



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University

SUPPORTING DOCUMENTS FOR  
NAAC SELF STUDY REPORT (SSR)  
(3<sup>RD</sup> CYCLE)

PERIOD: 2017-2022

<b>CRITERION 6</b>	<b>KEY INDICATOR: 6.3</b>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	<b>FACULTY EMPOWERMENT STRATEGY</b>
<b>METRIC NUMBER: 6.3.1</b>	<b>THE INSTITUTION HAS EFFECTIVE WELFARE MEASURES AND PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF</b>



PREPARED AND SUBMITTED BY

**NANDA NATH SAIKIA COLLEGE, TITABAR**



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

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**Welfare Measures for Teaching and non-teaching Staff: Employee Welfare Policy**

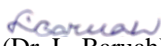
## EMPLOYEE WELFARE POLICY




Prepared by

IQAC

N. N. Saikia College

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
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## Aims of the Policy:

N. N. Saikia College has been deeply committed to take all the possible measures for the welfare of its teaching and non-teaching staff. In order to ensure that all the employees can work in an environment of positivity and progress, this Welfare Policy aims at maintaining a healthy, friendly and cooperative atmosphere among the employees of the college. The purpose of this policy is to promote a harmonious working relationship among its teaching and non-teaching staff.

The college has devised its own policies, rules and regulations keeping in view the overall well-being of its employees. The followings are the different welfare measures taken up by the college:

- **Financial Support:** To ensure financial welfare of the employees, the college has been running 'N. N. Saikia College Thrift and Credit Society' since 1974. The society has been actively contributing in providing financial support to its employees under some definite rules and regulations. Moreover, the college also has the provision of Group Insurance Scheme (GIS) for all its teaching and non-teaching staff.
- **Physical Welfare facilities:** The employees are provided with a well-furnished Common Room/Recreation Room with Sofas, Television set, separate Washrooms etc. Moreover, they are also free to use the Gymnasium for their physical health improvements. The college also has a Volley-ball court which can be used by all. Another important facility for the female teaching and non-teaching staff and their families is the provision of a **Day-care Center** inside the college premises. This center has the sufficient facilities to keep the infants for the office hours.
- **College Canteen:** The Canteen of the college is located in an open hygienic area where various food items are sold in a consolidated price. It has separate seating arrangements for the teachers and other employees of the college. The Canteen facility is best utilized by the employees as well as the students of the college.
- **Support for Social Relationships:** The employees of the college are encouraged to maintain a relationship based on solidarity, harmony and brotherhood. For instance, Felicitation Ceremony for Retired Teachers and Office Employees, for the teachers getting significant recognitions i.e. Ph. D. Degree, M. Phil. Degree etc.; celebration of important days i.e. New Year Day, Teachers Day, International Women's Day; attending family and social functions of the employees etc.
- **Facilities for Professional Development:** The college has a conducive atmosphere for the professional development of the employees. The Administration encourages the teachers to participate in seminars, workshops, conferences and other faculty development programs, Skill development programs for non-teaching staff. Moreover, the teachers are encouraged to pursue higher studies such as Ph. D. Programs, Post-Doc Programs etc. The authority takes care so that employees can attend these programs without any difficulty.
- **Library Facilities for employees:** The Central Library of the college has a spacious seating area for the teaching and non-teaching staff. This area is fully utilized by the employees for reading and research purposes. Moreover, the library provides e-resources for the teachers to help them in their research activities.



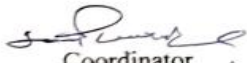


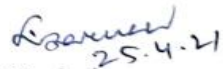
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

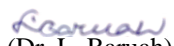
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- **Grievance Remediation:** There are definite provisions for grievance remediation among the employees of the college. The authority takes necessary measures if any grievance or complaint arises from them. It is immediately redressed by the authority so that the harmony and solidarity among the employees remain intact and unaffected.
- **Other facilities:** Among other important welfare facilities for the employees, the college provides electronic attendance record through Biometric machine and ID Cards. Moreover, the installation of Close Circuit Cameras in different places in the college premises provides an atmosphere of safety and security for all. Again, the green campus and pleasing landscape of the college create an comfortable and satisfactory working environment for the employee.


.....  
We, hereby, adopt and approve the Employee Welfare Policy of N. N. Saikia College  
on the date ...25...4...2021

  
Coordinator  
IQAC  
Coordinator, IQAC  
N.N. Saikia College, Titabar

  
Principal  
N. N. Saikia College  
Principal  
N.N. Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



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N. N. Saikia College Thrift and Credit Society for Employees

## Registration Certificate of Cooperative Thrift Society of N.N.Saikia College, Teachers' Unit

*Regd.*

GOVERNMENT OF ASSAM  
OFFICE OF THE ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES, JORHAT.

NO. CP. 2/7475/5. Dated Jorhat the 17th Sept/76

From :- Shri. J. C. Chetia,  
Asstt. Registrar of Coop: societies, Jorhat.

To The Deputy Commissioner, Sibsagar, Jorhat.

Subject:- REGISTRATION.

Sir,

I have the honour to inform you that I have this day registered a cooperative thrift society at ~~Titabar~~ Nandanath Saikia college, P.O. Titabar, P.S. Titabar under the name of the Nandanath Saikia Mahavidyalaya Sanchaya Aru Nandan Samba Samity Ltd.

2. The name of the chairman :- Sr. Chakrasvar Saikia.

3. I enclose a copy of the certificate of registration for your perusal and record in your office.

Yours faithfully,  
*17/9*  
Asstt. Registrar of Cooperative Societies, Jorhat.

Copy with copy of certificate of registration forwarded for information and record to the

1. The Registrar of Cooperatives, Assam, Gauhati with reference to the file for favour of information.
2. The Deputy Registrar of Cooperatives, Sibsagar, Jorhat. A copy of the Bye-laws is also enclosed.
3. The chairman, Sibsagar, Central Coop Bank Ltd.
4. The Secy. Sub-Divisional coop: Union, Jorhat.

*Chakrasvar Saikia*  
Asstt. Registrar of Cooperative Societies, Jorhat.



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## Employee Members of the Society

