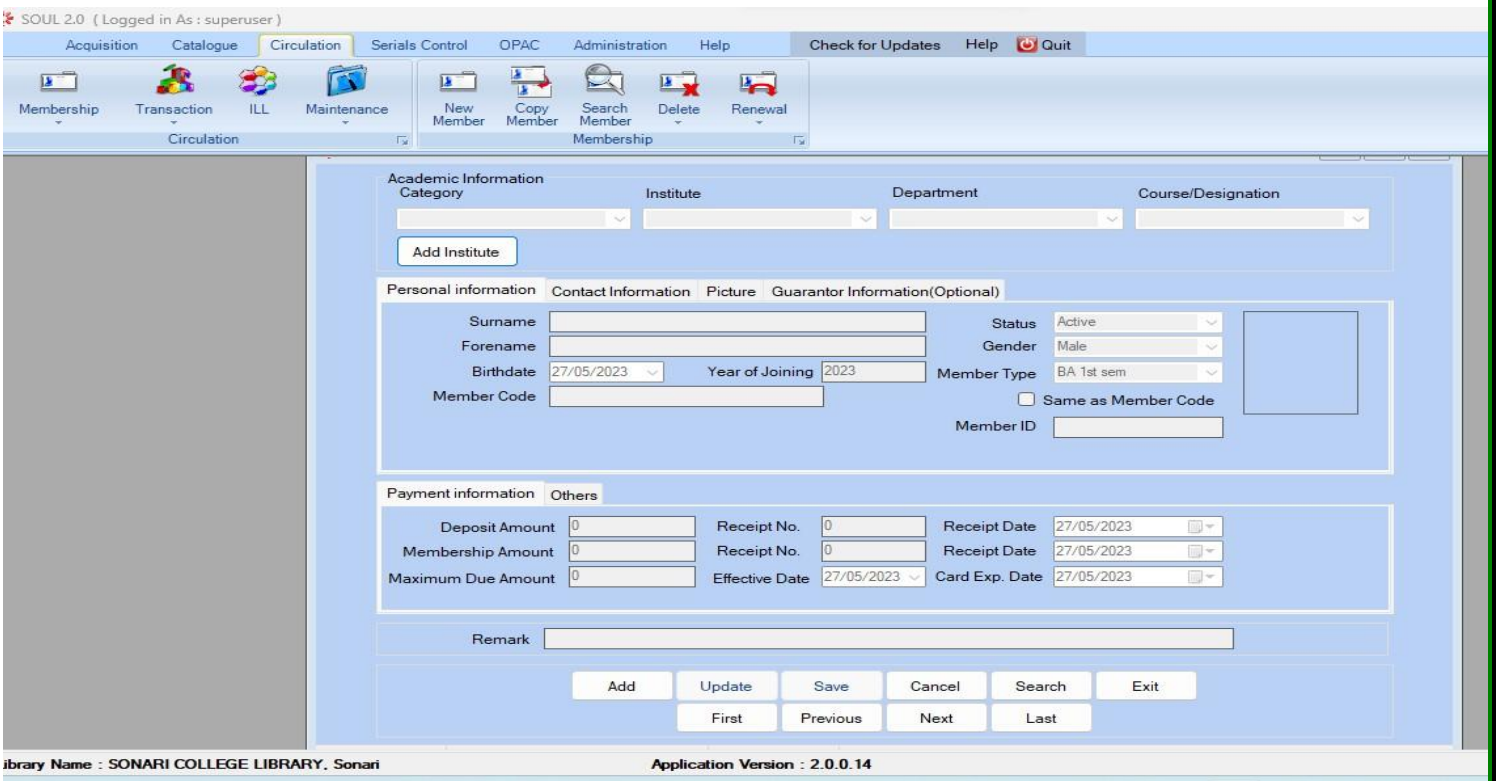

SOUL: Library Management Software

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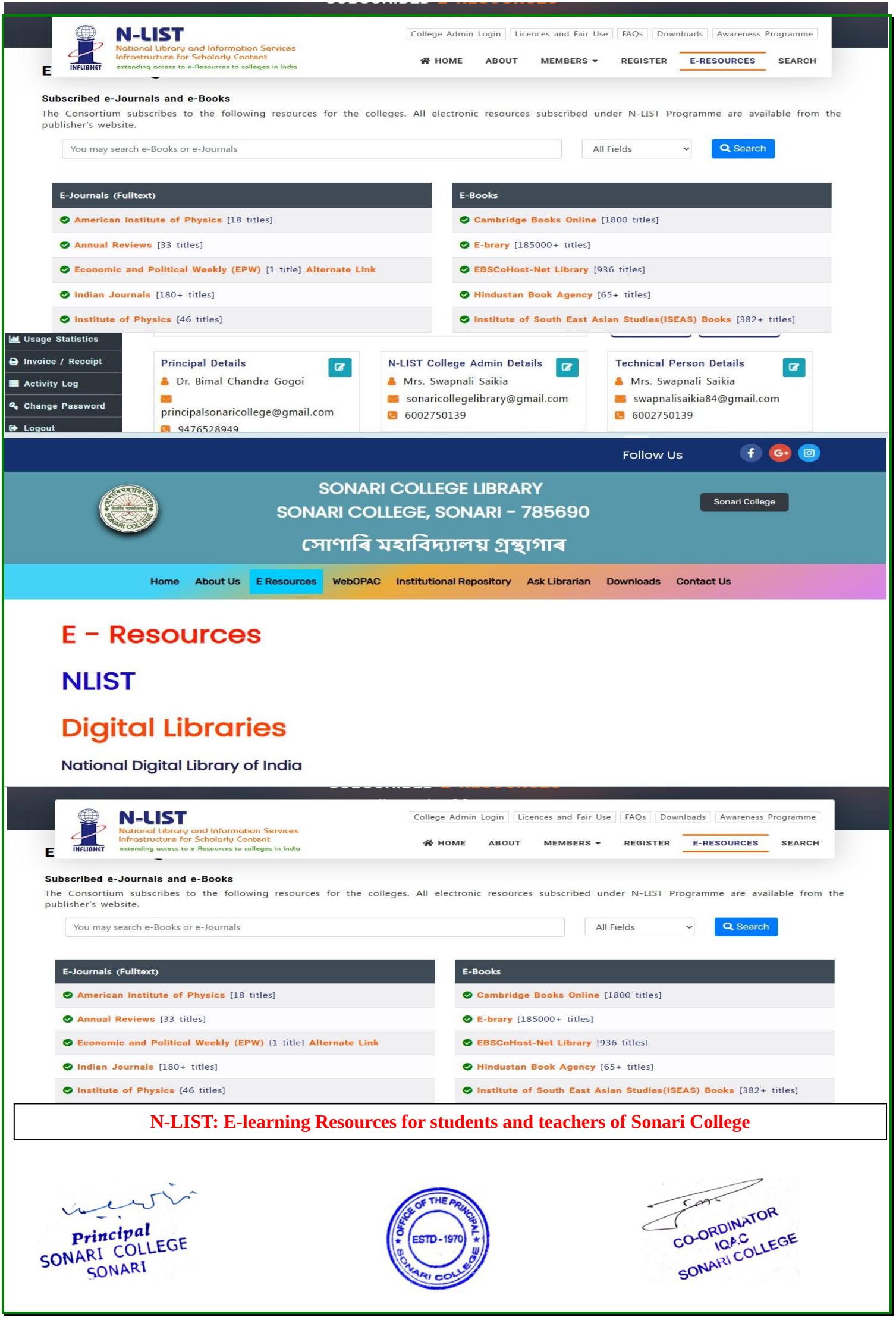

N-LIST: E-learning Resources for students and teachers of Sonari College

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Ministry of Education
Government of India

Indian Institute of Technology
Kharagpur

National Digital Library of India

CERTIFICATE OF REGISTRATION

This is to certify that "**Sonari College P.O. Sonari-785690**" is registered as a NDLI Club under the National Digital Library of India.

Registration Number:
INASNC3FNEERCKY
Date Of Registration: 03/12/2022
Valid Upto: 03/12/2023

पार्थप्रतिम दास

Dr. Partha Pratim Das
Joint Principal Investigator
National Digital Library of India Project
Indian Institute of Technology
Kharagpur

NDLI CLUB PARTNER
National Digital Library of India
- LEARN. SHARE. GROW. -

NDLI CERTIFICATE

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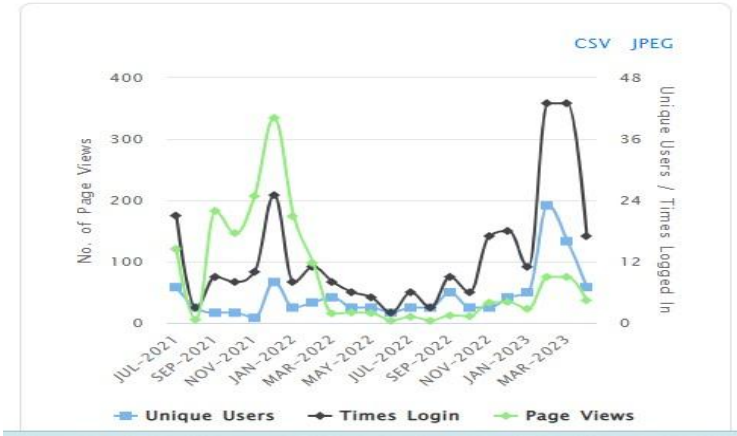
2021-07 2023-04 Get Usages

Users Activity



Top 10 Users

Sonari College Library Student Group

Group · 111 participants

Group call Add Search

Add group description

Created by You, 27/05/2023, 1:36 pm

Mute notifications

Custom notifications

Media visibility

Encryption
Messages and calls are end-to-end encrypted. Tap to learn more.

