

Criterion 6

6.3.1

INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF



KHOWANG COLLEGE

Khawang Ghat, Dibrugarh, Assam-785676

www.khowangcollege.edu.in



Performance Appraisal for Teaching Staff:

IQAC (Chairperson+coordinator) of the college evaluates and keeps records of faculty performance year wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement so that they can utilize their time scale promotional benefits as per Assam Govt. rules. Individual API score of the concern teacher is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned head of the departments of the college. If requisite score of the teacher fulfils the govt. norms it is sent to the Department Promotion Committee(DPC). The IQAC of the college strictly maintains the quality culture, takes feedback from the students time to time as well as from parents that helps in improvement of teacher`s performance in the college.

(2017-2018)

PBAS Proforma for Promotion under CAS

Name of the Institution: Khowang College, Khowang Ghat, Dibrugarh


Submitted by:-

Name: Biju Chetia

Present Designation: Asst. Professor

Department: English

Date of Submission: 25-10-2018

Signature with date:  25/10/2018

Name of the Institution: Khowang College

PBAS Proforma for Promotion under CAS

PART: A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

01. Name (in BLOCK Letters) : BIJU CHETIA
02. Father's Name/Mother's Name : Mr. Siddheswar Chetia
03. Department : English
04. Educational Qualification : M.A., MPhil
05. Current Designation and Academic Grade Pay : Asst. Professor AGP = Rs. 6000/-
06. Date of last Promotion :
07. Which position and : Asst. Professor
AGP are you an applicant under CAS? : 7000/-
08. Date of eligibility for promotion : 01-05-2015
09. Date and Place of Birth : 20-02-1980 Place of Birth: Dhemechi, Dibrugarh
10. Sex : Male
11. Marital status : Married
12. Nationality : Indian
13. Indicate whether belongs to SC/ST/OBC category : OBC

14. Address for correspondence:-
Ward No., House No. :
Road / Lane :
Town / Village : Khowang College
P.S. : Borbaruah
P.O. : Khowang Ghat
District : Dibrugarh
PIN : 785676
15. Permanent Address:-
Moran Kushal Nagar
Moranhat
Moranhat
Dibrugarh
785670
Telephone No. / Mobile No. : +919401500734
Email ID : bijuchetia997@gmail.com

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16. Academic Qualifications:- (HSLC till Post Graduation)

Examinations	Name of the Board / University	Year of Passing	Division/ Class/Grade	Subject/s
HSLC	SEBA	1995	II	Assamese, English, G. Science, G. Mathematics, Social Studies, Hindi
Intermediate (10 + 2)	AHSEC	1997	I	Assamese, English, Economics, Political Science, Adv. Assamese, Sociology
B.A. / B.Sc. / B.Com. / B.Mus. / Others	Dibrugarh University	2001	II	English(Major), MIL(Assamese), Political Science, Communicative English
M.A. / M.Sc. / M.Com. / M.Mus. / Others	Pune University	2003	II	English

17. Research Degree(s):-

Degrees	Title	Date of Award	University
M.Phil.	An analysis of the criticism of the Byzantium Poems of W.B. Yeats	17-06-2008	Madurai Kamaraj University
Ph.D. / D.Phil.			
D.Sc. / D.Litt.			

PBAS Proforma for Promotion under CAS / Page No. 3

18. Appointments held prior to joining this institution:-

Designation	Name of Employer	Date of		Scale of Pay with AGP	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution:-

Designation	Department	Date of actual Joining		Scale of Pay with AGP
		From	To	
Asst. Professor	English	24-12-2008	30-04-2009	Rs. 5000/- (Fixed) Probationary Period

PBAS Proforma for Promotion under CAS / Page No. 4

20. Period of teaching experience:-

P.G. Classes (in years) : Nil

U.G. Classes (in years) : 9

21. Research Experience excluding years spent in M.Phil. / Ph.D. (in years) :

Nil

22. Fields of Specialisation under the Subject / Discipline (if any) :-

a. Linguistics and Stylistics

b.

23. Academic Staff College: Orientation Programme (OP) / Refresher Course (RC) / Summer School (SSS) / any other course attended:-

Name of the Course / School [OP/RC/SSS/others]	Place [Academic Staff College (ASC)]	Duration			Sponsoring Agency
		From	-	To	
Orientation Course	NEHU	04-02-2013	to	03-03-2013	UGC
Refresher Course	NBU	09-01-2018	to	29-01-2018	UGC

PBAS Proforma for Promotion under CAS / Page No. 5

PART: B : ACADEMIC PERFORMANCE INDICATORS
(Please see detail instructions of this PBAS proforma before filling out this section)

06

CATEGORY: I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (From 2017 to 2018)

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours: (give semester-wise details, where necessary)

Sl. No.	Course / Paper	Level (UG / PG)	Mode of teaching*	Hours per week		% of classes / practicals taken as per documented record
				allotted	taken	
01.	101(M) Unit II, III; 101(NM) Unit III	UG	L	3	3	100%
02.	201(M) Unit II & IV; 201(NM) Unit III & IV	UG	L	5	5	100%
03.	301(NM) Unit I & II	UG	L	2	2	100%
04.	301(M) Unit I; 302(M) Unit II	UG	L	2	2	100%
05.	402(M) Unit I & II	UG	L	2	2	100%
06.	501(M) Unit I & III	UG	L	3	3	100%
07.	502(M) Unit I & II	UG	L	4	4	100%
08.	504(M) Unit II	UG	L	2	2	100%
09.	601(M) Unit I & III	UG	L	2	2	100%
10.	602(M) Unit III & IV	UG	L	3	3	100%
11.	604(M) Unit I & III	UG	L	2	2	100%
12.	Seminar (1 st , 3 rd and 5 th Sem.)	UG	S	3 hr/Sem	3	100%
13.	Seminar (2 nd , 4 th and 6 th Sem.)	UG	S	3 hr/Sem	3	100%
14.	Tutorial	UG	T			100%
15.	Contact Hours	UG	C			100%
*Lecture (L), Seminar (S), Tutorial (T), Practicals (P), Contact Hours (C)				TOTAL =		100%

Sl. No.	Classes Taken (max 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given)	API Score
(a)		50
(b)	Teaching Load in excess of UGC norm (max score: 10)	10
TOTAL of Category: I / Item No. (i) =		60

