

MARANGI MAHAVIDYALAYA



MARANGI
MAHAVIDYALAYA

AN ISO 9001:2015 CERTIFIED INSTITUTE

P:O - Lettekujan, Golaghat - 785613

FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION : 6.2.1

**THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE
AND EFFICIENT AS VISIBLE FROM POLICIES,
ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES,
PROCEDURES, DEPLOYMENT OF INSTITUTIONAL STRATEGIC/
PERSPECTIVE/DEVELOPMENT PLAN ETC**

Submitted to



**National Assessment and
Accreditation Council**



OFFICE OF THE NSS CELL :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/NSS/Grnt/2021-22/02

Date: 11/04/2022

দিনাংক: ২৭ চ'ত ১৪২৮

To

All the Principals of Colleges having NSS Units under Dibrugarh University

Subject: Release of NSS grant for the year 2021-22- regarding.

Madam/Sir,

The undersigned have the pleasure to inform you that the Hon'ble Vice Chancellor, Dibrugarh University has kindly approved to release the NSS Grant amount of **Rs. 44,500/- (Rupees forty four thousand and five hundred)** only for the Financial Year 2021-22 to your college NSS unit for undertaking both Regular Activities and Special Camping Programme as per National Service Scheme (NSS) guidelines.

Heads of Grants released for:

1. Special Camping Programme	: 22,500.00
2. Regular Activities	: 22,000.00
Total	: 44,500.00

Please acknowledge the receipt of Grant to this office at nssdu123@gmail.com

Information regarding the Regular Activities, Special Camping Programme and various procedures and guidelines can be perused from the NSS Manual which is available in the NSS web portal <https://nss.gov.in/>.

Further, you are requested to submit the detail report of NSS activities with at least two photo (JPEG format) evidences of each event after completion of the different Programmes and also kindly submit the monthly report at the end of every month. Also the grant should be utilized under this scheme through PFMS only.

The audited Statement of Accounts (utilization certificate) is required to be submitted to this office latest by 30th March, 2022.

Your active participation in promoting the NSS is highly anticipated for a brighter future of our youths and the society.

Yours sincerely,

(Dr. Devid Kardong)
Programme Coordinator
National Service Scheme (NSS) Cell
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U., for kind information.
2. The Registrar, D.U., for kind information.
3. File.

(Dr. Devid Kardong)
Programme Coordinator
National Service Scheme (NSS) Cell
Dibrugarh University

(6)

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
ASSAM SECRETARIAT :: BLOCK 'C' GROUND FLOOR
DISPUR :: GUWAHATI-781006

No. AHE.617/2017/24

Dated Dispur, the 16th February, 2019

From : Smt G. K. Chakraborty
Under Secretary to the Govt. of Assam
Higher Education Department, Dispur.

To : The Principal Accountant General, Assam
Maidamgaon, Beltola, Guwahati-781029

Sub. : Sanction for an amount of Rs.302.00 lakh @ Rs.1.00 lakh to each 302 nos of colleges in Assam as student excursion grant during the year 2018-19.

Ref. : No. PC/HE/Plan.15/2016/58 dated 31/10/2018

Sir,

I am directed to convey the sanction of the Governor of Assam to accord financial sanction for an amount of Rs.302.00 lakh @ Rs.1.00 lakh to each 302 nos of colleges in Assam as student excursion grant during the year 2018-2019.

The amount may be drawn by the Director of Higher Education, Assam for disbursement of the same to the appropriate authority after observing all required formalities and subject to submission of Utilization Certificate in due course.

The expenditure is debitable under the Head of Account "2202- General Education -03- University and Higher Education -001- Direction and Administration -0172- Head Quarter Establishment -000- -32- Grants-in-aid General (Non salary) -99- others SOPD-G voted" during the year 2018-2019.

This is issued with the concurrence of Finance (EC-III) Department's vide their U.O. No.1871/2019 dated 12/02/2019.

Yours faithfully,

Under Secretary to the Govt. of Assam
Higher Education Department.