Disappearing messages
Off

N-LIST usage statistics and Sonari College Library Student Group

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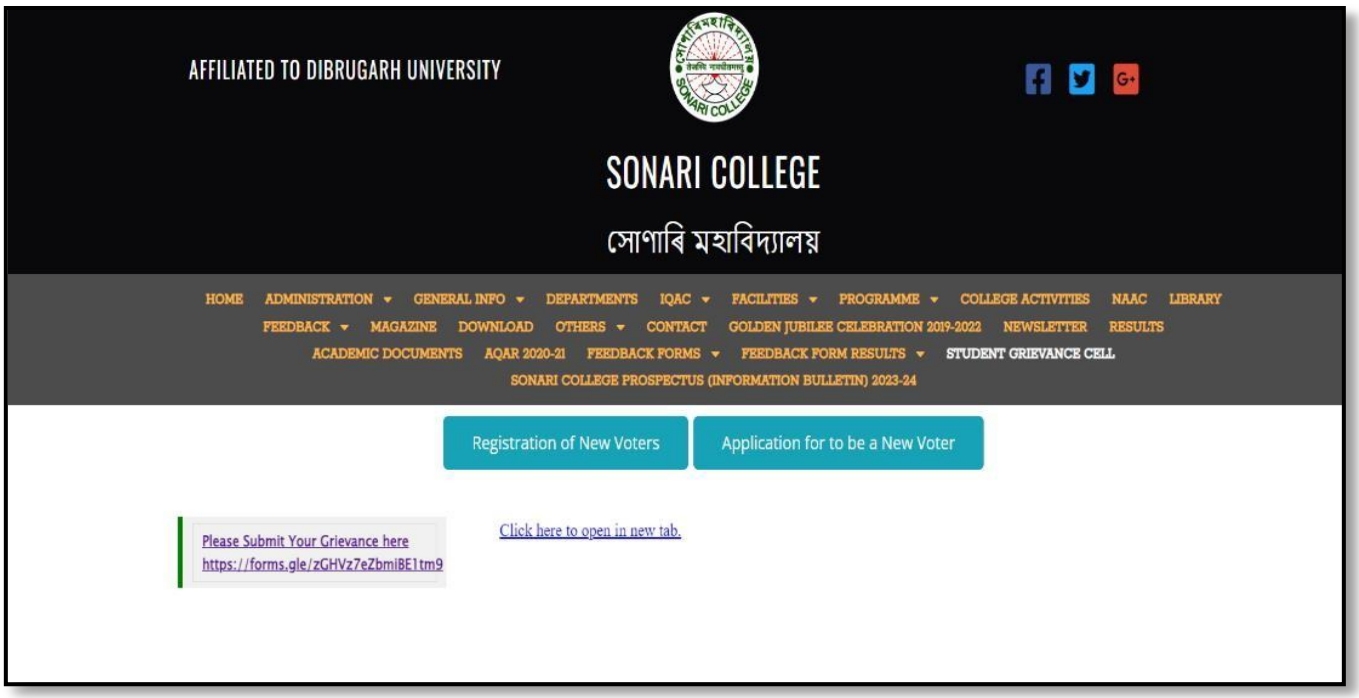
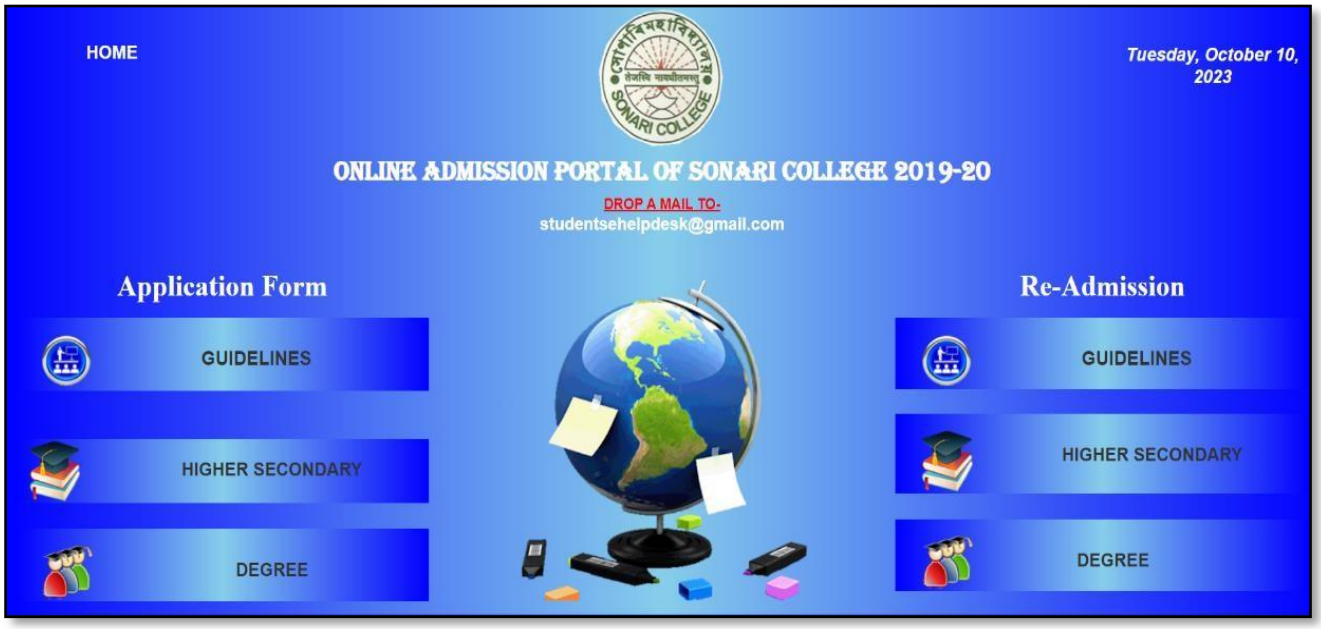


Sonari College Website



Sonari College Online Admission Portal

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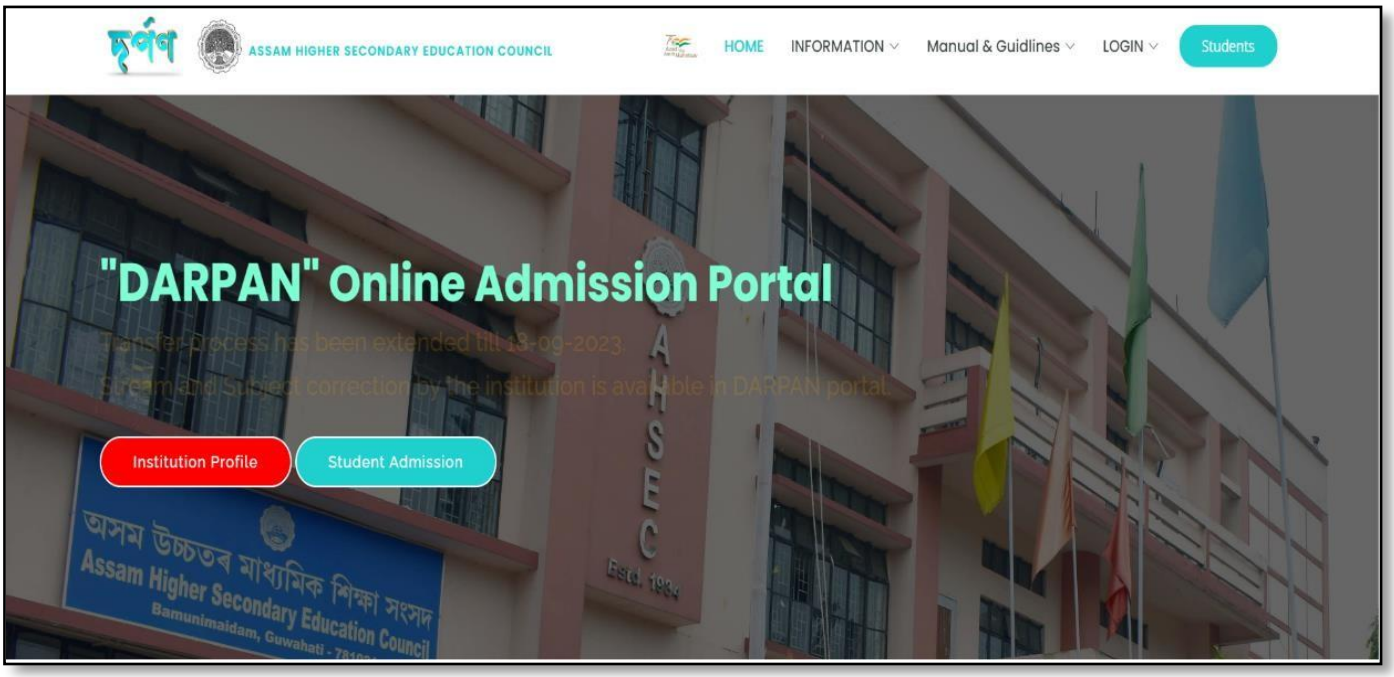
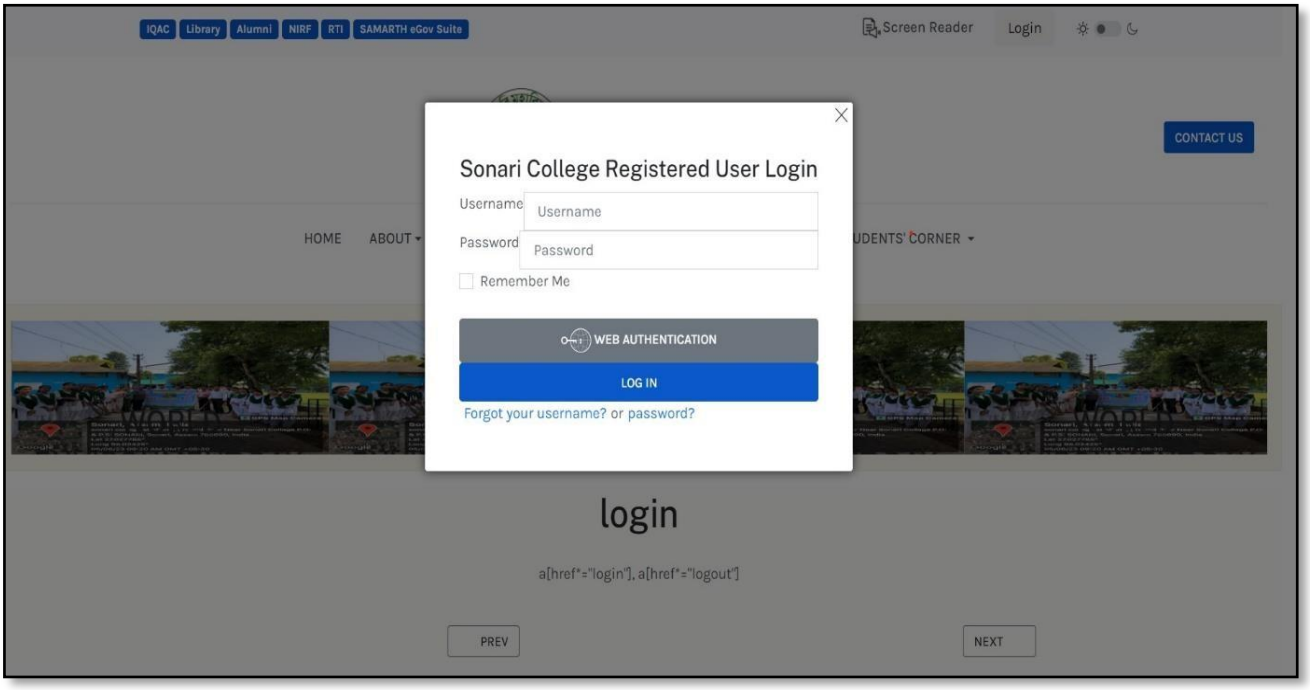


Sonari College Online Admission Portal



Sonari College Online Admission: Student Login Page

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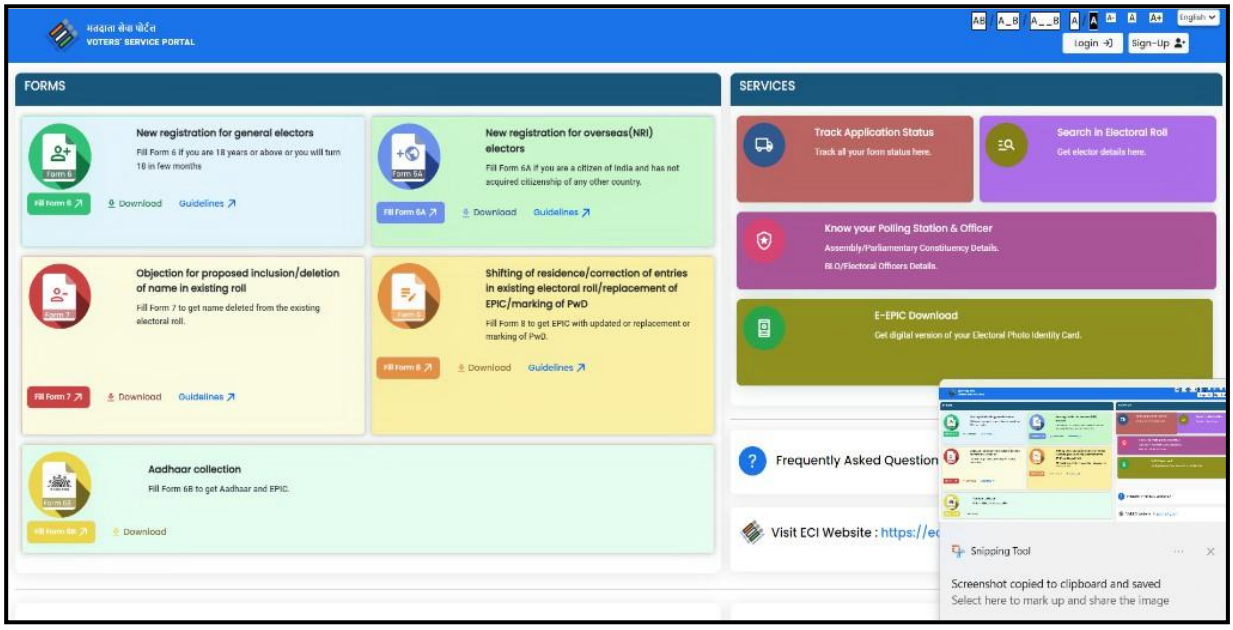
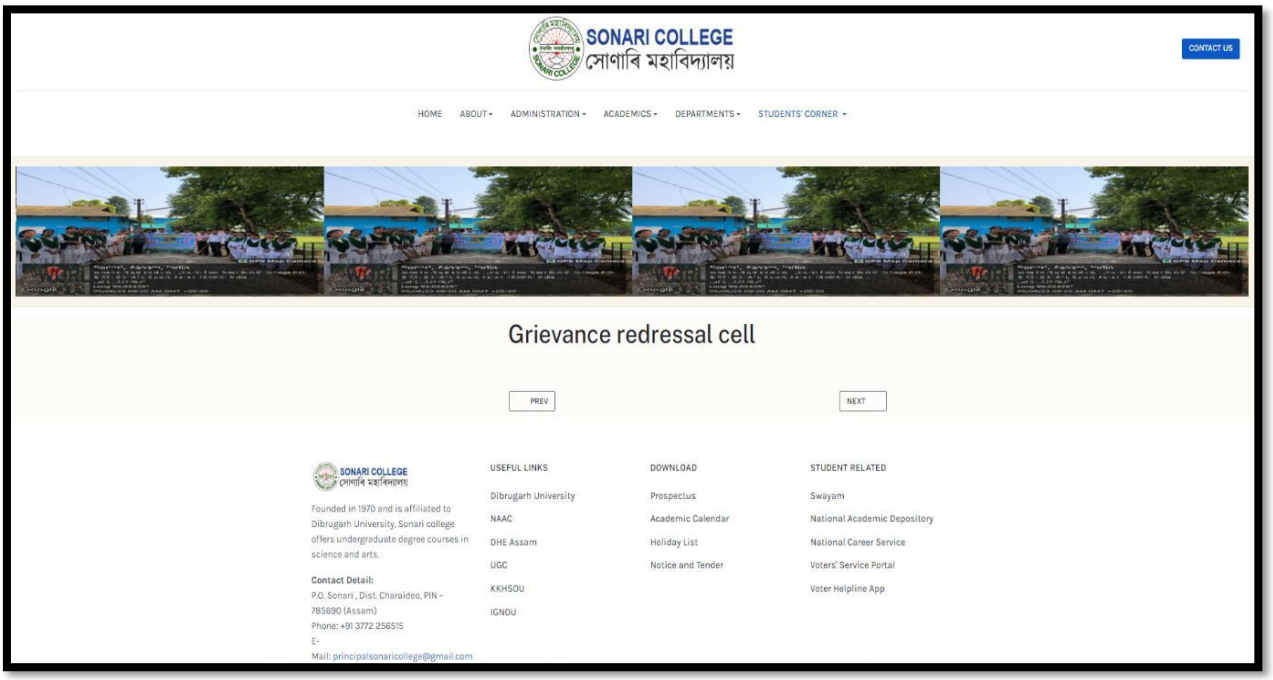


