



ESTD:1990

MARANGI MAHAVIDYALAYA

P.O. Lettekujan, Golaghat(Assam)

www.marangimahavidyalaya.edu.in

Date.....

MATRIC ID:

7.1.2 The Institution has facilities and initiatives for

1. Alternative Source of Energy and Energy Conservation measures
2. Management of the various types of degradable and non-degradable waste
3. Water Conservation
4. Green Campus Initiatives
5. Disabled- friendly, barer free environment

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MARANGI MAHAVIDYALAYA

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1. Policy Documents of the Institution

M. Lakshmi
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya

**HANDBOOK OF
INSTITUTIONAL USAGE AND
MAINTENANCE POLICY**



**MARANGI MAHAVIDYALAYA
P.O. LETTEKUJAN, LDOIGRONG
GOLAGHAT-785613**

www.marangimahavidyalaya.edu.in

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25/2/2023
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Marangi Mahavidyalaya

HANDBOOK OF INSTITUTIONAL USAGE AND MAINTENANCE POLIC

Policy Details:

Marangi Mahavidyalaya has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities for regular maintenance and periodic replenishment of essential facilities.

The College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

Purpose of this policy:

This policy is intended to help Management, staff, and students to understand importance of Infrastructure maintenance and procedures followed for the same. Effective Maintenance of infrastructure can:

- Contribute to an organization's instructional effectiveness and financial well-being.
- Improve the cleanliness, orderliness, and safety of an education organization's facilities
- reduce the operational costs and life cycle cost of a building
- Help staff deal with limited resources by identifying facilities priorities proactively rather than reactively
- Extend the useful life of buildings
- Increase energy efficiency and help the environment

Systems for Maintenance and Utilization:

- Budget provisions are made for new as well as old facilities, repairs and maintenance. Library budget is also made available every year.

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- Establishment/repairs and maintenance committee is formed. Principal is the chairperson.
- College Development Committee is also formed for overall planning and development of college.
- Departmental requirements for new purchases and maintenance of old is collected every year and approved in the College Development Committee meeting.
- Stakeholders' suggestions are also considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each Department.
- Depending on availability of funds, requirements are fulfilled by establishment committee under guidance of Principal.
- The Heads of Departments of the college takes a periodical review of repairs and maintenance requirements of their respective Departments.

Maintenance of Physical Facilities:

The physical facilities are maintained by the Institution's Centralized Administrative Department, which comprises Maintenance Supervisor and Electrician. The services of electricians and computer analysts are available during working hours in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by maintenance supervisor with the help of plumbing contractor. The complaints can be registered through maintenance department by letter/mail/ orally. The Maintenance Supervisor with a team of Housekeeping supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, Gymkhana (sports facilities), cabins, conference rooms, staff rooms, student's amenity areas, cafeteria and Library. Housekeeping services are outsourced on annual contract basis and

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are made available during day time in all days. Transport facilities are monitored by the maintenance supervisor and his support staf. Annual contract shall be given to Bus service provider every year in the beginning of the academic year.

Allocation of Classrooms:

The Classrooms are allocated to every Department by the Principal on the advise of the Chief Co-ordinator and Routine Committee Convener at the eve of every Academic Year. The Master Time table is prepared for proper utilization of the classroom space.

Maintenance of Classrooms, Classrooms Furniture and Laboratories:

Classroom with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Department/Institutions. The Heads of the Departments periodically report to the principal for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective department monitor effective utilization of the computer and Education laboratories. Students and respective Head of the departments optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

Stationery Allocation Policy of College:

Office Stationery is an important part of regular functioning of academic institution. The College has Staff Welfare Committee which is responsible for proper allocation of stationery amongst teaching staff. The Committee maintains records in case of allocation of any stationery item to any department/ committee.

Maintenance and Utilization of Library and Library Resources:

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.

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- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. DDT or gammoxine powder over the affected area can help in removal of termites or white ants.
- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
- Repellants are used to save materials from Rats. For said process help of maintain ace supervisor can be taken

Maintenance and Utilization of Seminar Halls and Auditorium:

Conference rooms and auditorium are under the purview of the and the cleanliness is taken care of by the housekeeping team. Effective utilization of Conference rooms and auditorium for organizing academic meetings, seminars, and conferences is made. For accessing the facilities, the organizing faculty/staff member submits an application to the principal through Heads and the date of event is registered and the halls are accessed on priority basis.

Maintenance and Repair of Physical Infrastructure:

Maintenance Supervisor and his team Adhoc Maintenance Regular Maintenance Reviewing the entries in the repair request Register White washing, Painting and Pest control Submission to authorities for Approval Receive approval Work carried out Getting verified by the concerned Department Issue of Work Completion Certificate.

Procedures for maintaining and utilization:

- The cleaning and the maintenance of the classrooms are done by the non-teaching staff as per cleaning schedule which is monitored by head of the department.

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- The college has adequate number of computers with IT facilities maintained by Computer Maintenance Service Provider.’ – Computer Hub, Golaghat, Assam. .
- The college website is maintained regularly by website provider- All in One Solution, Golaghat, Assam.
- Maintenance of electrical equipments is regularly done through various service agencies visit on call basis.
- Rain Water harvesting system helps in the maintenance of the garden as well as to clean Girls’ toilet.
- All other facilities like sports facility, health care, water supply, toilet cleaning, parking facility etc. are also maintained on regular basis.