N. N. S. M. S. A. R. S. S. L. M.  
LIST OF SHARE HOLDERS  
FOR THE YEAR -2021-22

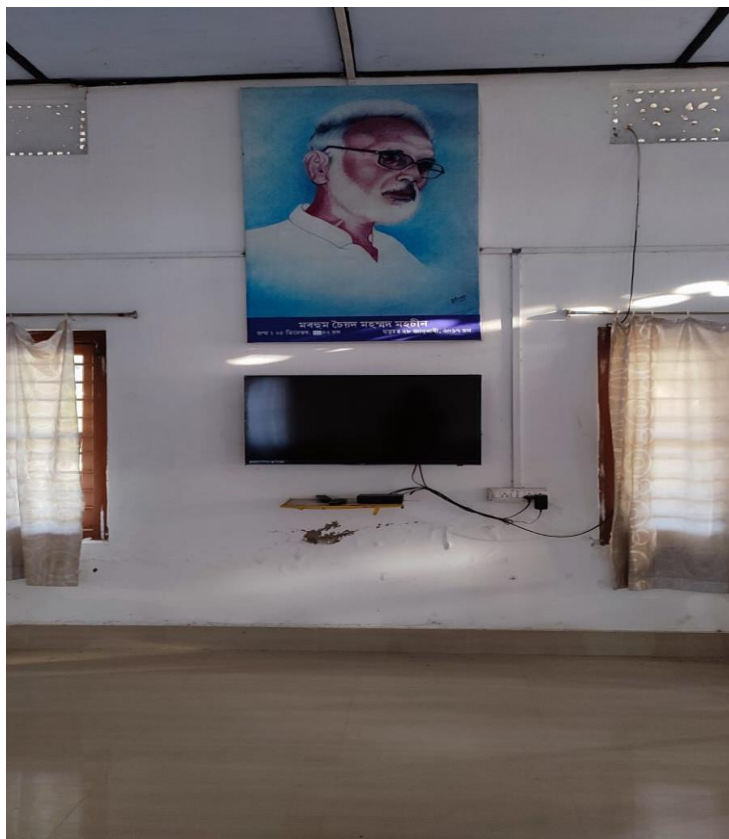
Name	Signature
1 Budhin Dutta	
2 Mrs. Malakshmi Dutta	
3 Dr. Litoool Baruah	
4 Mrs. Bisakha Devi Das	
5 Dr. Jonali Saikia Barkakoty	
6 Joy Prakash Oza	
7 Mrs. Snigdha Rani Rabha	
8 Hemendra Thengal	
9 Mrs. Mrinali Kagyong	
10 Dr. Rajanish Saikia	
11 Dr. Devaprotim Hazarika	
12 Dr. Nazim Forid Islam	
13 Nirmal Jyoti Konwar	
14 Mrs. Manikha Saikia	
15 Mrs. Bornali Saikia	
16 Rabindra Bordoloi	
17 Uday Narayan Gogoi	
18 Shahil Hussain	
19 Dr. Dushmantra Kr. Sut	
20 Dr. Gitanjali Gogoi	
21 Dr. Partha Pratim Saikia	
22 Dr. Manashi Bortamuly	
23 Dr. Konnaki Konwar	
24 Dhrubajit Borah	
25 Mrs. Mitali Chetia	
26 Dr. Jayanta M. Borah	
27 Mrs. Sangeta Saikia	
28 Dr. Bhaskar J. Saikia	
29 Dr. Navamallika Sharma	
30 Mrs. Dipali Baishya	
31 Mrs. Kakoli Das	
32 Mr. Rajib Das	
33 Dr. Gautom Borah	
34 Prathana Borah	
35 Kukila Shyam	
36 Kaushik Dutta	
37 Pallabi Saikia	
38 Pranaba Nanda Bhattacharyya	
39 Rima Devi	
40 Himashree Das	
41 Pranjal Chetia	
42 Khageswar Das	
43 Nipon Gogoi	
44 Loken Das	
45 Babul Das	
46 Dharmeswar Kachari	
47 Raju Taipha	
48 Parama Mahanta	
49 Ashok Das	





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**Teachers' Common Room**



*Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



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## Bonding among Colleagues: Felicitation of Retired Teachers



No.2 Mejenga Grant, Assam, India  
H5QG+8M8, No.2 Mejenga Grant, Assam 785630, India  
Lat 26.588664°  
Long 94.177015°  
08/04/22 12:00 PM







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## Bonding among Colleagues: Felicitation of Faculty Member Awarded with Ph. D. Degree



## Bonding among Colleagues: Attending Family Function of Faculty Member



*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*Mr. J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
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**Bonding among Colleagues: Celebration of New Year**



**Bonding among Colleagues: Lottery Game among employees**



Shot on OnePlus  
Powered by Triple Camera

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(Dr. L. Baruah)  
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Titabar



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## Bonding among Colleagues: Musical Chair Game



## A soothing environment: Green and Clean Campus



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Principal  
N.N. Saikia College  
Titabar



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(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar

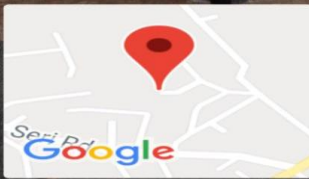




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## Mini Gym for Students and Employees