Sonari College Grievance Cell



Sonari College Grievance Redressal Cell

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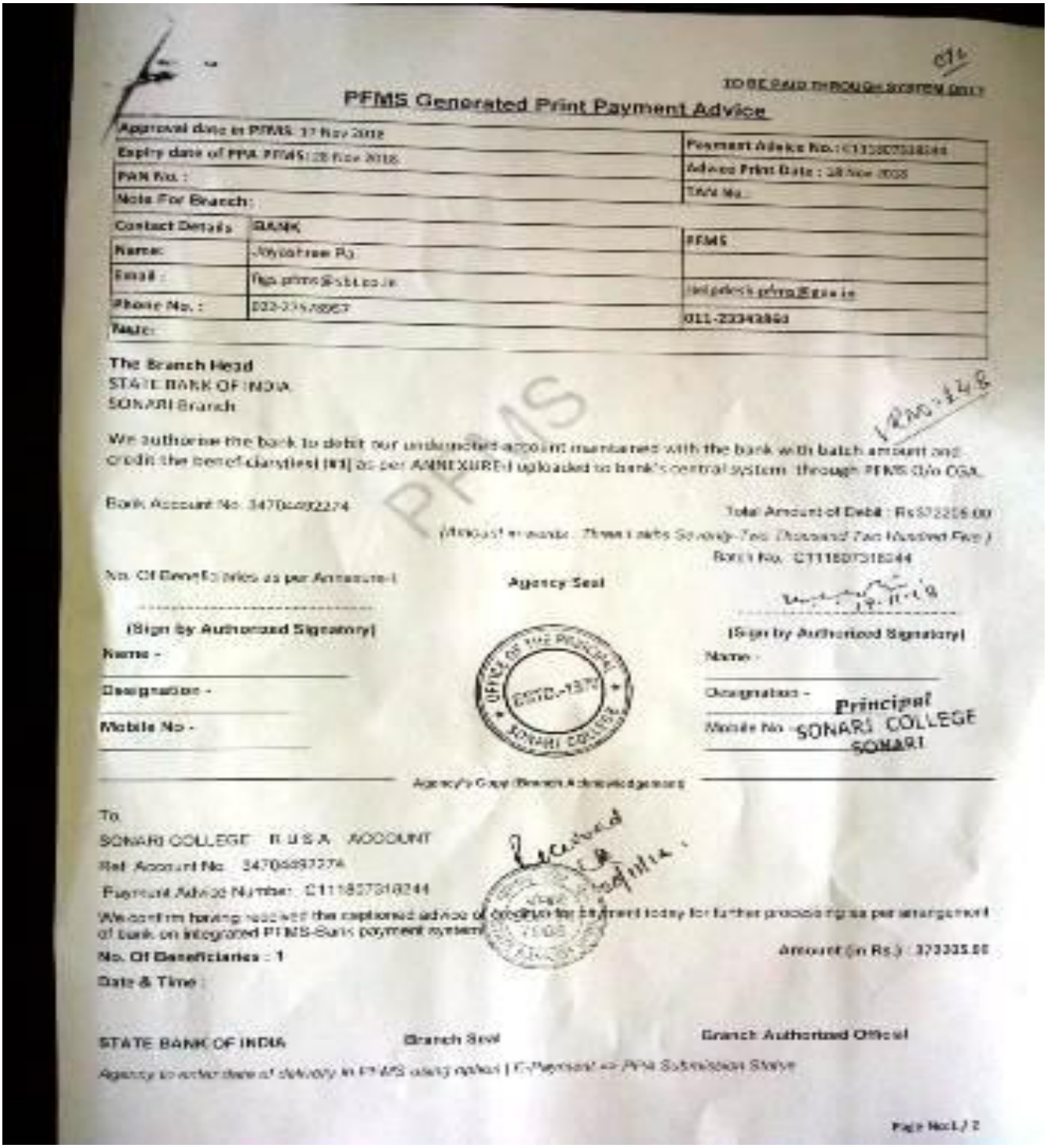

TO BE PAID THROUGH SYSTEM ONLY

PFMS Generated Print Payment Advice

Approval date in PFMS: 17 Nov 2018		Payment Advice No.: C111807318244
Expiry date of PPA PFMS: 28 Nov 2018		Advice Print Date : 18 Nov 2018
PAN No. :		TAN No.
Note For Branch:		
Contact Details	BANK	PFMS
Name:	Jayashree Pa	
Email :	figs.pfms@sbi.co.in	helpdesk.pfms@gov.in
Phone No. :	022-27578957	011-23343860
Note:		

The Branch Head
STATE BANK OF INDIA
SONARI Branch

We authorise the bank to debit our undernoted account maintained with the bank with batch amount and credit the beneficiaryties) [#1] as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.

Bank Account No. 34704492274

Total Amount of Debit : Rs372205.00
(Amount in words : Three Lakhs Seventy-Two Thousand Two Hundred Five)
Batch No. C111807318244

No. Of Beneficiaries as per Annexure-I

Agency Seal

(Sign by Authorized Signatory)
Name -
Designation -
Mobile No -

(Sign by Authorized Signatory)
Name -
Designation -
Mobile No -

Principal
SONARI COLLEGE
SONARI

Agency's Copy (Branch Acknowledgement)

To
SONARI COLLEGE R U S A ACCOUNT
Ref. Account No. 34704492274
Payment Advice Number: C111807318244

We confirm having received the captioned advice of credit for payment today for further processing as per arrangement of bank on integrated PFMS-Bank payment system.

No. Of Beneficiaries : 1

Amount (in Rs.) : 372205.00

Date & Time :

STATE BANK OF INDIA

Branch Seal

Branch Authorized Official

Agency to enter date of delivery in PFMS using option | C-Payment => PPA Submission Status

Page No.1 / 2

Public Financial Management System used by Sonari College

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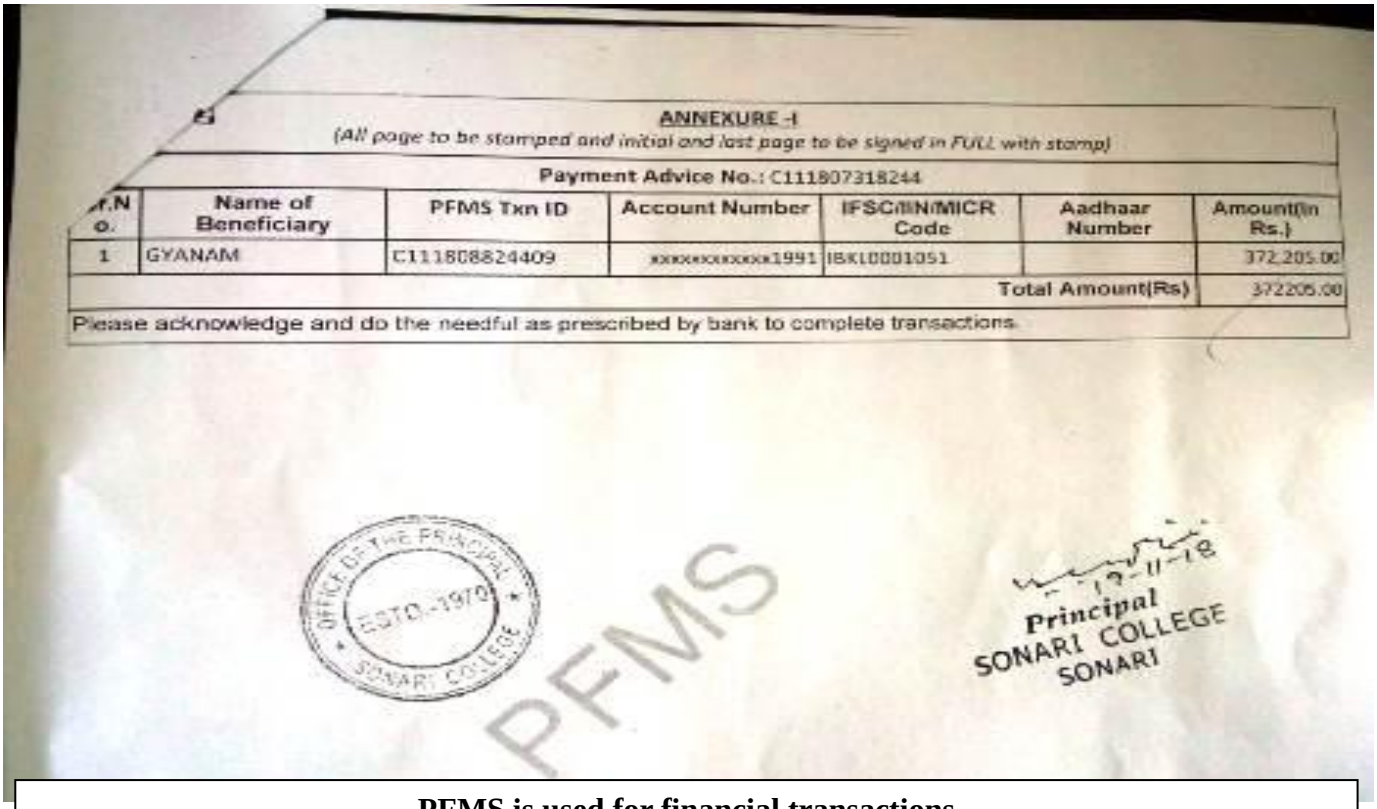

ANNEXURE -I

(All page to be stamped and initial and last page to be signed in FULL with stamp)

Payment Advice No.: C111807318244

Sr.No.	Name of Beneficiary	PFMS Txn ID	Account Number	IFSC/IIN/MICR Code	Aadhaar Number	Amount(In Rs.)
1	GYANAM	C111808824409	xxxxxxxxxxx1991	IBKL0001051		372205.00
					Total Amount(Rs)	372205.00

Please acknowledge and do the needful as prescribed by bank to complete transactions.