Co-ordinator, IQAC
Marangi Mahavidyalaya
(Yugal Jyoti Borah)




PRINCIPAL, i/c
Marangi Mahavidyalaya
(Dr. Mamoni Mahanta)


25/2/2023
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ESTD:1990

919954026126(Principal)

MARANGI MAHAVIDYALAYA

P.O. Lettekujan, Golaghat(Assam)

www.marangimahavidyalaya.edu.in

Date.....

Policy Document

on

Providing Financial Support to the Teachers for Attending Conference/Workshop

Marangi Mahavidyalaya firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences and workshops.

Objectives:

- To encourage the teaching staff for the presentation of research paper in National/International Seminars, workshop etc.
- To support the teaching staff to avail opportunity for discussing the novel development, the emerging challenges, future perspectives in their field of interest.
- To support teaching staff to promote teaching .learning, research extension activities and governance through participation in conference and workshop.
- To enhance their academic credential in line with expectations.

Scope of Financial Support:

The faculties are provided with financial support for professional development activities like:

- Participating in the seminars, workshops and conferences.
- Publishing research papers in reputed journals.
- All the full time teachers can avail the financial support.

Forms of Financial Support

The financial support to the teachers can be provided for:

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- Registration fees for seminars, workshops and conferences.
- Travelling and accommodation allowances in case of outstation seminars, workshops and conferences.
- Membership fee of professional bodies.
- Enrolment for Professional Development course.

Procedures for applying and Approval:

1. Teachers are deputed for, workshops or conferences by the department. The Head of the department should submit an application to the Principal regarding the teacher's participation, their registration fees and any allowances, if applicable. After the approval by the Principal funds are released for the same by the Account section.
2. Only one teacher in a department would be deputed to attend seminar/workshop/conference etc.
3. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
4. The teachers should submit the relevant receipts and a copy of Participating Certificate to the Accounts section for their record.

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Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

Date:

Policy Document on E-Governance

As a higher education institution Marangi Mahavidyalaya has been trying to initiate to facilitate ICT in all the necessary parts of the College i.e. admission, examination, library, official documentation etc. through which manual documentation would like to be minimised. The workflow within different sections or departments should be automated to enable efficient governance in the College in order to serve all the stakeholders.

- A- ICT is used to automate, transfer, and analyze the data or information in the college administration for all the purposes of Admissions, Examination, result, students year wise data , attendance etc.
- B- The Central Library of the College is targeted to be a automated one and as a part of it SOUL, and INFLINET services are provided to meet the same.
- C- The Accounts is greatly benefitted with the use of e-governance while handling the pay rolls, salaries, balance of payments etc. particularly aligned with the Govt. policy of digital payments in the institutions for better accountability and transparency.
- D- The College has been trying to meet together the stakeholders of the college- students, teaching staff, non-teaching staff, alumni under the umbrella of e-governance without space and time constraints.
- E- In order to promote the use of ICT for the purpose of e-governance the administrative staff is trained, and their capacity-building is taken up regularly to use the products and services of e-governance at the college.

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Principal In-Charge

2. Bills for the purchase of equipments for the facilities

Bill of the equipments of water harvesting project

TAX INVOICE						
PRAKASH STEEL STORE GOLAGHAT - 785 621 State : Assam, State Code : 18 GSTIN : 18ADIPB9857B1ZI				<input type="checkbox"/> Original for Recipient <input type="checkbox"/> Duplicate for Transporter <input type="checkbox"/> Triplicate for Supplier		
To, Name : <u>Prinipal Marangi</u> Address : <u>Prakash Steel Store</u> GSTIN/UIN : _____ Transportation : _____						
No. : PSS / <u>065</u> Date : <u>06/2/22</u>						
Sl. No.	Description of Goods	HSN Code	Qty	Rate	Discount	Total
	C.PVT pipe 20 mm	3917	10pc		130/-	1300/-
	" ELB 10 20 mm	"	35pc		13/-	455/-
	" Coupler "	"	10pc		12/-	120/-
	" T/W pipe 20 mm	"	2pc		46/-	92/-
	" R-mta 3/4"	"	3pc		72/-	216/-
	W. 20mm 5 mm		1pc		1780	1780/-
	SOUPHT		1pc		110/-	110/-
	Rafter bracket 8mm		22pc		54/-	1188/-
	Support "		28pc		57/-	1596/-
Total Invoice Amount in words :				TOTAL		
Rupees <u>Eight Thousand Six</u> <u>Hundred only</u>				Total Amount before Tax <u>6857/-</u>		
				Add CGST <u>9%</u> <u>617/-</u> <u>12</u>		
				Add SGST <u>9%</u> <u>617/-</u> <u>13</u>		
				Round Off <u>-</u> <u>26</u>		
				Total Amount after Tax <u>8091/-</u>		
TERMS & CONDITIONS : <ul style="list-style-type: none"> • Goods once sold cannot be returned. • All subject to Golaghat Jurisdiction only. • E. & O. E. 				Certified that the particulars given above are true and correct. for Prakash Steel Store _____ Authorised Signatory		