Memo No. AHE.617/2017/24 -A

Dated Dispur, the 16th February, 2019

Copy to :

1. The Director of Higher Education, Assam, Kahilipara, Guwahati-781019 with reference to letter No. PC/HE/Plan.15/2016/58 dated 31/10/2018 for information and necessary action.
2. The Director, Accounts and Treasuries, Assam, Dispur, Guwahati-781006.
3. The Transformation & Development Department, Dispur, Guwahati-781006.
4. The Finance (EC-III) Department, Dispur, Guwahati-781006.
5. P.S. to the Hon'ble Minister, Education, Assam Dispur, Guwahati-781006 for appraisal of Hon'ble Minister Education, Assam.
6. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-781006 for appraisal of the Principal Secretary.

By order etc.

Under Secretary to the Govt. of Assam
Higher Education Department.

Dated Dispur, the 16th February, 2019

Memo No. AHE.617/2017/24-B

Copy to :

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29
2. The Treasury Officer, Dispur Treasury, Guwahati-6.

Financial Adviser.

ANNEXURE -II

STATEMENT SHOWING THE DRAWAL AND UTILISATION OF GRANT BY THE AUTHORITY OF THE MORONGI MAHAVIDYALAYA UNDER THE PERIOD
FROM 01-01-2013 TO 31-03-2020

Sl. No.	By whom sanction and sanctioning letter no.	Particulars of grants	Amount Drawn	Date of Drawal	Amount spent	Unspent Balance	Remarks
1	2	3	4	5	6	7	8
1	Received from the Director of Higher Education, Guwahati	Financial Assistance to the employees of non sanctioned posts	11,05,000.00	09-06-2014	11,05,000.00	Nil	Credited in the General Fund Cash Book
		Total	11,05,000.00		11,05,000.00		
2	Received from ITDP Golaghat Letter No. ITDP (G) PMS/SI/SC/14-15/205 dt. 21-04-15	Post Matric Scholarship Money for 16 Nos Students @ 4400.00	70,400.00	02-05-2015	70,400.00	Nil	Credited in the General Fund Cash Book
3	Received from ITDP Golaghat Letter No. ITDP (G) PMS/SI/SC/14-15/1483-86 dt. 23-04-15	Post Matric Scholarship Money for 11 Nos Students @ 3500.00	47,500.00	02-05-2015	47,500.00	Nil	Credited in the General Fund Cash Book
		Total	1,17,900.00		1,17,900.00		
4	Received from Director of Higher Education, Guwahati through Bank draft no. 721616, dt - 11-11-16	Annual Student Admission Grant	7,46,039.00	11-11-2016	7,46,039.00	Nil	Credited in the General Fund Cash Book
		Total	7,46,039.00		7,46,039.00		
5	Received from Director of Higher Education, Guwahati through NEFT, dt - 09-05-17	Grant for Wifi Connection	50,000.00	09-05-2017	50,000.00	Nil	Credited in the General Fund Cash Book
5	Received from Director of Higher Education, Guwahati through NEFT, dt - 09-05-17	Grant for Excursion for students.	1,00,000.00	09-05-2017	1,00,000.00	Nil	Credited in the General Fund Cash Book

21/1/2020
PRINCIPAL, IIC
Morongi Mahavidyalaya

Contd.



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

No.: DU/ RG/B.01.04/2020/4021

Date: 22.09.2020

NOTIFICATION

Sub: Standard Operating Procedures (SoPs) for conduct of 6th Semester Examinations of the BA, B.Sc. and B.Com Programmes, 2020 in Offline and Online modes.

Ref: Notification issued vide No. DU/ RG/G.01.01/2020/4018, dated 21.09.2020

The Standard Operating Procedures (SoPs) for conduct of 6th Semester Examinations of the BA, B.Sc. and B.Com Programmes, 2020 in Offline and Online modes are enclosed herewith as *Annexure-A* and *Annexure-B* respectively for information of all concerned. Compliance of the conditions laid down in the SoP (s) is mandatory for all.

Issued with due approval.

Encl. As stated above.

