

SONTALI ANCHALIK COLLEGE

Mahtoli, Kamrup, Assam – 781136

From,
Dr. Tapan Dutta
Principal i/c
Sontali Anchalik College

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

Casual Leave, Duty Leave, Earned Leave etc.

SONTALI ANCHALIK COLLEGE, SONTALI
APPLICATION FOR CASUAL LEAVE

To,
Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...7/11/22.....

Through,
The Head of the Department of*Pol.*.....*Science*

Sub : Prayer for casual leave.

Sir,
I shall not be able to attend my duties on following day/days for the reason mentioned there under.
Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant :
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : *from 9/11/22 to 11/11/22*
4. Reason for C.L. : *official*

Yours faithfully,
Name :*Dr. Tapan Dutta*.....
Department of ...*Pol. Science*.....

Forwarded *ga*
Signature of HOD
Dept. Pol. Science
Sontali Anchalik College
Date

Checked and entered _____ Granted/Not Granted _____

For Office :
Head Assistant _____
Vice-Principal _____
Sontali Anchalik College
State _____
Principal.

N.B : 1. Leave is earned by actual duty only.
2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...7/11/22.....

Through,
The Head of the Department of*English*.....

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant :
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : *from 9/11/22 to 11/11/22*
4. Reason for C.L. : *official*

Yours faithfully,

Name: *Anowar Hussain*

Department of ...*English*.....

[Signature]
Forwarded

Signature of HOD

Checked and entered

Granted/Not Granted

For Office :

Head Assistant

[Signature]
Vice-Principal
Sontali Anchalik College
State

Principal.

- N.B: 1. Leave is earned by actual duty only.
2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the 21/07/22.....

Through,
The Head of the Department of Librarian Ass'tt.

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant : Abdul Badsha
2. No. of C.L. already availed : Nil
3. Dates & No. of days of C.L. applied for : 21-07-2022
4. Reason for C.L. : personal.

Yours faithfully,

Name : Abdul Badsha

Department of Lib. Ass'tt.

Forwarded

B. S. Me
Signature of Head Assistant 20-07-22

Checked and entered

Granted/Not Granted

For Office :

Head Assistant

[Signature]
Academic Coordinator
Sontali Anchalik College
Date:

Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...12-09-2022

Through,
The Head of the Department of ...History.....

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant : Ashraf Ali Ahmed
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : 12-09-2022, one day
4. Reason for C.L. : SBI, Home Branch, Bijoy nagar

Yours faithfully,

Name : ...Ashraf Ali Ahmed

Department of ...History.....

Forwarded

Signature of HOD

Checked and entered

Granted/Not Granted

For Office :

Head Assistant

Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...28/7/22.....

Through,
The Head Assistant.

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant : Md. Sobur uddin
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : 29.7-22, 1-8-22, 7-8-22, 3-8-22
4. Reason for C.L. : Unavoidable circumstances.

Yours faithfully,

Name : Md. Sobur uddin

Department of ...H.P.A.....

Forwarded

Signature of Head Assistant

Checked and entered

Granted/Not Granted

For Office :

Head Assistant

Academic Coordinator
Sontali Anchalik College
Date.....
Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...17-06-2022...

Through,
The Head Assistant.

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

1. Name of Applicant : *Robiul Islam (Library Bearer)*
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : *18/6/22*
4. Reason for C.L. : *Family Court.*

Yours faithfully,

Name : *Robiul Islam*

Department of *Library Bearer*

Forwarded *B. Ans.*
Signature of Head Assistant *17/06/22*

Checked and entered

Granted/Not Granted

For Office :

Head Assistant

Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...11th June/2022.

Through,
The Head of the Department ofEnglish.....

Sub : Prayer for casual leave.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with /without head quarter leave permission.

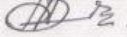
1. Name of Applicant : Md. Muzammal Hoque
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : 13th, 14th June/22 (Two days)
4. Reason for C.L. : Admission purpose of my Son in Anandaram Baruah Academy, Pathisala, Barpeta.

Yours faithfully,

Name : Md. Muzammal Hoque.

Department of ...English.....

Forwarded


Signature of HOD 

Checked and entered

Granted/Not Granted

For Office :

Head Assistant


Academic Coordinator
Sontali Anchalik College
Date:
Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

SONTALI ANCHALIK COLLEGE, SONTALI

APPLICATION FOR CASUAL LEAVE

To,

Principal,
Sontali Anchalik College, Sontali

Dated Sontali, the...16-08-2022

Through,
The Head of the Department of ...English... (Self)

Sub : Prayer for casual leave. 18th & 20th Aug/22.

Sir,

I shall not be able to attend my duties on following day/days for the reason mentioned there under.

Therefore, I request you to kindly grant me casual leave for this/these/day/days with/without head quarter leave permission.

1. Name of Applicant: SHAH SUFIUZ ZAMAN .
2. No. of C.L. already availed :
3. Dates & No. of days of C.L. applied for : 02 days
4. Reason for C.L. : Religious .

Yours faithfully,

Name : Shah Sufiuz Zaman

Department of English



Forwarded


Signature of HOD

Checked and entered

Granted/Not Granted

For Office :

Head Assistant


Vice-Principal
Sontali Anchalik College
Principal.

- N.B :
1. Leave is earned by actual duty only.
 2. Leave cannot be claimed as a matter of right when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority.
 3. Casual leave cannot be granted ordinarily more than 5 (five) days at a time.

To

The Principal, Sontali Anchalik College, Mahtoli, Kamrup (Assam)

Through the Academic Co-Ordinator of the same.

Date -04-07-2022.

Sub:-Prayer for Leave.

Sir,

With reference to the subject cited above I have the honour to to inform you that the Deputy controller of examination, Gauhati University appoint me as a supervisory Officer for the TDC 6th Semester final Examination/22 at Bimala Prasad Chaliha College, Nagarbera. So I am unable to attend the College within the period of the exam. Routine/22 (04th July to 19th July/2022)

So I request you please consider my application and grant me the leave for those days.

Enclosure :

- 1) Appointment Letter.
- 2) One copy of Programme.

