

DIMORIA COLLEGE, KHETRI

Kamrup (Metro), Assam, Pin-782403
Ph-7002054581, 9435104315, 9435149627

Email: dimoriacollege.khetri@gmail.com
website: www.dimoriacollege.ac.in



3rd CYCLE NAAC ACCREDITATION 2022

Criterion 6: Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

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

Submitted to



National Assessment and Accreditation Council
An Autonomous Institution of the University Grants Commission

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

CONFIDENTIAL



PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

TEACHING STAFF

Report for the year/ period

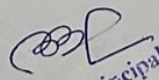
(To be submitted under sealed cover)

PART-I

(PERSONAL DATA)

- 1) Name of the Employee :
- 2) Name of Service to which belongs :
- 3) Educational Qualification :
- 4) Professional Qualification :
- 5) Name of the Institution/ College with full Address :
- 6) Date of Birth :
- 7) Date from which appointment has been approved as Teacher/ Librarian by the D.H.E., Assam. :
- (c) In the UGC Scale of pay :
- (d) In the Fixed pay (if any) :
- (e) Without condition/ with condition :
- 8) Date of Confirmation :
- 9) Whether the Teacher/ Librarian had any break in service of granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge/ experience/ training which facilitate to discharge the all allotted work of the officer/ employee :
- 11) Date of obtaining Senior Scale/ Selection Grade Scale of pay :
- 12) Date of eligibility for placement in the Senior Scale/ Selection Grade Scale/ Associate Scale of pay :

Certified that the particulars furnished above are correct.


Principal
Dimoria College, Khetri

Signature of Recording
Authority (Principal)



PART- II
(ASSESSMENT BY THE RECORDING AUTHORITY)

1. Name (s) and Designation of the recording Authority :
2. Period of Service of the incumbent under the Recording Authority :
3. State of Health
What is your opinion about his / her
(a) Aptitude, initiative, drive and efficiency for :
(i) Arrangement for works :
(ii) Exception of work :
(b) Intelligence :
(c) Attendance / conduct and amenability to discipline :
(d) Character with particular reference to reliability and integrity :
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) :
(f) General remarks, if any :
4. Character and conduct of the Lecturer / Librarian/Professor :
5. Relationship with
a. Principal :
b. Teaching Staff :
c. Library Staff :
d. Office Staff :
e. Students :
f. Others :
6. Regularity and punctuality in attending college as well as classes :
7. (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :
(b) Involvement in University and College examinations :
(c) Spirit of obedience to the higher authorities :
8. Comments on the Performance of the Senior Lecturer as well as a teacher :
9. Special academic achievement of the Teachers / Librarian, if any :
10. Performance of duties (as per UGC Regulation, 2010) year wise :

Year	Total working days	Class allotted	Class taken

11. Recommendation about his / her fitness or otherwise for advancement for next higher rank. :

Principal
Dimoria College, Khetri

Signature of Recording
Authority(Principal)



PART-III

OPINION OF THE REVIEWING AUTHORITY

- 4) Name and designation of the Reviewing Authority :
- 5) Period of service of the incumbent under the Reviewing Authority :
- 6) General opinion of the Reviewing Authority :

*Signature of Reviewing Authority
(President of G.B.)*

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature
*Name & Designation of Accepting
Authority
(President of G.B.)*

BL
Principal
Dimoria College, Khetri

CONFIDENTIAL



PERFORMANCE APPRAISAL REPORT

(To be filled up as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010)

NON-TEACHING STAFF

Report for the year/ period

(To be submitted under sealed cover)

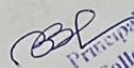
PART-I

(PERSONAL DATA)

- 1) Name of the Employee :
- 2) Name of Service to which belongs :
- 3) Educational Qualification :
- 4) Professional Qualification :
- 5) Name of the Institution/ College with full Address :
- 6) Date of Birth :
- 7) Date from which appointment has been approved by the D.H.E., Assam (Copies enclosed) : 1.
:
- (b) In the State Scale of pay (ROP) : 1.
: 2.
: 3.
- 8) Date of Confirmation :
- 9) Whether the incumbent had any break in service of granted extra-ordinary leave without pay in the service period :
- 10) Any special knowledge/ experience/ training :
which facilitate to discharge the all allotted work of the officer/ employee
- 11) Date of eligibility for placement in the post of Junior Asstt. / Senior Asstt./Head Asstt. :

Certified that the particulars furnished above are correct.

