



Governance, Leadership and Management

Indicator-6.3 Faculty Empowerment Strategies

MetricNo. 6.3.1	Sl.No.	Additional Information
6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development /progression		• Performance Appraisal System • Effective Welfare Measures for Teaching and Non-Teaching Staff (a)Leave for Teaching and Non-Teaching Staff (b)Co-operative thrift society • Avenues for career development /progression • Student Satisfaction Survey Questionnaire • Feedback from students, Teachers & Alumni Authenticated  Principal

D.H.S.K. Commerce College,
Dibrugarh



6.3.1:

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

PERFORMANCE APPRAISAL SYSTEM IN DHSK COMMERCE COLLEGE:

A well-organized performance management system plays a crucial role in managing the organization in an efficient manner. In DHSK Commerce College, evaluation of a teachers work is done by the head of the institution on the basis of multiple parameters which help in improvement of teacher's efficiency such as examinations performance of their respective students, regularity in classroom attendance, students feedback report on teachers and office staff, interactive teaching approach, holding tutorials classes, guiding and carrying out students research project, participation in academic activities like seminar, workshop etc. The management reviews the performance of teaching and non-teaching staff and accordingly promotion, annual increment, career advancement etc. are given.

The College follows rules and guidelines of UGC and adopted by the state government for teacher's evaluation and accordingly the UGC devised scoring system proforma titled 'Performance Based Appraisal System' incorporating multiple parameters to evaluate teachers' performance and academic accountability is in place. As such every teacher has to submit annual performance report in the appraisal format prescribed by UGC, duly forwarded by HOD. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary. It is incumbent in the part of HOD to check the entries and append comments in an unbiased manner taking into account the interest of the department. The scores of student's feedback are shown to the faculty and accordingly suggestion is provided. Expert senior faculty provides support and guidance to junior faculty of the same subject for improvement.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about



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the different aspects pertaining to teaching – learning process. A team consisting of the Head of the Department and others teachers in the department goes through the feedback forms collected from the students and suggest appropriate measures to improve the teaching-learning process. A comprehensive performance appraisal system ensures a thorough evaluation of its faculty members' contributions and achievements. This multifaceted assessment process, administered by the Establishment Branch, encompasses a wide range of parameters.

1. **Comprehensive Evaluation System:** DHSK Commerce College employs a thorough performance appraisal system overseen by the principal. This system captures a wide range of faculty member details, including educational qualifications, and service history, forming the foundation for a holistic evaluation.
2. **Faculty Self-Assessment:** In the next phase, faculty members engage in self-assessment, delving into their professional contributions during a specified period. This introspective process covers teaching responsibilities, research guidance, publications, community engagement, and other relevant domains, offering a personalized perspective on achievements.
3. **Balanced Evaluation Approach:** The evaluation process involves both the faculty member's self-assessment and the reporting officer's evaluation. Key parameters such as teaching consistency, research impact, academic contributions, and general attributes are rated on a standardized five-point scale, ensuring a comprehensive and unbiased assessment.
4. **Institutional and Personal Insights:** By bridging the gap between institutional evaluation and individual reflection, the appraisal system creates a well-rounded view of faculty members' performance. It aligns institutional expectations with faculty members' perspectives, resulting in a more nuanced evaluation.
5. **Reviewing Officer's Involvement:** The final step involves a reviewing officer who scrutinizes both the self-assessment and reporting officer's evaluation. This additional layer of oversight adds credibility and balance to the evaluation process, ensuring fairness and accuracy in recognizing faculty members' contributions.
6. **Enhanced Professional Growth:** Through this multifaceted appraisal process, DHSK Commerce College fosters an environment of continuous improvement. By highlighting

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achievements, identifying areas for growth, and providing a platform for self-reflection, the college supports faculty members' ongoing professional development and the overall advancement of the institution.