Received by
Academic Co-ordinator
S. A. College
4-7-22
Academic Co-ordinator
Sontali Anchalik College
Date.....

Yours Faithfully

Mohammed Easin Ali

Tutor Asst. Professor.
Sontali Anchalik College

Date..... 24/07/22

To

The Principal, Sontali Anchalik College, Mahtoli ,Kamrup (Assam)
Through the Academic Co-Ordinator of the same.

Date -04-07-2022.

Sub:-Prayer for Leave.

Sir,

With reference to the subject cited above I have the honour to to inform you that the Deputy controller of examination,Gauhati University appoint me as a supervisory Officer for the TDC 6th Semester final Examination/22 at Bimala Prasad Chaliha College,Nagarbera. So I am unable to attend the College within the period of the exam. Routine/22 (04th July to 19th July/2022)

So I request you please consider my application and grant me the leave for those days.

Enclosure :

- 1) Appointment Letter.
- 2) One copy of Programme.

Yours Faithfully

Shahab ud din Ahmed

Tutor Asst.Professor.
Sontali Anchalik College
Date.....

Received & Filed
Academic Coordinator
S. A. College
4-7-22
Academic Coordinator
Sontali Anchalik College
Date.....

To,
The principal, Sontali Anchalik College.
Date - 22/11/22

Sub: Regarding Report of S.O.
duty in BA 3rd Sem CBCS
Examination.

Sir, With due respect, I would like
to inform you that I am
appointed as Supervising officer
in the B.A. 3rd Sem. CBCS Exam
at Chamarua Anchalik College
vide order no - Dy.CON/50/TDC/sem111/
2022.

Therefore, I report you
to attend the same from 22-11-22 to
9-12-2022. and thus oblige.

yours faithfully,

Nawshad Ali Ahmed
Asstt. professor
Deptt. - Assamese

Received
Vice-Principal
Sontali Anchalik College
Date

Allowed
Vice-Principal
Sontali Anchalik College
Date

To, The Vice Principal Sontali Anchalik
College. Dated the 21st Nov/2022.

Subject: Regarding release letter.

Sir,


With due respect and humble submission
to state that I, Dr. Abdul Wahab Ansari
is working in your institution in the
dept of Arabic. But suddenly controller
of Examinations (Q.U) has engaged me as
a Supervisory officer for the examination
at B.P. Chalika College Centre.

That is why, I have request you
to release me from dt. 21st Nov/ to 9th
December for my respective duties of college.
Then I shall remain ever grateful to you.

Yours faithfully

Dr. Abdul Wahab Ansari
Asst prof. in Arabic
Sontali Anchalik
College.

Received & allowed


Vice-Principal
Sontali Anchalik College
Date 27-11-2022

To,

The Honble 1/c principal, Santali Anchalik College.

Dali - 31-10-22

Sub: Supervising Duty Report.

Sir,

With due respect, I have the honour to inform you that I am appointed as the Supervising officer for H.S. Level Examination (Asos), B-Block 2022 from Higher Secondary Education Council at Kalatoli Kathmi S. S. School Exam Centre from 31-10-22 to 16-11-2022.

Therefore, I report you ^{the fact} the intimation of the above duty and thus oblige.

Received &
31-10-22
Academic Coordinator
Santali Anchalik College
Date: 31-10-2022

yours faithfully,
Nawshad Ali Ahn
Asstt. prof. Santali Anchalik
College.
Deptt. Assamese.
Dt. 31-10-2022

To,

The I/C Principal, Sontali Anchalik College.

Date: 26-09-2022

Subject:- Regarding the grant of Earned leaves from 20th July/22 to 03 August/22.

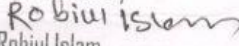
Sir,

With reference to the subject cited above I have the honour inform you that, I have been working as a library bearer in this College. But I could not attend the college from 20th July/22 to 03 August/22 on account of unavoidable personal affairs.

There fore, I request you to consider my application and permit to turn my leaves to earned leaves.

Received

Academic Coordinator
Sontali Anchalik College
Date.....

Your's faithfully

Robiul Islam
Library bearer
Sontali Anchalik College
Date: 26/09/2022

To,
The Director, Higher Education, Assam, Kahilipara, Ghy-19.

Through the Principal, Sontali Anchalik College, Sontali.

Date-30/05/2022

Sub: Application seeking earned leave.

Sir,

With reference to the subject cited above I have the honour to state that the All India Haj Committee has selected me as I applied for Haj. The ticket of my flight is confirmed on 5th June 2022. My Haj period is from 5th June 2022 to 9th July 2022.

Therefore, I request your kind authority to grant me leave for the above mentioned period only. This is for your kind consideration and thus oblige.

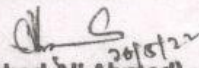
Forwarded to DHE Assam
for consideration and necessary action
as per last.

DHE Assam
30.5.2022

Dr. Tapas Barua
Principal i/c
Sontali Anchalik College, Kamrup

Principal, J.N. College, Boko.
PRINCIPAL
JAWAHARLAL NEHRU COLLEGE
BOKO, KAMRUP, ASSAM

Yours Faithfully


(Nawshad Ali Ahmed)
Assistant Professor,
Deptt. Of Assamese
Sontali Anchalik College.



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

Date - 30/05/2022

Through the Principal i/c, Sontali Anchalik College, Mahtali, Kamrup (R)

Sub: Application for NOC

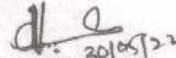
Sir,

With reference to the subject cited above, I would like to inform you that, I have been selected for Haj by All India Haj Committee and will ^{leave} have for Mecca-Madina on 5th June, 2022 and will stay till 9th July, 2022.

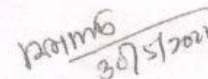
So, I request you to kindly issue me a No Objection Certificate to attend the Haj.


With regards,

Yours faithfully


(Nawshad Ali Ahmed)
Assistant Professor,
Dept. of Assamese,
Sontali Anchalik College, Mahtali

Forwarded for consideration
and necessary action


(Dr. Epan Dalia)
Principal i/c, Sontali Anchalik College, Kamrup


Principal, J.N. College, Boko.