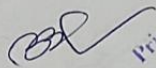
Signature of Recording Authority (Principal)


Principal
Dimoria College, Khetri

PART- II
(ASSESSMENT BY THE RECORDING AUTHORITY)

12. Name (s) and Designation of the recording Authority :.....
13. Period of Service of the incumbent under the Recording Authority :.....
14. State of Health What is your opinion about his
(a) Aptitude, initiative, drive and efficiency for :.....
 (i) Arrangement for works :.....
 (ii) Exception of work :.....
(b) Intelligence :.....
(c) Attendance/conduct and amenability to discipline:.....
(d) Character with particular reference to reliability and integrity :.....
(e) Capacity of supervision, inspection and to create team spirit (whether applicable) :.....
(f) General remarks, if any :.....
15. Character and conduct :.....
16. Relationship with
 a. Principal :
 b. Teaching Staff :
 c. Library Staff :
 d. Office Staff :
 e. Students :
 f. Others :
17. Regularity and punctuality in attending :.....
18. (a) Spirit of Co-operation in the corporate life extension activities, examinations, etc. :.....
(b) Spirit of obedience to the higher authorities :.....
19. Comments on the Performance of the/
 as well as a Staff :
20. Special academic achievement :
21. Performance of duties :
22. Recommendation about his / her fitness or otherwise for advancement for next higher rank. :

*Signature of Recording
Authority(Principal)*


Principal
Dimoria College, Khetri



PART-III

OPINION OF THE REVIEWING AUTHORITY

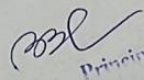
- 1) Name and designation of the Reviewing Authority :
- 2) Period of service of the incumbent under the Reviewing Authority :
- 3) General opinion of the Reviewing Authority :

Signature of Reviewing Authority
(President of G.B.)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature
Name & Designation of Accepting Authority
(President of G.B.)


Principal
Dimoria College

**Training programmes for Non-Teaching
Employees and Financial Schemes for
Faculty and Non-Teaching Staff:**



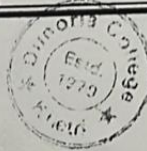
Delegate's copy

OFFICE OF THE PRINCIPAL
DIMORIA COLLEGE, KHETRI

P.O. KHETRI-781403, KAMRUP (M), ASSAM
Permanently affiliated to G.U. Registered under 2 (f) & 12(B) of UGC's Act 1956
Re- Accredited by NAAC (A Grade)
www.dimoriacollege.nic.in
dimoriacollegekhetri@gmail.com

Ref. No. :.....

DCK/Misc/17/2249



Date :.....

09-01-2017

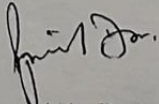
TO WHOM IT MAY CONCERN

Authority/ Release letter.

This is to certify that Shri Cheni Ram Deka, Senior Asstt. (Accounts Branch) of this college is hereby authorised to participate in the Mega Workshop/Training Programme on DBT for the College and University Employees to be held in Deihi on 12th January, 2017. Shri Deka is released from duties w.e.f. 10th Jan, 2017 to 13th Jan, 2017 with station leave to enable him to attend the programme. He may kindly be taken into confidence for the said purpose.

I wish grand success of all the programmes.