PBAS Proforma for Promotion under CAS / Page No. 6

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students:-

Sl. No.	Course / Paper	Level (UG / PG)	Consulted	Prescribed	Additional Resource provided
01.	101(M) Unit II & III	UG	Pelican Guide to Eng. Lit., W. J. Long, L. & Cazamian	Choudhary Bibhash, Eng. Social and Cultural History	Bibliography of related Books
02.	101(NM) Unit III	UG	NCERT Books	Singh Vandana, The written words	Examples
03.	201(M) Unit II & IV	UG	History of English Lit., W. J. Long, L. & Cazamian	Choudhary Bibhash, Eng. Social and Cultural History	Bibliography of related Books
04.	201(NM) Unit III & IV	UG	Forum for English Studies, Twentieth Century Prose	Forum for English Studies, Twentieth Century Prose	Q. A.
05.	301(M) Unit I	UG	Macmillan, An outline History English Lang., Wood F.T.	Wood F. T., An Outline His. Eng. Lang.	Q. A.
06.	302(M) Unit II	UG	Poems old and New	Poems old and New	Resources Provided from various websites
07.	301(NM) Unit I & II	UG	Musings	Musings	Do
08.	402(M) Unit I & II	UG	Edited by H. Bloom, A Tale of Two Cities	Allen Walter, The English Novel	Q. A.
09.	301(NM) Com. Skill, Unit III	UG	NCERT Books	Effective Communication	Examples
10.	501(M) Unit I & III	UG	Edited by H. Bloom, King Lear	Allen Walter, The English Novel	Resources Provided from Various websites
11.	502(M) Unit I & II	UG	The English Critical Tradition, Ed. S. Ram and V. S. Setura	Prasad B., An Introduction to Eng. Criticism	Do
12.	504(M) Unit II	UG	Poems old and New	Poems old and New	Do
13.	601(M) Unit I & II	UG	David Daiches, Orient Long, Critical Approaches to Lit.	Eng. Critical Text	Bibliography of related Books
14.	602(M) Unit III & IV	UG	O.U.P., Huckleberry Finn	Mark Twain, Huckleberry Finn	Resources Provided from various websites
15.	604(M) Unit I & III	UG	Verma and Krishnaswami, Modern Linguistics	Balasubramoniam, T., A Text book of Eng. Phonetics for Indian Students	Q. A.
API Score based on Preparation and imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to Students (max. score: 20)				API Score of Category: I / Item No. (ii) = 20	

Use additional sheet/s wherever necessary

PBAS Proforma for Promotion under CAS / Page No. 7

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies / Audio-Visual Teaching Aid, Updating of Subject Content, Course Improvement etc.


Sl. No.	Short Description	API Score
01.	Conducted Group Discussion in B.A. 3 rd Sem (NM)	5
02.	Power Point Presentation in B.A. 1 st Sem(NM)	5
03.	Conducted Literary Quiz Competition in B.A. 1 st , 3 rd & 5 th Sem(M)	5
04.	Imparting Remedial Classes	5
API Score for Category: I / Item No. (iii) (Max. Score = 20)		Total API Score of Category: I / Item No. (iii) = 20

- (iv) Examination Duties Assigned and Performed

Sl. No.	Type of Examination Duties	Duties Assigned	Duties carried out	Extent to which carried out (%)	API Score
01.	Invigilation	Invigilation duty in all examinations		100%	10
02.	Evaluation/Scrutiny	Evaluation of ans. scripts of relevant subject		100%	10
03.	Question Paper Setting	Question Paper setting in Sessional Exams		100%	5
04.					
API Score for Category: I / Item No. (iv) (Max. Score = 25)					Total API Score of Category: I / Item No. (iv) = 25

Certificate from the Head of the Department

This is to certify that Mr. Biju Chetia Assistant / Associate Professor of Khawang College attended all the allotted classes. He / She gives regular instructions as per Curriculum with the prescribed material, syllabus enrichment by providing additional resources to the students. He / She carried out Semester / Annual Examination work as per duties allotted.

Signature of HOD: 

Department: English

Head,
Deptt. of English
Khawang College

FBAS Proforma for Promotion under CAS / Page No. 8

CATEGORY: II

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From 2017 to 2018)

Sl. No.	Type of Activity	Average hours / week	API Score
(i) Extension, Co-curricular & field based Activities			
01.	Team Manager of D.U. Inter College Men & Women Football Tournament		5
02.	Vice President of SMDC at Tenthengia Industrial High School		5
03.	Observer of Historian Purna Kanta Buragohain Memorial Talent Search Exam, 2017		5
04.			
API Score for Category: II / Item No. (i) (Max. Score = 20)			Total API Score of Category: II / Item No. (i) = 15

Sl. No.	Type of Activity	Yearly / Sem.-wise responsibilities	API Score
(ii) Contribution to Corporate Life and Management of the Institution			
01.	In-Charge of Games and Sports of the Students Union of the College		5
02.	Member of Fishery Management Committee		5
03.			
04.			
05.			
06.			
07.			
08.			
API Score for Category: II / Item No. (ii) (Max. Score = 15)			Total API Score of Category: II / Item No. (ii) = 10

Sl. No.	Type of Activity	Yearly / Sem.-wise responsibilities	API Score
(iii) Professional Development Activities			
01.			
02.			
API Score for Category: II / Item No. (iii) (Max. Score = 15)			Total API Score of Category: II / Item No. (iii) =
API Score for Category: II (i + ii + iii) (Max. Score = 25)			Total API Score of Category: II (i + ii + iii) = 25

FBAS Proforma for Promotion under CAS / Page No. 9

CATEGORY: III
RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (From 2017 to 2018)

A. Published Papers in Journals: Nil

Sl. No.	Title with page nos.	Journal	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. A =								

Use additional sheet/s wherever necessary

B. (i) Articles / Chapters Published in Books: Nil

Sl. No.	Title with page nos.	Book Title, editor and publisher	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (i) =								

Use additional sheet/s wherever necessary

B. (ii) Full Papers in Conference Proceedings: Nil

Sl. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (ii) =								

Use additional sheet/s wherever necessary

B. (iii) Books Published as SINGLE AUTHOR or as EDITOR: Nil

Sl. No.	Title with page nos.	Type of Book and Authorship	Publisher and ISSN / ISBN	Whether Peer Reviewed	Impact Factor, if any	Number/s of co-author/s	Whether you are the main author	API Score
01.								
02.								
03.								
04.								
05.								
06.								
Total API Score of Category: III / Item No. B (iii) =								
Total API Score of Category: III / Item Nos. [A + B. (i) + B. (ii) + B. (iii)] =								