OFFICE OF THE PRINCIPAL ESTD-1970 SONARI COLLEGE

PFMS

19-11-18
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PFMS is used for financial transactions

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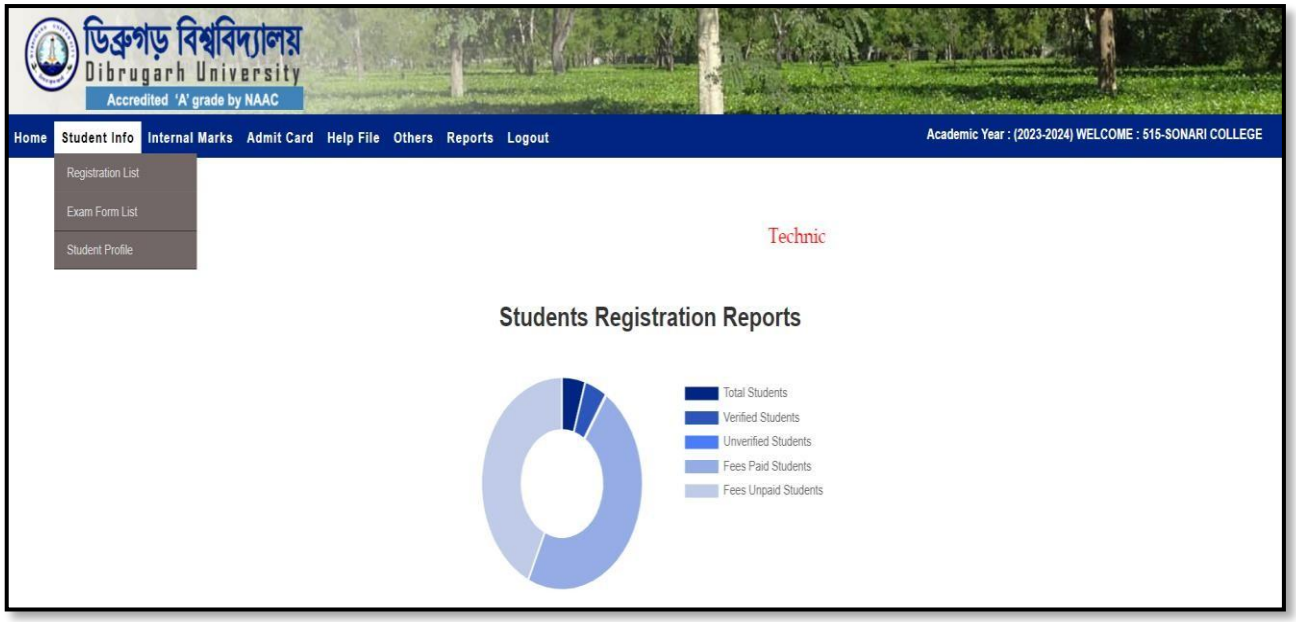

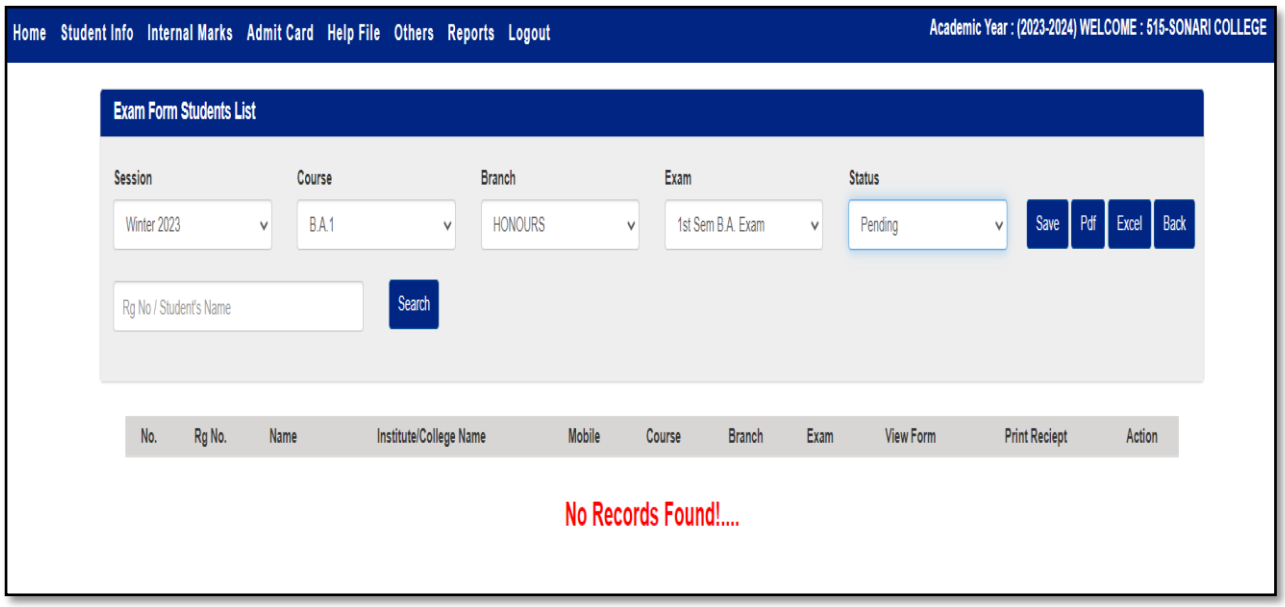

Online Exam Form Fillup: Student Page

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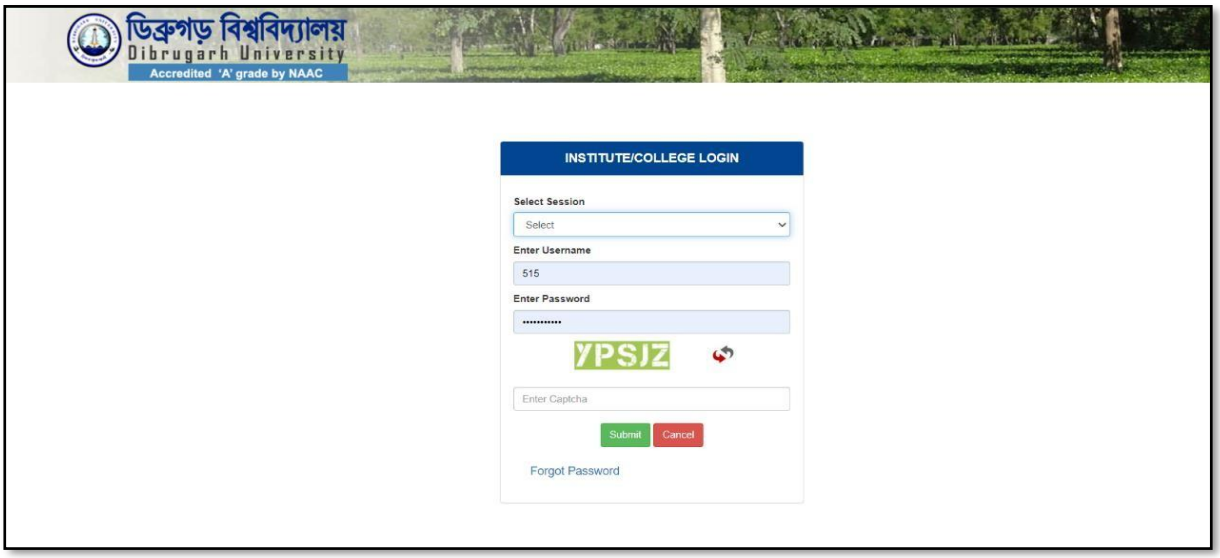

Online Exam Form Fill up: Admin Page

Sonari College
Sonari 785690

Free Admission

Roll No. : 4 **Session : 2023-2024** Receipt No. : 00884
Name : KUNHI RAJKUMARI Collect Date : 26/09/2023
Course : BSC 1ST SEMESTER SCIENCE (FYUGP) Subjects : ZOOC1

Sl. No.	PARTICULARS	AMOUNT (Rs.)
1	Student Related Fee 1	100.00
2	Student Related Fee 2 (I card)	50.00
3	Student Related Fee 3 (Magazine)	100.00
4	Student Related Fee 4 (Union)	50.00
5	Student Related Fee 5	350.00
	Total Amount :	650.00

In Words : Rupees Six Hundred Fifty only

Signature of Collector

Offline Payment of Admission fee in Admission Portal

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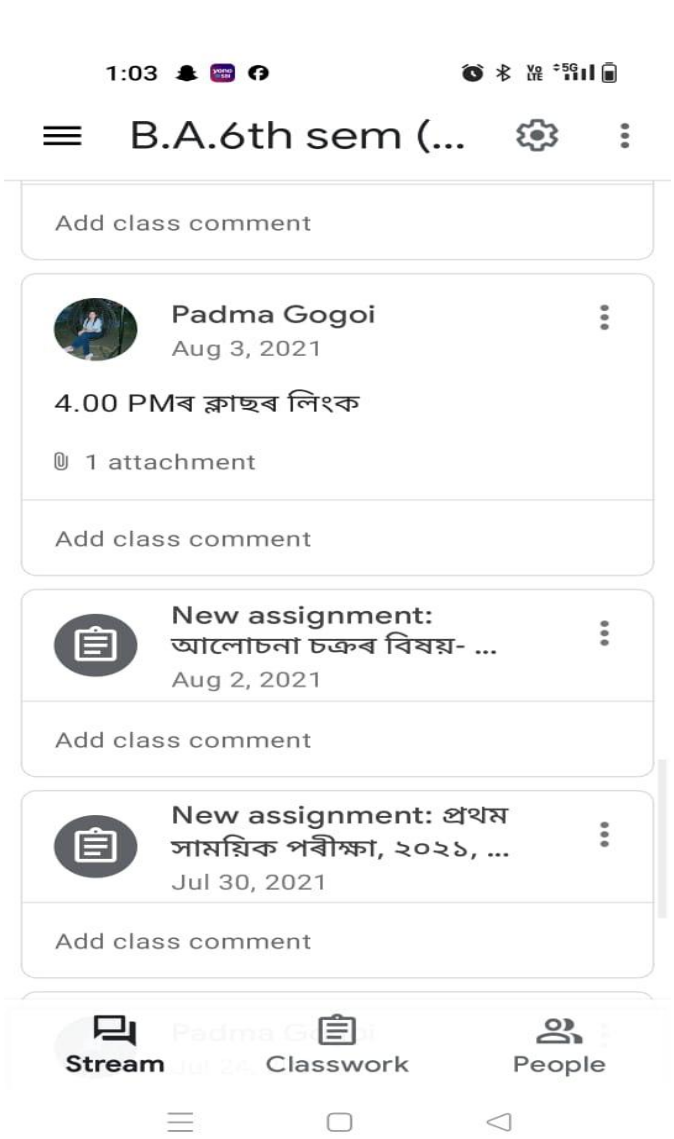

Use of WhatsApp for Online Examination (03-08-2021)

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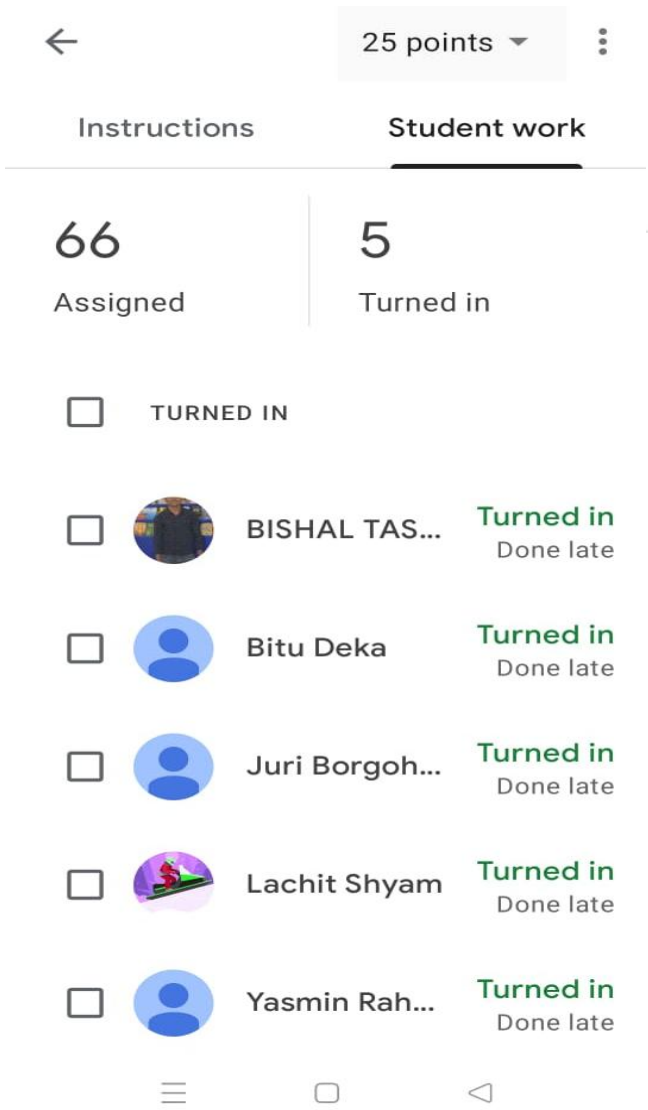