Pranjal Kr. Das


(Pranjal Kr. Das)
Principal i/c
Dimoria College, Khetri.
Principal in-charge
Dimoria College, Khetri



**"STATE LEVEL ONE DAY WORKSHOP ON LABORATORY
MAINTENANCE"**

for College Laboratory Staff (interdisciplinary)

Under DBT Star College Scheme

Organised by Department of Botany, Arya Vidyapeeth College, Guwahati-16

Programme

Date: 15th February 2020

Venue: Auditorium, Arya Vidyapeeth College

09:00am: Registration

10: 00am: Inaugural Session

Inaugural Speech by Dr. G C Sarma

Former Curator, Department of Botany,
Gauhati University

Topic- Importance of Proper Maintenance of
Laboratories in Colleges

11:30am: Technical Session-I

Expert- Mr Kamal Kr. Goswami, M.Sc.
Laboratory Technician,

Cotton University, Guwahati

Topic- Stock and Log maintenance in Laboratory

01:00 pm: Lunch Break (Venue: Department of Botany, Arya Vidyapeeth College)

01:45 pm: Technical Session-II

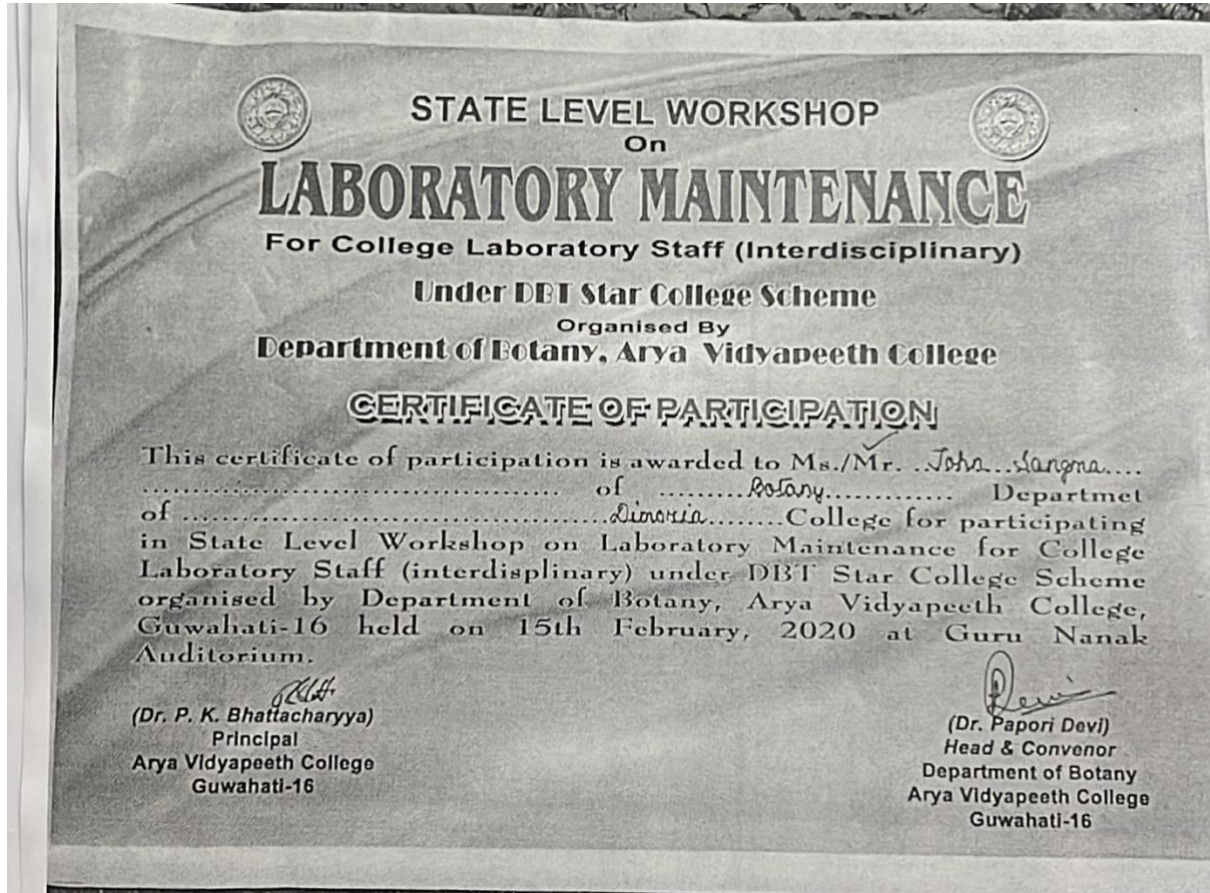
Venue: Department of Botany, Arya Vidyapeeth College