No.2 Mejenga Grant, Assam, India

H5QH+P6X, No.2 Mejenga Grant, Assam 785630, India

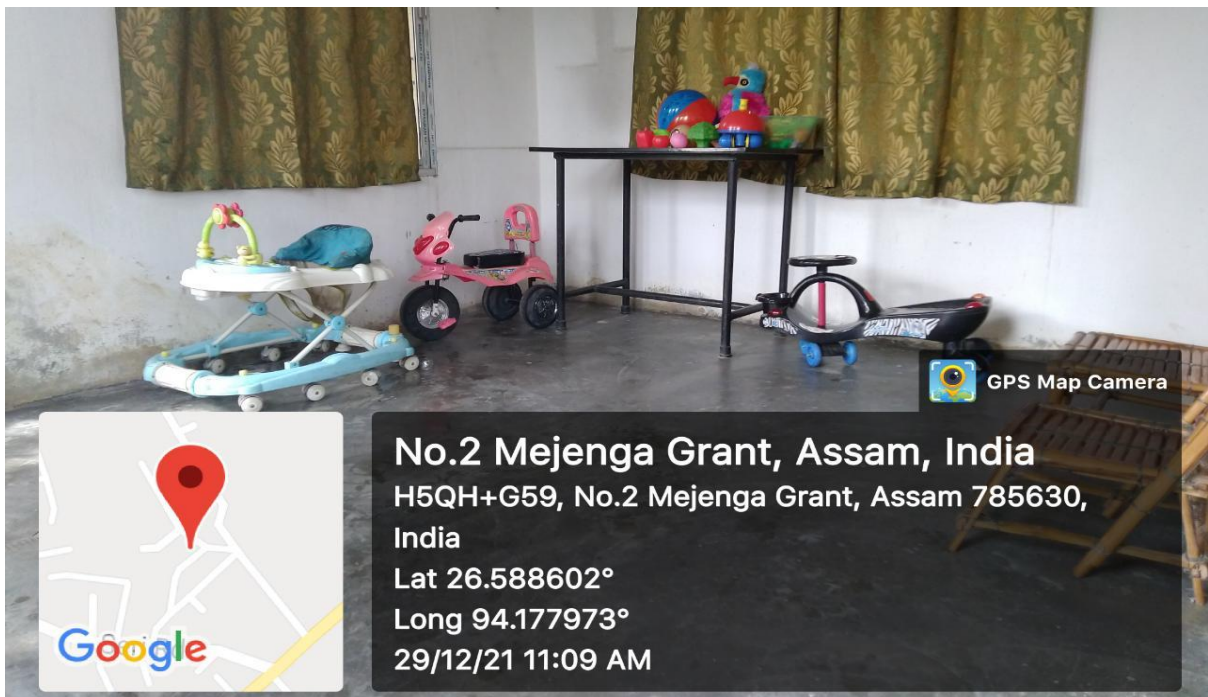
Lat 26.588694°

Long 94.177154°

29/12/21 10:52 AM

GPS Map Camera

## Day Care Centre



No.2 Mejenga Grant, Assam, India

H5QH+G59, No.2 Mejenga Grant, Assam 785630,  
India

Lat 26.588602°

Long 94.177973°

29/12/21 11:09 AM

GPS Map Camera

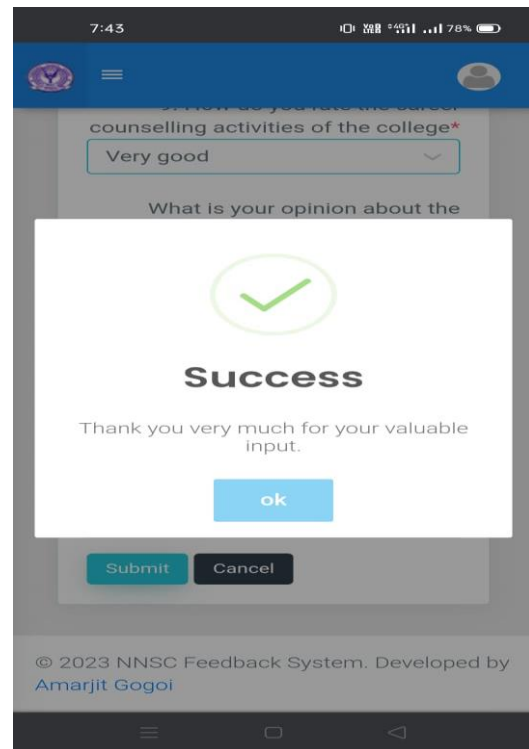
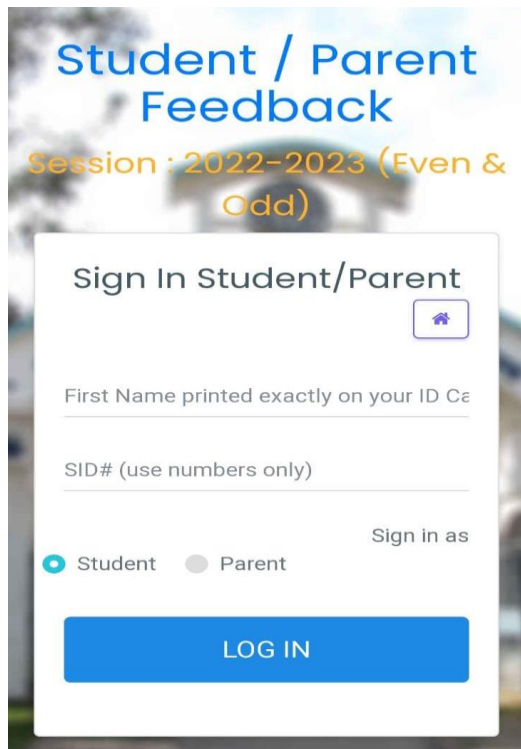
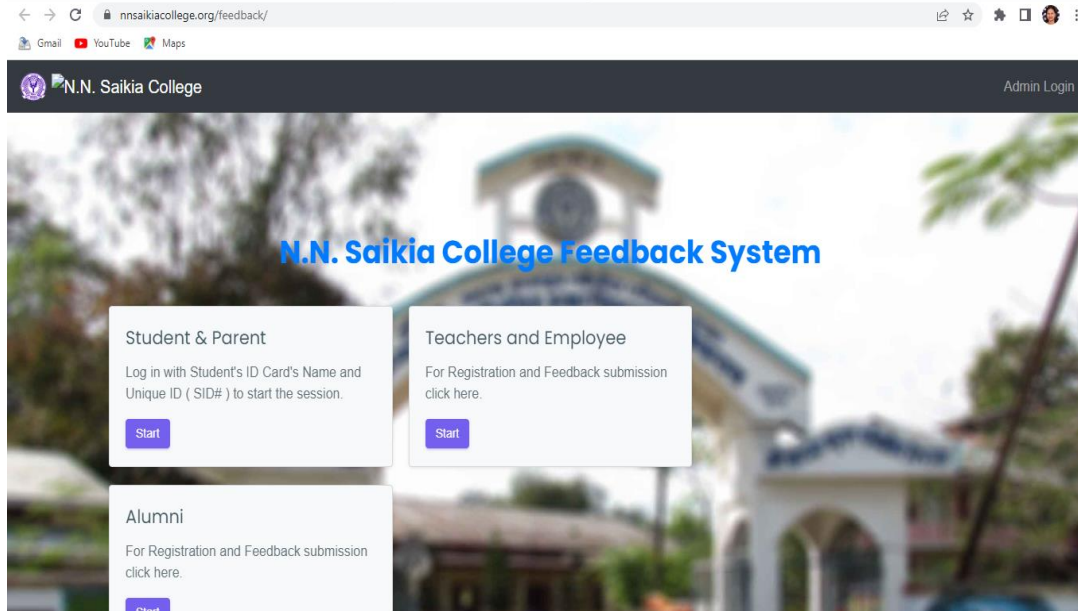




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## Performance Appraisal System for Teaching and non-teaching Staff Screenshots of Online Feedback System of N. N. Saikia College

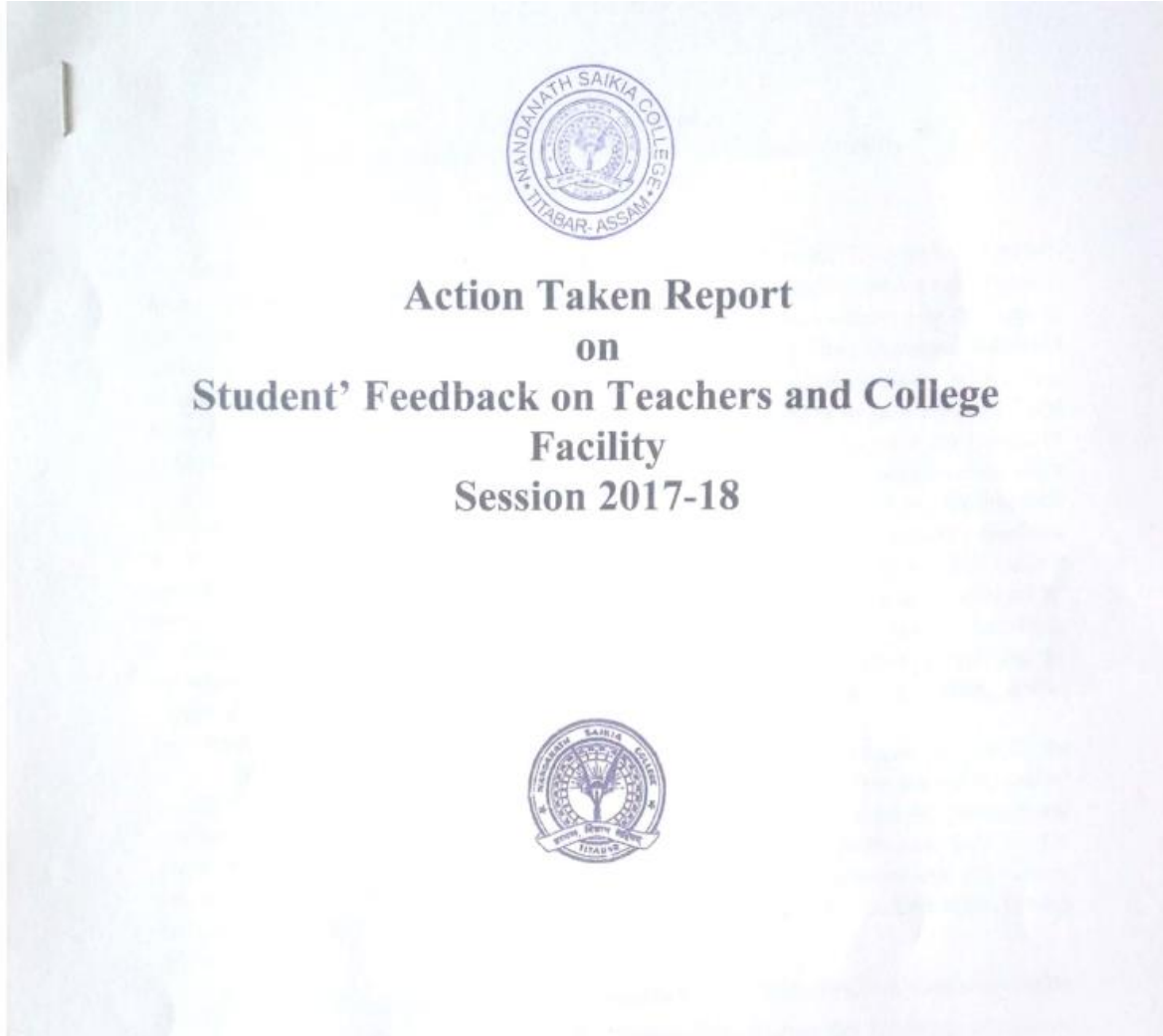




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**NANDANATH SAIKIA COLLEGE**

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**Action Taken Reports on Feedbacks 2017-18**



*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



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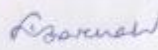
## Action Taken Report Student' Feedback on Teachers and College Facility Session 2017-18


Nanda Nath Saikia College is a leading college affiliated to the Dibrugarh University, Assam. Established in 1959, the college is one of the premier institutions of the region. Imparting quality education and creating human resources are the foci of the institution. In this regard, feedback is considered as an important part of teaching and learning. The collection and analysis of feedback from different stakeholders helps to evaluate the role of the institution in imparting education. With this holistic aim, the college has developed a feedback system where different stakeholders such as Students, Teachers, and Alumni participate. To improve the quality of teaching and learning environment and overall infrastructures of the institution, student's feedback of 2017-18 has been collected and analysed. All total 714 students provide feedback on 45 teachers of 13 Departments. The collection and analysis process of the student's feedback was completed in October, 2018. It was placed in the IQAC meeting held on 30/11/2018 where it was reviewed and it was submitted to the Principal. The result of Feedback is analysed by Feedback Committee and relevant suggestions are provided to the administration for taking necessary action. Later, a meeting was called upon on 05/04/2019 by the Principal regarding the report of the feedback committee with the HoDs of all departments and the academic vice principals of the both streams.