PRINCIPAL
JAWAHARLAL NEHRU COLLEGE
BOKO, KAMRUP, ASSAM



GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6.

No.AHE. 767/2017/143

Dated Dispur, the 6th July, 2022

From: Smti. K. Deka, ACS
Addl. Secretary to the Govt. of Assam
Higher Education Department

To : 1. MD. Abul Ali
Asstt. Professor, Dept of Political Science
F.A.Ahmed College, Garoimari.

2. Nawshad Ali Ahmed
Asstt. Professor, Dept of Assamese
Sontali Anchalik College.


Sub : Reg. NOC to attend Haj.

Sir,

With reference to the subject cited above, I am directed to state that the Govt. of Assam in Higher Education Department has no objection for attending Haj in respect of MD. Abul Ali, Asstt. Prof. F.A.Ahmed College and Nawshad Ali Ahmed, Asstt.Prof. Sontali Anchalik College, by availing leave, w.e.f. 5/06/2022 to 9/07/2022 on self funding basis.

State Government will not bear any financial liability for the same and incumbent will not avail any foreign hospitality.

Yours faithfully



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

Memo No : AHE. 767/2017/143-A

Dated Dispur, the 6th July, 2022

Copy to : 1.PS to Commissioner & Secretary to the Govt of Assam, Higher Education Department, for kind information.
2.PS to Secretary to the Govt of Assam, Higher Education Department, for kind information.

By order etc


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

New Pension Scheme (NPS) Contribution of the employees:

Teaching:

BILL/202324/AKMHE087/00047 dated 30-01-2024

DEDUCTION / RECOVERIES

#	Employee Name & PAN	Designation	Items adjustable by Accountant General's Office										Items to be transferred credited by Treasury Office							Contribution for Relief Fund	Total Deduction	Net Amount				
			NPS		HBA	HBA HUDCO	MCA	OCA	Festival Adv.	Other	GIS	License Fee/ House Rent	P-Tax	I-Tax	Interest on Loans				Other Rec				MMLS AY			
			Subsc	Refund											HBA	HUDCO	MCA	OCA						HBA	HUDCO	MCA
1	Aher Ali Ahmed 2013952700510362	Assistant Professor	11315								400	0	208	9000								650	0	21573	97602	
2	Ahmad Ali Ahmed 2013952700510365	Assistant Professor	11315								400		208	9000									650	0	21573	97602
3	Ahmed Roshan 2013952700510361	Assistant Professor	11315								400		208	9000									650	0	21573	97602
4	Azmal Hogue 2013952700510369	Assistant Professor	11315								400		208	9000									650	0	21573	97602
5	Dilbar Reza 2013952700510367	Assistant Professor	11315								400		208	9000									650	0	21573	97602
6	Dr. Anwar Hussain 2013952700501004	Assistant Professor	10965								400		208	9000									650	0	21223	94280
7	Dr. Miris Ali 2014456700501003	Assistant Professor	10665								400		208	6000									650	0	17923	94444
8	Kurban Ali 2013952700510371	Assistant Professor	11315								400		208	9000									650	0	21573	97602
9	Mobarak Ahmed 2013952700510368	Assistant Professor	11315								400		208	6000									650	0	18573	100602
10	Muluck Cham Bebu 2013952700510363	Assistant Professor	11315								400		208	6000									650	0	18573	100602
11	Naveed Ali Ahmad 2013952700510379	Assistant Professor	11315								400		208	9000									650	0	21573	97602
12	Nadim Hogue 2013952700510364	Assistant Professor	11315								400		208	6000									650	0	18573	100602
13	Nurul Islam 2013952700510366	Assistant Professor	11315								400		208	9000									650	0	21573	97602
14	Shah Shafiq Zaman 2013952700510360	Assistant Professor	11315								400		208	6000									650	0	18573	100602
TOTAL :			157410								5800		2912	111000								9100		286022	1371948	

Rupees Thirteen Lakh Seventy One Thousand Nine Hundred and Forty Eight only

6

Non-Teaching:

BILL/202324/AKMHE087/00048 dated 30-01-2024

DEDUCTION / RECOVERIES

#	Employee Name & PAN	Designation	Items adjustable by Accountant General's Office										Items to be transferred credited by Treasury Office							Contribution for Relief Fund	Total Deduction	Net Amount				
			NPS		HBA	HBA HUDCO	MCA	OCA	Festival Adv.	Other	GIS	License Fee/ House Rent	P-Tax	I-Tax	Interest on Loans				Other Rec				MMLS AY			
			Subsc	Refund											HBA	HUDCO	MCA	OCA						HBA	HUDCO	MCA
1	Jahnuul Islam 2013952700510380	Grade-IV	3224								100		208	0									250	0	3782	30601
2	Nurul Islam 2013952700510379	Grade-IV	3224								100		208	0									250	0	3782	30601
3	Rashidul Hogue 2013952700510382	Grade-IV	3224								100		208	0									250	0	3782	30601
4	Azmat Ali Ahmed 2013952700510377	Junior Assistant	4202								200		208	0									450	0	5060	39574
5	Abdul Badsha 2013952700510372	Library Assistant	4202								200		208	0									450	0	5060	39574
6	Robul Islam 2013952700510378	Library Bearer	2494								100		208	0									250	0	3052	23538
7	Abdul Barque 2013952700510373	Upper Division Assistant	5609								200		208	0									450	0	6467	52916
8	Sobur Uddin 2013952700510374	Upper Division Assistant	5609								200		208	0									450	0	6467	52916
TOTAL :			31788								1200		1664									2800		37452	306321	

Rupees Three Lakh Three Hundred and Twenty One only

5

Format of schedule of Government servant's contribution towards Tier-I of the
New Pension Scheme for the month of January, 2024.

