



Estd. 1954

প্রাগজ্যোতিষ মহাবিদ্যালয়

PRAGJYOTISH COLLEGE

Accredited by NAAC with B Grade (3rd Cycle), under Revised Accreditation Framework (RAF)

Self Study Report (SSR)

2018-2023

6.2.2

Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

Submitted to



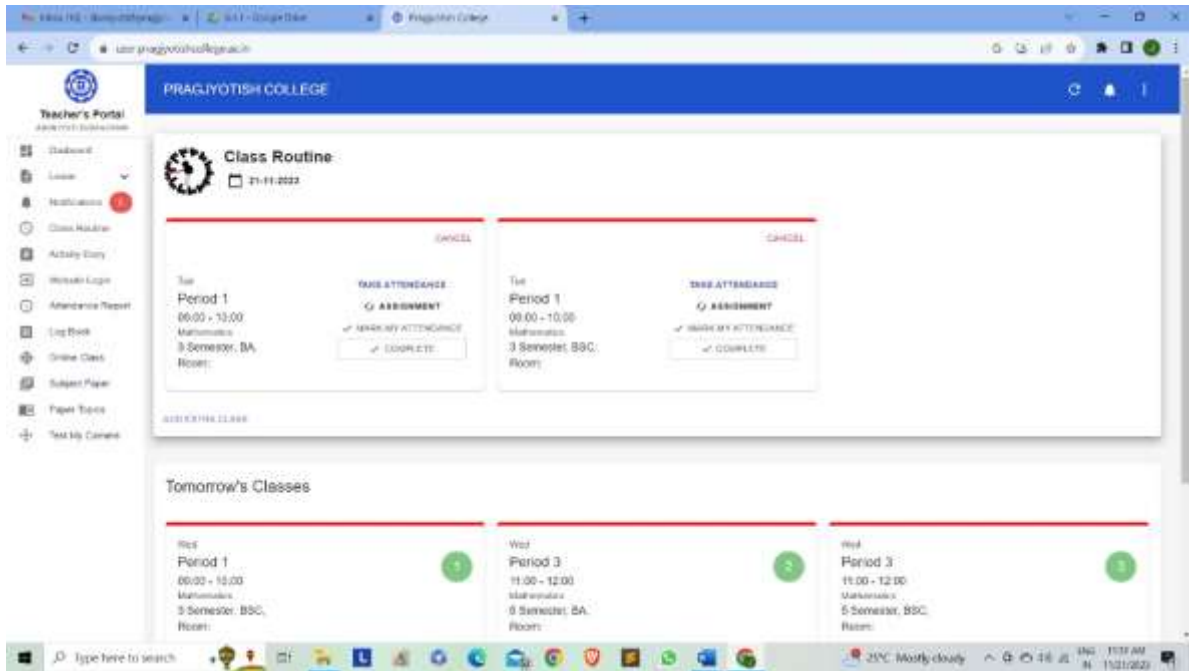
THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