Use additional sheet/s wherever necessary

C. Ongoing and Completed Research Projects and Consultancies: Nil

C. (i and ii) Ongoing Projects / Consultancies						
Sl. No.	Title	Agency	Period		Grant / Amount Mobilized (Rs lakh)	API Score
			From	To		
01.						
02.						
03.						
Total API Score of Category: III / Item No. C. (i and ii) =						
C. (iii and iv) Completed Projects / Consultancies: Nil						
Sl. No.	Title	Agency	Period		Grant / Amount Mobilized (Rs lakh)	API Score
			From	To		
01.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
02.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
03.						
Mention whether policy document / patent as outcome for the above completed Projects / Consultancies:						
Total API Score of Category: III / Item No. C. (iii and iv) =						
Total API Score of Category: III / Item Nos. [C. (i and ii) + C. (iii and iv)] =						

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D. Research Guidance: Nil

Sl. No.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	API Score
01.	M Phil or equivalent				
02.	PhD or equivalent				
Total API Score of Category: III / Item No. D =					

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organised by	API Score
01.	Refresher Course	9 th January 2018 to 29 th January 2018	NBU (ASC/MHRD)	20
02.				
03.				
04.				
05.				
06.				
Total API Score of Category: III / Item No. E. (i) =				20

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E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia: Nil

Sl. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /college or university level	API Score
01.					
02.					
03.					
04.					
05.					
Total API Score of Category: III / Item No. E. (ii) =					

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.: Nil

Sl. No.	Title of Lecture/Academic Session	Title of Conference / Seminar	Organised by	Whether international /national	API Score
01.					
02.					
03.					
Total API Score of Category: III / Item No. E. (iii) =					

Total API Score of Category: III / Item Nos. [E. i + E. ii + E. iii] = 20

Use additional sheet/s wherever necessary

E. (iv) : SUMMARY OF API SCORES

Sl. No.	Category / Criteria	Last Academic Year	Total API Score for Assessment Period	Annual Average API Score for Assessment Period
(i)	CATEGORY: I : Teaching, Learning and Evaluation Related Activities	2017-2018	Item No. (i) 60	125
			Item No. (ii) 20	
			Item No. (iii) 20	
			Item No. (iv) 25	
			CATEGORY: I: Total 125	
(ii)	CATEGORY: II : Co-curricular, Extension, Professional Development Related Activities etc.	2017-2018	Item No. (i) 15	25
			Item No. (ii) 10	
			Item No. (iii)	
			CATEGORY: II: Total 25	
Total of Categories: I + II =			150	150
(iii)	CATEGORY: III : Research, Publications and Academic Contributions	2017-2018	Item No. A.	20
			Item No. B.(i)	
			Item No. B.(ii)	
			Item No. B.(iii)	
			Item No. C. (i and ii)	
			Item No. C. (iii and iv)	
			Item No. D.	
			Item No. E. (i) 20	
Item No. E. (ii)				
Item No. E. (iii)				
Total of Category: III =			20	20
Total of Categories: (I + II + III) =			170	170

Teachers on Leave

FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' **uninterrupted** and satisfactory progress of work for which he/she has been duly engaged.

In case the candidate avails earned leave/ maternity leave/study leave/any other leave during the period of assessment, he/she shall have to produce necessary orders etc. from appropriate authority duly countersigned by the Principal to get the benefit of API score for the period in leave.

The PBAS proforma for promotion under CAS must be filled up by the college teachers/librarians in every year. The authority will verify and finalize the API scores and will keep it ready for DPC, in due time.

Leave availed:

Sl. No.	Type	From	To	Whether approved or not
	N.A.	N.A.	N.A.	N.A.

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No. / Details (Mention Year, value etc. where relevant)

01. Member of Prospectus Preparation Committee
02. Member of The Advisory Committee of NSS
03. Teacher In-Charge of UGC & RUSA Works
04. Mentor of Swayam
05. Member of RUSA Project Monitoring Unit

Use additional sheet/s wherever necessary

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

Sl. No. / Brief details of certificates/orders/papers etc.


01. Certificate of Orientation Course.
02. Certificate of Refresher Course.
03. Approval letter of Selection Committee for promotion.
04. Appointment letter as the Teacher - In-charge, UGC work.
05. Appointment letter as the In-charge of Games & Sports.
06. Appointment letter as the Member of Admission Committee.
07. Appointment letter as the Member of the Advisory Committee of NSS
08. Appointment letter as an AOC (G) of B.A./B.Com. 2nd Semester Exam
09. Certificate of Team Manager of D.U. Inter College Football (W) Tournament.
10. Certificates of Seminar/ Symposium.
11. Appointment letters as Invigilator/ Examiner/ Scrutinizer.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Use additional sheet/s wherever necessary

PBAS Proforma for Promotion under CAS / Page No. 20

Declaration by the incumbent:-

I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with this duly filled PBAS proforma.

Signature of the Faculty: 

Name: Rajni Chakraborty

Designation: Assistant Professor


Place: Khodang Ghat

Date: 25-10-2018

Report of

Principal of the College and Convener, IQAC:-

All the documents submitted by Assistant / Associate Professor of the College are verified and found authentic. The API Score mentioned above are correct.

Signature of the Principal: 




Signature of the Dipali Saikia
Convener, IQAC Co-Ordinator, IQAC
Khodang College.

Name of the College: Khodang College

Place: Khodang Ghat

Date: 29-10-2018

Name of the College: Khodang College

Place: Khodang Ghat

Date: 29-10-2018

N.B.: The individual PBAS proforma for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.