7. **Data-Driven Insights:** The appraisal system's initial data collection phase captures crucial faculty information, forming the basis for a comprehensive evaluation. This data-driven approach ensures that key details, such as educational qualifications and service records, are considered alongside qualitative contributions, creating a well-rounded assessment.
8. **Quantitative and Qualitative Balance:** The performance appraisal process strikes a balance between quantitative metrics and qualitative achievements. While it quantifies factors like teaching load and publications, it also delves into qualitative aspects such as research guidance, community service, and contributions to the institution's academic environment, offering a comprehensive view.
9. **Personal Ownership of Performance:** The self-assessment phase empowers faculty members to take ownership of their performance. By reflecting on their accomplishments, identifying challenges, and setting goals, faculty contribute actively to the evaluation process, fostering a sense of responsibility and engagement.
10. **Teachers Diary:** At DHSK Commerce College, the implementation of a teachers' diary holds significant value in fostering self-appraisal and professional enhancement. This system enables educators to meticulously document their class activities, daily routines, corporate engagements, leave records, and monthly reports. This comprehensive approach aids teachers in assessing their teaching methods, evaluating their time management, reflecting on their involvement in corporate activities, and maintaining organized records of their professional journey. This versatile tool serves as a powerful instrument for personal growth, allowing educators to identify strengths, address weaknesses, and refine their strategies accordingly. Moreover, it promotes accountability, facilitates efficient reporting, and encourages continuous improvement in teaching practices and administrative responsibilities, ultimately contributing to the overall excellence of the College.

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11. **Structured Student Feedback:** DHSK Commerce College employs a structured feedback mechanism where students provide insights on their learning experience with teachers. This feedback system is designed to capture specific aspects of teaching quality, engagement, and classroom dynamics.
12. **Teachers' Performance Appraisal through Students feedback:** The collected feedback serves as a crucial tool for assessing teachers' performance. It offers a valuable perspective on teaching effectiveness, communication skills, and overall classroom atmosphere, helping educators identify strengths and areas needing improvement.
13. **Continuous Improvement:** This feedback loop fosters a culture of continuous improvement. Teachers can adapt their approaches based on student input, refining their teaching methods to better meet students' needs, ultimately enhancing the overall educational experience at DHSK Commerce College.
14. The appraisal process culminates with an evaluation by the reporting officer and a reviewing officer. These officials carefully assess the self-assessment provided by the faculty member, considering parameters such as teaching load, research, publications, contributions to the institution's academic and corporate life, and various general attributes. The five-point scale used in the assessment provides a standardized framework for rating performance across different parameters. This dual-layered evaluation, informed by both the faculty member's self-assessment and the reporting officer's perspective, ensures a well-rounded and objective appraisal. Moreover, the Reviewing Officer's feedback adds an additional layer of validation and oversight, offering a balanced assessment of the faculty member's contributions to the college and the academic community at large.

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EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF AND AVENUES FOR CAREER DEVELOPMENT/PROGRESSION AT DHSK COMMERCE COLLEGE

The following are the effective welfare measures for teaching and non-teaching staff and avenues for career development/progression available at DHSK Commerce College

1. **Child Care Leave:** The College provides female Government employees with a Child Care Leave of 730 days, allowing them to care for their children up to 18 years of age. This includes circumstances like sickness or education, adhering to Government of India regulations. To date, 20 Teaching and Non-Teaching staff members have utilized this provision from 2017 onwards.
2. **Maternity Leave:** Female faculty and staff members are granted a 6-month maternity leave according to Government of India norms. Since 2017, three faculties have benefited from this maternity leave policy. Maternity leave offers female staff a substantial period to focus on their health and the well-being of their newborns
3. **Casual Leave:** All staff members are entitled to avail 12 days of Casual Leave along with 2 Restricted Holidays annually. Casual Leave provides flexibility for staff to manage unexpected personal situations. Restricted Holidays add to the existing leave benefits, enabling employees to observe specific occasions important to them.
4. **Group Life Insurance Policy:** Every employee is entitled to the benefits of the Group Life Insurance Policy. This policy ensures that staff members and their families are financially protected in case of unforeseen events, providing a sense of security.
5. **Training Programmes:** Faculty members have the opportunity to engage in Orientation, Refresher, and FDP Programmes. Additionally, non-teaching employees are nominated for training sessions to enhance their skills. Over the past 5 years, 22 faculties and 3 staff members have attended a total of 100 such programmes. Continuous training and development opportunities help staff enhance their skills and stay updated with the latest trends in their fields, contributing to their professional growth.
6. **Campus Services:** The College extends various services within the campus, including a canteen, library, drinking water provisions, washing facilities, and housing amenities (specifically for