The student's feedback was collected and analysed in scientific manner. To improve the quality of teaching and learning environment and overall infrastructure of the institution, student feedback format is prepared. Section A of the feedback format emphasizes on the planning and preparation, teacher's professionalism, punctuality, use of ICT and innovative methods etc. On the other hand, Section B comprises of the question regarding the syllabus and the college facility. The feedback responses are based on five-point rating scale and it has been taken through offline mode.


The principal of the college responded to the suggestion given by the feedback committee on the feedback report of 2017-18 and declared the action plan. During the following days some concrete steps were taken by the authority to strengthen the teaching learning atmosphere of the college. Those activities are briefly mentioned in the following manner.

1. The feedback committee found the 83.61% students of the college regarded the facility of computer and internet in the institution is very good and good. On the other hand, 90.34%, of the students who took part in the feedback process found the use ICT tools and multimedia in teaching by teachers is very good and good (scale of opinion). To encourage use of ICT tools, the principal declared his commitment for the increase of

  
Principal  
N.N.Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
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digital classroom in the college. The faculty members from Computer Science Department are given the responsibility to provide training to the teachers to improve the application of ICT tools in teaching-learning. In this regard, the authority spent an amount of Rs. 34,500/- on 30/04/2019 for purchasing Assam Web Solution Wireless Broad Band Router. On 23<sup>rd</sup> April, 2019, a Jio wifi device was installed for Rs. 4,900/-. On 28/05/2019, a computer system was supplied for which the college authority spent an amount of Rs. 82,125/-.

2. The feedback committee found 3.78% students opined that some teachers are not using innovative teaching methods regularly and were rated very poor or poor on that metric. The principal advised those teachers to adopt more innovative teaching method like blended mode of teaching, brain storm method, questioning methods etc.
3. According to 93.70% students, almost all the teachers of the college usually help students by providing study material, notes etc. It was also found that the stock of books in some departmental library is not adequate to meet the demands of the students. The Principal of the college urged the faculty members to provide every possible study materials and notes.
4. The feedback committee found the scale of opinion (very good and good) of teacher's feedback regarding the sufficient numbers of prescribed books are available in the library is 88.89%. They also found the scale of opinion (very good and good) of student's feedback for the Library facility is 95.80%. To increase the stock of books, the central library added 1446 books during the period July, 2017 to June, 2018. From July 2018 to June 2019 a total of 820 books were purchased for enhancing the quality of teaching and learning.
5. The feedback committee found 14.62% students of the college regarded the facility of Health care in the institution is very poor and poor. To enhance the health care facility a first aid box with some common medicine was installed in the centre. A stretcher was also added in the health care facilities.
6. The feedback committee found the 4.92 % students of the college regarded the electricity facility in the institution is very poor and poor. To improve the electricity facility in the institution the authority took some concrete steps. To ensure uninterrupted power supply

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of the institution, the college authority spends an amount of Rs. 9,794 on Generator repairing on 03/10/2018.

7. It is found that the scale of opinion (very good and good) student's feedback about sports facilities of the college is 57.28% for the year 2017-2018. According to 11.34% students of the college the sports facilities of the college is poor. To promote sports related activities and extra-curricular activities in the institution, a physical education teacher was appointed in the college on 25<sup>th</sup> March, 2019 for providing students proper guidance in the field of sports. New sports equipments have been purchased on 18/04/2019 to increase the sports facility of the college. All total Rs. 2, 50, 000 (two lakhs fifty thousand) only has been spent for buying those items by the college authority.
8. The feedback committee found that 28.93 % students of the college regarded the facility of canteen in the institution is very poor and poor. To provide better canteen facility, the sitting capacity was increased and clean and hygienic kitchen facility was established. The price of the food was also kept nominal so that students can easily afford the food items
9. The feedback committee found that 13.48 % students of the college regarded the facility of gymnasium in the institution is very poor and poor. To provide better gymnasium facility, gymnasium equipment was increased.
10. It was found that 27.81 % students of the college regarded the toilet facility as very poor and poor. Keeping this fact in mind the authority of the college gave more importance upon the regular cleaning of the toilets and ensured the availability of running water in the toilets. Proposal for installation of incinerator in the girl's common room toilet is made by the feedback committee.
11. The feedback committee found that 29.91 % students of the college regarded the recreational/girls/common room facilities of the institution is very poor and poor. To provide better common room facility, some indoor games equipment such as Carom boards and Chess boards were placed.
12. The feedback committee found that 28.93% students of the college regarded the Drinking water facilities of the institution is very poor and poor. Providing arsenic free water to the students is always a challenge for the institution as the ground water of the region is not arsenic free. To provide better drinking water facility, an arsenic free plant was



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established in the college and water stocks in the form of dispenser with small water bottles of 20 litres capacity were installed in various places in the institution.

13. It is found that the scale of opinion of Teacher's feedback about infrastructural facilities, such as teachers room/ crèche. Class room, reading room and toilet facilities of the college is 73.33% for the year 2017-2018, so that some chairs were purchased. The authority spent an amount of Rs. 46,000/- on 17/01/2019.
14. The feedback committee found the average rating of the students on teachers is 92.27 % is very impressive. To provide better teaching learning experiences, IQAC of the college committed to provide assistance to the teachers and students of the institution.

*L. Baruah*  
5.4.19  
(Dr. Litoal Baruah)  
Principal  
N.N.Saikia College  
Titabar  
Principal  
N.N.Saikia College  
Titabar

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
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Coordinator, IQAC  
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**Action Taken Report**  
on  
**Student' Feedback on Teachers and College**  
**Facility**  
**Session 2018-19**



Prepared by  
**IQAC**  
**Nanda Nath Saikia College, Titabar**

*Dr. L. Baruah*  
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Affiliated to Dibrugarh University

## Action Taken Report Student' Feedback on Teachers and College Facility Session 2018-19

Nanda Nath Saikia College is a leading college affiliated to the Dibrugarh University, Assam. Established in 1959, the college is one of the premier institutions of the region. Imparting quality education and creating human resources are the foci of the institution. In this regard, feedback is considered as an important part of teaching and learning. The collection and analysis of feedback from different stakeholders helps to evaluate the role of the institution in imparting education. With this holistic aim, the college has developed a feedback system where different stakeholders such as Students, Teachers, and Alumni participate. To improve the quality of teaching and learning environment and overall infrastructures of the institution, student's feedback of 2018-19 has been collected and analyzed. All total 719 students provide feedback on 44 teachers of the 13 Departments. The collection and analysis process of the student's feedback was completed in September, 2019. It was placed in the IQAC meeting held on 20/09/2019 where it was reviewed and it was submitted to the Principal. The result of Feedback is analysed by Feedback Committee and relevant suggestions are provided to the administration for taking necessary action. Later, a meeting was called upon on 26/09/2019 by the Principal regarding the report of the feedback committee with the HoDs of all departments and the academic vice principals of the both streams.

The student's feedback was collected and analysed in scientific manner. To improve the quality of teaching and learning environment and overall infrastructure of the institution, student feedback format is prepared. Section A of the feedback format emphasizes on the planning and preparation, teacher's professionalism, punctuality, use of ICT and innovative methods etc. On the other hand, Section B comprises of the question regarding the syllabus and the college facility. The feedback responses are based on five-point rating scale and it has been taken through offline mode.

The principal of the college responded to the suggestion given by the feedback committee on the feedback report of 2018-19 and declared the action plan. During the following days some concrete steps were taken by the authority to strengthen the teaching learning atmosphere of the college. Those activities are briefly mentioned in the following manner.