PBAS Proforma for Promotion under CAS / Page No. 21

Performance Appraisal System for Non-Teaching Staff

Performance Appraisal of the Non-Teaching Staff is solely done by the principal year-wise as per prescribed format:

GRADATION LIST (CADRE WISE) KHOWANG COLLEGE:: KHOWANG GHAT

Sl. No.	Name of the Post	No. of Post Sancti- oned	Name of Employees	Qualification	Date of Joining	Date from which apptt. Approved by DHE
1	U.D.A.	2	1. Duleswar Dehingia 2. Vacant	B.Com.	24-02-1992	11-01-1996 Do
2	L.D.A.	3	1. Alak Banerjee 2. Junti Borah 3. Vacant	B.A. B.A.	01-03-1995 01-10-2010	Do Do Do
3	Grade IV	3	1. Bharat Sonowal 2. Padum Chetri 3. Jitendra Das	Class VIII Pass Class VIII Pass Class VIII Pass	26-09-1986 11-09-1992 16-07-1995	Do Do Do
4	Lab. Bearer	1	1. Manuj Borah	B.A.	26-06-2014	Do
5	Library Bearer	1	1. Vacant	Do


(Dr. D. Chetia)
Principal
Khowang College
Khowang Ghat

OFFICE OF THE PRINCIPAL
KHOWANG COLLEGE

P.O. KHOWANGGHAT, PIN : 785676
DIST : DIBRUGARH (ASSAM)
Web : www.khowangcollege.org.in
E-mail : principalkhowangcollege@gmail.com

☎ 03754-254503
Fax : 053754-254503
Mob : 9859951717

Ref. No. KC/DHE/ROSTER/2017/4157

Date 10.10.2017

From,
Principal,
Khowang College,
Khowang Ghat.

To,
The Director,
Higher Education, Assam,
Kahilipara, Guwahati-19

Sub: Submission of Roster of Khowang College.

i (nb)
31/10 Yours letter no. DHE/CE/Roster/133/2017/6 Dated 08-09-2017

11.5 Sir,
With reference to the subject and letter no cited above I have honour to submit herewith the Roster of UGC Employees and non-teaching staff of Khowang College.

This is for favour of your kind information and necessary acceptance.

5486
2-11-2017



[Handwritten Signature]
Principal
Khowang College
Khowang Ghat

Yours faithfully

[Handwritten Signature]
(Dr. D. Chetia)
Principal
Khowang College
Khowang Ghat

ROSTER REGISTER OF KHOWANG COLLEGE

NAME OF THE POST/CADRE- JUNIOR ASST.

CADRE STRENGTH 3

MAN IN POSITION= 2

VACANT = 1

SL NO	NAME	CATEGORY	DESIGNATION	DATE OF JOINING
1	Alak Banerjee	General	LDA	01.03.1995
2	Junti Borah	ST	LDA	01.10.2010

Entitlement in the Cadre

OBC 27% = 1 Shortfall = 1

SC 7% = 0 Shortfall = NIL

STP 10% = 1 Shortfall = NIL

STP 5% = 0 Shortfall = NIL

PART II ROSTER (DRAW UPTO 14 POINT)

Replacement No.	Roster Point No. P	Name	Date of Appointment	Whether SC/ST/STH /OBC/UR	Remarks
1	UR	Alak Banerjee	01.03.1995	General	
2	OBC	Vacant			
3	UR	Junti Borah	01.10.2010	STP	Occupied by STP
4	UR				
5	STP				
6	OBC				
7	UR				
8	SC				
9	UR				
10	OBC				
11	UR				
12	UR				
13	UR				
14	STH				

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]
Principal
Khowang College
Khowang Chat

SEPARATE DEPARTMENTAL STAFF ROOMS FOR FACULTIES



DEPARTMENT OF ASSAMESE



DEPARTMENTAL LIBRARY OF ASSAMESE DEPARTMENT



DEPARTMENT OF ENGLISH WITH ATTACHED TOILET



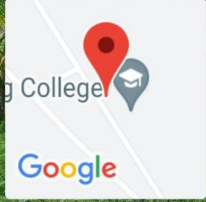
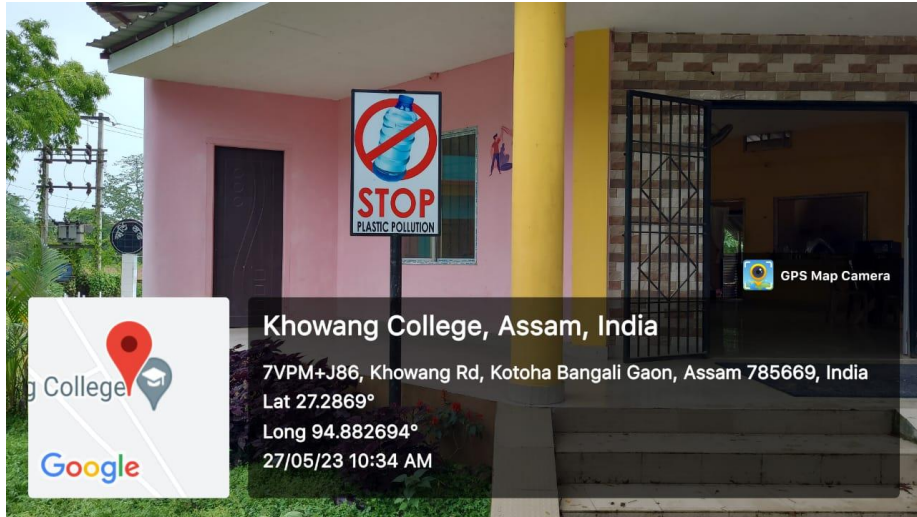
DEPARTMENT OF EDUCATION WITH ATTACHED TOILET



DEPARTMENT OF POLITICAL SCIENCE



**COMMON ROOM FOR TEACHING STAFF WITH ATTACHED
WASHROOM**



Khowang College, Assam, India
7VPM+J86, Khowang Rd, Kotoha Bangali Gaon, Assam 785669, India
Lat 27.2869°
Long 94.882694°
27/05/23 10:34 AM



