



Office of the Principal
SARAIGHAT COLLEGE

P.O.- Changsari, Dist.- Kamrup (Assam), PIN- 781101
Affiliated to Gauhati University, UGC 2(f) & 12 B recognised

NAAC Accredited with 'B' Grade (2nd cycle)

Mobile: 9435310553
Email: manisarmah1971@gmail.com
Website: saraighatcollege.ac.in

6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Images



Day Care




Yoga



Gymnasium



Gymnasium


(Dr. Mani Sarmah)
Principal
Saraighat College, Changsari
Principal
Saraighat College



Free health checkup



Parking Facility



Parking Facility



Canteen



Canteen




Safe Drinking Water



Biometric

Sample Performance Appraisal System for Teachers



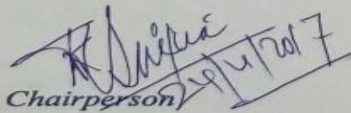
INTERNAL QUALITY ASSURANCE CELL
SARAIGHAT COLLEGE
 Changsari :: Kamrup (R), Assam
 Pin : 781101

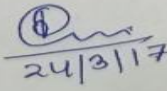
Ref..... Date : 24/03/17

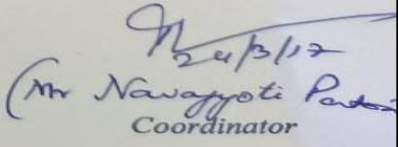
NOTICE

It is for information to all the Asst. Professors (names are mentioned below), to submit their API's to IQAC on or before 29th March, 17. The IQAC along with the respective HOD's will verify those on 1st April 17 from 12 noon onwards. All the Asst. Professors whose Senior Scale/ Selection Grade are due, are requested to attend the verification process with all their supporting documents in the office of the IQAC on that date.

<u>NAME OF ASST PROF</u>	<u>SIGNATURE</u>
① Dr. Bhanu Hazarika (HOD, Geog)	
② Mrs. Jyotirmoyee Devi (Asst. Prof. Geog)	
③ Dr. Shaswati Nath (Asst. Prof Geog)	
④ Dr. Manasjyoti Bordeloi (Asst. Prof History)	
⑤ Mrs. Sangeeta Barman (Asst. Prof Education)	 Barman 24.3.17
⑥ Dr. Aminul Haque Choudhury (H.O.D Persian)	


 Chairperson


 24/3/17


 (Mr Navajyoti P...
 Coordinator

(o/c)

1

SARAIGHAT COLLEGE
CHANGSARI, KAMRUP, ASSAM
PBAS Proforma for promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name : Dr. Shashwati Nath
2. Father's Name : Late Ashim Kr Nath.
3. Department : Geography
4. Educational Qualification: M.Sc. (Geography), M. Phill, Ph. D.
5. Current designation & Grade Pay: Assistant professor, AGP: 8000
6. Date of last promotion : 21-06-2016
7. Which position and grade pay are you an applicant for under CAS: Assistant Professor (Stage-3/Senior scale) with AGP of Rs. 8000
8. Date of eligibility for promotion : 21-06-2021
9. Date and place of Birth : 26-02-1971, Tezpur.
10. Sex : Female
11. Marital status : Married
12. Nationality : Indian
13. Indicate Whether belongs to Sc/ST/OBC Category : Yes, OBC
14. Address for correspondence (with Pin code) :
Dr. Shashwati Nath,
Assistant Professor, (Department of Geography)
Saraighat College, P.O.:- Changsari, Dist. - Kamrup, Assam
Pin Code- 781101

15. Permanent Address (With Pin Code) :
Dr. Shashwati Nath
C/O. - Dr. S. N. Bhowmik
Lalmati, Near Beltola, Basistha Chariali
Unique Residency
Flat No. – A- 103
P.O. – Basistha,
Dist. - Kamrup, Assam
Pin Code- 781029,
Mobile No. – 99541-94694
Email: shashwati71@yahoo.com

CATEGORY : II CO-CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES (FROM 2017-2018)

Sl. No.	Type of activity i) Extension, co-curricular & Field based activities	Average Hrs/week/year	API Score
1	Field Study, Educational tour		10
2	Community work such as Environment, Literary		10
	Total (Max : 20)		20

Sl. No.	Type of activity ii) Contribution to corporate life and Management of the Institution	Yearly/Semester wise responsibilities	API Score self Appraisal
1	Member of Admission Committee		5
2	IQAC (Literary Cell) Member		5
3	Member of Election Committee		5
	Total (Max : 15)		15