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chowkidars). The availability of various on-campus services such as canteen, library, and housing amenities simplifies daily activities for staff, enhancing their convenience.

7. **Welfare Facilities for Teachers:** Teachers enjoy departmental rooms furnished with ample seating arrangements and provided with stationery grants. Dedicated departmental rooms with adequate seating and stationery grants provide a conducive environment for faculty members to engage in academic activities.
8. **Earn Leave Facility:** A facility allowing all permanent staff members to earn 10 days of leave annually is provided. The provision to earn leave rewards regular attendance and work commitment, allowing staff to accumulate additional leave days.
9. **Higher Studies Support:** Faculty members pursuing higher studies receive complete support and assistance, with their leave of absence being treated as official duty. Offering leave for faculty members pursuing higher studies underscores the college's commitment to staff development and academic enrichment.
10. **Security Measures:** A security guard stationed at the entrance ensures security checks and maintains vigilance over incoming and outgoing individuals. A vigilant security guard ensures the safety of staff and students, fostering a secure campus environment.
11. **DKCCEW Society:** The College operates a Co-operative thrift society known as DKCCEW society that extends loans at low interest rates, facilitating emergency financial needs. The cooperative thrift society provides financial assistance to staff in times of emergencies, reflecting the college's consideration for staff's financial well-being.
12. **Communication and Technology:** Staff members have access to telephone and internet services for academic and administrative purposes. Access to telephone and internet services ensures effective communication and connectivity for both academic and administrative purposes.
13. **Technological Infrastructure:** All departments, main offices, and the library are equipped with laptop, desktop, and internet facilities. It facilitates staff members to efficiently carry out their tasks and stay connected with the digital world.
14. **Wi-Fi Accessibility:** Free Wi-Fi is available in designated areas like classrooms, departmental rooms, offices, and the library. The availability of Wi-Fi in various areas encourages work and study flexibility, facilitating seamless communication, teaching and research.

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15. **Classroom Comfort:** All classrooms, including PG classrooms, are equipped with air conditioning, thus creating comfortable learning and working environment, promoting productivity and focus.
16. **Gratuity Benefits:** Upon superannuation, permanent staff members are entitled to gratuity benefits in accordance with State Government rules. Gratuity benefits and pension options post-superannuation ensure financial stability for employees after their service tenure.
17. **Pension Availability:** Staff members who joined before February 2005 can access pension benefits post-superannuation as per government OPS regulations.
18. **Compassionate Employment:** In the unfortunate event of an employee's demise during service, dependents may be considered for employment on compassionate grounds, based on eligibility and vacancy availability.
19. **Provident Fund Options:** Permanent staff members are eligible for the Employees General Provident Fund Scheme and can avail loans against it. Faculty members who joined after February 2005 subscribe to the Contributory Provident Fund (CPF) instead of GPF. Provident fund schemes offer financial security for the future, and the availability of loans against these funds provides additional financial flexibility.
20. **Higher Studies Leave for Research works:** Faculty members have the potential to be granted a maximum of 24 months of leave with salary to pursue higher studies, exemplifying the College's commitment to their professional growth. The generous provision of leave with salary for higher studies encourages staff members to pursue advanced education like Ph.D., supporting their professional growth.
21. **Infrastructure Development:** The College is dedicated to enhancing facilities for staff and students alike. Construction is underway for staff quarters and a boys' hostel at the Banipur campus. This expansion aims to provide improved accommodation and a conducive environment for both staff and students.
22. **Financial Support for Economically Weaker Sections:** The Institutional Quality Assurance Cell (IQAC) extends welfare measures by providing financial assistance to economically disadvantaged sections of staff. This initiative promotes inclusivity and ensures that everyone has equal opportunities.
23. **Professional Development:** Staff members are encouraged to attend training workshops, seminars, and conferences to enhance their professional skills. The College facilitates participation in such