Samsung Quad Camera
Shot with my Galaxy M31



Samsung Quad Camera
Shot with my Galaxy M31

CANTEEN FACILITIES FOR STAFF



LIBRARY



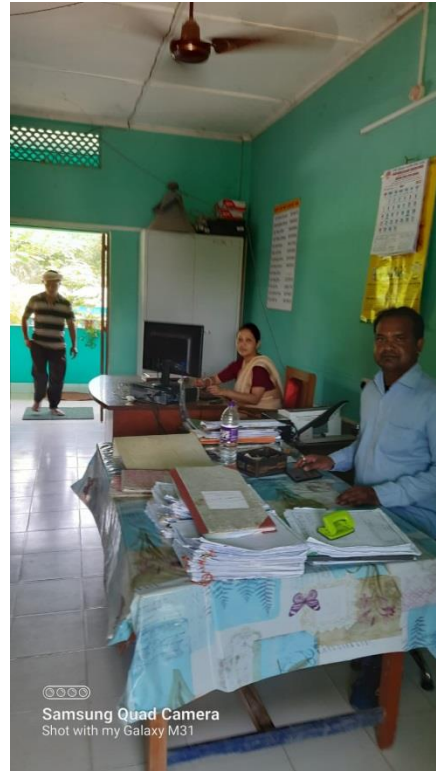
LIBRARY FACILITIES FOR STAFF



XEROX FACILITIES IN LIBRARY



XEROX AND PRINTING FACILITIES FOR STAFF



SEPARATE ROOM FOR NON-TEACHING STAFF



DRINKING FACILITIES FOR NON-TEACHING STAFF



WASHROOM FACILITIES FOR NON-TEACHING STAFF



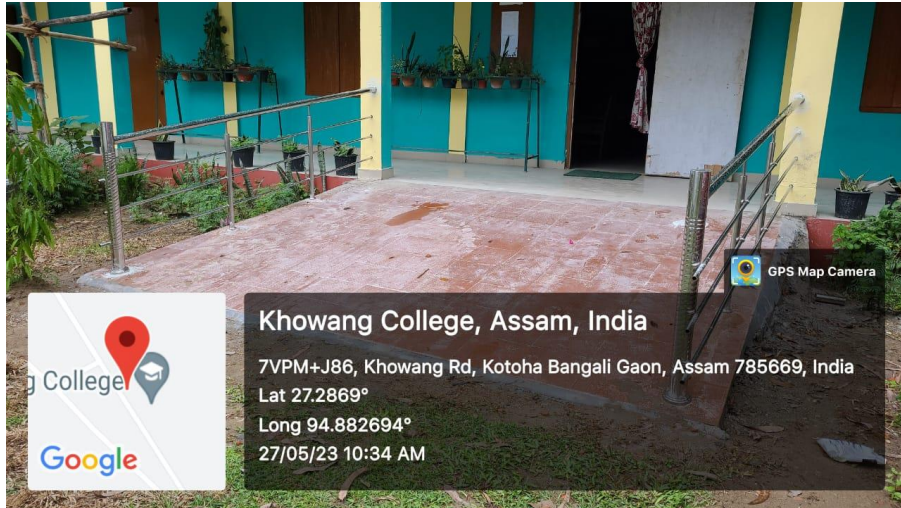
POWER BACKUP SYSTEM



FAST AID ROOM



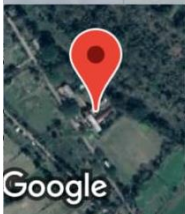
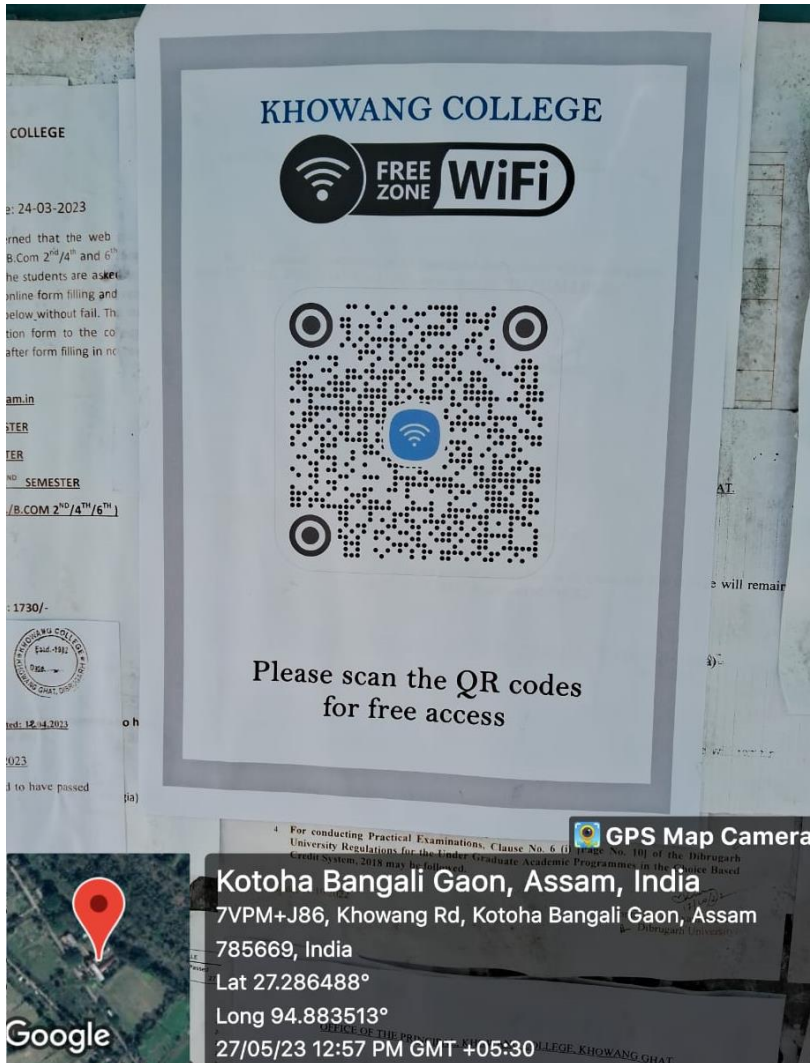
DRINKING WATER FACILITIES



Khowang College, Assam, India

7VPM+J86, Khowang Rd, Kotoha Bangali Gaon, Assam 785669, India
 Lat 27.2869°
 Long 94.882694°
 27/05/23 10:34 AM

RAMP FACILITIES FOR PWD



Kotoha Bangali Gaon, Assam, India

7VPM+J86, Khowang Rd, Kotoha Bangali Gaon, Assam
 785669, India
 Lat 27.286488°
 Long 94.883513°
 27/05/23 12:57 PM GMT +05:30

Wi-Fi FACILITIES IN THE INSTITUTION

GPF BENEFITS FOR STAFF



प्रधान महालेखाकार (ले. व ह.), असम का कार्यालय
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E),
ASSAM
Maidamgaon, Beltola, Guwahati, Assam. PIN-781029

By REGD POST
ID NO 230311

No. PFA-6/FP/1457 /2021-22/2154

Date.....

To,
The PRINCIPAL,
KHOWANG COLLEGE, KHOWANGGHAT, DIBRUGARH, ASSAM.