Sl. No.	Type of activity iii) Professional Development Activities	Yearly/Semester wise responsibilities	API Score self Appraisal
1	Through Popular Lecture		5
2	Digital Class		5
	Total (Max : 15)		10

API Score of Category : II Item No. i+ii+iii= Max : 25	25
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					4. Mahari : Durgaprasad Majindar Barua
4	M-401 Byakaranar Upadan M-402 Asomiya Jati Gathanat Prajatiya Upadan M-403 Khetra Adhyayanar Gabeshana patrar Nirdeshana E-408 Chutigalpa E-403 Asomiya Bhasar Dhanitatva	UG	Yes	Yes	1. Asomiya Bhasar Byakaran : Upendranath Goswami 2. Asomiya Jati Itihash : Asom Sahitya Sabha 3. Adunik Galpa Sahitya : Trailokyanath Goswami 4. Dhvani Bijnanar Bhumika : Ramesh Pathak
5	M-501 Subhadra Haran nat M-502 Kathagita M-506 Bhasar Swarup E-503 Asomiya Kobita E-504 Ram Goswamir Madal	UG	Yes	Yes	1. Subhadra Haran Nat : Sriram Ata 2. Kathagita : Bhattadev 3. Adhunik Asomiya Kobita : M Kamaluddin Ahmed 4. Madal : Ram Goswami
6	M-605 Chanda-Alankar M-606 Bhasa Bijnanar Porichoi E-602 Asomiya Chutigalpar Udbhab Aru Bikash E-603 Asomiya Gadya	UG	Yes	Yes	1. Sahitya Bidya Porikrama : Tirthanath Sarma 2. Bhasa Bijnanar Bhumika : Ramesh Pathak 3. Asomiya Chutigalpar Adhyayan : Prahlad Kumar Barua
API Score based on preparation and imparting of knowledge/instruction per curriculum & syllabus enrichment by providing additional resource to the students.					API Score
Total (Maximum Scored-20)					20

III) Use of participatory and innovative teaching-learning Methodology, updating of subject content, Course improvement etc.

Sl No	Short Description	API Score (Self Appraisal)
1	Group Discussion, Tutorials	10
2	Remedial & Bridge course	10
Total Score (Max Score : 20)		20

**(iii) Use of Participatory and innovative Teaching-Learning Methodologies/
Audio-visual teaching aid, updating of content, Course Improvement etc.**

Sl. No.	Short Description		API Score
1.	Updating of Course, design of curriculum		
2.	Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of Content, Course Improvement etc. a) Interactive Courses b) Participatory Learning modules c) Case Studies	Interactive Courses : 1. Discussion Method 2. Question- answer Method, Class-test Method 3. Seminar	5.0
3.	Use of ICT in T/L process with computer-aided methods like power point/Multimedia/Simulation/Software etc, (use of any one of these in addition to chalk-board)	1. Tracing/replication of Maps 2. Use of smart board in classes 3. Practical through computer	5.0
4.	Developing and imparting Remedial/Bridge Courses/Special classes	Environment Classes (For students of Vocational Courses).	5.0
5.	Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas.		
6.	Developing and imparting specialized teaching learning programmes in physical education, library, innovative composition and creations in music performing and visual arts and other traditional areas.		
7.	Organization and popularization programme/training courses in computer assisted teaching/ web-based learning and E-library skills to students. i) Work-shop/Training course ii) Popularization Programme	1. Maintaining a Departmental Library for the Major/Honors students and Organized an Orientation Programme for new degree students at Central Library of Saraighat College.	5.0
	Maximum API Score - 20		20

SUMMARY OF API SCORES FROM 14-03-2017 TO 13-03-2018

Sl No	Category/Criteria	Last Academic Year	Total API Score for Assessment Period		Annual Average Score Assessment Period
I	Category : I TEACHING, LEARNING AND EVALUATION RELETED ACTIVITIES	2017-2018	From14-03-2017 to 13-03-2018	115	115
II	Category : II CO_CURRICULAR, EXTENSION, PROFESSIONAL, DEVELOPMENT RELATED ACTIVITIES	2017-2018	From14-03-2017 to 13-03-2018	25	25
			Category II Total	25	
			Total of Category I+II	140	
III	Category : III RESEARCH, PUBLISHED AND ACADEMIC CONTRIBUTIONS	2017-2018	From14-03-2017 to 13-03-2018	45	45
			Category III Total	45	
	TOTAL (I+II+III)			185	185

I certified that the information provided above is correct as per record available with the University/or documents enclosed along with the duty filled PBAS proforma.