H.C. Mahanta
22-9-2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Advisor (Education), Govt. of Assam, Dispur, Guwahati, Assam.
3. The Secretary to the Hon'ble Chancellor, Dibrugarh University.
4. The Deans, Dibrugarh University
5. The Controller of Examinations, Dibrugarh University for information and necessary action.
6. The Director, College Development Council, Dibrugarh University for information and necessary action.
7. The Director, DODL, Dibrugarh University, for information and necessary action.
8. The Director, IQAC, Dibrugarh University, for information.
9. The Principals/ Directors of the Colleges/ Institutes affiliated to/ permitted by Dibrugarh University for information and necessary action.
10. The Joint Registrar (Academic), Dibrugarh University, for information and necessary action.
11. The Joint Registrar (Admn.) Dibrugarh University, for information.
12. The Joint/Deputy Controllers of Examinations (C & A i/c), Dibrugarh University for information and necessary action.
13. The Deputy Registrar (F and A), Dibrugarh University, for information and necessary action.
14. The System Administrator, Dibrugarh University, for information and necessary action.
15. The Programmer, Dibrugarh University, to upload the notification in the website.
16. File

H.C. Mahanta
22-9-2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

**Standard Operating Procedure (SoP) for Conduct of 6th Semester
B.A./B.Sc./B.Com. Examinations, 2020 in Offline Mode**

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. Examinations, 2020 in Offline Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Physical distancing of at least 6 feet to be followed by the Examinees, Invigilators and other Staff in the Examination Halls.
4. Use of Face Covers/Masks to be made mandatory by the Examinees, Invigilators and Staff.
5. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty should be followed. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
6. Spitting shall be strictly prohibited.
7. Keeping in view the physical distancing norms, the Examination Centres should use the maximum rooms/examination halls to ensure proper seating arrangement for examination.
8. Adequate manpower shall be deployed by the Examination Centres for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of examinations.
9. Persons with COVID-19 like symptoms shall not be allowed to enter the Examination Centres.

10. The Examination Center must have a designated isolation room for isolating any person who is found symptomatic during examination, till such time medical advice may be sought.
11. Enough Entry and Exit Gates for the Examinees, Invigilators and Staff shall be ensured to avoid overcrowding.
12. For pen & paper based tests, the invigilator will sanitize his/her hands prior to distribution of question papers/answer scripts. The examinees will also sanitize their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer scripts, at every stage will involve sanitization of the hands. The answer scripts will preferably be opened up after 72 hours have elapsed post collection of papers.
13. In case of PwD candidate availing a scribe, both the candidate and scribe must wear the masks and be made to sit with adequate physical distancing.
14. Adequate arrangements for safe drinking water (preferably with disposable cups/glasses) be made in the examination hall.
15. Use of spit/saliva for counting/distributing Question Papers/Answer Scripts/Additional sheets shall not be allowed.
16. Sharing of personal belongings/stationery/Calculators shall not be allowed.
17. On completion of exam, the candidates should be permitted to move out in an orderly manner.
18. Examination hall and other common areas shall be sanitized each time before and after examination.
19. Effective and frequent sanitation within the premises shall be maintained with particular focus on lavatories, drinking and hand washing stations/areas.
20. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) to be made mandatory in all examination hall and other common areas.


22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University



ANNEXURE-B

OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Standard Operating Procedure (SoP) for Conduct of 6th Semester B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case, a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Candidates intending to appear in the B.A./B.Sc./B.Com. 6th Semester Examinations, 2020 in **ONLINE** mode shall have to register themselves in the *Online Registration Portal* given in the website www.dibru.ac.in. *The Portal for Registration by intending candidates shall be activated on 28.09.2020 (by 11.00 A.M.).*
4. The last date of Registration for Online Examination is **30.09.2020 (till 11.59 P.M.)**. The Registration Portal shall be automatically closed after the deadline.
5. After submitting the required information by the candidates in the online portal, the login id and Password shall be sent to their Registered Mobile Number (RMN) only.
6. The candidates shall be able to view the Question paper as per the Time Table only.
7. Candidates shall have to write Answers on A4 size papers (*only one side of the pages*) and need to write the following information as per the order below –
 - (i) Examination Roll No.
 - (ii) Registration No.
 - (iii) Name of the Subject:
 - (iv) Major/General:
 - (v) Course Code (As per the Question Paper) :
 - (vi) Date :
 - (vii) Self Signature :

The above information should be written on each page. **Page Numbers should be given by the candidates on each page.** Candidates are advised to prepare their Answer Scripts before commencement of the Examinations.

Blurred/illegible Answer Scripts shall not be accepted for evaluation.