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Tax Invoice(Page 2)

BALAJI STEEL - (F. Y. 2022-23) G.F Road, Golaghat GSTIN/UIN: 18ADIPB9634J1ZA State Name : Assam, Code : 18	Invoice No. BS/22-23/1373	Dated 5-Dec-22
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Buyer (Bill to) Principal Marangi Mahavidyalaya Marangi State Name : Assam, Code : 18	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Vessel/Flight No.	Place of receipt by shipper.
	City/Port of Loading	City/Port of Discharge
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
	<i>R Off</i>					0.27
Total						18,810.00

Amount Chargeable (in words) **INR Eighteen Thousand Eight Hundred Ten Only** E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
3917	13,470.45	9%	1,212.34	9%	1,212.34	2,424.68
39174000	2,470.00	9%	222.30	9%	222.30	444.60
Total	15,940.45		1,434.64		1,434.64	2,869.28

Tax Amount (in words) : **INR Two Thousand Eight Hundred Sixty Nine and Twenty Eight paise Only**

Company's PAN : ADIPB9634J	Company's Bank Details Bank Name : SBI A/c No. : 36501657697 Branch & IFS Code: Golaghat & SBIN0000083 for BALAJI STEEL (F.Y. 2022-23)
	Date: 5-Dec-22 Authorised Signatory

This is a Computer Generated Invoice



M. Mahanta
 25/12/2023
 PRINCIPAL, i/c
 Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

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Date:

Declaration regarding Bill of Purchasing equipment required by the Matric :

It is hereby declared that the equipments produced in the SSR e.i, Water Harvesting, Solar Panel, Dustbin, Vermi Compost Project etc. are donated items. The list of .donators are mentioned below:

Item	Donated by
1. Solar Street Light	Numaligarh Refinery Limite
2. Vermi compost Project	Non-Teaching Staff, Marangi Mahavidyalaya
3. Dustbin	Teaching Staff
4. Rain Water Facility	Taeching Staff

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Principal In-Charge

3. Circular and Report

Circular of 100 Hours Swaccha Bharat Mission 2018

R. Subrahmanyam, IAS
Secretary



Ministry of Human Resource Development
Department of Higher Education
Government of India
D.O. No.11014/2/2018-EBSB
18th July, 2018

To

Vice Chancellors of all Universities/
Principals/Directors of all Higher Educational Institutions

Sir/Madam,

In pursuance of the objectives of the Swachh Bharat Mission launched as a national movement on October 2nd, 2014, the Ministry of Human Resource Development, in association with the Ministry of Drinking Water and Sanitation has launched 'Swachh Bharat Summer Internship' programme. The detailed guidelines of the programme was sent to you vide my D.O. letter of even number dated 20th April 2018 (copy enclosed). More than 3 lakh students/youths have registered themselves for the programme. The required Internship programme is to be completed by 31st July, 2018.

2. As per the guidelines of the programme, all participants will be given a Swachh Bharat Internship Certificate on completion of their Internship by their parent Institution. Apart from their certificates, the best interns will be recognized at College, University, State and National level as follows:


College level	: Shields/Cups given by the parent institution
Univeresity level	: Rs.30,000, Rs.20,000, Rs.10,000
State Level	: Rs.50,000, Rs.30,000, Rs.20,000
National Level	: Rs.2 lakh, Rs.1 lakh, Rs.50,000

3. The Colleges and Universities may constitute their own Selection Committees for selecting the best intern for the awards at their level. The Colleges will select the best interns and send their details to their concerned University by 24th August, 2018, they will select the best three interns to be awarded by them and will send the same to Principal Secretary/Secretary (Higher Education) of their States by 31st August, 2018. The States/UTs needs to select the best three interns for award at their level and to send the details to this Ministry at ebbsmhrd@gmail.com by 7th September, 2018. Interns selected by the States/UTs will be considered by a Committee headed by Secretary, University Grants Commission for selecting the top three interns at the nationan level, who will be awarded on 2nd October, 2018.

4. As it is a time bound exercise, I request you all to constitute Selection Committee at your levels, select the best three interns and forward the same to the next higher levels within the prescribed time, as mentioned above on priority.

With regards,

Yours sincerely,


(R. Subrahmanyam)

Encl. As above

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R. Subrahmanyam, IAS
Secretary



Ministry of Human Resource Development
Department of Higher Education
Government of India

D.O. No. 11014/02/2018

20th April, 2018

To

Vice Chancellors of all Universities
Principals/Directors of all Higher Educational Institutions

Sir/Madam,

In pursuance of the objectives of the Swachh Bharat Mission launched as a national movement on October 2nd, 2014, the Ministry of Human Resource Development, in association with the Swachh Bharat Mission (Gramin), Ministry of Drinking Water and Sanitation, is launching a 'Swachh Bharat Summer Internship' programme. The University Grants Commission, vide their letter dated 23rd March, 2018 qualified this internship as being eligible for (2) academic credits like an optional paper.