1. ADMINISTRATION

❖ Enterprise resource planning (ERP) order copies



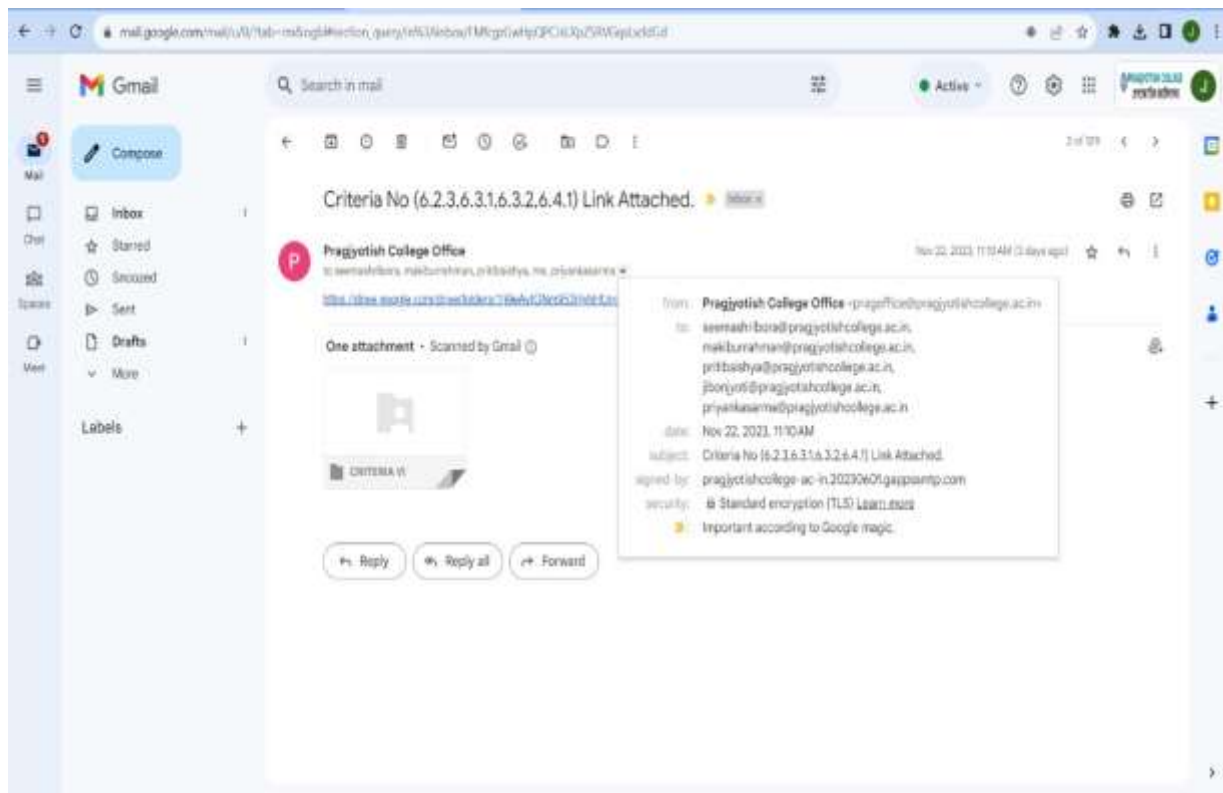
User Interface of Enterprise Resource Planning (ERP)



Administrative Communications

- ❖ The in-house official communications are made over e-mail and WhatsApp. The college has its own e-mail domain @pragjyotishcollege.ac.in