Signature of Faculty :

Designation : Assistant Professor

Place : Saraighat College, Changsari

Date :

16. Academic Qualification (H.S.L.C. till Post Graduation):

Exam passed	Board/ University	School/ College	Year of Passing	Division/ Class	% of marks
H.S.L.C.	S.E.B.A.	Tezpur Govt. Girls H.S. School	1987	1 st Div	61
H.S.	A.H.S.E.C.	Darrang College	1989	2 nd Div	47
B.Sc. (Geography)	G.U	Darrang College	1992	1 st Class (1 st class second)	64
M.Sc. (Geography)	G.U	G.U	1996	1 st Class	60
M. Phill	Vinayak Mission, Salem, Tamilnadu	Vinayak Mission, Salem, Tamilnadu	2008	2 nd class	59
B. Ed.	G. U	Tezpur Govt. B. Ed. College	1997	2 nd class	59

17. Research Degree(s):

Degree	Title	Date of Award	University
Ph. D.	“ Socio-Economic Scenario of the Riverine Population along the Dhansiri (South) River with Special Reference to Flood, channel Migration and Erosion Hazards”	1 st January 2015	KK Handiqui State Open University, Assam

18. Appointment held prior to joining this institution :

Designation	Name of Employer	Date of Joining		Salary with Grade	Reasons of leaving
		Joining	Leaving		
Lecturer	Saraighat College	30-10-2000			

Date: 10-04-2017

To

The Coordinator, IQAC
Saraighat College, Changsari
Kamrup 781101

Sub: API score evaluation by IQAC for promotion of the Assistant Professors.

Dear Sir,

With reference to the above subject I submit herewith all necessary documents in support of my promotion from the post of Assistant Professor Grade Pay Rs. 6000/- to Grade Pay Rs. 7000/-.

Yours Sincerely

Shashwati Nath

(Dr. Shashwati Nath)
Assistant Professor
Department of Geography
Saraighat College, Changsari
Kamrup, Assam

Part B: Academic Performance indicators

Category I: TEACHING, LEARNING, AND EVALUATION
RELATED ACTIVITIES (From 21-06-2016 to 21-06-2017)

a. Lectures, Seminars, Tutorials, Practical, contact Hours (give semester-wise details, where necessary.)

S l. N o.	Course	Level	Mode of teaching	Hours per week (1 hour each)		% of classes taken as per documented record
				Allotted	Taken	
1	1 st Year (Theory+Practical) 1)Atmosphere 2)Weather & Climate 3)Solar Radiation 4)Air Masses 5)Climatic Classification 6)Concept of Latitude & it's extension(P) 7)Concept of Longitude & it's extension(P)	H.S	Lecture Method/Tutorial (Practical)	6	5	83%
2	2 nd Year (Theory+Practical) 1)Transport & Communication 2)Pollution 3)Environmental Problems 4)Desertification, Deforestation, Climate Change, Global Warming 5)Assam 6)Frequency Distribution(P) i)Histogram ii)Frequency Polygon iii)Frequency curve	H.S	Lecture Method/Tutorial (Practical)	6	6	100%

Report of

Principal of the College and Convener, IQAC

All the documents submitted by Dr Dhaneswar Kalita, Assistant Professor, Department of Assamese, Saraighat College, Changsari are verified and find authentic. The API score mentioned above are correct.

Principal

Saraighat College, Changsari

Navajyoti Patowary
02/11/2021
Coordinator, IQAC Cell
Co-ordinator, IQAC
Saraighat College
Changsari

Saraighat College, Changsari

NB : The individual PBAS Performa for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be place before the Screening cum Evaluation Committee or Selection Committee for Promotion.

PBAS Performa for Promotion under CAS

Name of the Institution : Saraighat College
P.O. : Changsari
Dist. : Kamrup, Assam

Year of Appraisal : 2017-2018

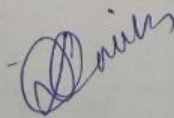
Submitted by :

Name : Dr. Dhaneswar Kalita

Present Designation : Assistant Professor

Department : Assamese

Date of Submission :



Signature with date ...

PBAS Performa for Promotion under CAS

Name of the Institution : Saraighat College
P.O. : Changsari
Dist. : Kamrup, Assam

Year of Appraisal : 2018-2019

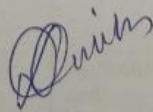
Submitted by :

Name : Dr. Dhaneswar Kalita

Present Designation : Assistant Professor

Department : Assamese

Date of Submission :



Signature with date ...