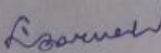
Principal  
N.N.Saikia College  
Titabar




# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE


Affiliated to Dibrugarh University

1. The feedback committee found that 90.40% students of the college regarded use of ICT tools such as LCD/Multimedia etc. while teaching in the institution is very good and good. To encourage use of ICT tools, the principal declared his commitment for the increase of digital classroom in the college and to make sure that these facilities are best utilized in teaching -learning.
2. The feedback committee found 3.62% students opined that some teachers were unable to complete the syllabus in time as they were rated very poor or poor on that metric. The principal advised those teachers to conduct a single paper in a semester and to use blended mode of teaching.
3. According to 91.24% students, almost all the teachers of the college used innovative teaching methods while teaching. In this respect the role of holding up of academic discussion is always immense. To aware the teachers about the upcoming challenges in the higher education field a talk programme on the topic Draft of National Education Policy was organised on 1<sup>st</sup> October, 2019, where an eminent educationist Dr. Dinesh Baishya, B. Boruah college, Guwahati delivered an informative an insightful lecture.
4. The feedback committee found that the scale of opinion (very good & good) of student's feedback for the Library facility is 95.83 %. The feedback committee found the scale of opinion of teacher's feedback regarding the sufficient numbers of prescribed books are available in the library is 86.36%. To aware the students and faculty members, a webinar on exploring on the use of online e-resources and issues related with plagiarism One-day workshop on Copyright and Plagiarism was held on 30/11/2019. Moreover, the stock of books in the central library added 854 books during the period July, 2019 to March, 2020.
5. The feedback committee found 14.54% students of the college regarded the facility of Health care in the institution is very poor and poor. To increase the health care centre was equipped with necessary first aid box with some common medicine. A wheel chair was also added in the health care facilities.
6. It is found that the scale of opinion student's feedback about computers & internet facilities of the college is 83.59% for the year 2018-2019. Along with the computer and internet facilities, the use of projectors can improve the teaching learning experience of the students. In this regards, the authority spent an amount of Rs. 56,250/- on 13/08/2019

  
Principal  
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(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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for purchasing projectors which were installed in the digital rooms. An amount of Rs. 69,840 was also spent for buying computer and other accessories on 18/03/2020.

7. The feedback committee found that 28.76 % students of the college regarded the facility of canteen in the institution is very poor and poor. To provide better canteen facility, the practice of serving healthy and hygienic food to the students is continued. The price of the food was also kept nominal so that students can easily afford the available food items.
8. It is found that the scale of opinion student's feedback about toilet facilities of the college is 52.02% for the year 2018-2019. It was accepted that the health and hygiene of the girl students are connected with the availability of toilet facilities. Keeping this fact in mind, the authority spent an amount of Rs. 61,416/- on 28/08/2019 for purchasing two incinerators for disposing sanitary pads. One was installed at the girl's hostel and another was installed at girl's common room.
9. The feedback committee found that 49.37% students of the college regarded the drinking water facilities of the institution is very good and good. Providing arsenic free water to the students is always a challenge for the institution as the ground water of the region is not arsenic free. To provide better drinking water facility, an arsenic free plant was already established in the college and water stocks in the form of dispenser with small water bottles of 20 litres capacity were installed in various places in the institution.
10. It is found that the scale of opinion of Teacher's feedback about infrastructural facilities, such as teachers room/ crèche. Class room, reading room and toilet facilities of the college is 72.73% for the year 2018-2019, so that some chairs and tables and steel almiras were purchased. The authority spent an amount of Rs.12, 736/- and Rs. 37,145/- on 10/09/2019 and 16/10/2019 respectively to provide infrastructural facilities.
11. The feedback committee found the average rating of the students on teachers is 92.39 % is very impressive. To provide better teaching learning experiences, IQAC of the college committed to provide assistance to the teachers and students of the institution.

*Resonant*  
26.9.19  
(Dr. Litoool Baruah)  
Principal  
N.N.Saikia College  
Titabar  
Principal  
N.N.Saikia College  
Titabar

*Resonant*  
(Dr. L. Baruah)  
Principal  
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Titabar



*Resonant*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
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নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**


Affiliated to Dibrugarh University




**Action Taken Report**  
**on**  
**Student' Feedback on Teachers and College**  
**Facility**  
**Session 2019-20**



**Prepared by**  
**IQAC**  
**Nanda Nath Saikia College, Titabar**

  
**(Dr. L. Baruah)**  
Principal  
N.N. Saikia College  
Titabar



  
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N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

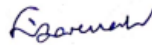
## Action Taken Report Student' Feedback on Teachers and College Facility Session 2019-20

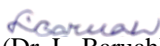
Nanda Nath Saikia College is a leading college affiliated to the Dibrugarh University, Assam. Established in 1959, the college is one of the premier institutions of the region. Imparting quality education and creating human resources are the foci of the institution. In this regard, feedback is considered as an important part of teaching and learning. The collection and analysis of feedback from different stakeholders helps to evaluate the role of the institution in imparting education. With this holistic aim, the college has developed a feedback system where different stakeholders such as Students, Teachers, and Alumni participate. To improve the quality of teaching and learning environment and overall infrastructures of the institution, student's feedback of 2019-20 has been collected and analyzed. All total 724 students provide feedback on 41 teachers of the 13 Departments. The collection and analysis process of the student's feedback was completed in October, 2020. It was placed in the Feedback Committee meeting held on 11/11/2020 and it was reviewed and submitted to the Principal.

Later, a meeting was called upon on 12/11/2020 by the Principal regarding the report of the feedback committee with the HoDs of all departments and the academic vice principals of the both streams.


The student's feedback was collected and analysed in scientific manner. To improve the quality of teaching and learning environment and overall infrastructure of the institution, student feedback format is prepared. Section A of the feedback format emphasizes on the planning and preparation, teacher's professionalism, punctuality, use of ICT and innovative methods etc. On the other hand, Section B comprises of the question regarding the syllabus and the college facility. The feedback responses are based on five-point rating scale and it has been taken through offline mode.

The principal of the college responded to the suggestion given by the feedback committee on the feedback report of 2019-20 and declared the action plan. During the following days some concrete steps were taken by the authority to strengthen the teaching learning atmosphere of the college. Those activities are briefly mentioned in the following manner.

  
Principal  
N.N.Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



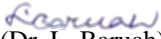
  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar




# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

1. The feedback committee found 4.28% students opined that some teachers did not use innovative teaching methods regularly as they were rated very poor or poor on that metric. The principal advised those teachers to adopt more innovative teaching method like blended mode of teaching, brain storm method, questioning methods etc. To make the students and teachers aware of the e-learning uses an awareness programme on E-learning and usage of E-Resources for the students was arranged on 18<sup>th</sup> June, 2021. Another one week National Worksop on Trends in Teaching Learning, Institution Building and Innovations at Higher Educational Institution was organised from 22<sup>nd</sup> June to 27<sup>th</sup> June, 2021 where eminent academicians from all over the country delivered their insightful thoughts on the topic.
2. According to 93.09% students, almost all the teachers of the college usually help students by providing study material, notes etc. It was also found that the stock of books in some departmental library is not adequate to meet the demands of the students. The principal of the college urged the faculty members to provide every possible study materials and notes. Due to the initiative of the principal, all total 1006 books were purchased during the period from September 2021 to August 2021. Some positive steps were taken to ensure that the college library has subscription of various e-resources such as journals, e-book, N-list journals, inflibnet etc.