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events to enable continuous learning and growth. The encouragement to attend workshops and conferences highlights the college's dedication to staff's continuous learning and advancement.

24. **Medical Facilities:** The College ensures access to medical facilities for staff members, promoting their health and well-being. Staff can take the advantage of Assam Medical College which is within 3 kms from the college
25. **Sports and Recreation:** In addition to academic pursuits, the College recognizes the importance of recreation and physical activity. Staff members can engage in sports and recreational activities, fostering a balanced lifestyle and camaraderie among colleagues.
26. **Financial Counseling:** The College provides financial counseling services to assist staff members in managing their finances effectively. This support contributes to their financial well-being and long-term planning.
27. **Work-Life Balance:** Recognizing the importance of work-life balance, the College promotes flexible working arrangements and encourages staff members to maintain a healthy equilibrium between professional and personal commitments.



As a part of best practice, IQAC offered financial assistance of Rs. 2000/- each to our five students namely Soumen Chakraborty (B.Com. 2nd Sem), Pinki Yadav (B.Com. 2nd Sem) Nilesh Pandey (B.Com. 2nd Sem), Heena Begum (B.Com. 2nd Sem) and Anupam Dutta (B.Com. 2nd Sem)

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Annexure-I

API Proforma for Professor, Associate Professor & Assistant Professor
ACADEMIC PERFORMANCE INDICATORS BASED ON PERFORMANCE BASED
APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR APPOINTMENT
OF TEACHERS AND OTHER ACADEMIC STAFF
AS PER UGC REGULATIONS, 2010

Advertisement No.	
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Date of Birth	
Post applied for and Subject	
Name of the Department	

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20		
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25		
Total Score		125		
Minimum API Score Required		75		

Supporting documents, wherever required be attached.

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CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Minimum API Score Required		15		

Supporting documents, wherever required be attached.

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. points for University and college teacher position	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
III (B)	Research Publications/books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author, 10 /chapter in an edited book.		
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books		
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter		
III (C)	RESEARCH PROJECTS					
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		

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		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs Rs.10.0 lakhs and	10 per every Rs.2.0 lakhs, respectively		
III (C) (iii)	Completed projects Quality Evaluation	Completed project Report(Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
III (C) (iv)	Projects Outcome Outputs	Patent/Technology Transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level		
III (D)	RESEARCH GUIDANCE					
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
		Thesis submitted	Thesis submitted	7 /each candidate		
III (E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		
		(b) One week duration	(b) One week duration	10/each		
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers(oral/poster) in			
		a) International conference	a) International conference	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III (E) (iv)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
		(b) National level	(b) National level	5		

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Supporting documents, wherever required be attached.

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Performance Appraisal for Faculty

For the period from July 2021 to June 2022

Part - I

(To be filled by the Establishment Branch)

1. Name of Faculty Member (in block letters): DR. BIDISHA MAHANTA
2. Designation: ASSISTANT PROFESSOR
3. Whether the faculty belongs to Schedule Caste/ Schedule Tribe? No
4. Date of Birth: 15.01.1983
5. Date of Joining: 3.01.2020
6. Date of Retirement: 31.01.2043
7. Educational qualifications: MA, Ph.D
8. Period of absence from duty (or leave, training etc during the year):

Casual leave - 12 days during the year.