25 NOV 2021

महोदय/Sir

श्री/श्रीमती/कुमारी.....के नाम सा.भ. नि.(खाता संख्या.....) में जमा राशि के अंतिम प्रत्याहरण का आवेदन पत्र प्रेषित करते हुए आपका पत्र संख्या.....तारीख.....के संदर्भ में, मैं आपको.....खजाना/ इस कार्यालय के रोकड़ काउंटर पर ख.नि.58-क के फार्म में एक बिल प्रस्तुत करके समस्त/पास अवशिष्ट जमा.....तक निकाल गए व्याज सहित.....रु. (.....रुपए) की राशि को निकालने के लिए प्राधिकृत करता हूँ। अवशिष्ट शेष की अदायगी के लिए प्राधिकार पत्रके क्रेडिटों का पता लगाने तथा उसके खाता-लेखा में समायोजित होने पर तुरंत जारी कर दिया

I am to invite a reference to your letter no DHE/PEN/51/2021/95 dated 13-07-2021 forwarding the application of DR. DIBYANANDA CHETIA for the final withdrawal of sums at the credit of his /her GPF.(Account No CED/669 and to authorized you to draw a sum of Rs 1091970/- Rupees Ten Lakh Ninety One Thousand Nine Hundred Seventy Only representing the entire/ available / residual deposits with interest calculated thereon up to 07/21 by presenting a bill in form T.R. - 58-A at DIBRUGARH treasury/cash counter of this office authority for payment of the residual balance will issue as soon as the credits for are traced and adjusted in his/her ledger account.

2. यह रकम सामान्य भविष्य निधि नियमावली के नियमकी शर्तों के अनुसार ही अदा की जानी चाहिए, तथा रकम के संवितरण का एक प्रमाणपत्र इस कार्यालय की प्रमुख किया जाना चाहिए।

The disbursement should be made in terms of Rule..... of the G.P.F. Rules and a certificate of disbursement of the amount furnished to this office.

3. निम्नलिखित व्यक्तियों को उनके नाम के सामने लिखित अनुपात में राशि अदा की जानी चाहिए।
The amount should be paid to the person (s) named below in the proportion mentioned against each.

DR. DIBYANANDA CHETIA

CED/669 (IN FULL SHARE)

4. प्राप्तकर्ता (कर्ताओं) को यह सूचित कर दिया जाए कि जब उसे/उन्हें राशि पेश की जा तो वह उसी समय उसे/उन्हें स्वीकार करनी होगी और उसके बाद कोई व्याज नहीं दिया जाएगा।
The payees(s) should be informed that he/she/they shall have to accept the amount when tendered and that no further interest will be allowed.

5. अदा किए जाने पर राशि 8009 राज्य भ: नि: 01 सोबिल, 101 साधारण भ: नि:
The amount when paid is debit to 8009 state PF, 01 Civil, 101 GPF.

6.खजाना अधिकारी को इसके अनुसार सूचित कर दिया गया है।
The Treasury Officer DIBRUGARH has been advised accordingly.

7. कृपया इस प्राधिकार पत्र की पावती भेजें/ The receipt of this authority may please be acknowledged.

Below Rs. 1091971/- Rupees Ten Lakh Ninety One Thousand Nine Hundred Seventy One Only

भवदीय/Yours faithfully

No. PFA-6/FP/1457 /2021-22/

सूचना और आवश्यक कार्रवाई के लिए
खजाना अधिकारी को एक प्रति प्रेषित/
Copy to the T.O. DIBRUGARH
for Information and necessary action.

लेखा अधिकारी/Sr. Accounts Officer,
वरिष्ठ लेखा अधिकारी/Sr. Accounts Officer,
प्रधान महालेखाकार (ले. व ह.) असम
Office Principal Accountant General (A&E)

DR. DIBYANANDA CHETIA, KHOWANG COLLEGE, P.O.-KHOWANG GHAT,
DIST.-DIBRUGARH, ASSAM.

लेखा अधिकारी/Accounts Office
वरिष्ठ लेखा अधिकारी/Sr. Accounts Office

18

OFFICE OF THE ACCOUNTANT GENERAL (A&E) ASSAM
MAIDANGAON, BELTOLA, GUWAHATI-781 029

SARMAH PROTIN	CED/680	01/03/1967	11/01/1996	LT. HARI PRASAD SARMAH
CHUTIA PRADIP	CED/681	01/01/1968	11/01/1996	THOGEN CHUTIA
DEHINGIA TRAILORYA	CED/682	01/03/1969	11/01/1996	LT. RAMESWAR DEHINGIA
CHIRING BHADRA	CED/683	31/12/1968	11/01/1996	LT. DAMBARUDHAR CHIRING
GOZOI LOKADA	CED/684	01/08/1964	11/01/1996	DEVA BORGHAIN
CHUTIA LABANYA	CED/685	04/09/1962	11/01/1996	LT. GIRISH CHUTIA
PUTTA PADMA	CED/686	01/01/1971	11/01/1996	NABIN CH. BORUAH
AKHTAR SAJNINA	CED/687	28/02/1970	11/01/1996	TAFIKUR RAHMAN
GOZOI BORNALI	CED/688	31/03/1970	11/01/1996	SIVANATH DHADUMIA
HAZARIKA CHENI RAM	CED/689	23/08/1960	01/08/1997	LT. GANDHESWAR HAZARIKA
BORUAH ANANDA RAM	CED/690	01/03/1957	11/01/1996	LT. KAMAL CH. BORUAH
SAIKIA BHUPEN	CED/691	01/05/1960	11/01/1996	LT. BHARAT SAIKIA
DEHINGIA DULESWAR	CED/692	05/07/1966	11/01/1996	LT. PRIYA RAM DEHINGIA
BANERJEE ALAK	CED/693	27/12/1971	11/01/1996	BISHESWAR BANERJEE
SONOWAL BHARAT	CED/694	31/12/1973	11/01/1996	NOMAL SONOWAL
CHETRI PODUM	CED/695	28/02/1971	11/01/1996	LT. TEK BAHADUR CHETRI
DAS JITENDRA	CED/696	27/07/1976	11/01/1996	ANIL DAS
SENCOWA LAKHINATH	CED/697	01/07/1953	11/01/1996	LT. PUMA KT. SENCOWA

Yours faithfully,

Sr. Accounts Officer
Assit. Accounts Officer/Section Officer (EDP)
च. लेखा अधिकारी
Sr. Accounts Officer
महलेखाकार का कार्यालय (ले. एवं. ह.) असम
O/o the Accountant General (A&E) Assam
मैदामगाँव, बेलतला, गुवाहाटी-२९
Maidamgaon, Beltola, Guwahati-29.