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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3. The feedback committee found 83.98% students of the college regarded the facility of computer and internet in the institution is very good and good. On the other hand, 90.47% of the students who took part in the feedback process found the use ICT tools and multimedia in teaching by teachers is very good and good (scale of opinion). To encourage use of ICT tools, the principal declared his commitment for the increase of digital classroom in the college.
4. The feedback committee found the scale of opinion (very good and good) of student's feedback for the Library facility is 95.72%. A webinar on Awareness Program on Exploring and Use of online e-resources held on 7<sup>th</sup> August, 2021.
5. The feedback committee found 5.56 % students of the college regarded overall quality of teaching learning process in the institution as very poor and poor. To take initiatives the institution frequently conducts capacity building and skill enhancement courses such as soft skill development, language and communication skill etc. The feedback committee

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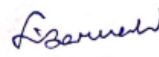


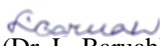
# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University


also expressed their concern about organising career counselling events frequently and make sure that students get benefits from such events. A national webinar on Positive Mental Health for the Career Ahead was organised on 7<sup>th</sup> July, 2020. A seminar on Personality Development and Career Options was organised on 11<sup>th</sup> February, 2021 by IQAC, N.N. Saikia College in collaboration with Kaziranga University. A state level Students Workshop on How to write a research paper and Research Project in Social Science was organised on 15<sup>th</sup> June, 2021. One-day workshop on Personality Development and Future Prospects was organised on 18<sup>th</sup> June, 2021 where eminent academician Dr. Pranjal Buragohain, Assistant Professor, Department of Education, Dibrugarh university attended the session as resource person.

6. The feedback committee found 4.62 % students of the college regarded the electricity facility in the institution is very poor and poor. To increase the electricity facility in the institution the authority took some concrete steps. To ensure uninterrupted power supply of the institution and promoting energy saving methods, the college authority spent an amount of Rs. 18,190 for installing a solar light in the college campus on 01/01/2021.
7. It is found that the scale of opinion (very good and good) student's feedback about sports facilities of the college is 75.97% for the year 2019-2020. According to 12.05% students of the college regarded sports facilities of the college is poor. To promote sports related activities and extra –curricular activities in the institution, the field was renovated with earth filling.
8. The feedback committee found that 24.59 % students of the college regarded the facility of canteen in the institution is poor. To provide better canteen facility, the sitting capacity was increased and clean and hygienic kitchen facility was established. The price of the food was also kept nominal so that students can easily afford.
9. It is found that the scale of opinion student's feedback about computers & internet facilities of the college is 83.98% for the year 2019-2020. In this regard, the authority spent an amount of Rs. 48,275/- on 09/04/2021 for purchasing computer accessories and repairing.
10. It was found that 27.07 % students of the college regarded the toilet facility as very poor and poor. Keeping this fact in mind the authority of the college gave more importance

  
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Principal  
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Coordinator, IQAC  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

upon the regular cleaning of the toilets and ensured the running water in the toilets.

Incinerator facility was installed in the girl's common room toilet.

11. It is found that the scale of opinion student's feedback about recreational/ Girls/ Boys common room facilities of the college is 51.10% for the year 2019-2020, so that some chairs were purchased. The authority spent an amount of Rs. 71,403/- on 17/08/2020.

12. The feedback committee found the average rating of the students on teachers is 92.13 % is very impressive. To provide better teaching learning experiences, IQAC of the college committed to provide assistance to the teachers and students of the institution.

*Litool Baruah*  
12.11.20  
(Dr. Litool Baruah)  
Principal  
N.N.Saikia College  
Titabar  
Principal  
N.N.Saikia College  
Titabar

*Litool Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
Titabar



*J.P. Oza*  
(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University



**Action Taken Report**  
**on**  
**Student' Feedback on Teachers and College**  
**Facility**  
**Session 2020-21**



*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
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*Mr. J.P. Oza*  
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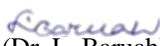
Prepared by

IQAC


Nanda Nath Saikia College, Titabar

## Action Taken Report Student' Feedback on Teachers and College Facility Session 2020-21

Nanda Nath Saikia College is a leading college affiliated to the Dibrugarh University, Assam. Established in 1959, the college is one of the premier institutions of the region. Imparting quality education and creating human resources are the foci of the institution. In this regard, feedback is considered as an important part of teaching and learning. The collection and analysis of feedback from different stakeholders helps to evaluate the role of the institution in imparting education. With this holistic aim, the college has developed a feedback system where different stakeholders such as Students, Teachers, and Alumni participate. To improve the quality of teaching and learning environment and overall infrastructures of the institution, student's feedback of 2020-21 has been collected and analyzed. All total 296 students provide feedback on 40 teachers of the 13 Departments. The collection and analysis process of the student's feedback was completed in September, 2021. It was placed in the Feedback Committee meeting held on 01/02/2022 and it was reviewed and submitted to the Principal. The result of Feedback is analysed by Feedback Committee and relevant suggestion are provided to the administration for taking necessary action. Later, a meeting was called upon on 26/04/2022 by the Principal regarding the report of the feedback committee with the HoDs of all the departments and the academic vice principals of the both stream.

  
(Dr. L. Baruah)  
Principal  
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Titabar



  
(Mr. J.P. Oza)  
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N.N. Saikia College, Titabar



# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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The student's feedback was collected and analysed in scientific manner. To improve the quality of teaching and learning environment and overall infrastructure of the institution, student feedback format is prepared. Section A of the feedback format emphasizes on the planning and preparation, teacher's professionalism, punctuality, use of ICT and innovative methods etc. On the other hand, Section B comprises of the question regarding the syllabus and the college facility. The feedback responses are based on five-point rating scale and it has been taken through online mode.

The principal of the college responded to the suggestion given by the feedback committee on the feedback report of 2020-21 and declared the action plan. During the following days some concrete steps were taken by the authority to strengthen the teaching learning atmosphere of the college. Those activities are briefly mentioned in the following manner.

Principal  
N.N.Saikia College  
Titabar

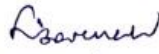





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE


Affiliated to Dibrugarh University

1. The feedback committee found 60% students of the college regarded the facility of computer and internet in the institution is very good and good. On the other hand, 91.41% of the students who took part in the feedback process found the use ICT tools and multimedia in teaching by teachers is very good and good (scale of opinion). To encourage use of ICT tools, the principal declared his commitment for the increase of digital classroom in the college. A two-day workshop cum training was arranged for the teachers who were found weak in applying ICT tools in teaching learning. For the proposed training Mr. Pranjal Borah and Nilottam Poddar from Computer science department are given responsibility. Internet facility for the students were installed in June, 2021 with Wi-Fi of high bandwidth. A wireless router N300, model F3 with address 192.168.0.1. was also installed.
2. The feedback committee found 0.73% students that some teachers are not available for consultations after class hours as they were rated very poor or poor on that metric. The principal advised those teachers to be available for students after class hours. He also ordered that all teachers would follow UGC instruction to stay in the college premises i. e. daily 6 hours and forty minutes or 40 hours in a week.
3. According to 0.40% students, some teachers of the college failed to help students by providing study material, notes etc. It was also found that the stock of books in some departmental libraries is not adequate to meet the demands of the students. According to the HOD meeting dated 26<sup>th</sup> April, 2022, the principal assured to provide financial assistance of Rs. 10,000/- to each department for promoting academic activities such as purchasing of books for departmental library, organising seminar/ workshop/ popular talk etc.
4. The feedback committee found the scale of opinion (very good and good) of teacher's feedback regarding the sufficient numbers of prescribed books are available in the library is 72.5%. They also found the scale of opinion (very good and good) of student's feedback for the Library facility is 94 %. To aware the students and faculty members, a webinar on exploring on the use of online e-resources was held on 7<sup>th</sup> August, 2021. Moreover, the stock of books in the central library added 1006 books during the period Sept., 2020 to August, 2021.