Part - II

Self Assessment for the period July '21 to June '22

(To be filled by the faculty member)

1. Name DR. BIDISHA MAHANTA Designation: ASST. PROF.
Department: ECONOMICS & INBU
2. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review): No
3. Name of the courses taught during the year: Micro Eco, Macro Eco, INFN, IFTR, Export-Import Procedure, Int. Marketing, Indian Economy.
4. No. of total lectures

No. of total lectures (including tutorials & remedial)	Alloted (UG/PG)	Delivered	Shortfall
Odd sem - 8 class/week UG 3 class/week PG	— DO — — DO —	✓	X
Even Sem - 12 class/week UG 6 class/week PG	— DO — — DO —		

5. Reasons for shortfall, if any, in Lectures and practical taken:
6. Any specific problem of any student solved, or taken initiative to solve:
Helped a student to take a decision regarding her study & career.
7. Research guidance (give brief description of each project and name the Ph.D. scholar and co-supervisor, if any. Attach separate sheet, if necessary)

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8. Any project completed other than students' project: no

9. Any innovative practices introduced in the college work culture:

① Personal counseling of students

② Organized student interactive lecture series on careers

10. Papers published (give the title, co-author, if any and details of the journals. Attach separate sheet, if necessary):

NIL

11. Contribution to corporate life of the college:

① Asst. Coordinator - IACC, Member of online committee,

② Advisor - Music, Advisor - Magazine, Member of Anti Ragging Cell

③ Member of Admission Committee, Member of Women Cell.

12. Contribution to education through publication of text-books and laboratory manual, special lectures and organization of seminars, symposium, summer or winter school etc.

* Delivered lecture on Mathematical Economics at D.H.S.K. Kanur College.

① Organized International Conference on Covid-19: Opportunities and

Challenges with special reference to NE India (Asst. Co-ordinator)

② co-authored 13 numbers of text books for CBSE and non CBSE students of Dibrugarh Univ.

13. Summer programmes, Refresher or Orientation course, Seminar, workshop, FDP, etc. attended during the year, give details: and present paper

① Attended online National Seminar on Covid-19, pandemic and future economic

opportunities of women organised by Sankhi College Dibrugarh on 28, 29 Jun

② Presented paper on International Conference organised by D.H.S.K. Coll 2022

14. Membership of Fellowship of Professional/Academic bodies, societies etc., give details. on 30th Jun

① Life Member of Indian Women Association

② Life Member of NEEA ③ Life Member of Sadan Assam Lekhika

15. Additional contributions which are not covered above and which are relevant for teachers' activities:

Went as external to DHR College and Kanur College.

Attended week long faculty dev. program on stress management

from 29/6/22 to 5/7/22 - conducted by ICT Academy

16. Community services, if any: ① Sensitized Women and children these can collect

Act as resource person in recreation workshop

organised for women and children of Chalema Textile.

17. Recognition/Award from any organization/body:

Awarded as best article author at District level by

Sadan Assam Lekhika Samiti

Sanithee on 27/3/22.

Signature Dr.

Full Name: Dr. Bidisha Mallick

Designation: Asst. - Prof.

Date: 9/8/23

Name & Designation of the Reporting Officer:

Lakshaganti

Principal
D.H.S.K. Commerce College,
Dibrugarh

Part-III

Assessment of the Reporting Officer

Length of service under the reporting officer:

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding Very Good Good Satisfactory Unsatisfactory
5 ✓ 4 3 2 1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part-II filled by the Faculty Member

Keeping in view the information furnished by the Faculty member, please provide assessment on the following parameter: (Weightage - 50)

Assessment of five point scale		
(i)	Teaching load and regularity in taking class	05
(ii)	Research guidance to students (UG/PG)	05
(iii)	Any projects completed other than the students' project	01
(iv)	Intellectual capital (Books/Articles/Patents/Talks)	05
(v)	Publication in Refereed Journals	05
(vi)	Organizing and participation in Seminars/workshops, special lectures, FDP, Summer institutes	05
(vii)	Contribution to the corporate life of the college and community services.	05
(viii)	Membership of fellowship of Professional/Academic bodies	04