The detailed guidelines of the Swachh Bharat Summer Internship programme, which outlines the details of the summer internship are enclosed with this letter. The internship is open only to the registered students of the higher educational institutions, and they are expected to take up a project for promotion of cleanliness, by spending an approximate duration of 100 hours the village selected by the student. Each institution is required to assign at least one Nodal Officer (who shall be registered on the website) who will guide students throughout the internship as per the guidelines enclosed. A website has been developed for the purpose of registration and reporting throughout the internship period, the link to which is as follows: <https://sbim.gov.in>. The website is scheduled to be launched from 25th April 2018 and nodal officers are required to register on the website thereon. Students interested to join the internship programme are required to register and report the activities conducted during the internship period on the same website (<https://sbim.gov.in>). On completion of the summer internship, the best 3 interns/ teams of interns would be awarded at college level and their names would be forwarded for eligible awards at University level/ State and National level.

It is requested to actively convey this summer internship among all your students so that they can productively use their summer holidays helping the village communities. The registration for the summer internships will be open from 25th April till 15th May 2018.

I am confident that with your support and active participation, this programme will be a grand success and help in making Swachh Bharat Mission a true Jan Andolan.

Yours sincerely,


2014
(R. Subrahmanyam)

Room No. 127, 'C' Wing, Shastri Bhavan, New Delhi-110 115 E-mail: subrahud@gmail.com

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MHRD

Government of India
Ministry of Human Resource Development

Swachh Bharat Summer Internships 2018

1. Objective

In furtherance of the objectives of the Swachh Bharat Abhiyan launched on 2nd October 2014, Government has launched the Swachh Bharat Summer Internships-2018 aiming at enrolling the students for promoting swachhta in the villages. Under this, the students are invited to select a village of their choice, and work with the village community for building a lasting system for improving the overall sanitation and hygiene in the village. It is expected that each student would devote at least 100 hours to Swachhata, and carry out specific measures for improving the sanitation and hygiene in the village.

This internship is being jointly launched by the Ministry of Human Resource Development in association with the Ministry of Drinking Water and Sanitation and is named '**Swachh Bharat Summer Internship – 100 Hours of Swachhata**'. The objective is to engage youth across the country, develop their skill and orientation for sanitation related work and make Swachh Bharat Mission a *jan andolan*.

2. Components of the internship

The student enrolled for the internship is expected to adopt one or more villages and conduct activities of their choice to contribute to the cause of rural sanitation in India.

a) **Duration:** At least 100 hours in the period 1st May to 31st July 2018 during Summer Vacation

b) **Who can apply:**

- Youth enrolled in Colleges/ Universities may apply through an online application form made available on the website <https://sbsi.mva.gov.in>. These organizations are henceforth referred to as the "parent institution".
- Candidates to indicate the location of internship (village/district). The location of the internship may either be home state or the state of the parent institution. (to be accepted by MHRD)
- Candidates may participate individually or in teams. Team size may be decided depending on the nature and scope of their activity, and approved by the parent institution, subject to a maximum limit of 10 members in a team.

c) **Internship Process:**

- Candidates to devote approximately 100 hours conducting Swachhata-related activities in villages selected by them and approved by the parent institution.
- The parent institution to organize necessary logistics for the activities.

3. List of suggested activities:

As a part of the internship, the activities that participants may conduct have been categorized into two clusters:

A. Information-Education-Communication activities: IEC activities are oriented towards increasing the awareness of people about sanitation related issues and trigger a change in sanitation related behaviour. IEC activities undertaken by the interns can target behaviour around open defecation, hygiene practices; solid/ liquid waste management among other behaviours. Under this, the interns may:

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Swachh Bharat Summer Internships 2018

- Organize awareness campaigns around better sanitation practices like using a toilet, handwashing, health and hygiene awareness, etc.
- Perform Nukkad Nataks or street plays around swachhata
- Organise Swachhata Melas, song and dance performances
- Conduct Door-to-door meetings to drive behaviour change with respect to sanitation behaviours
- Conduct Village or School-level Rallies to generate awareness about sanitation
- Make wall paintings in public places (more specially panchayat offices) on the theme of swachhata
- Participate in Nigrani committees to stop open defecation in villages
- Organise Swachhata-related movie screenings in public places. (Swachh Bharat movies may be found on the YouTube channel tinyurl.com/sbmgramin and community screenings of these films may be organized in public places in the villages to help spread the message of Swachhata)
- All IEC Material of Swachh Bharat Mission may be freely downloaded from the links tinyurl.com/sbmiec and tinyurl.com/sbmiec2. Any other activities undertaken to help spread these messages to the rural masses would count under the header of IEC activities.

B. Solid Waste Management related activities: SWM activities target generation of awareness around waste collection, segregation, disposal and waste-free environment:

- Organize Waste collection drives in households and common or shared spaces
- Volunteer for segregation of solid waste into non-biodegradable and biodegradable waste
- Mobilize community and panchayat to build compost pits, where organic matter decomposes to form manure
- Help Panchayats draw up plans for installation of biogas plants
- Organize cleaning of streets, drains and back alleys through awareness drives

4. Training:

An orientation video for youth towards sanitation activities in the rural context has been created and uploaded on the portal <https://sbsi.mva.gov.in>, Swachh Bharat Mission (Gramin) YouTube channel (<https://tinyurl.com/sbmoreamin>).