  
Principal  
N.N.Saikia College  
Titabar

  
(Dr. L. Baruah)  
Principal  
N.N. Saikia College  
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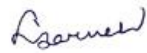
  
(Mr. J.P. Oza)  
Coordinator, IQAC  
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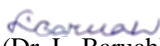


# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE


Affiliated to Dibrugarh University

5. According to 0.56% students some teachers of the college are found not so friendly and open to the students as they were rated very poor and poor on that metric. Moreover, it was also found that 0.73% students opined that some teachers did not use so much innovative teaching methods as they were rated very poor and poor on that metric. To address the issue, the principal gave a responsibility to the Department of Education to organise a one-day workshop on Innovative Teaching Methods of Modern Education System for the faculty members of the college.
6. The feedback committee found 21% students of the college regarded the facility of computer and internet in the institution is Very poor and poor. To increase the internet computer and internet facility in the institution the authority took concrete steps. For example, it was informed that an amount of Rs. 27,247/- was spent on 22/11/2021 for recharging rail ware network which enhanced the internet facility in the institution.
7. It is found that the scale of opinion (very good and good) student's feedback about sports facilities of the college is 45.00% for the year 2020-2021. The feedback committee also found that the scale of opinion of Alumni's feedback regarding extra-curricular activities by the college for overall development is 62.06%. To promote sports related activities and extra -curricular activities in the institution, new sports equipment have been purchased on 9<sup>th</sup> December, 2021 to increase the sports facility of the college. All total Rs. 2, 50, 668 has been spent for buying those items by the college authority. Moreover a 15 days Volleyball training programme was organised from 9<sup>th</sup> November to 23<sup>rd</sup> November, 2021. Eminent volleyball coach Kaushik Hatibaruah conducted the training programme where more than 100 boys and girls of the institution took part.
8. The feedback committee found that 24% students of the college regarded the facility of canteen in the institution is very poor and poor. To provide better canteen facility, the sitting capacity was increased and clean and hygienic kitchen facility was established.
9. The feedback committee found that 48% students of the college regarded the facility of gymnasium in the institution is very poor and poor. To provide better gymnasium facility, gymnasium equipments were increased.

  
Principal  
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(Dr. L. Baruah)  
Principal  
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(Mr. J.P. Oza)  
Coordinator, IQAC  
N.N. Saikia College, Titabar





# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

10. It was found that 25% students of the college regarded the toilet facility as very poor and poor. Keeping this fact in mind the authority of the college gave more importance upon the upon the regular cleaning of the toilets and ensured the running water in the toilets.
11. The feedback committee found that 21% students of the college regarded the recreational/girls/common room facilities of the institution is very poor and poor. To provide better common room facility, some indoor games equipment such as Carom boards and Chess boards were placed.
12. The feedback committee found that 26% students of the college regarded the Drinking water facilities of the institution is very poor and poor. Providing arsenic free water to the students is always a challenge for the institution as the ground water of the region is not arsenic free. To provide better drinking water facility, an arsenic free plant was established in the college and water stocks in the form of dispenser with small water bottles of 20 litres capacity were installed in various places in the institution.
13. The feedback committee found the average rating of the students on teachers is 95.87 % is very impressive. To provide better teaching learning experiences, it was decided to introduce more add on courses or certificate courses during the session from July,2021 to June, 2022. There are all total 13 add on courses was completed successfully.

*L. Baruah*  
26.4.22  
(Dr. Litoal Baruah)  
Principal  
N.N.Saikia College  
Titabar

Principal  
N.N.Saikia College  
Titabar



নন্দনাথ শইকীয়া মহাবিদ্যালয়  
**NANDANATH SAIKIA COLLEGE**

Affiliated to Dibrugarh University



**Action Taken Report**  
**on**  
**Student' Feedback on Teachers and College**  
**Facility**  
**Session 2021-22**



**Prepared by**  
**IQAC**  
**Nanda Nath Saikia College, Titabar**

*Dr. L. Baruah*  
**(Dr. L. Baruah)**  
Principal  
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Titabar



*Mr. J.P. Oza*  
**(Mr. J.P. Oza)**  
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# নন্দনাথ শইকীয়া মহাবিদ্যালয় NANDANATH SAIKIA COLLEGE

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## Action Taken Report Student' Feedback on Teachers and College Facility Session 2021-22

Nanda Nath Saikia College is a leading college affiliated to the Dibrugarh University, Assam. Established in 1959, the college is one of the premier institutions of the region. Imparting quality education and creating human resources are the foci of the institution. In this regard, feedback is considered as an important part of teaching and learning. The collection and analysis of feedback from different stakeholders helps to evaluate the role of the institution in imparting education. With this holistic aim, the college has developed a feedback system where different stakeholders such as Students, Teachers, Alumni and Employers participate. To improve the quality of teaching and learning environment and overall infrastructures of the institution, student's feedback of 2021-22 has been collected and analysed. All total 409 students provide feedback on 42 teachers of the 13 Departments. The collection and analysis process of the student's feedback was completed in October, 2022. It was placed in the IQAC meeting held 22/11/2022 where it was reviewed and it was submitted to the Principal. Later, a meeting was called upon on 05/12/2022 by the Principal regarding the report of the feedback committee with the HoDs of all the departments and the academic vice principals of the both streams.

The student's feedback was collected and analysed in scientific manner. Section A of the feedback format emphasizes on the planning and preparation, teacher's professionalism, punctuality, use of ICT and innovative methods etc. On the other hand, Section B comprises of the question regarding the syllabus and the college facility. The feedback responses are based on five-point rating scale and it has been taken through online mode.

The principal of the college responded to the suggestion given by the feedback committee on the feedback report of 2021-22 and declared the action plan. After analysis of the feedback some firm decisions were taken by the authority to strengthen the teaching learning atmosphere of the college. Some positive activities have already been taken. Those activities are briefly mentioned in the following manner.

1. The feedback committee found 1.28% of the students regarded that the use ICT tools and multimedia in teaching by teachers is poor and very poor. To encourage use of ICT tools, importance would be given to increase the number of digital classroom. The principal

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(Dr. L. Baruah)  
Principal  
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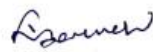
(Mr. J.P. Oza)  
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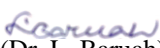


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- also gave stress on maintain log book properly while conducting digital classrooms. He appealed to the teachers to use more blended mode of teaching.
2. The feedback committee found 0.38% students opined about some teachers of the college is not available for consultations after class hours as they were rated very poor or poor on that metric. The principal advised the teachers to be available for students after class hours. The heads of the departments are also advised to hold more remedial classes for the benefits of the students.
  3. It was found that most of the students are satisfied with the performances of the teachers by providing relevant study material, notes etc. To ensure that no student is left behind in the process of teaching and learning, the authority continued the system of providing financial assistance to the departments for purchasing books for the departmental library or any kind of academic activities.
  4. The feedback committee found the scale of opinion (Very good and good) of student's feedback for the Library facility is 89.73 %. To aware the students and faculty members, a live demonstration program on NEP 2020 roadmap in enhancing teaching learning process with online resources held on 27<sup>th</sup> October, 2022 which was organised by the Central Library and the association with IQAC of the college. Dr. Birender Pal, Librarian, Kaliabar College was invited as the resource person. Moreover, the stocks of books in the central library were increased with 813 books during the period Sept., 2021 to August, 2022. The college was able to get the membership of National Digital Library Club Membership. N-LIST subscription is annually done for the greater interest of the teachers and students. More than 100 active users are using the resources.
  5. It was found that 96.50% students of the college regards that most of the teachers are friendly and open to the students as they were rated very good and good on that metric. Only 0.70% of the students found some teachers not so friendly in dealing with students. Moreover, it was also found that 0.76% students regarded some teachers of the college did not use so much innovative teaching methods as they were rated very poor and poor on that metric. To address the issue, the principal advised to take some rectification measures to the teachers who were found weakness in those areas.
  6. It is found that the scale of opinion student's feedback about computers & internet facilities of the college is 80.20% for the year 2021-2022. The feedback committee found

  
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- 8.87% students of the college regarded the facility of computer and internet in the institution is very poor and poor. To increase the internet computer and internet facility in the institution the authority took concrete steps. In this regard, an amount of Rs. 59,400/- was spent on 26/08/2022 for purchasing computers, ink cartridge, repairing which enhanced the internet facility in the institution.
7. It is found that the scale of opinion (very good and good) student's feedback about sports facilities of the college is 45.00% for the year 2020-2021. On the other hand, the sports facility of the college improved to 77.51% in the 2021-2022. To promote sports related activities and extra –curricular activities in the institution, the playground was renovated. Some new sports equipment has also been purchased to increase the sports facility of the college.
8. It is found that the scale of opinion (very good and good) student's feedback about the aims and objectives of the syllabi are well defined and clear to the teachers and students is 94.13% for the year 2021-2022. To enlighten the students about the aims and objectives of the syllabi, it has been displayed in the college website.
9. It is found that 94.13% students opined very good and good regarding the course and syllabus is well balanced between theory and practical. It is advised to all the departments of the college to encourage participating in the field work organised by the respective department in maintaining well balance between theory and practical. Academic activities under MoU has been encouraged. Department of Political Science organized an Inter-College Student Seminar of Political Science on 3<sup>rd</sup> November, 2022 where participants from 11 colleges from district took part.
10. The feedback committee found that student's opinion regarding the facility of canteen of the institution is improved gradually. While 24% of students regarded the facility of canteen as poor and very poor in 2020-2021 which decreased to 12.54 % in the year 2021-2022. To provide better canteen facility, the practice of increasing seat capacity and maintenance of hygiene in food service has been continued.
11. The feedback committee found that student's opinion regarding the facility of gymnasium of the institution is improved gradually. While 48% of students regarded the

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facility of gymnasium as poor and very poor in 2020-2021 which decreased to 13.54 % in the year 2021-2022. To provide better the facility of gymnasium, a register has been maintained and a physical instructor has been engaged to provide training.