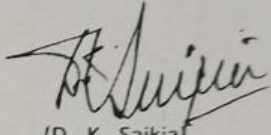
SARAIGHAT COLLEGE
P.O. - CHANGSARI, DIST. - KAMRUP (ASSAM)
PIN - 781 101

Ref.:

Date

ORDER

Dr. Dhaneswar Kalita, Asstt. Professor, Department of Assamese of this college is hereby released from his duty to participate in Orientation Programme in(OP-114) to be held from 4th to 31st Dec/2017 at UGC- HRD Centre, Gauhati University w.e.f. from 4th Dec/2017 to 31st Dec/2017.

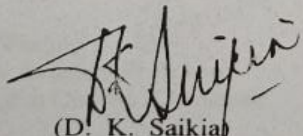

(D. K. Saikia)
Principal, Saraighat College
Principal
Saraighat College

Memo. No. SC/ As/2011/03

Date: 01/12/2017

Copy to

4. Person Concerned
- ✓ 5. Director, UGC-HRDC, Gauhati University for kind information and necessary action
6. HOD Assamese Deptt. for information & necessary action.
7. Office File


(D. K. Saikia)
Principal, Saraighat College
Principal
Saraighat College

Certificate From The Head of Department

This is to Certified that Dr Dhaneswar Kalita, Assistant Professor, Department of Assamese, Saraighat College, Changsari attended all the allotted classes. He gives regular instructions as per curriculum with prescribed material, Syllabus enrichment by providing additional resource to the students. He carried out Semester/Annual Examination work as duties allotted.

Signature of HOD *Kanika Hekki*

Department of Assamese

Saraighat College, Changsari

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY – I : TEACHING LEARNING AND EVALUATION RELATED ACTIVITY

D) Lectures, Seminars, Practical's, Contact Hours (Give semester wise details where Necessary)

Sl No.	Course/Paper	Level	Mode of teaching	Hours per week		
				Allotted	Taken	% of Classes/practical taken as per documented record
1	M-104 Asomiya Lipi M-105 Charyyapada E-103 Malati E-101 Asomia Liper Udbhab Aru Kramabikash	UG	Lectures and Tutorials	6	5	83%
2	M-204 Uttar Sankari Jugar Sahitya M-205 Biswadolon E-203 Nagaya Drohi Lokor Saritra Barnan E-201 Asomiya Bhasar Janmakatha	UG	Lectures and Tutorials	7	7	100%
3	M-304 Asomiya Bhasar Janmakatha M-305 Bargeet E-308 Mahari E-304 Uttar Sankari Jugar Sahitya	UG	Lectures and Tutorials	8	7	88%
4	M-401 Byakaranar Upadan M-402 Asomiya Jati Gathanat Prajatiya Upadan M-403 Khetra Adhyayanar Gabeshana patrar Nirdehshana E-408 Chutigalpa E-403 Asomiya Bhasar Dhanitatva	UG	Lectures and Tutorials	7	7	100%
5	M-501 Subhadra Haran nat M-502 Kathagita M-506 Bhasar Swarup E-503 Asomiya Kobita E-504 Ram Goswamir	UG	Lectures and Tutorials	9	8	89%

Annual Confidential Report for non-teaching staff

ANNUAL CONFIDENTIAL REPORTS ON HEAD OF THE DEPARTMENT/LECTURERS/DEMONSTRATORS/NON TEACHING STAFF.
PERIOD OF REPORT:.....

1. Name:	Father's Name:
2. Date of Birth:	Date of Joining:
3. Designation:	Department
4. Educational Qualification:	Temporary or Confirmed:

1. Character & Conduct:
2. Relationship with:
 - a) Principal
 - b) Fellow Colleague :
 - c) Office Assistants :
 - Other Staff:
3. Regularity and Punctuality in attendance :
4. General Intelligence (whether average, above, average, below) :
- 5.(a) Any notable academic achievements: during the year including publication of text book or literacy masterpiece etc. :
6. Extra- curricular activities, if any :
7. Participation in the various union activities of the college:
8. Respnse to the request of the principal/ Secretary in undertaking integrated development of the college :
9. Performance of duties:
 - a) Knowledge of the department in which engaged and quality of work:
 - b) Knowledge of rules, regulations, Manuals etc :
 - d) Ability of supervise and manage a department :
 - e) Whether fit for confirmation/Shouldering higher responsibility in the educational field :
10. Special aptitude for any particular work done beyond his routine work that is worthy of recognition :
11. General Remarks , if any :

SIGNATURE(RECORDING OFFICER)
DESIGNATION:

SIGNATURE OF (REVIEWING OFFICER)DESIGNATION

INTEGRITY SLIP:

Nothing has come to my knowledge which casts any reflection on the integrity of
 Sri.....

PRINCIPAL