Expert- Dr Wahengbam Romi,

DST INSPIRE Faculty, IASST

Topic- Safety Measures for a Science Laboratory

03:30pm: Valedictory



OFFICE OF THE

DIMORIA COLLEGE, KHETRI

P.O. KHETRI-782403, KAMRUP (M), ASSAM

Permanently affiliated to G.U. Registered under 2 (f) & 12(B) of UGC's Act 1956

Re- Accredited by NAAC (A Grade)

www.dimoriacollege.nic.in
dimoriacollegekhetri@rediffmail.com

Date :

Ref. No. :

DCK/Acc/2019/05

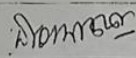
Date: 17/06/2019.

To
The Secretary,
University Grant Commission,
New Delhi-110002.

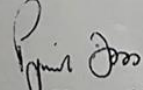
Sub: Authority letter for attending the Workshop / Training programme at Delhi.

Sir,


I hereby authorise following official (s) of this College to attend workshop /training programme being conducted by UGC at Delhi on 20th June 2019 at 10AM Regarding functions of Payment Portal, National Scholarship Portal and PFMS Portal in connection with disbursement of scholarship / fellowship to students / scholars through DBT mode:

1	Name of Official	Mr. CHENI RAM DEKA
2	Designation / Post held	Senior Assistant (U.D.A.)
3	Identity Card no	DCK/NT/04
4	Whether institution is active on Portal	Yes
5	Whether the official is active on the Portal / familiar with the Portal	Yes
6	Role of Official of Portal- whether Maker or Checker	Maker
7	Any other information	
8	Specimen signature of official	

Yours Faithfully


(Mr. Pranjal Kumar Das)
Principal in-charge.

Dimoria College, Khetri

 Principal In-Charge
Dimoria College, Khetri



E-Ticket

Order # 408-9089300-1959503



Flight Booking

Cleartrip ID: 190615201590

Booked by cleartrip

Guwahati → New Delhi

2h 35m



IndiGo 6E-558 Economy
Cabin 7 kg • Check-in 15 kg

PNR MDZPFV

GAU 20:20

Wed, 19 Jun 2019

2h 35m

Latitude: 26.1141°N, Longitude: 91.7540°E
Terminal: 1, Indira Gandhi International Airport, Guwahati

22:55 DEL

Wed, 19 Jun 2019

Terminal: 1, Indira Gandhi International Airport, New Delhi

Cheni Ram Deka

Confirmed

New Delhi → Guwahati

2h 35m



GoAir G8-851 Economy
Cabin 7 kg • Check-in 15 kg

PNR U6T62M

DEL 10:50

Fri, 21 Jun 2019

2h 35m

Terminal: 2, Indira Gandhi International Airport, New Delhi

13:25 GAU

Fri, 21 Jun 2019

Latitude: 26.1141°N, Longitude: 91.7540°E
Terminal: 1, Indira Gandhi International Airport, Guwahati

Cheni Ram Deka

Confirmed

Important information

- The e-ticket is valid for travel. We recommend you to carry a printed copy of the e-ticket at the time of check-in.
- You must carry an valid govt. issued ID for all the passengers at the time of check-in. For children, you must carry a birth certificate.
- Please use your Cleartrip ID to make any changes to your booking.