12. The feedback committee found that student's opinion regarding the toilet facility of the institution is improved gradually. While 25% of students regarded the toilet facility as poor and very poor in 2020-2021 which decreased to 15.02% in the year 2021-2022. To provide better toilet facility, the practice of regular cleaning and providing running water in the toilets has been continued.
13. The feedback committee found that student's opinion regarding the recreational/girls/common room facilities of the institution has improved gradually. While 21% of students regarded the drinking water facility as poor and very poor in 2020-2021 which decreased to 12.56% in the year 2021-2022. To provide better common room facility, sitting capacity has been increased.
14. The feedback committee found that student's opinion regarding the Drinking water facilities of the institution has improved gradually. While 26% of students regarded the drinking water facility as poor and very poor in 2020-2021 which decreased to only 8.11% in the year 2021-2022. The college continued the system of uninterrupted supplying arsenic free water to the students. Maintaining physical and mental health of the students is the top most priority of the institution.
15. The feedback committee found the average rating of the students on teachers is 96.63%, which is very impressive. To provide better teaching learning experiences, it was decided to introduce more add on courses or certificate courses in the upcoming session. Dibrugarh university has already given recognition to the 18 add on/certificate courses proposed by the college. Moreover, on 1<sup>st</sup> October, 2022, an Academic Audit was successfully conducted by the institution which reflects the continuous effort of the college to raise the standard of teaching and learning experience.

*L. Baruah*  
5.12.22

(Dr. Litol Baruah)  
Principal  
N.N.Saikia College  
Titabar

Principal  
N.N.Saikia College  
Titabar

*L. Baruah*  
(Dr. L. Baruah)  
Principal  
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## Performance Appraisal System for Teaching and non-teaching Staff Promotion Letters of some of the Teachers

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

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No. DHE/CE/UGC/API/235/2017/228

Dated Kahilipara, the 12-10-2018

From:- Smti. Gitimoni Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,  
The Principal,  
N.N. Saikia College,  
P.O.: Titabar, District: Jorhat.

Sub: Fixation of Pay in Senior Grade Scale of Pay.

Ref:- Your letter No. NNSC/CAS/Promotion/Stage-I to II/Fix/2018/1966, Dated 02-08-2018.

Sir,

With reference to the subject cited above, I have the honour to state that the pay of the undermentioned Assistant Professor (s) of your college is hereby fixed as below:

Name of Assistant Professor	Department	Pay fixed	Date of effect	Scale of pay	Date of next increment
Mr. Shahil Hussain	English	Rs. 26,050/-	02-01-2015	Rs. 15600-39100/- +AGP-7000/-	01-07-2016
Mr. Rabindra Bordoloi	History	Rs. 26,050/-	02-01-2015	Rs. 15600-39100/- +AGP-7000/-	01-07-2016
Mr. Uday Narayan Gogoi	Mathematics	Rs. 26,050/-	03-01-2015	Rs. 15600-39100/- +AGP-7000/-	01-07-2016

This is for your information and necessary action.

The Service Book of the above Assistant Professor (s) is returned herewith.  
For drawal of arrear, separate order will follow subject to availability of fund.

Yours faithfully

Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara, the 12-10-2018

Memo No. DHE/CE/UGC/API/235/2017/228-A

Copy to:-

1. The A.C.(B) Branch of this Directorate.
2. The Audit Branch of this Directorate.
3. The Person concerned.
4. The Guard File.

Dy. Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara, the 12-10-2018

Memo No. DHE/CE/UGC/API/235/2017/228-B

Copy to:-

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

Senior Finance and Accounts Officer  
O/O the Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

*Dr. L. Baruah*  
(Dr. L. Baruah)  
Principal  
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GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
SAHIBGANGA, GUWAHATI-781 001.

Date: Sahibganj, the 27-10-2018

To: The Principal, Nandanath Saikia College, Titabar, Assam.

From: The Director of Higher Education, Assam, Sahibganj, Guwahati-781 001.

Subject: Payment of Salary for the month of October 2018.

Reference: The Director of Higher Education, Assam, Sahibganj, Guwahati-781 001, dated 22-10-2018.

With reference to the subject mentioned, I have the honor to state that the pay of the Government of Assam Employees (D) of your college is hereby fixed as below:

Name of Employee	Designation	Pay Band	Date of effect	Scale of pay	Date of next increment
Mr. Barun Chandra	Assistant	Rs. 16,000/-	24-07-2018	Rs. 15000-18100/- +GOP-3000/-	01-07-2018
Mr. Ananta Kumar	Assistant	Rs. 16,000/-	01-08-2018	Rs. 15000-18100/- +GOP-3000/-	01-07-2018
Mr. Barun Chandra	Assistant	Rs. 16,000/-	19-01-2018	Rs. 13000-00000/- +GOP-3000/-	01-07-2017

This is for your information and necessary action. The salary band of the Government Employees (D) is retained normally for a period of three years from the date of fixation of pay subject to availability of fund.

Yours faithfully,  
Director of Higher Education, Assam  
Sahibganj, Guwahati-781 001.  
Date: Sahibganj, the 27-10-2018

Copy to:  
1. The All India Branch of the Directorate.  
2. The State Branch of the Directorate.  
3. The Principal, Nandanath Saikia College, Titabar.

By: Director of Higher Education, Assam  
Sahibganj, Guwahati-781 001.  
Date: Sahibganj, the 27-10-2018

Senior Finance and Accounts Officer  
Office of the Director of Higher Education, Assam  
Sahibganj, Guwahati-781 001.







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

No.DHE/CE/UGC/04/2021/29

Dated Kahilipara, the 25-10-2021

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

To: The Principal,  
N.N. Saikia College  
P.O.- Titabar  
District- Jorhat

Sub: Fixation of Pay of Professor in Senior Scale of Pay.

Ref:- Your letter No.NNSC/DHE/Pay-refixation/2020/3262, dated-12-10-2020.

Sir,

With reference to the subject cited above, I have the honour to state that the pay of the undermentioned Assistant Professor of your college is hereby fixed as below:

Name of Assistant Professor	Department	Pay fixed	Date of effect	Scale of pay	Date of next increment
Dr. Gitanjali Gogoi	English	Rs.68900/-	02-12-2016	Rs.68900 - 205500/-	01-07-2017

*This cancels this office earlier order vide No.DHE /CE/UGC/1146/2019/17, Dt.10-06-2020.*

Yours faithfully

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

Memo No.DHE/CE/UGC/04/2021/29-A

Copy to:-

1. The A.C.(B) Branch of this Directorate.
2. The Audit Branch of this Directorate.
3. The Person concerned(Dr. Gitanjali Gogoi).
4. The Guard File.

Dated Kahilipara, the 25-10-2021

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

Memo No.DHE/CE/UGC/04/2021/29-B

Copy to:-

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

Dated Kahilipara, the 25-10-2021

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