8. Candidates are advised to write only with **Black Ball Point Pens.**
9. The candidates shall '**scan**' or '**take photograph**' of the answer scripts clearly by their Mobile Phone.
10. Candidates shall upload the photograph or scanned Answer Scripts in PDF format from their own login ID. This process shall have to be completed **within 30 minutes** from the completion of the exams, after that the portal will not accept the answer scripts. **No other form, except the PDF format shall be accepted.**
11. After uploading the Answer Scripts, '**successfully uploaded**' message shall be displayed.
12. *Candidates shall have to rename the pdf file (Answer Scripts) before uploading and the name of the file should be the Examination Roll No., the Name of the Subject (Major/General) and the Course Code in that order.*

For example, a candidate with Roll No.10610010 appearing in the subject Physics (Major) having Course Code 601 shall have to rename the pdf file as:

10610010Physics(M)601

13. **Dibrugarh University shall not be responsible for slow/poor internet connectivity or power failure.** However, the University advises the candidates to ensure that he/she is at a convenient place having good internet connectivity/uninterrupted power supply and have a device with sufficient blank space in the Mobile and Mobile data.
14. Candidates may submit their Answer Scripts to the nearest Examination Centre holding B.A./B.Sc./B.Com. Examinations, 2020 under Dibrugarh University within **30 minutes from the completion of the exams**, if he/she fails to upload the Answer Scripts in the portal in a **sealed envelope (should be at least A-4 size)** mentioning the following details on the top of the envelope:

- (i) Examination Roll No.

- (ii) Registration No.
- (iii) Name of the Subject:
- (iv) Major/General:
- (v) Course Code (As per the Question Paper) :
- (vi) Name of the Examination Centre (As per the Admit Card):
- (vii) Date :
- (viii) Self Signature :

The envelope should be properly sealed with Brown/Black Tape. Envelopes without proper seal are not to be accepted by the Officer In-Charge of the concerned Examination Centre.

15. The Officer In-Charge of the respective Examination Centre will arrange to issue an acknowledgement receipt to the candidate clearly stating the time of receipt of the Answer Script is within the time specified for submission in the Examination Centre.

It is the responsibility of the candidate who submits his/her online Answer Script in an Examination Centre to get an acknowledgement from the concerned Officer In-Charge of Examinations. The University will not accept any other receipt for any purpose, issued by any one else, whatsoever, if, required in future. This is to be done in case the candidates (s) fail (s) to submit the Answer Script (s) online only.

16. Candidates once registered to appear the Examinations in Online mode will not be allowed to shift to the Offline mode or vice-versa under any circumstances.

H. C. Mahanta
22.9.2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University

CIRCULAR

Sub :- Purchase of Books by Colleges from Guwahati Book Fair.

The 31st Guwahati Book Fair organized by the Publication Board, Assam is underway at the Assam Engineering Institute Field, Chandmani, Guwahati from 22nd December, 2017. It will end on the 2nd of January 2018.

With a view to augmenting the sales of books in the Guwahati Book Fair and with a view to encourage Publishers and with a view to enrich our College Libraries, it is decided that all the Colleges will purchase and procure books worth Rs. 2.00 Lac from the Guwahati Book Fair. The selection of purchase of Books will be made by the concerned Librarian and the Principal of the Colleges. After Purchase, the bills will be verified by the officials of Assam Publication Board who will be available for the purpose in a suitable stall located at the premises of the book fair. The College Principals will submit Bills in duplicate duly certified by the Assam Publication Board.

The Cost of Rs. 2.00 Lac (actual) so spent on purchase of Books will be reimbursed to the Colleges during the Financial Year 2018-19 at the earliest.

All the Principals are requested to implement the above circular.

Director of Higher Education, Assam

Mem No. PC/HE/Lib Grant/1/2017/1

Dated 24/12/17

Copy forwarded for information and necessary action to:-

1. The PS to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6
2. The Principal Secretary to the Govt. of Assam Education Higher Deptt. Dispur
3. The Secretary, Assam Publication Board, Zamdani Maidan, Guwahati. He is requested to make arrangement of certifying the Bills at a suitable located counter at the Book Fair Premises.
4. The Secretary, Assam College Principals' Council, SIH, Iccat, College, Guwahati. He is requested kindly to inform all colleges accordingly.