➤ E-Mail



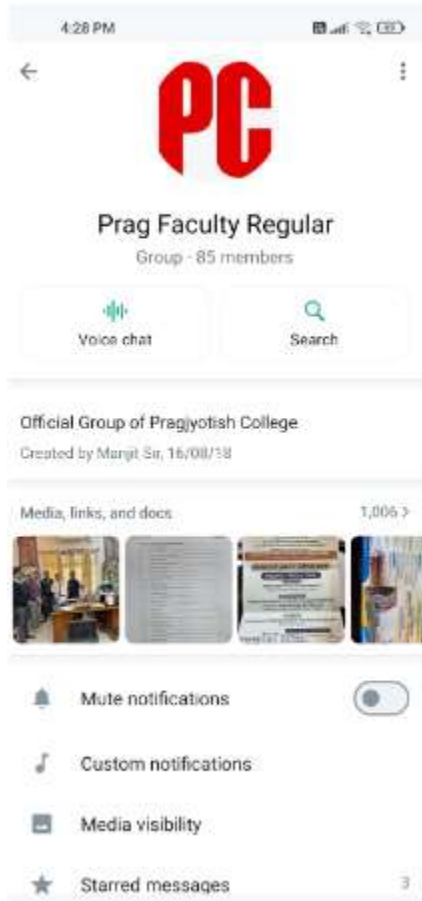
**INSTITUTIONAL EMAIL-ID
(FACULTY MEMBERS)**

SL. NO.	First Name	Last Name	Email Address
1	Ainul Matin	Choudhury	ainulchoudhury@pragjyotishcollege.ac.in
2	Amit Kumar	Pradhan	akpradhan@pragjyotishcollege.ac.in
3	Anjali	Devi	anjali@pragjyotishcollege.ac.in
4	Arati	Devi	deviarati@pragjyotishcollege.ac.in
5	Arkaja	Bharadwaj	arkaja@pragjyotishcollege.ac.in
6	Arpana	Das	arpanadas@pragjyotishcollege.ac.in
7	Arpita	Das	arpitadas@pragjyotishcollege.ac.in
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9	Badan Chandra	Mahanta	badanmahanta@pragjyotishcollege.ac.in
10	Barnali	Mahanta	barnalimahanta@pragjyotishcollege.ac.in
11	Binti	Dihingia	bintidihingia@pragjyotishcollege.ac.in
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15	Diganta	Talukdar	diganta@pragjyotishcollege.ac.in
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**INSTITUTIONAL EMAIL-ID
(ADMINISTRATION)**

SL. NO.	Administrative Head	Email Address
1	Principal	principal@pragjyotishcollege.ac.in
2	Vice Principal	viceprincipal@pragjyotishcollege.ac.in
3	Office	office@pragjyotishcollege.ac.in
4	Co-ordinator IQAC	coordinatoriqac@pragjyotishcollege.ac.in
5	Pragjyotish College Alumni Association	alumni@pragjyotishcollege.ac.in
6	Anti-Ragging Cell	raggingcomplaint@pragjyotishcollege.ac.in
7	Grievance Redressal Cell	grievance@pragjyotishcollege.ac.in
8	Information and Career Guidance Cell	icgc@pragjyotishcollege.ac.in
9	Pragjyotish College Guardians' Forum	pcgf@pragjyotishcollege.ac.in
10	Pragjyotish College Retired Teachers Forum	pcrtf@pragjyotishcollege.ac.in
11	Prag Consilience	pragconsilience@pragjyotishcollege.ac.in
12	Pragjyotish College Students' Union	pcsu@pragjyotishcollege.ac.in
13	NCC Army Wing	nccarmy@pragjyotishcollege.ac.in
14	NCC Navy Wing	nccnavy@pragjyotishcollege.ac.in
15	NCC Air Wing	nccair@pragjyotishcollege.ac.in

➤ Official WhatsApp Group:



2. FINANCE AND ACCOUNTS

- ❖ The Salaries of all the sanctioned staff of the college is disbursed via e-mode through <https://fin.assam.gov.in/assamfinance>

The screenshot displays the Assam Finance portal interface. At the top, there is a blue header bar with the following text: "Finance Department Government of Assam" on the left, "Assam Finance" on the right, and "MRS MONALI GHOSH DASTIDER - ASSTT PROFESSOR" in the center. Below the header, there are six service icons arranged in a grid:

- Personal Information:** Represented by a smiley face icon.
- National Pension Scheme:** Represented by a green person icon with a green circle below it.
- Tax Declaration:** Represented by a blue icon of a banknote with the number "1".
- Bank Information:** Represented by a blue icon of a classical building with columns.
- Salary & Payslips:** Represented by a blue icon of the Indian Rupee symbol (₹).
- Grievance:** Represented by a blue icon of a balance scale.
- Employee Details Changes:** Represented by a blue icon of a person silhouette next to a list of items.

- ❖ The Salaries of all the contractual staff of the college is disbursed via e-mode.

SALARY STATEMENT OF N.S. TEACHING STAFF, PRAGJYOTISH COLLEGE, GUWAHATI-9 FOR THE MONTH OF OCTOBER 2023.