5. Other important resources:

- a. It is recommended to go through the YouTube channel of the Swachh Bharat Mission (Gramin) at <https://tinyurl.com/sbmgramin> and use the other material uploaded there (uploaded in multiple regional languages) to support their efforts on the ground.
- b. All IEC material of Swachh Bharat Mission (Gramin) may be freely downloaded and widely used from the links <https://tinyurl.com/sbmiec> and <https://tinyurl.com/sbmiec2>
- c. Swachh Bharat updates are regularly shared on social media on the pages twitter.com/swachhbharat and facebook.com/sbmgramin
- d. Inspiring success stories from the grassroots are available at the blog link sbmgramin.wordpress.com

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MHRD

Government of India
Ministry of Human Resource Development

Swachh Bharat Summer Internships 2018

6. Reporting:

An Internship Report needs to be submitted by the candidate on the online portal in the prescribed format through the Supervisor within 15 days of completion of fieldwork.

7. Rewards and Recognition:

- All participants will be given a Swachh Bharat Internship Certificate on completion of their internship and its approval by the parent institution
- 2 curriculum credits will be given by institutions affiliated with UGC to all interns whose internships are certified by the parent institution as eligible for the credits on the basis of higher parameters.
- The Best interns will be recognized at college, university, state and national levels as follows:
 - College Level: Shields / cups given by parent institution
 - Cash Awards in addition to certificates (Provided by MHRD/MDWS)
 - University Level : Rs 30,000, Rs 20,000, Rs 10,000
 - State Level: Rs 50,000, Rs 30,000, Rs 20,000
 - National Level: Rs 2 lakh, 1 lakh, Rs 50,000
- The selection of awardees will be done by the competent authority appointed by the MHRD at each level. The decision of the competent authority will be final.

8. Role of the Parent Institution

- Conduct college level campaigns to mobilize participation
- Appoint Nodal Officers for the internship
- The Nodal Officers should register on the <https://sbsi.mygov.in> and facilitate application process
- May provide necessary logistics for interns, such as travel to the village, refreshments, etc.
- To ensure that all interns submit their reports on the portal <https://sbsi.mygov.in> on time (within 15 days of completion of fieldwork)
- The top three awardees at each level should be forwarded to the next level for consideration of awards at that level
- Submit the details of the name of the awardees to the next level of authority. i.e., University/State/Ministry of Human Resource Development
- Responsibility for safety and security of the interns during village visits lies with the parent institution, hence the location should be chosen appropriately and liaison done with local administration wherever necessary

9. Role of State Government and District Administration

- State Government/District Administration will provide necessary support to the parent institutions as and when requested to the extent possible.

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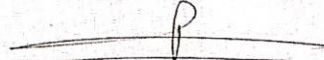
F.No. M. 11014/02/2018- EBSB
Government of India
Ministry of Human Resource Development
EBSB Cell

534- 'C' Wing, Shastri Bhawan, New Delhi
Dated 6th August, 2018

OFFICE MEMORANDUM

Subject: Best Interns Award under Swachh Bharat Summer Internship Programme.


The undersigned is directed to enclose a copy of the D.O. letter of even no. of Secretary Higher Education the Vice Chancellors of All Universities all Higher Education Institutions on the aforesaid subject (sent earlier also) for the compliance of the various deadlines of the selection of the interns under this programme.


6/8/2018

(Pandey Pradeep Kumar)
Under Secretary (EBSB)
Tel No. 23386934

To

The Nodal Officers of all the Universities and of the Higher Educational Institutes which participated in the Swachh Bharat Summer Internship programme.


25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya

Circular of CMIPP

Government of Assam
Office of the Director of Higher Education, Assam
Kahilipara, Guwahati-19

No. DHE/PA/Misc/3/2022/44

Dated Kahilipara, the 6th July/2022.

From: Sri Dharma Kanta Mili, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

1. All the Registrars, (State Universities).
2. All the Principals (Govt. Colleges/Provincialised Colleges).

Sub: Regarding Chief Minister's Institutional Plantation Programme (CMIPP).

Sir/Madam,

With reference to the subject cited above, I have the honour to state that the Govt. of Assam is going to launch a massive plantation programme under the scheme Chief Minister's Institutional Plantation Programme (CMIPP) commencing from 15th July/2022 till 15th August/2022 coinciding with the completion of the yearlong celebration of 'AZADI KA AMRIT MAHOTSAV'.

Therefore, you are hereby requested to make the month long arrangement in your esteemed institution and ask the teachers and students to actively participate in the plantation drive with a motive of enhancing carbon stock through mass plantation, conservation of important native plant species including medicinal and fruit plants, beautification of institutional premises with absolute green cover and creating overall awareness for collective participation in climate change mitigation.

The minutes of the meeting along with detailed guidelines are enclosed herewith for your ready reference.

This is for your kind information and necessary action.

Yours faithfully

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara, the 6th July/2022.

Memo No. DHE/PA/Misc/3/2022/44-A

Copy to:-

1. The Secretary to the Govt. of Assam, Science, Technology and Climate Change Department, Assam, Dispur, Guwahati-6.
2. The Director, Assam Science Technology and Environment Council for information.
3. The P.S to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6.
4. The P.S. to the Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
5. Guard file.