(To be attached with the Pay Bill)

[c.f. para 32,33 & 35]

Head of Accounts : 8342-00-117-0001-000-00 OTHER MISC. DEPOSIT

Name of DDO/Code No. : HE/087

SL No	Permanent Pension Account No. in 16 digits allotted by DOAT	Name of the Government Employees	Designation	Pay Band	Grade Pay	Dearness Allowance	Total (5+6+7)	Contribution under Tier-I
1	2	3	4	5	6	7	8	9
1	2013592700510380	Jahirul Islam	Grade-IV	18180	3900	10157	32237	3224
2	2013592700510379	Nurul Islam	Grade-IV	18180	3900	10157	32237	3224
3	2013592700510382	Rashidul Hoque	Grade-IV	18180	3900	10157	32237	3224
4	2013592700510377	Azmot Ali Ahmed	Junior Assistant	22580	6200	13239	42019	4202
5	2013592700510372	Abdul Badsha	Library Assistant	22580	6200	13239	42019	4202
6	2013592700510378	Robiul Islam	Library Bearer	13785	3300	7859	24944	2494
7	2013592700510373	Abdul Barique	Upper Division Assistant	30420	8000	17673	56093	5609
8	2013592700510374	Sobur Uddin	Upper Division Assistant	30420	8000	17673	56093	5609
Total Contribution				174325	43400	100154	317879	31788

Rupees Thirty One Thousand Seven Hundred and Eighty Eight Only

Signature of DDO

Format of schedule of Government servant's contribution towards Tier-I of the
New Pension Scheme for the month of January, 2024.

(To be attached with the Pay Bill)

[c.f. para 32,33 & 35]

Head of Accounts : 8342-00-117-0001-000-00 OTHER MISC. DEPOSIT

Name of DDO/Code No. : HE/087

SL No	Permanent Pension Account No. in 16 digits allotted by DOAT	Name of the Government Employees	Designation	Pay Band	Grade Pay	Dearness Allowance	Total (5+6+7)	Contribution under Tier-I
1	2	3	4	5	6	7	8	9
1	2013592700510362	Aher Ali Ahmed	Assistant Professor	77500		35650	113150	11315
2	2013592700510365	Ashraf Ali Ahmed	Assistant Professor	77500		35650	113150	11315
3	2013592700510361	Atowar Rahman	Assistant Professor	77500		35650	113150	11315
4	2013592700510369	Azmal Hoque	Assistant Professor	77500		35650	113150	11315
5	2013592700510367	Dildar Reza	Assistant Professor	77500		35650	113150	11315
6	2013592700501004	Dr. Anowar Hussain	Assistant Professor	75100		34546	109646	10965
7	2014592700501003	Dr. Idris Ali	Assistant Professor	73050		33603	106653	10665
8	2013592700510371	Kurban Ali	Assistant Professor	77500		35650	113150	11315
9	2013592700510368	Mobarok Ahmed	Assistant Professor	77500		35650	113150	11315
10	2013592700510363	Mulluck Chan Babu	Assistant Professor	77500		35650	113150	11315
11	2013592700510370	Nawshad Ali Ahmed	Assistant Professor	77500		35650	113150	11315
12	2013592700510364	Nurjaman Hoque	Assistant Professor	77500		35650	113150	11315
13	2013592700510366	Nurul Islam	Assistant Professor	77500		35650	113150	11315
14	2013592700510360	Shah Shafiuz Zaman	Assistant Professor	77500		35650	113150	11315
Total Contribution				1078150		495949	1574099	157410

Mukhya Mantri Lok Sevak Arogya Yojan (MMLSAY) Contribution of the employees:

Teaching:

DEDUCTION / RECOVERIES

#	Employee Name & PPAN	Designation	Items adjustable by Accountant General's Office								Items to be transferred credited by Treasury Office								Contribution for Relief Fund	Total Deduction	Net Amount			
			NPS		HBA	HBA HUDCO	MCA	OCA	Festival Adv.	Other	GIS	License Fee/ House Rent	P-Tax	I-Tax	Interest on Loans							Other Rec	MMLS AY	
			Subsc	Refund											HBA	HUDCO	MCA	OCA						
1	Aher A6 Ahmed 2013952700510362	Assistant Professor	11315								400		208	9000							650	0	21573	97602
2	Ashraf Ali Ahmed 2013952700510365	Assistant Professor	11315								400		208	9000							650	0	21573	97602
3	Atwar Rahman 2013952700510361	Assistant Professor	11315								400		208	9000							650	0	21573	97602
4	Azmal Hoque 2013952700510369	Assistant Professor	11315								400		208	9000							650	0	21573	97602
5	Dilkar Reza 2013952700510367	Assistant Professor	11315								400		208	9000							650	0	21573	97602
6	Dr. Anwar Hussain 2013952700510364	Assistant Professor	10965								400		208	9000							650	0	21223	94280
7	Dr. Ibtisam 2014455700510303	Assistant Professor	10665								400		208	6000							650	0	17923	94444
8	Karim Ali 2013952700510371	Assistant Professor	11315								400		208	9000							650	0	21573	97602
9	Mobarak Ahmed 2013952700510368	Assistant Professor	11315								400		208	6000							650	0	18573	100602
10	Mullick Chan Bisoi 2013952700510363	Assistant Professor	11315								400		208	6000							650	0	18573	100602
11	Nawshad Ali Ahmed 2013952700510370	Assistant Professor	11315								400		208	9000							650	0	21573	97602
12	Nurjahan Hoque 2013952700510364	Assistant Professor	11315								400		208	6000							650	0	18573	100602
13	Nurul Islam 2013952700510366	Assistant Professor	11315								400		208	9000							650	0	21573	97602
14	Shah Shehbaz Zaman 2013952700510360	Assistant Professor	11315								400		208	6000							650	0	18573	100602
TOTAL :			157410								5600		2912	111000							9100		286022	1371948

Rupees Thirteen Lakh Seventy One Thousand Nine Hundred and Forty Eight only

Non-Teaching:


DEDUCTION / RECOVERIES

#	Employee Name & PPAN	Designation	Items adjustable by Accountant General's Office								Items to be transferred credited by Treasury Office								Contribution for Relief Fund	Total Deduction	Net Amount			
			NPS		HBA	HBA HUDCO	MCA	OCA	Festival Adv.	Other	GIS	License Fee/ House Rent	P-Tax	I-Tax	Interest on Loans							Other Rec	MMLS AY	
			Subsc	Refund											HBA	HUDCO	MCA	OCA						
1	Jahidul Islam 2013992700510380	Grade-IV	3224								100		208	0							250	0	3782	30601
2	Nurul Islam 2013992700510379	Grade-IV	3224								100		208	0							250	0	3782	30601
3	Rashidul Hoque 2013992700510382	Grade-IV	3224								100		208	0							250	0	3782	30601
4	Ahmad Ali Ahmed 2013992700510377	Junior Assistant	4202								200		208	0							450	0	5060	39574
5	Abdul Baqir 2013992700510372	Library Assistant	4202								200		208	0							450	0	5060	39574
6	Rabidul Islam 2013992700510378	Library Bearer	2494								100		208	0							250	0	3052	23538
7	Abdul Barique 2013992700510373	Upper Division Assistant	5609								200		208	0							450	0	6467	52916
8	Sobur Uddin 2013992700510374	Upper Division Assistant	5609								200		208	0							450	0	6467	52916
TOTAL :			31788								1200		1664								2800		37452	300321

Rupees Three Lakh Three Hundred and Twenty One only

Wi-Fi Router Purchase Bill:

Tax Invoice

	PRAG INFOSYSTEM 1st Floor, Add-O-Mod Market Maligaon Chariali Guwahati GSTIN/UIN: 18AASF839L124 State Name : Assam, Code : 18 E-Mail : praginfosystem@gmail.com	Invoice No. GST/23-24/PI-194 Delivery Note	Dated 8-Nov-2023 Mode/Terms of Payment Cash/Cheque/online
	Supplier's Ref.	Other Reference(s)	
Buyer The Principal, Sontali Anchalik College Puran Gaon, Boko State Name : Assam, Code : 18 Place of Supply : Assam	Buyer's Order No.	Dated	Delivery Note Date
Despatch Document No. 194		Despatched through Self Collection	
Terms of Delivery Immediate		Destination Sontoli	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Dic. %	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	Material Cofe 4G/5G Sim Compatible Router SN: 23082301734 / 23082301796		2 PC	1,906.78	PC		3,813.56	3,813.56	9%	343.22	9%	343.22	4,500.00
							343.22						
							343.22						
			Total				₹ 4,500.00	3,813.56		343.22		343.22	

Amount Chargeable (in words) **INR Four Thousand Five Hundred Only** E. & O.E

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3,813.56	9%	343.22	9%	343.22	686.44
Total:		3,813.56		343.22	4,500.00

Amount in words: **INR Six Hundred Eighty Six and Forty Four paise Only**

Company's PAN : **AASF839L**

Declaration: 1. We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. 2. Payment to be made in favour of Prag Infosystem payable at guwahati. 3. warranty as per manufacturers policy unless otherwise mentioned. 4. Goods ones sold will not be taken back. 5. Subject to Guwahati jurisdiction.

Company's Bank Details: **CA Punjab National Bank**
 Bank Name : **4589002100002841**
 A/c No. : **Maligaon Chariali & PUNB0458900**
 Branch & IFS Code

Customer's Seal and Signature: *Prag Infosystem*

for PRAG INFOSYSTEM
 Authorised Signatory

SUBJECT TO GUWAHATI JURISDICTION ONLY JURISDICTION
 This is a Computer Generated Invoice

Wi-Fi Monthly Bill:



Transaction Successful

10:21 AM on 06 Feb 2024

Paid to



AIRTEL PAYMENTS BANK
LIMITED

₹299



Payment details



Collect ID

AXBefdba8ec92894b2082cb387fab69d116

Transaction ID

T2402061022141225058546

Debited from



XXXXXX4612

₹299

UTR: 440354613858

Powered by



Government Promotional Rule of Faculties:

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....GUWAHATI-781 019

No.G(B) UGC/API/1359/2014/ 16

Dated Kahilipara, the 13-10-2014

From:- Sri P. Jidung, *M.A., M.Phil.L.B., AES.*
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal (all)
..... College/ Mahavidyalaya
P.O.-..... District-.....

Sub:- Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale
i.e. stage promotion from one stage to another stage.

Ref:- *This office letter No.G(B)UGC.132/2010/Pt/54, dated 06-01-2014.*

Sir,

In continuation to this office letter mentioned under reference on the subject cited above, I would like to forward herewith a format for Assessment of API for necessary stage promotion in respect of Assistant Professors and Librarians of Colleges.

In this regards, it may be stated here that this format is applicable only for Assistant Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

Yours faithfully



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

Memo No.G(B) UGC/API/1359/2014/
Copy to :

Dated Kahilipara, the 13-10-2014

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
- 2) Guard file.

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

Name of the Institution.....
PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name:
3. Department :
4. Educational Qualification:
5. Current Designation & Grade Pay:
6. Date of last Promotion :
7. Which position and grade pay are you an applicant for under CAS?
8. Date of eligibility for promotion:
9. Date and Place of Birth:
10. Sex:
11. Marital Status:
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code)
15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. Research Degree (S)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc/D.Litt			

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

P.G. Classes (in years) ; U.G. Classes (in years)

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

22. Field of Specialization under the Subject/Discipline (If Any)

a)

b)

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From to)

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

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial,(T), practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) 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
	Total Score (Max Score:20)	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

This is to certify that Dr/Mr/Ms. Assistant/associate Prof of 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 student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
Department:

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book editor & publisher	Title, ISSN/ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

iii) Ongoing and completed Research Project and Consultancies

(c) (I & II) Ongoing project /Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph. D. or equivalent				

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

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

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

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +II			
lii	Research and Academic Contribution			

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)

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

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

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

Signature of the Faculty with Designation
Place :
Date :

All the documents submitted by Dr/Mr/Ms/
Assistant/Associate Prof., College are verified and found
authentic. The API scores mentioned above are correct.

Signature of the Principal
..... College

Convener, IQAC Cell
.....College

N.B : The individual PBAS proformas 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.

Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category I of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided. The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/opportunity to the teacher, **maximum limit of scores that can be given or carried forward under each category/area is indicated in the table-1 of the UGC Regulations.**

The self-assessment scores are further to be based on the indicators/activities given below:

CATEGORY: I **Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score: 50
---	------------------

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10
---	-------------------

(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc), syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20
--	---------------

(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc, (a) Interactive Courses: 5 points/each (b) Participatory Learning modules:5 points/each (c) Case studies;5 points/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music performing and visual arts and other traditional areas (each activity :5Points0	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course :10points each (b) Popularization program :5points each	10
Maximum Aggregate Limit	20

(i) Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY :II Co-curricular, Extension and professional Development Related Activities

(i) Extension and Co-Curricular & Field based Activities

(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(iii) **Contribution to Corporate Life and Management of the Institution**

Contribution to Corporate life in University/College through meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

(iv) **Professional Development related Activities**

Indicators/Activities	Maximum Score
Membership in Profession related committee at state and national level a. At national level;3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, Institutional governance (each activity:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

***** Teachers on Leave**

5. 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 counter signed 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 the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

NECESSARY INFORMATION

(1)

1) Assessment API

- (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
- (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
- (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) Duration for Promotion:

From stage 1 to stage 2

- i) 4 years with Ph.D. (Awarded as per UGC guidelines)
- ii) 5 years with M.Phil Degree (Awarded as per UGC guideline)
- iii) 6 years regular service without Ph.D./M.Phil.
Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
- iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
- v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
- vi) With Ph.D. one OC.

From stage 2 to stage 3

- i) 5 years.
- ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
- iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

From stage 3 to stage 4

- i) 3 years.
- ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the

16

expert assessment, they will be reassessed only after a minimum period of one year.

- iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.
- iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.
- v) Total marks = 100
 - I) 20% - Contribution to research.
 - II) 60% - Assessment of domain knowledge and teaching practices.
 - III) 20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2

- I) Category I -75/ per year out of 125
- II) Category II-15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III- average 5 point per year.
With Ph.D. (for assessment period) = 20
With M.Phil (for entire assessment period) = 25
Regular service without Ph.D., M.Phil (for entire assessment period) = 30

For stage 2 to stage 3

- I) Category I – 75/ per year out of 125.
- II) Category II – 75/ per year out of 50.
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III – average 10 point per assessment year.

For stage 3 to stage 4

- I) Category I : 75/ per year out of 125
- II) Category II : 15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III : average 15 point per assessment year.

Annual Self Assessment For the Performance Based Appraisal System(PBAS):

PBAS Proforma for Promotion under CAS for the Period 01-01-2013 to 31-12-2018

Name of the Institution : SONTALI ANCHALIK COLLEGE
 Name of Incumbent : DILDAR REZA
 Present Designation : Assistant Professor
 Stage of Promotion : Stage-I to Stage-II (Academic Level in Revised Pay Metrics 11) under CAS
 Present Scale of Pay : 57,700/- to 182,000/-
 Basic Pay : 68,800/-
 Date of Submission : 05-08-2022
 Signature with Date : Dildar Reza

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

01. Name in(block letter) : DILDAR REZA
 02. Father's Name/Mother's Name : Late Koshdal Ali / Late MilonNessa
 03. Department : Education
 04. Educational Qualification : M.A.
 05. Current Designation and Academic Grade Pay : Assistant Professor,AGP- 6000/-
 06. Date of Last Promotion : N/A
 07. Stage of Promotion and AGP : Stage-I to Stage-II (Academic Level in Revised Pay Metrics 11)
 08. Date of Eligibility for Promotion : 01-01-2019
 09. Date and Place of Birth: DOB : 01-03-1969, Vill: No. 4MalibariPather, PS-Boko , Dist: Kamrup , Assam.
 10. Sex : Male
 11. Marital Status : Married
 12. Nationality : Indian
 13. Indicate whether belong to SC/ST/OBC category: General
 14. Address for correspondence:
 a. Ward &HNo : Ward No. 4, House no, 107
 b. Vill : No. 4Malibari Pather
 c. PS. : Boko
 d. P.O. : MalibariPather Bazar
 e. Dist. : Kamrup (Assam)
 f. PIN : 781136
 g. Mobile : 7002044977
 h- Mail ID : dildarreza69@gmail.com
 15. Permanent Address:
 a. Vill : No. 4MalibariPather
 b. P.O. : MalibariPather Bazar
 c. P.S. : Boko
 d. Dist. : Kamrup (Assam)
 e. PIN : 781136

16. Academic Qualification: HSLC to M. Sc.

Examinations	Board/ University	Year of Passing	Division/Class	Subjects
H.S.L.C.	SEBA	1985	3 rd Div.	Ass, Eng, G. Sc., Maths, Social Sc., Civics
H.S. (Arts.)	AHSEC	1987	3rd Div.	Ass, Eng, Education, Economics; Pol.Science
B.A.	GU	1991	2 nd Class	Education, Major
M.A.	GU	1993-94	2nd Class	Education

17. Research Degree:

Degree	Title	Date of Award	University
Ph. D.

18. Appointment held prior to joining this institution:

Designation	Name of Employer	Date of		Scale of Pay with AGP	Reason of Leaving
		Joining	Leaving		
No	No	No	No	No	No

19. Post held after appointment at this institution:

Designation	Department	Date of actual joining		Scale of Pay with AGP
		From	To	
Assistant Professor	Education	04-08-1995	Continue	Initial Appointment was Probationary of Rs 700/- Regularized on 01.01.2013,15600/-—39100/ & AGP 6000

20. Period of Teaching Experience: 26Years

PG Classes (IDOL) (in Year): 1 Year

UG Classes (in Year): 26 Years

21. Research Experience Excluding years spent in M.Phil/Ph.D (in Years): N/A

22. Fields of Specialization under the subject: Educational Psychology

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

Name of the Courses	Name of ASC	Duration		Sponsoring Agency
		From	To	
OP (36th)	HRDC, North-Eastern Hill University, Shillong	30.05.2016	26.06.2016	UGC
RC	HRDC, North-Eastern Hill University, Shillong	24.09.2018	14.09.2018	UGC

Signature of the Incumbent

Siddhar Reza
(Dildar Reza),
Asst. Professor
Dept. of Education, (HOD)
Sontali Anchalik College,

Principal
(Dr. Tapan Dutta)
Sontali Anchalik College
Principal i/c
Sontali Anchalik College
Date.....