IFSC	AMOUNT	BRANCH	REF. NO.	BANK ACCOUNT NUMBER	BENEFICIARY NAME	BANK NAME	DISTRICT	SALARY	MONTH	DEPARTMENT	CATEGORY	MOBILE NO.	OTHER NAME
SBIN001284	20000	09	1	30283841560	ROY DAS	SBI	KAMRUP	SALARY	OCTOBER	SCIENCE	TEACHER	981702133	Pragjyoti
SBIN000338	10000	09	2	30939635736	RAJ SAHAA	SBI	KOKRAJAR	SALARY	OCTOBER	BOOK	TEACHER	933857034	Pragjyoti
SBFC000000	20000	09	3	9134700006651	CHANDIPANI SARMA	AFEX BANK	KAMRUP	SALARY	OCTOBER	ANTHROPOLOGY	TEACHER	707725588	Pragjyoti
SBIN001700	12000	09	4	30078253838	PARULI SARMA (JOSWAMI)	SBI	KAMRUP	SALARY	OCTOBER	ANTHROPOLOGY	TEACHER	994088333	Pragjyoti
UTBI000138	10000	09	5	9180709038788	PINUJ ANJAN	AXIS BANK	KAMRUP	SALARY	OCTOBER	ENGLISH	TEACHER	997894272	Pragjyoti
SBIN000918	10000	09	6	20188143173	MANOJ KUMAR PATH	SBI	TEZPUR	SALARY	OCTOBER	BEST	TEACHER	881113345	Pragjyoti
SBIN001097	10000	09	7	20110219190	JYOTIRAJ SAUTAN	SBI	KAMRUP	SALARY	OCTOBER	FINE ARTS	TEACHER	985471338	Pragjyoti
SBIN000418	10000	09	8	20886748637	ANTARPA DAS	SBI	KAMRUP	SALARY	OCTOBER	PERFORMING ARTS	TEACHER	984801388	Pragjyoti
SBIN001815	10000	09	9	4019688438	RETIKA DAS	SBI	KAMRUP	SALARY	OCTOBER	ECONOMICS	TEACHER	910133827	Pragjyoti
SBIN001777	10000	09	10	3251188890	MANOYA BORAH	SBI	KAMRUP	SALARY	OCTOBER	STATISTICS	TEACHER	910133827	Pragjyoti
SBIN001877	10000	09	11	3883841176	SARITI SONA SARMA	SBI	TEZPUR	SALARY	OCTOBER	STATISTICS	TEACHER	881113341	Pragjyoti
SBIN011979	10000	09	12	3388388881	SHIVA DAS	SBI	BAKSAJAR	SALARY	OCTOBER	STATISTICS	TEACHER	824889842	Pragjyoti
SBIN000428	11000	09	13	3112081138	PROBODH DAS	SBI	KAMRUP	SALARY	OCTOBER	PHYSICS	TEACHER	881021991	Pragjyoti
SBIN001730	11000	09	14	413710100406	ANIL DAS	SBI	KAMRUP	SALARY	OCTOBER	PHYSICS	TEACHER	878888874	Pragjyoti
SBIN000678	11000	09	15	70277438131	DEBAPANTA SAHAJEE	CANARA BANK	KAMRUP	SALARY	OCTOBER	BENGALI	TEACHER	881788179	Pragjyoti
SBIN000811	10000	09	16	9028880254	DIPU SAHA	SBI	KAMRUP	SALARY	OCTOBER	BENGALI	TEACHER	985388888	Pragjyoti
SBIN001701	10000	09	17	348110239	FLORINA THAKURIA	SBI	KAMRUP	SALARY	OCTOBER	ANTHROPOLOGY	TEACHER	884877221	Pragjyoti
SBIN000811	10000	09	18	3113011064	ANUR CHOLESAJEE	CENTRAL BANK	KAMRUP	SALARY	OCTOBER	STATISTICS	TEACHER	881011074	Pragjyoti
SBIN000811	10000	09	19	18880000142	ARHAT SEAL	PNB	KAMRUP	SALARY	OCTOBER	ANTHROPOLOGY	TEACHER	884877221	Pragjyoti
SBIN000811	10000	09	20	8880100002580	MANRATA PATH	STATE OF BARODA	MANGLA SAH	SALARY	OCTOBER	ENGLISH	TEACHER	984222995	Pragjyoti
SBIN001731	10000	09	21	348110239	UDA SAHAJEE	STATE OF BARODA	MANGLA SAH	SALARY	OCTOBER	GEOGRAPHY	TEACHER	881011074	Pragjyoti
SBIN001815	10000	09	22	3883841176	MANOJ SAHA	SBI	KAMRUP	SALARY	OCTOBER	MATHS	TEACHER	885788889	Pragjyoti
SBIN001815	10000	09	23	3883841176	MANOJ SAHA	SBI	KAMRUP	SALARY	OCTOBER	ANTHROPOLOGY	TEACHER	885788889	Pragjyoti
TOTAL	248801												