14/07/12

OFFICE OF THE ACCOUNTANT GENERAL (A&E) ASSAM
MAIDAMGAON, BELTOLA, GUWAHATI-781 029

19

GPF/EDP-Cell/Allot/84

Date : 02/07/12.

THE PRINCIPAL, KHOWANG COLLEGE, KHOWANG, DIBRUGARH

Subject : Allotment of GPF Account Number
Ref : G(B)AC.88/2012/59 Dated 03-MAR-12

02 JUL 2012

Sir,

Consequent on receipt of GPF Statement/Application for allotment of GPF A/C Number, I am to inform you the following GPF Account Number(s) have been allotted in respect of employees working under your control. This may be intimated to concerned authority at your end with following instructions :

- * The Account Number allotted against the name of the employees may please be noted in the service book of the respective employees.
- * The correct Account Number may invariably be quoted in the schedule/challan/voucher as and when sent to this office to avoid discrepancy in the subscriber's account.
- * Any correspondence in the matter of allotment of GPF Account Number may be made with Sr. Accounts Officer (EDP), O/O the AG(A&E) Assam, Maidamgaon, Beltola, Guwahati-781029.

The Receipt of the letter may please be acknowledged.

Name	A/C No.	D.O.B.	D.O.J.	Guardian Name
CHETIA DR. DIBYANANDA	CED/669	01/01/1961	19/02/1985	LT.HORENDRA CHETIA
BEZBORUAH DIMBESWAR	CED/670	01/03/1957	11/01/1996	LT.BHADRESWAR BEZBORUAH
CHETIA BINA	CED/671	15/12/1957	11/01/1996	LT. SUREN CHETIA
KALITA LEENA BORA	CED/672	01/09/1960	11/01/1996	DILIP KALITA
SAIKIA DIPALI	CED/673	01/03/1965	11/01/1996	LT.KAMAL SAIKIA
BORUAH PUSPANJALI	CED/674	01/04/1963	11/01/1996	KARAMJIT GOGOI
HAQUE SHAMSUL	CED/675	01/07/1962	11/01/1996	LT.HAFIZ ALIL
GOHAIN ANJANA	CED/676	01/01/1964	11/01/1996	LT.NAKUL CH.GOHAIN
PHUKAN APSARA GOGOI	CED/677	16/02/1966	11/01/1996	DR.RUP KR.PHUKAN
BHATTACHARJEE DEEPALI	CED/678	09/03/1967	11/01/1996	MRINAL KANTI DAS
KONWAR JATIN	CED/679	21/01/1967	11/01/1996	LT.JOGESWAR KONWAR

MATERNITY LEAVE FOR STAFF



OFFICE OF THE PRINCIPAL
KHOWANG COLLEGE

P.O. KHOWANGGHAT, PIN : 785676

DIST : DIBRUGARH (ASSAM) *edu*

Web : www.khowangcollege.org.in

E-mail : principalkhowangcollege@gmail.com

☎ 03754-254503

Fax : 953754-254503

Mob : 9859951717

Ref. No. *KC/M.L/2017/1080*

Date *02.05.2017*

ORDER

The Governing Body of Khowang College held on 21.10.2016 granted and approved the Maternity Leave vide Resolution No 3 to Mrs. Junti Borah, Junior Assistant, Khowang College for her 1st issue w.e.f. 01-11.2016 to 30-04-2017 (six months). The incumbent is asked to resume duty with proper medical fitness certificate after completion of the period of leave.

Copy for information :

1. Mrs. Junti Borah, Jr. Asstt, Khowang College.
2. President, Governing Body, Khowang College.
3. Mr. B. Saikia, Accountant, Khowang College.
4. Service Book of Junti Borah.
5. Office File.

(Dr. D. Chetia)
Principal

Principal
Khowang College
Khowangghat

CHILD CARE LEAVE FOR STAFF

Kakoli Bony
10/7/22

To,

Date: 09/07/2022

The Principal,

Khowang College

Khowang Ghat

Dibrugarh, Assam

Sub: Application for Child Care Leave

Respected Sir,

With reference to the subject cited above, I would like to inform you that I wish to avail Child Care Leave from 20/07/2022 to 03/08/2022 for taking care of my child's health.

Therefore, I request you to grant me the leave for the above mentioned days.

Thanking you,

Yours sincerely,

Kakoli Bony Gogoi
Kakoli Bony Gogoi

Assistant Professor

Department of English



OFFICE OF THE PRINCIPAL
KHOWANG COLLEGE

P.O. KHOWANG GHAT, PIN. 785676
DIST. DIBRUGARH (ASSAM)
Web : www.khowangcollege.edu.in
e-mail : principalkhowangcollege1982@gmail.com

Ph. : 03754-254503
Fax : 953754-254503
Mobile : 7002639223

Ref. No. KC/C.C.L./2022/560

Date 20.12.2022

From

The Principal,

Khowang College.

To

Mrs. Kakoli Bonya Gogoi.

Assistant Professor, Dept. of English.

Sub: Regarding Child Care Leave.

Sir/Madam

With reference to the subject cited above it is hereby informed you that your Child Care leave w.e.f 20th July, 2022 to 3rd August, 2022 has been granted by the Governing Body meeting held on 20-12-2022.

With thanks,

Yours faithfully

(Dr. T. Dehingia)

Principal **Principal**
Khowang College
Khowangghat



OFFICE OF THE PRINCIPAL
KHOWANG COLLEGE

P.O. KHOWANG GHAT, PIN. 785676
DIST. DIBRUGARH (ASSAM)
Web : www.khowangcollege.edu.in
e-mail : principalkhowangcollege1982@gmail.com

Ph. : 03754-254503
Fax : 953754-254503
Mobile : 7002639223

Ref. No.

Date 23-12-2022...

Extracted Resolution from the Proceedings of the Governing
Body Meeting held on 20-12-2022 Khowang College, Khowang Ghat.

Resolution No : 06

The Meeting of the Governing Body, Khowang College, Khowang
Ghat held on 20-12-2022 granted and approved the Child Care Leave in respect of
Mrs. Kakoli Bonya Gogoi, Assistant Professor, Dept. of English w.e.f 20th July, 2022
to 3rd August, 2022 .

Forwarded by

(Dr. T. Dehingia)

Principal
Principal Khowang College
Khowanggha'

Sd/Illegible

Sjt. Bipul Borua

President, Governing Body

Khowang College

EARNED LEAVE FOR STAFF

Re

To
The Principal,
Beharung College, Beharunghat 23.9.18.
Sub: Application for 15 days Earned Leave.