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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MINUTES OF THE MEETING HELD ON 30.06.2022 WITH THE EDUCATION DEPARTMENT TO DISCUSS THE IMPLEMENTATION OF THE CHIEF MINISTER'S INSTITUTIONAL PLANTATION PROGRAMME IN EDUCATIONAL INSTITUTIONS:

The meeting was chaired by Chief Secretary, Assam

Members Present:

(List enclosed)

The Chairman welcomed the members and urged all entities under the Education Department to participate in the Chief Minister's Institutional Plantation Programme (CMIPP) befittingly.

1. The Secretary, Science, Technology and Climate Change (ST&CC) Department briefed the members about the objectives and implementation strategy of (CMIPP). All educational institutions under Education Department (Elementary, Secondary and Higher Education) are requested to participate in the plantation drive from 15th July to 15th August 2022.

2. The programme has the following objectives:

2.1 Enhance carbon stock through mass plantation

2.2 Conservation of important native plant species including medicinal and fruit plants.

2.3 Beautification of institutional premises with absolute green cover

2.4 Creating awareness for collective participation in climate change mitigation

3. The following activities are agreed to be taken up by all concerned:

(3.1) Preparation:

3.1.1. Available space for plantation to be identified by the respective institutions and recorded for uploading in the dedicated web-portal.

3.1.2 Selection of native species for plantation based on suitability of the premises.

Institutions may select species from the list provided by Assam Science Technology and Environment Council (ASTECC) or other native species suitable for the premises. (list of species provided by ASTEC is enclosed herewith)

3.1.3 Preparation of site for plantation

3.1.4 To approach local offices of Forest and Agriculture Department for saplings and for technical guidance, if necessary.

3.2 Plantation Drive:

3.2.1 **Launch:** To be launched on 15th July 2022 by all heads of offices and institutions at headquarters and districts, Hon'ble Chief Minister would launch the programme on 15th July 2022 from a premises of his choice.

3.2.2 Plantation drive will continue till 15th August 2022 which is going to coincide with the concluding ceremony of "Azadi Ka Amrit Mahotsav".

3.2.3. **Culmination of Plantation Drive:** On 15th August 2022 the institutions would revisit the plantations already done and assess the survival and upload the report on portal created for this purpose.

3.3 Monitoring:

3.3.1 Web-portal for monitoring the plantation will be shared by the Science, Technology and Climate Change Department.

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- 3.3.2 The heads of the institutions would upload the geo-tagged photographs of the planted sapling in the web-portal immediately after plantation and upload particulars about survival every three months for three years.
- 3.3.3 Schools and colleges having "Youth and Eco-clubs", "Eco-clubs" and "College Environment Cells" may take the CMIPP as part of activities of such existing programmes in the institutes.
- 3.3.4. The Director, Technical Education will hold a video-conference (VC) with the Principals of the engineering colleges and polytechnics. Director, Higher Education may also hold VC with universities to disseminate the instructions regarding implementation of the scheme.
- 3.3.5 It was also suggested that in schools and colleges students may be entrusted responsibilities of taking care of plants individually or in groups for 3 years
- 3.3.6 An award will be constituted to recognize and honour the best organized School/College/University campus under CMIPP
- 3.3.7. The Secretary, ST&CC Department sought active cooperation and participation of all concerned to make the programme successful.

The meeting ended with thanks to and from the Chair.

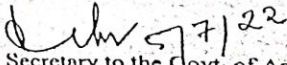
Sd/-
(Jishnu Baruah, IAS)
Chief Secretary, Assam

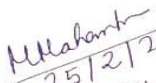
Dated Dispur, 5th July, 2022

Memo No. STE. 40/2022/Pt/3-A

Copy to:-

1. Mission Director, SSA for kind information
2. S.O. to Chief Secretary, Assam for kind information
3. PPS to Hon'ble Chief Minister, Assam for kind information
4. The Director, Science & Technology for kind information
5. The Director, Higher/Technical/Secondary/Elementary Education, Assam for kind information and necessary action
6. Director, Assam Science Technology and Environment Council for kind information and necessary action
7. P.S. to Hon'ble Minister, Science, Technology & Climate Change, Assam for kind information
8. P.S. to Commissioner & Secretary, Higher Education for kind information of the Commissioner & Secretary
9. P.S. to Secretary, Secondary/Elementary Education for kind information
10. Person concerned.....
11. Guard file
12. Office copy


Additional Secretary to the Govt. of Assam
Science, Technology & Climate Change Department


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Suggestive list of species for plantation
Under "Chief Minister's Institutional Plantation Programme" to be conducted during 15th July - 15th August 2022