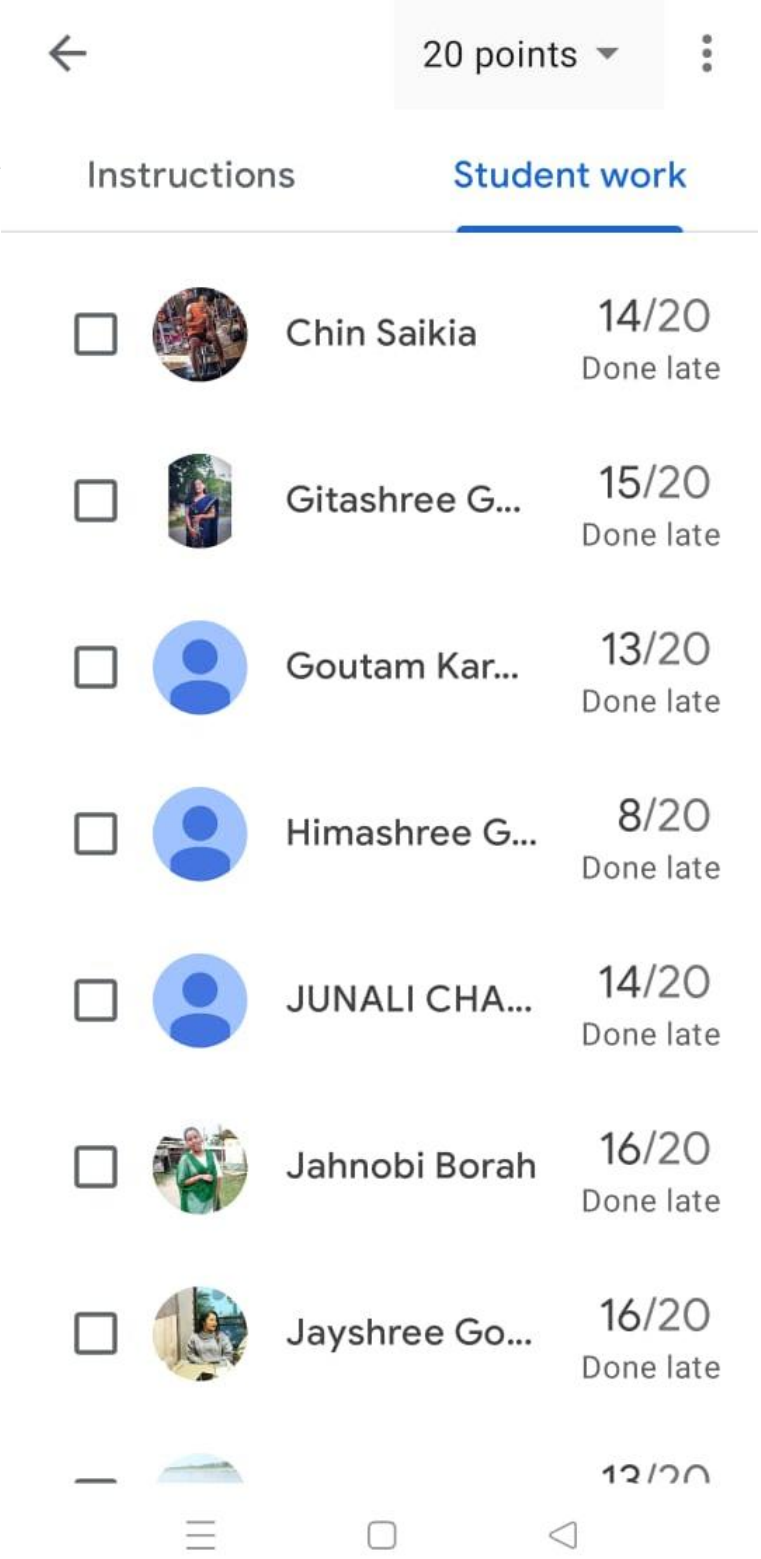

Use of Google Classroom for Online Examination (06-11-2021)

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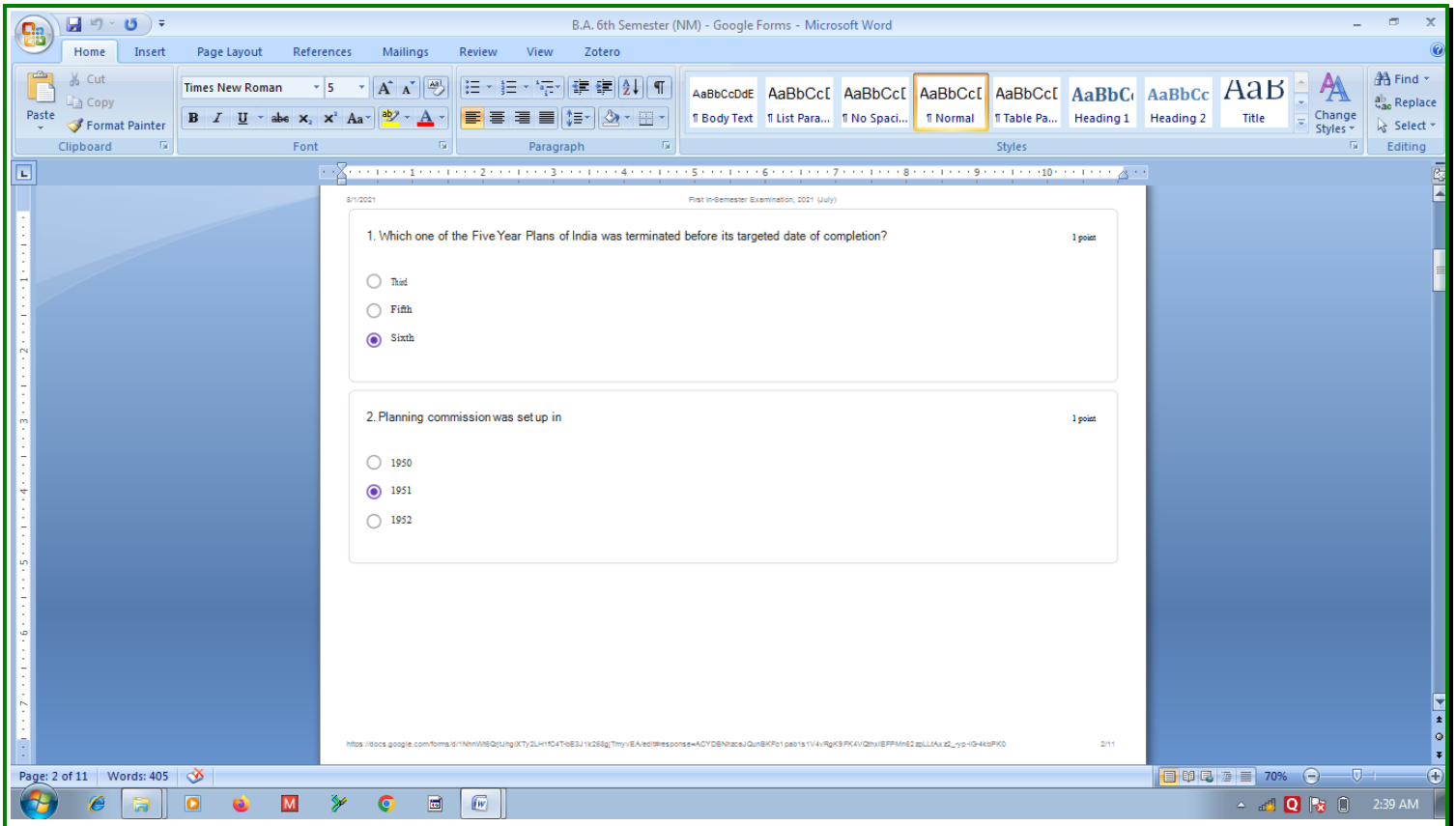

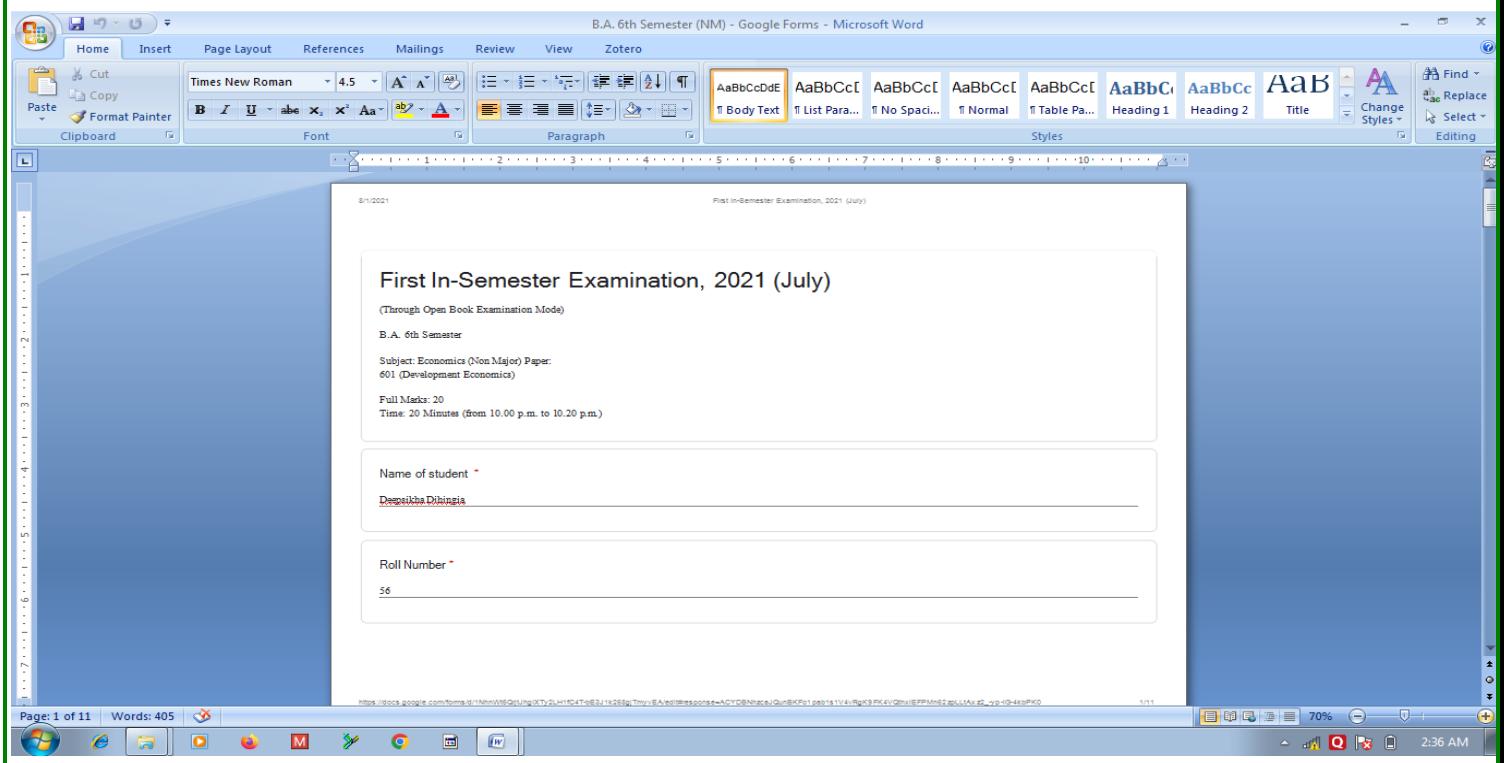

Use of Google form for Online Examination (July, 2021)