V286 (14)

Happy journey

Booked by cleartrip

One-day Workshop on Office Automation and Management
(For non-teaching staff of Dimoria College)



Organized by :

Department of Geology, Dimoria College

In association with IQAC, DCK

Venue: Central Computer Centre

Date: 08/12/2022

1:00 pm

Resource Persons

1. Dr. Biran Kr. Bhatta, principal, dck

2. Dr. Apurba Bujarbaruah, coordinator, naac, DCK



**Financial Welfare Schemes
for Faculty and Non-
Teaching Staff:**

VOL 11/12/13/14/15/16/17/18/19/20

शेखर बैंक



Central Bank
of India

KHETRI

शाखा / Branch

बचत खाता पास बुक
HOME SAVINGS SAFE ACCOUNT
PASS BOOK

खाता सं.
A/c. No.

2593/9

पास बुक सं.
PASS BOOK NO.

नाम

NAME


Dipankar College Teacher
Employee of Mutual Fund

Printed at Ambitious, Ghy-12 / 10T

VOLL - VI

उमाकर्ता का ध्यान बचत सम्बन्धी नियमों की ओर
आकर्षित किया जाता है। यदि उमाकर्ता की
आवश्यकता हो तो वे नियम की एक प्रति शाखासे
ले सकते हैं।

The attention of depositor is invited to the
act of rules governing Savings Account. In
case the depositor needs a copy of the rules
the same may be had from the branch.

सेंट्रल बैंक  **Central Bank**
of India

..... *Khele* शाखा / Branch

बचत खाता सं. / Savings A/c No. *2593/9*


पास बुक का क्रम सं. / Sr. No. of Pass book

नाम / Name *Simona College*
T. E. Mental Fund

पता / Address *Ch. Simona College*
Khele. P.O. khele

अनुदेश / Instruction

तारीख
Date *28/03/07*



For the Month of Jan / 2019

Sl. No.	Name	recurring amt	Principle	Amount	Sign. of the Deputy
1	P. K Das.	500		500	
2	H C DeKa.	500		500	
3	D. R Das.	500		500	
4	R. Dutta	500		500	
5	D D Sainikia	500		300	
6	B C Koch	300		500	
7	C R DeKa	500		500	
8	N N Medhi	500		500	
9	M M Medhi	500		300	
10	M C Das	300		500	
11	N. Das.	500		500	
12	H Das.	500		300	
13	B C Tanna	300		500	
14	A C Roy	500		500	
15	S B L Boro	500		500	
16	M Borkakati	500		500	
17	R K Borkakati	500		300	
18	M Pathan	300		500	
19	M M DeKa	500		500	
20	R Das.	500		500	
21	R. Kurni	500		500	
22	K Choudhury	500		300	
23	J. Lengua	300		300	
24	L S Banuak	300		300	
25	A C DeKa	300	1250	150	1700
26	N. Borkakati	300		300	
27	S. Phukan	500		500	
28	P. Nath	300		300	
29	P. DeKa	300		300	
30	M M Arme	300		300	



Principal
Dimpria College, Khetri

For the Month of October 2019



Sl. No.	Name	Recurring	Instalment	Interest	Amount	Signature/Depositor
1	PK Das	500/-				
2	HC DeKa	500/-				
3	PK Das	500/-				
4	R. Dutta	500/-				
5	DD Sainkin	500/-				
6	BC Koch	300/-				
7	CR DeKa	500/-				
8	NN Medhi	500/-				
9	MM Medhi	500/-				
10	MC Das	300/-				
11	N. Das.	500/-				
12	H. Das.	500/-				
13	BC Tumung	300/-				
14	AC Roy	500/-				
15	SAT Boro	500/-				
16	M. Bosa Kakaty	500/-				
17	RK Borgohain	500/-				
18	M Parthak	300/-				
19	MM DeKa	500/-				
20	R Das.	500/-				
21	R. Kumari	500/-				
22	K. Choudhary	500/-				
23	J. Sarma	300/-				
24	L.S Banerjee	300/-				
25	AC DeKa	300/-	1250/-	150/-	1700/-	
26	N. Boro Dolo	300/-				
27	S. Phukan	500/-				
28	P. Nath	300/-				
29	P. DeKa	300/-				
30	M Masme	500/-				

[Signature]
Principal
Dimoria College, Khurda

Dinuria College Teachers and Employees Mutual Aid Fund. Started from Aug '88.