Sl. No.	Local/ Common name	Scientific name	Utility	Habit	Saplings raised from
1	অগৰু (Agar Wood)	<i>Aquilaria malaccensis</i> Lam.	Wood medicinal, sometimes used as fuel wood, infected wood highly economic	Big tree	Seeds
2	অমৰা (Hog plum)	<i>Spondias pinnata</i> (L.f.) Kurz	Bark, leaves, fruits medicinal, fruits edible, leaves & fruits animal feed	Medium tree	Seeds
3	অৰ্জুন (Arjun tree)	<i>Terminalia arjuna</i> (Roxb. ex DC.) Wight & Arn.	Bark, fruits medicinal, sometimes used as fuel wood, suitable for road-side plantation	Big tree	Seeds
4	অশোক (Sita Ashok)	<i>Saraca asoca</i> (Roxb.) Willd.	Bark medicinal, ornamental, evergreen, suitable for road-side plantation	Medium tree	Seeds, branch cuttings, air-layering
5	আম (Mango tree)	<i>Mangifera indica</i> L.	Fruits edible and used for pickle making, shelter for epiphytic plants & birds, good fuel wood, evergreen, suitable for road-side plantation	Big tree	Seeds, air-layering, grafting
6	আমনৰি (Indian gooseberry)	<i>Phyllanthus emblica</i> L.	Fruits medicinal, edible and used for pickle making	Medium tree	Seeds
7	এজৰ (Common Crape Myrtle)	<i>Lagerstroemia indica</i> L.	Roots, bark, leaves, flowers medicinal, ornamental, suitable for road-side plantation	Medium tree	Seeds, stem cuttings
8	কঠন (Jackfruit)	<i>Artocarpus heterophyllus</i> Lam.	Bark, leaves (latex) medicinal, fruits edible, leaves animal feed, evergreen	Big tree	Seeds
9	কৰছ (Indian beech)	<i>Pongamia pinnata</i> (L.) Pierre	Leaves, flowers, green pods medicinal, ornamental, evergreen, suitable for road-side plantation	Medium tree	Seeds, stem cuttings
10	কৰদৈ (Star fruit)	<i>Averrhoa carambola</i> L.	Leaves, fruits, flowers medicinal, fruits edible and used for pickle making, fuel wood, evergreen	Medium tree	Seeds
11	কৰবী (Yellow cleander)	<i>Cascabela thevetia</i> (L.) Lippold	Bark, leaves, fruits medicinal but toxic, ornamental, evergreen, suitable for road-side plantation	Small tree	Seeds, stem cuttings
12	কুৰীথেকেৰা (Cowa fruit)	<i>Garcinia cowa</i> Roxb. ex Choisy	Root bark, leaves, fruits medicinal, processed fruits edible	Medium tree	Seeds
13	কৃষ্ণচূড়া (Flame Tree)	<i>Delonix regia</i> (Hook.) Raf.	Leaves, flowers medicinal, ornamental, good fuel wood, suitable for road-side plantation	Medium tree	Seeds
14	শুলফ (White frangipani)	<i>Plumeria alba</i> L.	Root bark, flowers, seeds medicinal, ornamental, evergreen	Small tree	Apical branch cuttings

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15	জলফাই (Indian Olive)	<i>Elaeocarpus floribundus</i> Blume	Bark, leaves, fruits medicinal, fruits edible & used for pickle making, fuel wood, evergreen, suitable for road-side plantation	Big tree	Seeds
16	জবাফুল (Chinese hibiscus)	<i>Hibiscus rosa-sinensis</i> L.	Flowers, leaves medicinal, ornamental, evergreen	Small tree	Stem cuttings, air-layering
17	ডালিম (Pomegranate)	<i>Punica granatum</i> L.	Bark, fruits medicinal, seeds edible	Small tree	Seeds, Stem cuttings
18	তেজল (Tamarind)	<i>Tamarindus indica</i> L.	All plant parts medicinal, suitable for road-side plantation	Big tree	Seeds
19	নাহব (Ceylon iron wood)	<i>Mesua ferrea</i> L.	Bark, leaves, flower buds, seeds medicinal, timber, ornamental, evergreen, suitable for road-side plantation	Big tree	Seeds
20	পুট্রাঞ্জিরা (Putranjiva tree)	<i>Putranjiva roxburghii</i> Wal.	Leaves, pods medicinal, ornamental, evergreen, suitable for road-side plantation	Medium tree	Seeds, stem cuttings
21	বকুন (Spanish cherry)	<i>Mimusops elengi</i> L.	Bark, flowers, fruits, seeds medicinal, shelter for epiphytes & birds, fuel wood, evergreen, suitable for road-side plantation	Big tree	Seeds
22	ববজামুক (Malabar plum)	<i>Syzygium cumini</i> (L.) Skeels	Bark, fruits medicinal, fruits edible, animal shelter, fuel wood, suitable for road-side plantation	Big tree	Seeds, air-layering
23	ভায়েবা (Bastard myrobalan)	<i>Terminalia bellica</i> (Gaertn.) Roth.	Fruits medicinal, fuel wood, also timber, fruits & leaves animal feed, suitable for road-side plantation	Big tree	Seeds
24	মধুবাম (Guava)	<i>Psidium guajava</i> L.	Bark, leaves, flowers, fruits, roots medicinal, fruits edible, leaves animal feed	Small tree	Seeds, grafting, air-layering, root cuttings
25	মহানিম (Indian lilac)	<i>Azadirachta indica</i> A.Juss.	Leaves, bark, flowers, seeds medicinal, fuel wood, evergreen, suitable for road-side plantation	Medium tree	Seeds
26	বউকাঞ্চন (Purple Bauhinia)	<i>Bauhinia purpurea</i> L.	Bark, leaves, flowers medicinal, ornamental, suitable for road-side plantation	Medium tree	Seeds, stem cuttings
27	বাউলাফুল (Jungle flame)	<i>Ixora coccinea</i> L.	Bark, leaves, flowers, roots medicinal, ornamental	Shrub	Stem cuttings
28	বাধাচূড়া (Peacock flower)	<i>Caesalpinia pulcherrima</i> (L.) Sw.	Bark, leaves, flowers, seeds medicinal, ornamental, fuel wood, suitable for road-side plantation	Medium tree	Seeds, stem cuttings
29	লিচু (Litchi)	<i>Litchi chinensis</i> Sonn.	Root bark, flowers, fruits, seeds medicinal, fruits edible, fuel wood, evergreen, suitable for road-side plantation	Medium tree	Seeds, grafting, air-layering
30	লেটেকু (Burmese grape)	<i>Baccaurea ramiflora</i> Lour.	Fruits, seeds medicinal, fruits edible, evergreen	Medium tree	Seeds, branch cuttings
31	শওণালতা (Heart-leaved moonseed)	<i>Tinospora cordifolia</i> (Willd.) Miers	Root, stem, leaves medicinal, climber	Climber	Seeds, Stem cuttings