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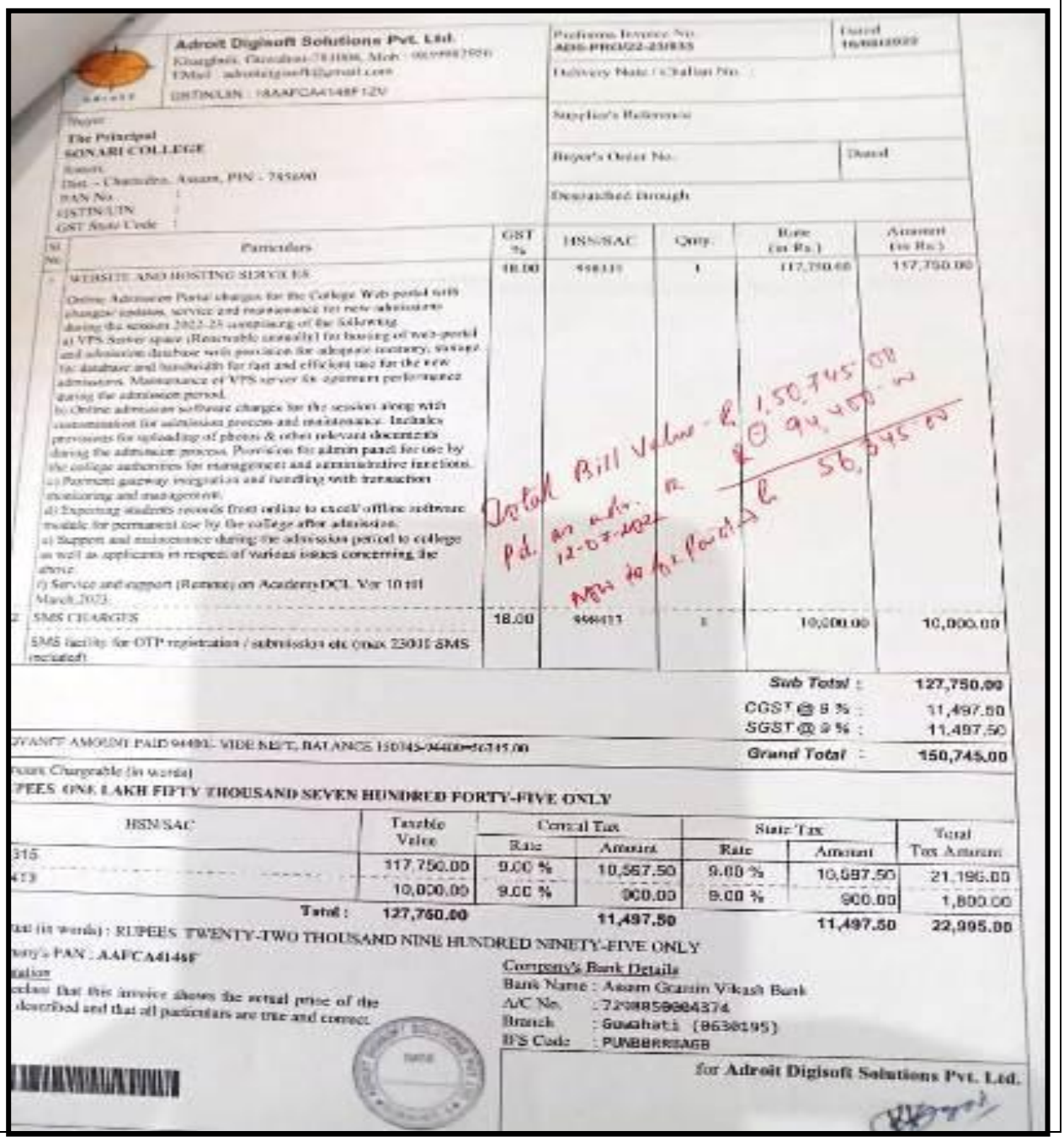
Supporting Documents for NAAC Self Study Report (SSR)
(3rd Cycle) Period: 2018-2023

Criterion 6	GOVERNANCE, LEADERSHIP AND MANAGEMENT
Key Indicator 6.2	STRATEGY DEVELOPMENT AND DEPLOYMENT
Metric No. 6.2.2	INSTITUTIONAL EXPENDITURE STATEMENTS FOR THE BUDGET HEADS OF E-GOVERNANCE IMPLEMENTATION ERP DOCUMENT

Submitted to NAAC
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Submitted by IQAC, Sonari College, P.O. Sonari,
Dist : Charaideo, PIN : 785690 (Assam)



Adroit Digisoft Solutions Pvt. Ltd.
Khanghoti, Guwahati-781008, Mob : [illegible]
EMail : adroitdigisoft@gmail.com
GSTIN/UIN : 18AAFCA4148F1ZV

Proforma Invoice No. ADS-PRO/22-23/835 | Dated 16/08/2022
Delivery Note / Challan No. :
Supplier's Reference
Buyer's Order No. | Dated
Despatched Through

Buyer
The Principal
SONARI COLLEGE
Sonari
Dist. - Charaideo, Assam, PIN - 785690
PAN No. :
GSTIN/UIN :
GST State Code :

Sl No.	Particulars	GST %	HSN/SAC	Qnty.	Rate (in Rs.)	Amount (in Rs.)
1	WEBSITE AND HOSTING SERVICES Online Admission Portal charges for the College Web portal with changes/ updates, service and maintenance for new admissions during the session 2022-23 comprising of the following a) VPS Server space (Renewable annually) for hosting of web-portal and admission database with provision for adequate memory, storage for database and bandwidth for fast and efficient use for the new admissions. Maintenance of VPS server for optimum performance during the admission period. b) Online admission software charges for the session along with customization for admission process and maintenance. Includes provisions for uploading of photos & other relevant documents during the admission process. Provision for admin panel for use by the college authorities for management and administrative functions. c) Payment gateway integration and handling with transaction monitoring and management. d) Exporting students records from online to excel/ offline software module for permanent use by the college after admission. e) Support and maintenance during the admission period to college as well as applicants in respect of various issues concerning the above. f) Service and support (Remote) on AcademyDCL Ver 10 till March 2023.	18.00	998313	1	117,750.00	117,750.00
2	SMS CHARGES SMS facility for OTP registration / submission etc (max 23000 SMS included)	18.00	998413	1	10,000.00	10,000.00

Total Bill Value - Rs 1,50,745.00
Pd. as adv. Rs 94,400.00
12-07-2022
Now to be Paid Rs 56,345.00

Sub Total :	**127,750.00**
CGST @ 9 % :	11,497.50
SGST @ 9 % :	11,497.50
Grand Total :	**150,745.00**

...VANCE AMOUNT PAID 94400/- VIDE NEFT, BALANCE 150745-94400=56345.00

...ount Chargeable (in words)
...PEES ONE LAKH FIFTY THOUSAND SEVEN HUNDRED FORTY-FIVE ONLY

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
...315	117,750.00	9.00 %	10,597.50	9.00 %	10,597.50	21,195.00
...413	10,000.00	9.00 %	900.00	9.00 %	900.00	1,800.00
Total :	**127,750.00**		**11,497.50**		**11,497.50**	**22,995.00**

...tal (in words) : RUPEES TWENTY-TWO THOUSAND NINE HUNDRED NINETY-FIVE ONLY

...ny's PAN : AAFCA4148F

...ation
...clare that this invoice shows the actual price of the ...described and that all particulars are true and correct.

Company's Bank Details
Bank Name : Assam Gramin Vikash Bank
A/C No. : 7298859004374
Branch : Guwahati (8630195)
IFS Code : PUNB8RRGAGB

for **Adroit Digisoft Solutions Pvt. Ltd.**

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TAX INVOICE
(CASH/CREDIT)

...BBVUPS3173G1ZW
...No: RJ/2017-18/264

Date: 05.11.2018

R J DOT COM

...D College, Behind Central Bank of India, Baruah Chari Ali,
Jorhat -785001. (Assam), State: Assam, Code: 18
Contact no: +91 9435610499 / +91 9859170971
Email id: rjdotcom66@yahoo.com

Order No : S/A/SC/2018/RUCC/P-3/999
Order Date : 29/10/2018
Mode of Transport :
Vehicle No. :
Place of Supply:
Date of Supply :

Name: The Principal
Address: Sonari College, Sonari
GSTIN:
State: Assam State Code:

Sl. No	Description	HSN Code	Qty.	Unit Price	Value of goods (Quantity Price unit) A (5%)	B (12%)	C (18%)	D (28%)
01.	SPECKTRON LED 65 inches UDX. Sl No: 40180317000389, 40180317000404		02	225781.25				451562.50
02.	Installation Charge		01	8474.58			8474.58	
	Total(Price of goods without GST)						8474.58	451562.50
	SGST @ 1 %						762.71	63,218.75
	CGST @ %						762.71	63,218.75
	IGST @ %							
	Rounded off							
	Total						10,000.00	578,000.00
	Total Invoice Value (Price of Goods with GST) (A+B+C+D)				588000.00			
	GST on Reverse charge							

Paid in full Rs. 578000/- by cash / Cheque
Principal SONARI COLLEGE

TOTAL AMOUNT Rs. Five lacks eighty eight thousand only

Terms & Conditions:
Subject to Jorhat Jurisdiction.
Goods once sold will not be taken back
Printed at:

State Bank of India
Account Number : 32166575144
Branch: Gar-Ali, Jorhat
IFS Code: SBIN0004460

For, M/s R J Dot Com
Authorised Signatory

Principal
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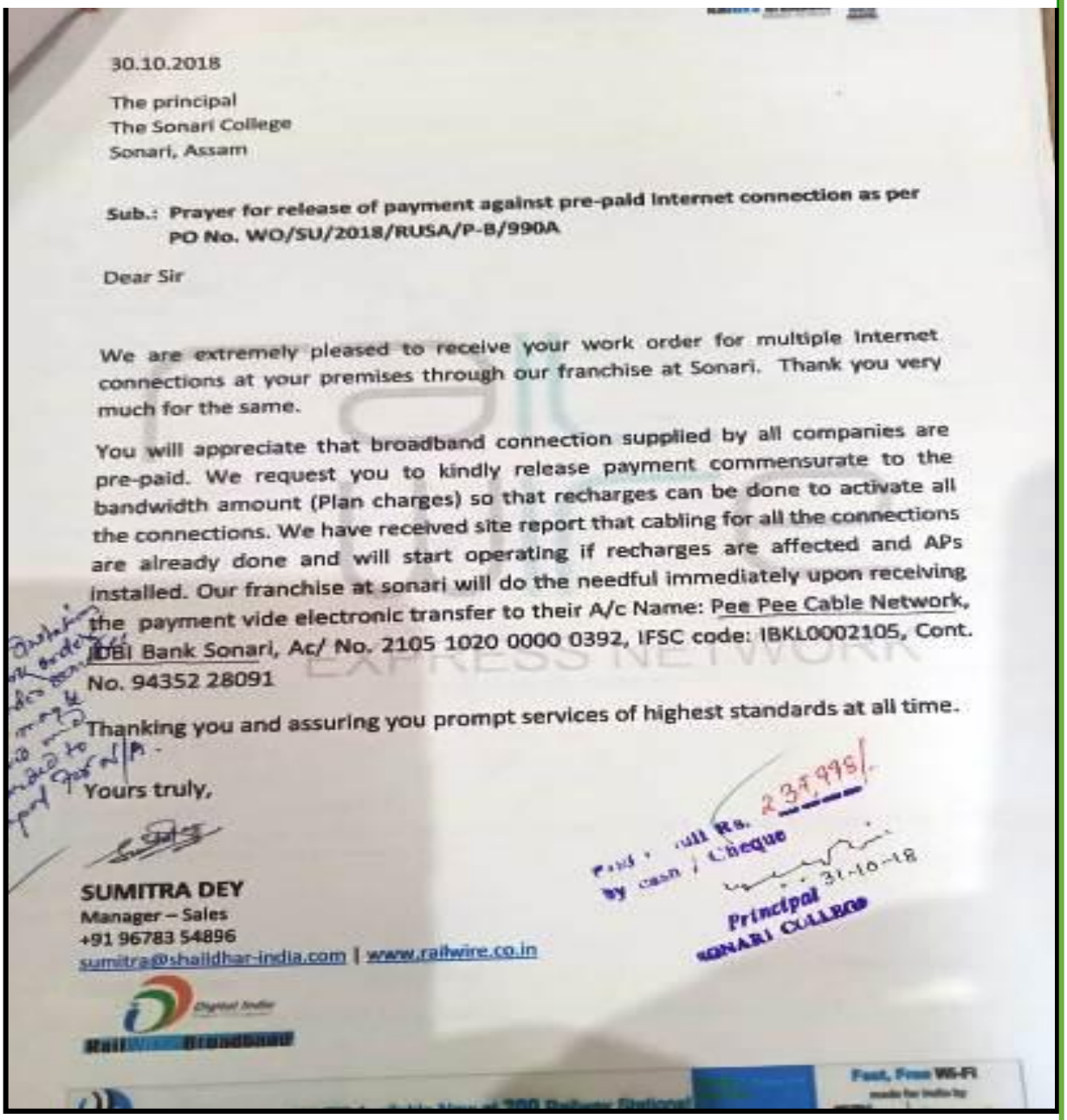

30.10.2018

The principal
The Sonari College
Sonari, Assam

Sub.: Prayer for release of payment against pre-paid internet connection as per PO No. WO/SU/2018/RUSA/P-B/990A

Dear Sir

We are extremely pleased to receive your work order for multiple internet connections at your premises through our franchise at Sonari. Thank you very much for the same.