PART-B: ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (From 01.01.2013 to 31.12.2013)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours, (Give Semester wise details, where necessary)

Sl. No.	Course/ Paper	UG/PG	Mode of Teaching	Hours per week allotted	% Of classes/ practical taken as per document
EVEN SEMESTER					
01	2.02: (M)	UG	Lecture using white board, LCD Projector, group discussion, Problem Solving method, Demonstration Method, Project work, Tutorials, question asking, Departmental Seminar, Unit test, Home assignment, Viva-voce, etc.	3 H 45 Min	96%
02	2.01: Unit: ii, iii, iv (G)	UG		2 H 15 Min	93%
03	4.02: (M)	UG		3 H 45 Min	95%
04	4.01: Unit-iii, iv, v (G)	UG		2 H 15 Min	93%
05	6.01: (M)	UG		3 H 45 Min	96%
06	6.06: Project (M)	UG		3 H 45 Min	97%
07	6.02: Unit-ii, iv, v (G)	UG		2 H 15 min	96%
				Total	21 Hrs. 45 min
ODD SEMESTER					
08	1.02: (M)	UG	Lecture using white board, LCD Projector, group discussion, Problem Solving method, Demonstration Method, Using Physiological diagram, statistical method, Practical Using psychological, laboratory instruments, Experimental method, question asking, Departmental Seminar, Unit test, home assignment, Viva-voce, etc.	3 H 45 Min	96%
09	1.01: Unit-ii, iii, iv (G)	UG		2 H 15 Min	93%
10	3.02: (M)	UG		3 H 45 Min	95%
11	3.01: Unit-ii, iii, iv (G)	UG		2 H 15 Min	93%
12	5.05: Statistics (M)	UG		3 H 45 Min	96%
13	5.06: Practical (M)	UG		3 H 45 Min	97%
14	5.02: Unit- I, ii, iii, iv (G)	UG		2 H 15 min	95%
				Total=	21 H 45 min
Lecture (L), Seminar (S), Tutorial (T), Practical (C), Contact Hour (C)					
All total= odd + even=43 H 15 Min/2 = 21 H 45 min				21 H 45 Min	API Score
(a)	Classes taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)				47
(b)	Teaching Load in Excess of UGC norms (Max. 10)			4 Hrs.	8
				API Score =	55

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

Sl. No.	Course/Paper	UG/PG	Consulted	Prescribed	Additional Resource provided
1	Odd semester and Even Semester Major Papers	UG	Selective Questions are Discussed out of class	Reference books Prescribed	Materials Supplied
2	1.2 (M),1.1 (G) ,3.2 (M),3.1 (G), 5.5 (M), 5.2 (G)	UG	Questions of (Major /General) and Questions of statistics are discussed	Prescribed some specific questions	Answer prepared and supplied
3	5.6 (M)	UG	Questions of practical are demonstrated	Prescribed some specific questions out of class	Additional materials are provided
4	2.2(M),2.1(G),4.2(M),6.1(M),6.2(G), 6.6 (M)	UG	Questions of (Major /General) and Basic rules of preparation of project are discussed	Reference books prescribed	Printed materials supplied
API score based on preparation and imparting of knowledge/ instruction as per curriculum and syllabus enrichment by providing additional resources to the students (Max 20)				API Score =	20

(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	Some classes through Power Point are taken	02
02	Extra classes for psychological laboratory practical are taken	05
03	Remedial Class to 6 th Sem Major students	05
04	Provide guidance to the students of six sem. Major Project	05
API Score For category-I: Item No (iii) Max. Score: 20,		Total API Score = 17

(iv) Examination Duties Assigned and Performed

Sl. No	Type of Exam. Duties	Duties Assigned	Duties Carried out	Extended to which carried out %	API score
01	1 st Sem final and 3 rd Sem final Exam. (Invigilator)	04	04	100%	10
02	5 th Sem Final Exam. (Invigilator)	02	02	100%	
03	2 nd Sem and 4 th Sem final Exam. (Invigilator)	00	00	100%	
04	6 th Sem final Exam. (Invigilator)	01	01	100%	
05	Internal Exams Duties. (Invigilator)	08	08	100%	
06	Evaluation of Answer Scripts of BA 3 rd Sem final Exam.	---	---	100%	5
07	Evaluation of Answer Scripts of TDC 4 th Sem Final Exam.DK College			100%	5
08	Evaluation of Answer Scripts of BA 1st Sem Final Exam D K College			100%	5
09	Evaluation of Answer Scripts of Unit Test			100%	5
10	Question Setting of internal and final Exam			100%	5
API Score For category-I: Item No (iv) Max. Score: 25,				Total API Score =	25

Certificate from the Principal / Head of the Department

This is to certify that Dildar Reza, Assistant Professor in the department of Education, Sontali Anchalik College, Sonatli attended all the allotted classes. He gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the students. He carried out semester/ Annual examination works as per duties allotted.

Dildar Reza
Signature of Principal / HOD
Sontali Anchalik College

Principal i/c
Sontali Anchalik College
Date.....

CATEGORY-II:

CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From 01.01.2013 to 31.12.2013)

(i) Extension, Co-curricular & Field Based Activities:

Sl. No	Type of Activity	API Score
01	Guide teacher of educational tour to Chandubi Lake from the Dept. of Education	5
02	Guide teacher of Environmental Field Study to Sri Suriya Hill from Sontali Anchalik College	5
API Score For category-II: Item No (i) Max. Score: 20		10

(ii) Contribution to Corporate Life and Management of the Institution:

Sl. No.	Type of Activity	Yearly/ Semester wise Responsibilities	API Score
01	Academic President SMDC of Malibari Pather High School	yearly	5
02	Secretary of the Teachers Welfare Society of Sontali Anchalik College	yearly	5
03	In- Charge of Project Expert Committee in the Department of Education		5
API Score For category-II: Item No (ii) Max. Score:15		API Score (Self-appraisal) =	15

(iii) Professional Development activities:

Sl. No.	Type of Activity	Yearly/ Semester wise Responsibilities	API Score
01	Participated in National Seminar	On 21st & 22nd March /2013 at Gauhati University	2
02	Participated in National Seminar	On 25 th & 26 th June/2013 at B P C College, Nagabera	2
API Score For category-II: Item No (iii) Max. Score:15		Score Acquired (Item iii)	4
API Score for Category-II (+ ii+ iii) Max. Score=25		Score Acquired (+ ii+ iii)	25

CATEGORY-III:

RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS (From 01.01.2013 to 31.12.2013)

A. Paper published in Journals:

Sl. No.	Title with Page no.	Journal	ISSN/ISBN	whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score
I	-----	-----	-----	-----	-----	-----	-----	-----
Total API Score of Category-III, Item No A=								00

B (i) Articles, Chapters Published in Book:

Sl. No.	Title with Page no.	Book Title, Editor and publisher	ISSN/ISBN	whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score
----	-----	-----	----	----	----	----	----	----
Total API Score of Category-III, Item No B(i)=								00

B (ii) Full Papers in Conference Proceedings:

Sl. No.	Title with Page no.	Details of Conference Publication	ISSN/ISBN	whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score
---	---	---	---	---	---	---	---	---
Total API Score of Category-III, Item No. B (ii) =								00

B (iii) Book Published as Single Author or as Editor:

Sl. No.	Title with Page no.	Type of Book and authorship	ISSN/ISBN	whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score
	Nil							00
Total API Score of Category-III, Item No. B (iii) =								00
Total API Score of Category-III, Item Nos. [A+ (B-i, B-ii, B-iii)] =								00

C. ONGOING AND COMPLETED RESEARCH PROJECT AND CONSULTANCIES:**C. (i & ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	period		Grant/Amount Mobilized (in Lac)	API Score
			from	to		
	Nil					
Total API Score of Category-III, Item No. C (i & ii) =						00

C. (iii & iv) Completed Projects/ Consultancies:

Sl. No.	Title	Agency	period		Grant/Amount Mobilized (in Lac)	API Score
			from	to		
	Nil					
Total API Score of Category-III, Item No. C (iii & iv) =						00
Total API Score of Category-III, Item Nos. (C-i & ii + C-iii & iv) =						00

D. Research Guidance:

Sl. No.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	API Score
01	M. Phil or equivalent	Nil			00
02	Ph.D. or equivalent	Nil			00
03	UG research project guidance	12	12	12	02
Total API Score of Category-III, Item No. D =					02

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

Sl. No.	Programme	Duration	Organized by	API Score
	Nil			
Total API Score of Category-III, Item No. E (i) =				00

E (ii) Papers Presented in Conferences, Seminars, Workshops, Symposia:

Sl.No.	Title of the paper presented	Title of Conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score
01	Sangitab Bhupen Hazorikar Boiplabik Drisubhangi On 10 th & 11 th May/2013	Humanistic Concerns in the Work of Dr. Bhupen Hazarika	Madhay Kamrup College	National level	7.5
Total API Score of Category-III, Item No. E (ii) =					7.5

E (iii) Invited Lectures and chairmanships at international/ national conference/seminars:

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/Seminar	Organized by	Whether international/national	API Score
	Nil	----	----	-----	00
Total API Score of Category-III, Item No. E (iii) =					00
Total API Score of Category-III, Item Nos. (E-i, E-ii, E-iii) =					7.5

E (iv): SUMMERY OF API SCORES:

Sl. No	Category/Criteria	Last Academic Year	Total API Score for Assessment Period		Annual Average API Score for Assessment Period
1	CATEGORY-I: Teaching, Learning and Evaluation	2013-14	Item No. (i)	55	CATEGORY-I: Total = 117
			Item No. (ii)	20	
			Item No. (iii)	17	
			Item No. (iv)	25	
2	CATEGORY-II: Co-Curricular, Extension, Professional Development Related etc.	2013-14	Item No. (i)	10	CATEGORY-II: Total = 25
			Item No. (ii)	15	
			Item No. (iii)	04	
Total API Scores of Category-I+ II=					117+25 = 142
3	CATEGORY-III: Research, Publication and Academic contribution	2013-14	Item No. A	00	CATEGORY-III : Total = 9.5
			Item No. B(i)	00	
			Item No. B(ii)	00	
			Item No. B (iii)	00	
			Item No. C (i, ii)	00	
			Item No. C (iii, iv)	00	
			Item No. D	02	
			Item No. E (i)	00	
			Item No. E (ii)	7.5	
Item No. E (iii)	00				
Total API Scores Acquired from Category: I+II+III =					117+25+9.5 = 151.5

PART-C: OTHER RELEVANT INFORMATION

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

Sl. No.	Activity	Duration

Total API for Category III for the whole assessment Period:

Sl. No.	Period	API
1.	01-01-2013 to 31-12-2013	9.5
	Total	9.5

List of Enclosures:

1. Certificate from Principal, Annexure. 1
2. Certificate of Academic President SMDC of Malibari Pather High School. Annexure.2
3. Certificate of Evaluation of Answer Scripts of TDC 3rd Sem. Final Examination, Annexure.3
4. Evaluation of Answer Scripts of TDC 4th Sem Final Exam.DK College, Annexure.3(A)
5. Evaluation of Answer Scripts of TDC 1st Sem Final Exam.DK College, Annexure.3(B)
6. Certificate of participation in national Seminar, Annexure. 4
7. Certificate of paper presentation in national Seminar, Annexure.5

I, Dildar Reza, Assistant Professor (Stage-I), Department of Education, certify that the information provided is correct as per records available with the University/College or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with Designation

Dildar Reza
(Dildar Reza)

Assistant Professor, Dept. of Education
Sontali Anchalik College,

Place:
Date:

All the documents submitted by Dildar Reza, Assistant Professor, Department of Education, Sontali Anchalik College, are verified and found authentic. The API Scores mentioned above are correct.

[Signature]
Co-Ordinator, IQAC
Sontali Anchalik College
Date

[Signature]
Principal
Sontali Anchalik College
Date

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.

[Signature]

Co-Ordinator, IQAC
Sontali Anchalik College
Date



[Signature]

Dr. Tapan Dutta
Principal i/c
Sontali Anchalik College
Principal i/c
Sontali Anchalik College
Date