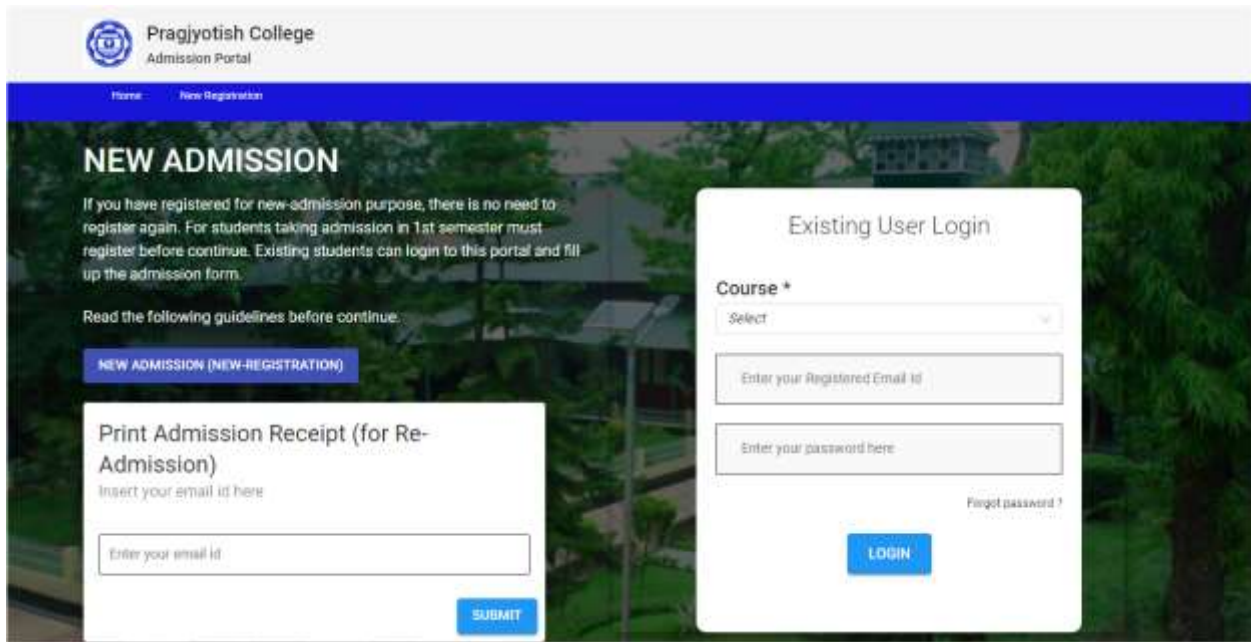
Paid for payment Rupees (Two lakh forty eight thousand eight hundred ninety one) only

Principal
Pragjyotish College
Guwahati-9



3. STUDENTS ADMISSION AND SUPPORT

- ❖ All the admission processes are streamlined using the online mode.
- ❖ Student's online admission portal and Online Transactions.



❖ Student's Feedback and Action taken report

Link to the website:

[https://webbackend.pragjyotishcollege.ac.in/src/uploads/IQAC_FEEDBACK_FORM/ACTION_TAKEN_REPORT_\(STUDENT_FEEDBACK_2022-23\)\[1\]_SjmnqQ3WDV_grtmqTpvrB](https://webbackend.pragjyotishcollege.ac.in/src/uploads/IQAC_FEEDBACK_FORM/ACTION_TAKEN_REPORT_(STUDENT_FEEDBACK_2022-23)[1]_SjmnqQ3WDV_grtmqTpvrB)



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2. 1. STUDENT'S FEEDBACK

The following are the action taken against the major relevant feedbacks from the students-