You will appreciate that broadband connection supplied by all companies are pre-paid. We request you to kindly release payment commensurate to the bandwidth amount (Plan charges) so that recharges can be done to activate all the connections. We have received site report that cabling for all the connections are already done and will start operating if recharges are affected and APs installed. Our franchise at sonari will do the needful immediately upon receiving the payment vide electronic transfer to their A/c Name: Pee Pee Cable Network, IDBI Bank Sonari, Ac/ No. 2105 1020 0000 0392, IFSC code: IBKL0002105, Cont. No. 94352 28091

Thanking you and assuring you prompt services of highest standards at all time.

Yours truly,

Paid full Rs. 237995/-
By cash / Cheque
31-10-18
Principal
SONARI COLLEGE

SUMITRA DEY
Manager – Sales
+91 96783 54896
sumitra@shaildhar-india.com | www.railwire.co.in

Principal
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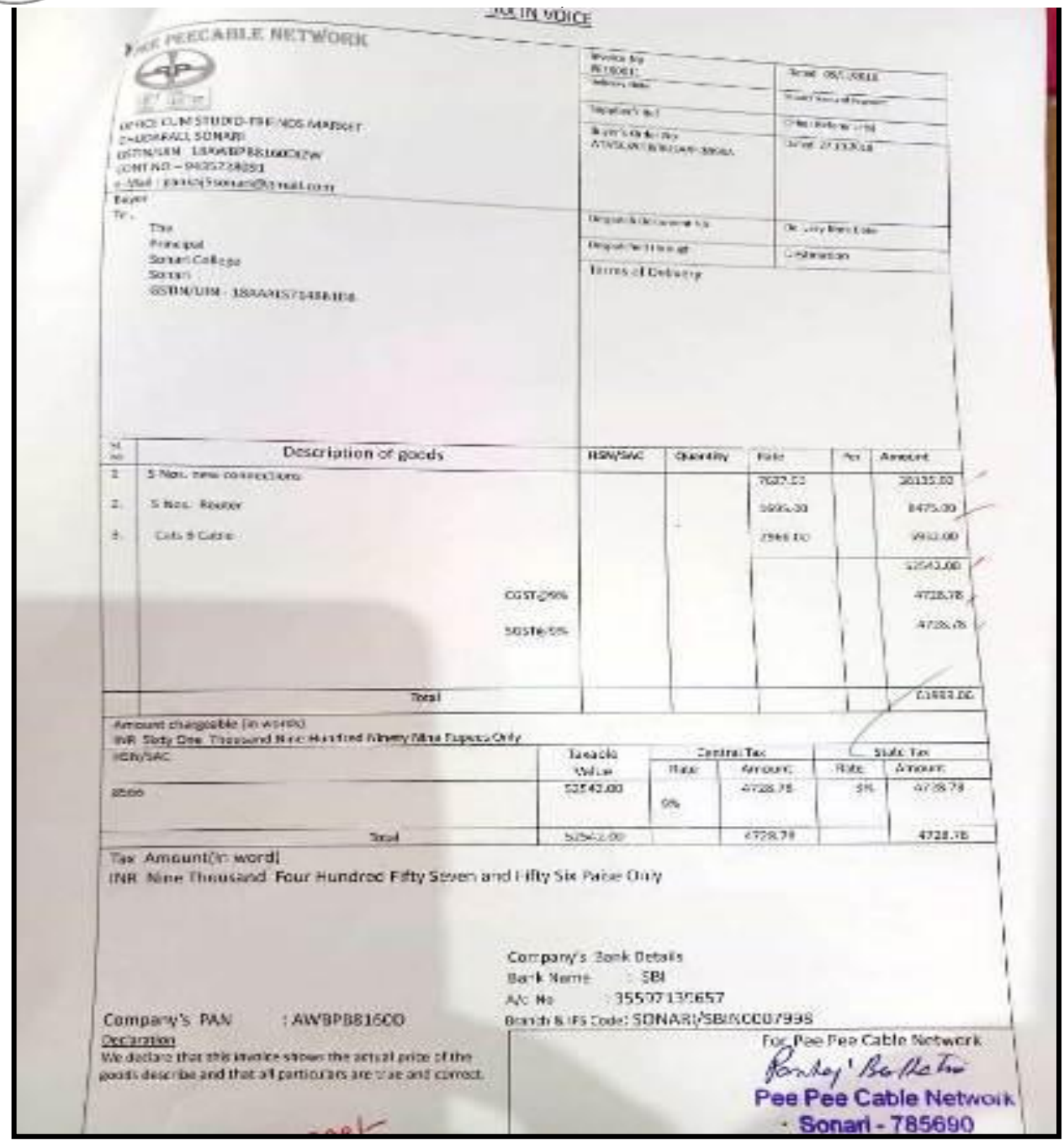
CO-ORDINATOR
IQAC
SONARI COLLEGE



TAX IN VOICE

PEE PEECABLE NETWORK

OFFICE CUM STUDIO-PRE NOS MARKET
CHUDARALI, SONARI
GSTIN/UIN : 18AABPB8160D1ZW
CONT NO – 9435738051
e-Mail : pankaj5sonari@gmail.com

Invoice No. [illegible]	Dated 05/[illegible]
Delivery Date	Mode/Terms of Payment
Reference No.	Other Reference(s)
Buyer's Order No. [illegible]	Dated 27.[illegible]
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Buyer
To,
The
Principal
Sonari College
Sonari
GSTIN/UIN : 18AAAIS7148B1D8

Sl. No.	Description of goods	HSN/SAC	Quantity	Rate	Per	Amount
1.	5 Nos. new connections			7627.00		38135.00
2.	5 Nos. Router			5695.00		8475.00
3.	Cats 6 Cable			2966.00		5932.00
						52542.00
	CGST@9%					4728.78
	SGST@9%					4728.78
	Total					61993.00

Amount chargeable (in words)
INR Sixty One Thousand Nine Hundred Ninety Nine Rupees Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount
8566	52542.00	9%	4728.78	9%	4728.78
Total	52542.00		4728.78		4728.78

Tax Amount(in word)
INR Nine Thousand Four Hundred Fifty Seven and Fifty Six Paise Only

Company's Bank Details
Bank Name : SBI
A/c No : 35507135657
Branch & IFS Code: SONARI/SBIN0007998

Company's PAN : AWBPB8160D

Declaration
We declare that this invoice shows the actual price of the goods describe and that all particulars are true and correct.

For Pee Pee Cable Network
Pankaj Bathari
Pee Pee Cable Network
Sonari - 785690

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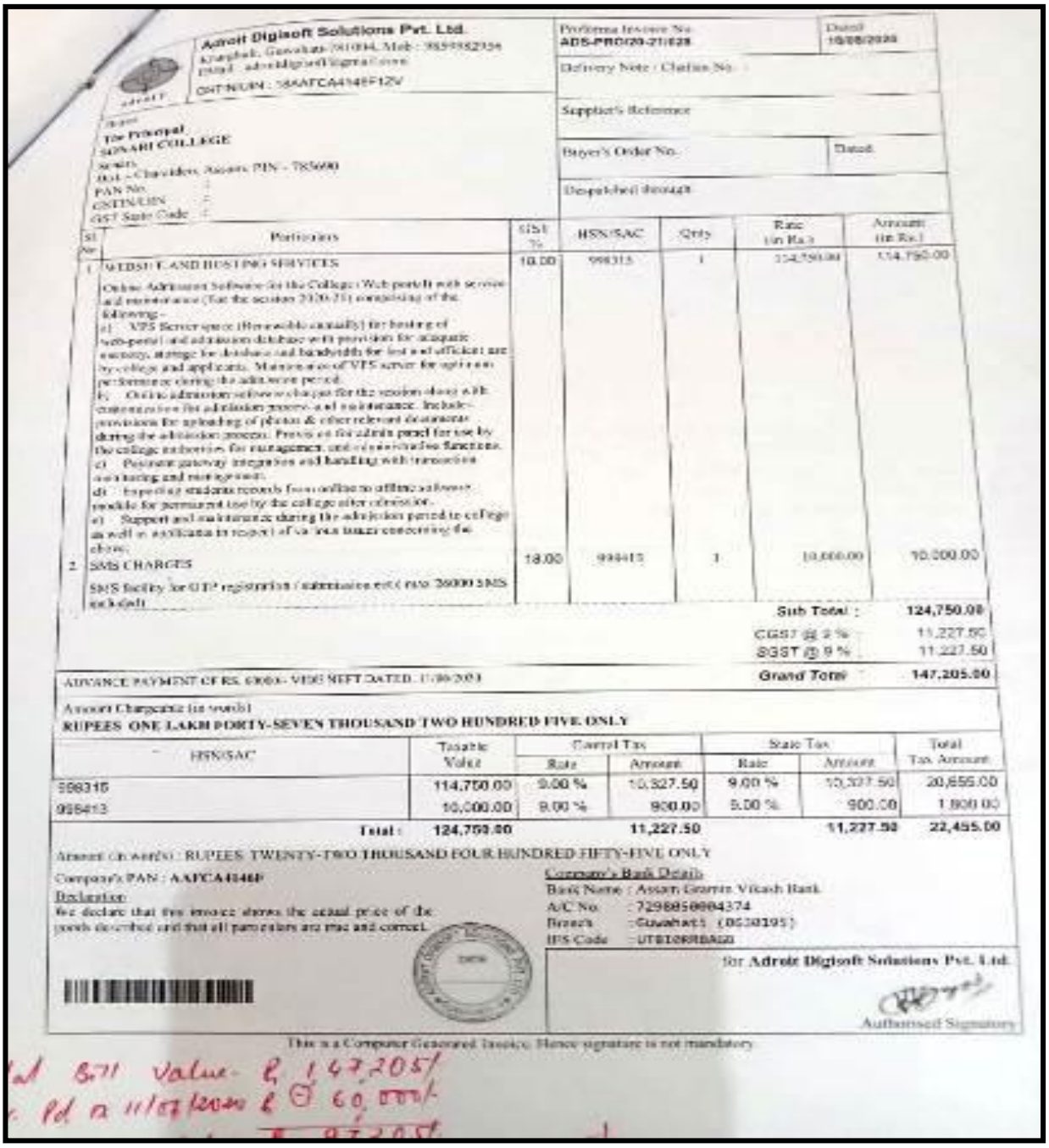

Adroit Digisoft Solutions Pvt. Ltd.
Khanpheli, Guwahati-781034, Mob : 9859582356
Email : adroitdigisoft@gmail.com
GST NUMBER : 18AAFCA4348F1ZV