Dinuria college, Khetri

— अन्वयिका प्रतिपदन — 28/4/93, Wednesday - 28/4/93

माननीय डिउरीया महाविद्यालय अर्थात् उमा D. C. T. E. M. A. F व प्रदानति महादपन । Fund व सम्मानित प्ररका उमा उमा-विद्यलय सर्वकारी प्रत्यु आरु अड्या मलय । अयु अयुत आणनानुलय सलयानुलय तुलय आतुविल वृत्तलय उमा शुभेहा उडायन करि तुलय सम्मानिकीय प्रतिपदन पार्थ करिणलय उमाथुहा । विना हून युल अमा लुठ पयन ।

इं १२-८-८८ चलय तुलाथुं मारुत महाविद्यालय सुव्यवस्थानीयान अतिशुतासुवन्न १०२४ अर्थात् अनुमान अनुमूखेनिक उाव आणनाचना लुठ पय - अर्थिन अनुमूखेनिक दिनत सिक्कलय वा सर्वकारीयलयन सहाय करि मलय अरि वृत्तीय अनुमूखेनिक अर्थीय प्रायणन । लुठ उलय अयुत एदि इंधन लडुत एन दिवार उायु इं १२-८-८८ उाविल सिक्कलय - सर्वकारीय सहायथा डेलिडित एयनिय अनुमूखेनिय सहाय आणनलय नलय ह्य । उेउ मयातुइ "D. C. T. E. M. A. Fund" नामाथु अरि वृत्तीय सुदि सठन नलय ह्य । एइ अनुमूखेनिक मरिण एनत चलय विवाड एाव एयनिय लाडिलायनी मरिण सठन नलय ह्य —

- प्रदानति — अर्थात् - डिउरीया मलय
- सम्मानन — मरिणी १२४४४४ उमा
- अनुमूखेनिक मरिणी — " इवि मयाद मरिणी
- " सुव्यवस्थे मरिणी
- " अरिण वृडा

Principal
Dinuria College, Khetri

**Yoga Class for Teaching and
Non-Teaching Staff:**





**Medical Allowances for
Faculty and Non-Teaching
Staff:**

GOVERNMENT OF ASSAM

DIMORIA COLLEGE, KHETRI, KAMRUP METRO ASSAM 782403

DECEMBER - 2022

NAME		GPF/PPAN		DESIGNATION	Assistant Professor	BANK ACCOUNT		PAN	
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ALLOWANCES									
Basic Pay			Dearness/Leave	Personal	Technical/Special	Dearness Allowance	Additional Dearness	Interim	House Rent
Pay (In the PB)	Grade Pay	Total Pay							
59,400.00	0.00	59,400.00	0.00	0.00	0.00	22,572.00	0.00	0.00	4,158.00
Medical	Compensatory	Other Allowances*	Gross Total						
600.00	0.00	0.00	86,730.00						

DEDUCTIONS																
NPS		HBA	HBA HUDCO	MCA	OCA	Festival	Other	GIS	House Rent	P-Tax	I-Tax	Interest on Loans				Other Rec
Subsc	Refund											HBA	HUDCO	MCA	OCA	
8,197.00								400.00		208.00	4,000.00					
Contribution (1)		Contribution (2)		Total Deduction			Net Amount									
				12,805.00			73,925.00									

Rupees 73,925.00 (Seventy Three Thousand Nine Hundred and Twenty Five) Only

Maternity Leave

Link for Maternity Leave Rules and Regulations uploaded in the website:

<http://dimoriacollege.ac.in/upload/iqacarchive/1674293134.pdf>