Sl. No.	Major relevant feedbacks	Action taken
1.	Increase the number of computer facilities	<ul style="list-style-type: none"> The IQAC has recommended purchase of higher number of computers and the recommendation is communicated to the Principal for his kind consideration. The management has purchased computers to increase the number of computer facilities in the Institute.
2.	Increase the number of books in the library	<ul style="list-style-type: none"> The IQAC has recommended higher number of pertinent books to be there in the library and the recommendation is communicated to the Principal for his kind consideration. The management has purchased books and renewed N-list subscription to

	increase the number of books and e-resources in library
3. Completion of syllabus on time	<ul style="list-style-type: none"> The IQAC has requested the Principal to assign a few senior teachers to monitor conduction of classes on time so that syllabus can be completed on time. Three senior teachers along with Vice Principal has been requested to monitor classes and syllabus completion.
4. More practical components in the syllabus	<ul style="list-style-type: none"> The IQAC has recommended requesting the Principal to inform the University about the feedback. The IQAC has also recommended to request the HoDs through the Principal to include more number of field trips and other co-curricular activities. <p>The Management has intimated the feedback to the University and requested the HoDs to include more number of field trips and other co-curricular activities.</p>

❖ Students Support in the form of Grievance Redressal

Link to the Website: <http://grievance.pragjyotishcollege.ac.in/>



Grievance Submission System
Pragjyotish College

** Please enter valid phone number. Any updates will be notified through your phone number.

First Name First Name	Middle Name Middle Name	Last Name Last Name
Submitted By Choose Type	Type of Grievance Choose Type	Phone Number Phone Number
Email id Email id		
Subject Your subject here		
Describe your issue here		
B I U [List Icon] [Link Icon] Normal [Align Icon] [Justify Icon]		
Describe your issue here		
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

4. EXAMINATION

❖ Gauhati University Examination Portal

The screenshot shows the homepage of the Gauhati University Examination Portal. At the top, there is a blue header with the university logo and the text "GU Home". Below the header, a red banner reads "Readmission of Integrated MCom 2nd and 4th semester is LIVE Now, Student can pay admission fee thro". The main content area is divided into two columns. The left column contains "Important Notice" and "Notices and Instruction" sections. The "Important Notice" section has two bullet points: "Readmission of Integrated MCom 2nd and 4th semester is LIVE Now, Student can pay admission fee through their login. Last Date is: 29/02/2024" and "Application for Master of Business Administration (M.B.A.) Entrance Examination 2024" with a red "Click here to Apply" button. The right column features four login buttons: "Student Login +", "Affiliated College/ Institute Login ->", "GU Department Login +", and "GU Management Login ->". Below these is a red button "Click Here to pay your Hostel Dues" and a blue button "New Examination Results (Declared in last 60 days)" with a list of programs: M.Com (Honoring), M.Phil, B.Com, and Ph.D.

This screenshot shows the user interface of the Gauhati University portal. The top header includes the "Gauhati University" logo and the text "Last login: 23/02". Below the header, a dark blue navigation bar contains the text "Login As: Institute || Name: PRAGJYOTISH COLLEGE [032]". Below the navigation bar, there are three menu items: "Profile Management", "Password reset for Student Account", and "Update College/Institute Profile".

1. Heads/Principals may submit errors detected in the admit cards or any other documents, through the Raise Issue provision (🔔)

COURSE MANAGEMENT
(USING THIS LINK YOU CAN VIEW & CHECK/EDIT THE LIST OF SUBJECTS OF YOUR COLLEGE/ GU DEPT)

STUDENT FORM & REGISTRATION APPROVAL
(USING THIS LINK YOU CAN VIEW/APPROVE /EDIT STUDENTS' FORM & REGISTRATION)

Instructions for Heads/Principals/Directors for approval of forms

1. Every GU Department/Affiliated College has own Login ID.
2. In your Login, you may also create Multiple Sub Users
3. Through your Login ID or Sub User Login ID, by entering a Form Number (Upper Right Corner of the hard copy submitted by the students), you may View, Edit and then Return/Approve the Form
4. After approvals, forms are to be submitted Online to GU, by clicking the button- "Submit approved list to GU". For convenience it is suggested that this may be done in batch (group) of around 100 students, at least 2/3 times daily up to

HOME

Mark Entry

View Internal Marks

Active Mark Entry Schedule

Show entries

Search:

Session	Program	Sem	Date From	Date To
2023 (Aug-Dec)	MA Assamese	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MA Economics	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MA Education	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MA Geography	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MSc Economics	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MSc Geography	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MSc Geology	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	MSc Zoology	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	Master of Tourism Management	3	01-12-2023	30-04-2024
2023 (Aug-Dec)	BSc Botany	3	01-12-2023	30-04-2024