Proforma Invoice No.: ADS-PRO/20-21/028 | Dated: 10/08/2020

Delivery Note / Challan No. :

Supplier's Reference :

Buyer's Order No. : | Dated :

Despatched through :

To
The Principal
SONARI COLLEGE
Sonari
Dist.-Charaideo, Assam, PIN - 785690
PAN No. :
GSTIN/UIN :
GST State Code :

Sl No	Particulars	GST %	HSN/SAC	Qnty	Rate (in Rs.)	Amount (in Rs.)
1	WEBSITE AND HOSTING SERVICES Online Admission Software for the College's Web portal with services and maintenance (for the session 2020-21) consisting of the following – a) VPS Server space (Renewable annually) for hosting of web-portal and admission database with provision for adequate memory, storage for database and bandwidth for fast and efficient use by college and applicants. Maintenance of VPS server for optimum performance during the admission period. b) Online admission software charges for the session along with customization for admission process and maintenance. Include – provisions for uploading of photos & other relevant documents during the admission process. Provision for admin panel for use by the college authorities for management and other related functions. c) Payment gateway integration and handling with transaction monitoring and management. d) Importing students records from college to offline software module for permanent use by the college after admission. e) Support and maintenance during the admission period to college as well as applicants in respect of various issues concerning the above.	18.00	998315	1	114,750.00	114,750.00
2	SMS CHARGES SMS facility for OTP registration / submission etc. (upto 30000 SMS each call)	18.00	998413	1	10,000.00	10,000.00
					Sub Total :	124,750.00
					CGST @ 9 %	11,227.50
					SGST @ 9 %	11,227.50
	ADVANCE PAYMENT OF RS. 60000/- VIDE NEFT DATED 17/09/2020				Grand Total	147,205.00

Amount Chargeable (in words)
RUPEES ONE LAKH FORTY-SEVEN THOUSAND TWO HUNDRED FIVE ONLY

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998315	114,750.00	9.00 %	10,327.50	9.00 %	10,327.50	20,655.00
998413	10,000.00	9.00 %	900.00	9.00 %	900.00	1,800.00
Total :	124,750.00		11,227.50		11,227.50	22,455.00

Amount Chargeable (in words) : RUPEES TWENTY-TWO THOUSAND FOUR HUNDRED FIFTY-FIVE ONLY

Company's PAN : AAFCA4348F

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : Assam Gramin Vikash Bank
A/C No. : 7298850004374
Branch : Guwahati (0630195)
IFS Code : UTBI0RRBA30

for Adroit Digisoft Solutions Pvt. Ltd.
Authorised Signatory

This is a Computer Generated Invoice. Hence signature is not mandatory

Rs 147205/- Value- Rs 147205/-
Rs 60,000/- Rs 60,000/-
Rs 87205/-

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Affiliated to Dibrugarh University

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

Criterion 6	GOVERNANCE, LEADERSHIP AND MANAGEMENT
Key Indicator 6.2	STRATEGY DEVELOPMENT AND DEPLOYMENT
Metric No. 6.2.2	ANNUAL E-GOVERNANCE REPORT APPROVED BY THE GOVERNING COUNCIL/ BOARD OF MANAGEMENT/ SYNDICATE POLICY DOCUMENT ON E-GOVERNANCE

om

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

pmitted by IQAC, Sonari College, P.O. Sonari,
Dist : Charaideo, PIN : 785690 (Assam)

Metric No:
6.2.2

2019-2020

Annual E- Governance Report (2019-20)

Approved by the Governing Body

In the year 2019-2020 Sonari College installed a software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati for proper functioning of e-governance effectively. This report provides an overview of e-governance initiative and implementation during – 2019/2020 which aims to facilitate better experiences to the stake holders.

E- Governance Initiatives

1. Software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati was installed to make the online admission more user-friendly for students to apply for online admission.
2. Library was completely digitalized.
3. Smart ICT tools were purchased for classrooms.
4. Wi-fi was installed in the College campus.
5. ICT tools were purchased for computer laboratory.
6. Communication with Govt. and Higher Education department was exclusively made through online.
7. Communication with faculty was made through online.
8. Students groups were created to convey messages and class-wise study materials.
9. Students and College fraternity were trained for using digital payment system.
10. Updating of the College Website.
11. Payments were made through PFMS.

Conclusion

The e-governance initiatives were implemented by the college during the year 2019-20 to facilitate the transition to online works and provision of education and allied services.

The initiations on implementations were successful to make the students use the online mode. The College was trying to update the Hardware and Software equipment. The college would continue to implement e-governance initiatives in future to support the provision of education services to students.

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2020-2021

Annual E- Governance Report (2020-21)

Approved by the Governing Body

This annual report provides an overview of e-governance initiations and implementations by the institution during the period 2020-2021.It was a challenging year with the onset of Covid-19 pandemic. The e-governance effort of Sonari College proved a boon to manage this phase. The pandemic period necessitated a shift towards online education. The e-governance of this year facilitated online education and ensured continuous learning provision to the students.

E-Governance facilities

1. The College implemented a software designed by Adroit Digisoft Solutions Pvt. Ltd., Guwahati for institutional management system.
2. The faculty members used the online platforms which enabled the students to attend the online live classes and submitted the assignment under the guidance of the teachers.
3. Virtual meeting platforms like Zoom, Google Class Room, Microsoft Team, Google Meet etc. were used extensively by the faculty to conduct online live classes, seminar presentation etc.
4. Institution conducted online assignments and enlisted the students to enable them to continue learning.
5. College shared the e-learning materials and other sources of learning through online platforms to help the students during the pandemic.
6. Hardware and software were updated as required to perform the duties of the staff efficiently.
7. The e-governance initiatives and implementation during this year aimed at facilitating the transition to online education and ensuring the provision of continuing Education Service.
8. The Affiliated University conducted the Final Examination through online mode and the college supported them by e-governance tools.

Conclusion :

The use of e-governance enabled the institute to maintain academic integrity. The college will continue to implement e-governance initiatives in future to support the provision of education services to students and stakeholders.

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2021-2022

Annual E- Governance Report (2021-22)

Approved by the Governing Body

This annual report of E-governance provides an overview of its implementation and initiatives during the period 2021-22. This year is also marked by the continued impact of the Covid-19 Pandemic. The year shifted to hybrid classes of both offline mode and online mode adopting e-learning technologies. The e-governance initiatives and implementations aimed at facilitating the transition to hybrid classes and improving the overall e-learning experiences of students.

E- Governance initiatives

1. The College continued to implement its online admission process in an effective manner.
2. Examination process was completely computerized and everything was done through online mode.
3. Registration process of student was through online mode.
4. Learning materials were supplied to students through online.
5. Library was by registering to N-list to access e-resources.
6. Accounts were maintained digitally through ICT tools.
7. Classrooms were Wi-Fi enabled.
8. Smart ICT tools were installed in Classrooms.
9. Skill based courses on computer were continuing.
10. The college Website was updated with necessary information.
11. Hardware and software were updated as required to make the process user-friendly.
12. ICT tools were installed in college campus.

Conclusion

The e-Governance initiatives and implementations aimed to facilitate and improve the e-learning and teaching of the college. All the university related works were performed through online mode to ensure efficiency and effectiveness of stakeholders. Above all, the e-governance initiatives and implementations were successful. The college would continue this effort to support the provision of education services to the students.

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2022-2023

Annual E- Governance Report (2022-23)

Approved by the Governing Body

The E-governance report of the session 2022-23 of the college provides an overview of initiatives and implementations of ICT tools. The college has tried to support the stakeholders by facilitating efficiency, transparency and accessibilities of ICT tools to increasing the trust of the institution.

E- Governance initiatives

1. Admission and selection process was made through online.
2. Updating the Library.
3. Classrooms are Wi-Fi enabled and ICT tools installed.
4. Accounts are maintained through by Adroit Digi Soft Software.
5. All examination works are performed through online.
6. All communications with Higher Education and Govt. are paperless.
7. Communication with students and faculty is made through online.
8. Software and Hardware were updated as per SOP.
9. Students are motivated to go through online e-learning.
10. Website is updated,
11. Payments are made digitally.
12. Salaries are paid through online to staff and faculty.

Conclusion

The e-governance initiatives and implementations of the institution facilitate transparency, accountability, effectiveness and accessibility of the students. The resources they need are provided by the institution.

As per necessity of the students hardware and Software will be updated. E-wastes are maintained as per SOP following the rules Reduce-Reuse and Recycle.

The organization will continue the e-governance process in the future to support the provision of education services to students and society.

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Sonari College
E-Governance Policy

Introduction :-

E-Governance Policy is a framework which outlines the proper implementation and utilization of communication technology tools and information in the management process of an organization. The use of ICT tools enhances the efficiency transparency and accessibility of the services provided by an organization to different stockholders. By comparing the dependency in the technology of the people E-Governance polices are increasingly relevant at present. E-Governance policies can streamline the administrative processes improve service delivery and increase the participation of the people in decision calling process. The implementation of E-Governance policies can promote accountabilities, reduce ambiguity and increase public trust in the organization. In today's digital age an effective E-Governance policy is crucial for success of an organization.

Objective:-

The objective of the E-Governance policy is to provide a framework for effective implementation an utilization of ICT tools in the college administration and management process. The E-Governance Policy aims to enhance the efficiency, transparency and accessibility of services provided to various stakeholders (Faculty, Staff, Students and wides community)

Policy:-

1. The College will establish an E-Governance System that will enable stakeholders to access services online and facilitate the smooth functioning of college's administrative processes.

2. The College will ensure that E-Governance comply with relevant laws and regulations including data privacy and security .

3. The College will ensure to train and support the stakeholders to enable them to use E-Governance effectively .

Procedure :-

1. College will establish the standard operating procedure (SOP) for implementation and maintenance the E-Governance initiatives.

2. College will ensure that that all SOP's are regularly reviewed and updated as required .

3. College will establish a dedicated responsible cell for implementation E-Governance initiatives.

College website :

1. The college website will be the primary source of information for all stake holders.

2. The college website will be regularly updated with relevant information (Admission, course information, fees structure, examination and other importance notice)

3. the College website will be designed to be user friendly and accessible to all stakeholders.

Admission :

1. The College will establish an online system for admission.

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2. Initial interaction with students will be conducted online using e- platforms to ensure fair access from other locations.

3. The admission system will be design user friendly and accessible to all applicants.

4. The e-admission process will exists alongside traditional mode of admission to ensure inclusivity and accessibility.

Accounting:-

1. The college will establish an online accounting system that enable transparent processing of financial system.

2. The accounting system will be designed user friendly that accessible to all authorized personnel.

3. The accounting system will be integrated to college administrative system to enable seamless processing of financial transactions.

4. Students will be encouraged to pay all fees by using the e-platforms.

Administrative Software:-

1. The college will implement administrative software system for efficient management of administrative system.

2. The administrative software will be designed user friendly and accessible to authorized personnel and which will be updated regularly .

3. A third party software will be duly accounted for audited internally .

Library:-

1. The college will establish an online library system which will enable stakeholders to access the library resources.

2. The library system will be designed user friendly to access by the stakeholders.

3. The library system will be updated with new resources and maintained to ensure efficient functioning.

4. Apart from Govt. and University driven repositories efforts will be made to introduce E-Learning materials, store E-Books and E-Journals through library.

E-waste management

1. Efforts will be taken to Reduce-Reuse and Recycle the e-waste responsibility .

2. The college will ensure safe disposal of electronic waste.

3. The waste management system will comply with relevant laws and regulations.

4. The college will establish a dedicated responsible cell for implementation and maintenance of E-waste management.

ICT tools Hardware and Software information:

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1. The college will ensure that hardware and software infrastructure be updated regularly and maintained to ensure efficient functioning.

2.The college will establish the standard Operating System (SOP) for maintenance of Hardware and Software infrastructure.

3. The college will ensure that all authorize personnel name access the hardware and software platform to perform their duties effectively .

Conclusion:-

The E-Governance policy aims to provide comprehensive frame work for implementation and utilization of ICT tools in the college management process. The policy recognize the importance of efficiency, transparency and accessibility in providing quality services to stakeholders in furthering the quality journey of the college.

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