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32	শালিযা (Chebulic myrobalan)	<i>Terminalia chebula</i> Retz.	Fruits, bark medicinal, timber, suitable for road-side plantation	Erg tree	Seeds
33	শেৱালী (Night Jasmine)	<i>Nyctanthes arbor-ristis</i> L.	Root, bark, flowers, seeds medicinal, ornamental	Small tree	Seeds, stem cuttings
34	সোপাক (Golden tree)	<i>Cassia fistula</i> L.	Bark, leaves, roots, pods medicinal, ornamental, suitable for road-side plantation	Erg tree	Seeds, stem cuttings, air-layering
35	মূলপঘ (Cotton rosemallow)	<i>Hibiscus mutabilis</i> L.	Leaves, flowers medicinal, ornamental, prevents river bank erosion, suitable for road-side plantation	Small tree	Seeds, Stem cuttings

N.B. (i) Other native plant species may also be considered suitable for plantation in the premises, (ii) Habit of the plant is based on general observation only

Plantation Guidelines for Sapling that raised from seeds, cuttings, grafting, air-layering, etc.

- Choose a suitable site that is appropriate for the particular plant species. If the site is low land then raise the level of the site as per requirement looking at the ground level.
- Maintain approximate spacing for plantation: Big tree 20ft.; Medium tree 15 ft. & Small tree 10 ft., Climber: It requires big host plant to climb over.
- After sapling collection plant it within a day or two.
- Cut the wrapping from top at one side and remove the sapling gently from its original wrapping with root mass.
- Dig a hole on the selected site at least two-three times bigger than the root ball or root mass of the sapling.
- Put some amount of dry organic fertilizer up to 6-8 cm height or raise the bottom of the hole to maintain the top level of the root mass of the sapling with the ground level.
- Put the sapling in the middle of the hole carefully with root mass and make sure that the tree is straight and plumb.
- Backfill the entire hole with the existing soil and organic fertilizer and spray required water on the backfilled hole.
- Gently compact the surface of the backfill hole and ensure that the sapling is properly planted.
- Take a photograph of each planted sapling with geo-tagging and upload in the web portal "shyamolechouhad.assam.gov.in" and repeat the same after each six-month till three years.
- If necessary a proper size bamboo guard is to be erected around the plant saplings to avoid damage by cattle or unwanted elements.
- If the planted sapling is not survived then replace it immediately with a healthy one.
- The sapling may be considered as a part of your family that needs regular monitoring up to its growth about 8 ft. height.

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Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

Date-

Brief Report of the Facilities

Brief Report of Institutional Facilities and Initiatives

Marangi Mahavidyalaya is the only Higher Educational institution in larger Marangi area. The College has been providing different facilities for the students as well as for the teaching and non teaching staff. It has been taking different initiatives for energy management.

The institution has installed solar panel as an alternative source of energy. It used LED bulb for energy conservation.

The institution has been taking different steps for the management of various types of degradable and non- degradable waste by proper categorization of disposable waste. It uses dustbins for solid waste which help to keep the College environment clean. College has practical vermicomposting project for solid waste management which are used in the garden of the College.

The institution is very much concerned about water conservation. Rain water harvesting is a strategy taken by the College to gather and conserve rain water for future usage. The rain water is used in girls' common room and the garden of the College. The College also takes some steps to conserve water like, check water leaks and repair leaky taps, use mug and bucket in the toilet etc.

The institution initiates to organize different programme to promote green campus in the College which helps to build sustainable living practices. The College observes World Environment Day in every year and plants tree in the College campus. It takes the responsibility to look after these plants.

The institution has tried provide a disable- friendly and barrier free environment to the students and staffs. It has the facility of ramp rail to the disabled person.

The College has used alternate sources of energy to conserve energy. It has taken different steps for the management of the various types degradable and non- degradable waste which helps to clean the College campus. Green campus initiatives also help to provide a healthy atmosphere to students and staffs of the College.

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