Sir,

In response to your notice dated 1st Sept 2018. I would like request for 15 day earned leave. Herby, I am asking for your kind consideration on this matter.

I hope you will understand me and consider my leave as earned leave. I will be obliged if you grant me earned leave for 15 days. w.e.f. 1st Aug 18. to 15th Aug.

Yours Sincerely
Ajana Gahin,
Dept of Sociology
Beharung College,

Applicant plea approved. The principal should issue a warning in written form so that such anomaly should not recur again in future.

Palawan
27.11.18
President
Governing Body
Kluwara College.



OFFICE OF THE PRINCIPAL
KHOWANG COLLEGE

P.O. : KHOWANGHAT, PIN- 785676
DIST. : DIBRUGARH (ASSAM)
Web : www.khowangcollege.edu.in
E-mail : principalkhowangcollege@gmail.com

☎ : 03754-25450
Fax : 953754-25450
Mob. : 985995171

No. KC/ Earned Leave/2018/282

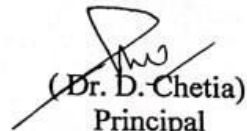
Date : 07.11.2018

O-R-D-E-R

In pursuance of approval of the Governing Body Meeting held on 17-11-2018, the undersigned is pleased to grant the earned leave of Mrs. Anjana Gohain, Associate Professor, Khowang College w.e.f 1st Aug, 2018 to 15th Aug, 2018.

Copy to :

3. The President, G.B., Khowang College, for information.
4. Mr. B. Saikia, Accountant for information and record in Service Book
- 3 Prof. A. Gohain for information.
4. Office File.


(Dr. D. Chetia)
Principal
Principal
Khowang College
Khowang Ghat

LEAVE ENCASHMENT BENEFITS FOR STAFF

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

O R D E R

In pursuance of the Govt. Notification No. FEG.10/2010/pt/19, dated 09.06.2011 para 3(i).(ii).(iii) & (iv), and Govt. office order No.AHE.57/2012/14 dated 27.09.2013, the undersigned is pleased to accord necessary sanction of residual Leave Encashment benefit in respect of the following incumbent of Khowang College P.O.- Khowangghat, District - Dibrugarh PIN - 785676, Assam in lieu of her unutilized Earned Leave for the days available in her credits up to the date of retirement as per her Leave Account statement the amount computed which is given below:-

Sl NO.	Name of the incumbent & Designation	Date of retirement / expired.	Days of unutilized leave in credit	Basic Pay + DA as on date of retirement	Amount admissible
1	2	3	4	5	6
	Mrs. Labanya Chutia, retired Assistant Professor	30-09-2022	167 days	B.P. - 95400/- D.A 36252/- Total- 131652/-	Rs. 131652/- x 167 days 30 = 7,32,863/- (Rupees seven lakh thirty two thousand eight hundred sixty three) only

The expenditure for the purpose is debitable to the Head of Account "2071- Pension and other Retirement Benefits-01-Civil-115-leave encashment Benefit".

Sd/- (J. R. Hazarika)

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

Dated Kahilipara the 21-03-2023.

Memo No. DHE/PEN/95/2022/24

Copy to :-

1. The Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati- 6.
2. The Principal, Khowang College, P.O.- Khowangghat, District - Dibrugarh, PIN - 785676, Assam for information and necessary action.
3. Person Concern.

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

Dated Kahilipara the 21-03-2023.

Memo No. DHE/PEN/95/2022/24-A

Copy to :-

1. The Principal A. G., (A & E) Assam, Maidamgaon, Beltola, Ghy-29.
2. The Treasury Officer, Dibrugarh Treasury for information and necessary action.

Sr. Finance & Accounts Officer
O/o the Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

REGULAR SALARY DISBURSEMENT

KHOWANG COLLEGE, KHOWANG GHAT, DIBRUGARH										TEACHING STAFF										
Acquittance Register for the month of February 2023										DEDUCTION										
Sl. No.	Name	Designation	Date of Increment	Pay Band Academic Grade Pay	Pay Band	Academic Grade Pay	Total Pay Band	D.A.	H.R.A.	M.A.	Total Amount	G.P.F. No.	G.P.F. Amount	Income Tax	Professional Tax	G.I.S.	Total Deduction	Net Amount Payable	Signature	Remarks
1	Dr. Tsaili Kya Dehingia	Assoc. Prof.		121600/-	12000/-	133600/-	133600/-	1000/-	1000/-	1000/-	144600/-		1000/-	48635/-	2000/-	400/-	59243/-	159357/-		
2	Angana Chakraborty	Asst. Prof.		121600/-	12000/-	133600/-	133600/-	1000/-	1000/-	1000/-	144600/-		1000/-	48510/-	2000/-	400/-	59210/-	159390/-		
3	Prasanna Bora	Asst. Prof.		116000/-	11500/-	127500/-	127500/-	1000/-	1000/-	1000/-	139500/-		1000/-	39310/-	2000/-	400/-	49710/-	139790/-		
4	Dipak Barua	Asst. Prof.		104000/-	10300/-	114300/-	114300/-	1000/-	1000/-	1000/-	126300/-		1000/-	43320/-	2000/-	400/-	53720/-	126980/-		
5	Deepali Chatterjee	Assoc. Prof.		116000/-	11500/-	127500/-	127500/-	1000/-	1000/-	1000/-	139500/-		1000/-	Nil	2000/-	400/-	10600/-	128900/-		
6	Talita Kumar	Asst. Prof.		92000/-	9100/-	101100/-	101100/-	1000/-	1000/-	1000/-	113100/-		1000/-	27183/-	2000/-	400/-	43583/-	113717/-		
7	Hirita Dutta	Asst. Prof.		116000/-	11500/-	127500/-	127500/-	1000/-	1000/-	1000/-	139500/-		10000/-	Nil	2000/-	400/-	10600/-	128900/-		

Sl. No.	BILL NO	Budget	Month	No.	Bill Amount	DBO Signature	Treasurer Signature
1	MB/SE/24 00001	12201000/-	March 2023		2132745/-		444
2	00002	-do-	March 2023		237611/-		446
3	00003	-do-	-do-		282192/-		445
4	00004	-do-	-do-		170756/-		447
5	00005	-do-	-do-		370019/-		448
6	00006 (Fixed Pay)	-do-	-do-		109589/-		449
7	00007	Compassionate Family pension to Mrs. Binla Haque	March 2023		62583/-		449
8							