Total (A) : 35

B. Performances and General Attributes (Weightage-50)

Assessment of five point scale		
(i)	Knowledge in the sphere of work	05
(ii)	Quality of output	04
(iii)	Communication skills (Oral and written)	05
(iv)	Ability to inspire and motivate	05
(v)	Supervisory ability	05
(vi)	Interpersonal relations and team work (Superior, Subordinate & Peer groups)	05
(vii)	Integrity and Trustworthiness	05
(viii)	General conduct	05

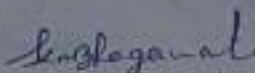
Total (B) : 39

Kashyapanti
Principal
D.J.S.N. College,
Dibrugarh

C. General assessment taking all the above parameters

Total(A)+(B) : 74

(Outstanding: 91-100, Very good: 71-90, Good: 51-70, Satisfactory: 40-50, Unsatisfactory: upto 40)


Signature of the Reporting Officer
Principal
Seal: **D.H.S.K. Commerce College**
Dibrugarh
Date:

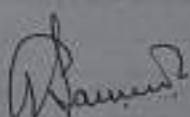
PART-IV

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing Officer: 2 and 1/2 years
2. Are you satisfied that the Reporting Officer has made his/her report with due care and after taking into account all relevant material: yes
3. Do you agree with the assessment of the faculty member given by the Reporting Officer? YES
4. Remarks about any meritorious work or otherwise of the faculty member: actively involved with the HRA and corporate life
5. Remarks about grading of the faculty members by the Reporting Officer: graded as per merit and involvement

Place:

Date:


Signature of the Reviewing Officer
Name: Gopal Ch. Sarmah
Designation:
President, Governing Body
D.H.S.K Commerce College
Dibrugarh

PERFORMANCE APPRAISAL REPORT

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

Report for the year / period ending _____

(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 approved
 a) Teacher / Librarian by the D.H.E. Assam _____
 (i) in the UGC Scale of pay _____
 (b) in the fixed pay (if any) _____
 (c) Without condition / with condition _____
- 8) Date of confirmation _____
- 9) Whether the Teacher / Librarian had any break in service or 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 eligible for placement in the Senior Scale / Selection Grade Scale / Associate Scale of pay _____

Certified that the particulars furnished above are correct.

 Signature of Recording Authority
 [Principal]

PART-II
ASSESSMENT BY THE REPORTING AUTHORITY

- 1) Name (i) and Designation of the Reporting Authority
 Period of Service of the incumbent under the Reporting Authority
 (Separate forms to be used by different reporting officer)
- 2) 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
- 3) Character and conduct of the Lecturer / Librarian
- 4) Relationship with
 a. Principal
 b. Teaching Staff
 c. Library Staff
 d. Office Staff
 e. Students
 f. Others
- 5) Regularity and punctuality in attending college as well as classes
- 6) (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
- 7) Comments on the Performance of the Senior Lecturer as well as a teacher
- 8) Special academic achievement of the Teachers / Librarian, if any
- 9) Performance of duties (as per UGC Regulation, 2010) year wise
- 10) Recommendation about his / her fitness or otherwise for advancement for next higher rank

Year	Total working days	Class allotted	Class taken

Signature of Recording Authority
(Principal)

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

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature

Name & Designation of Accepting Authority

SCHEDULE-II

ANNUAL CONFIDENTIAL REPORTS

(For ACS II and all other Technical/Non-Technical Class I to III officers of the State)

(See Rule 4 (2) of Assam services (Confidential Rules) Rules, 1992)

Report for the year/period ending _____

Part-I PERSONAL DATA

(To be filled up by the officer)

1. Name of the officer/employee.
2. Name of the service to which belongs
3. Date of Birth
4. Present Designation
5. Period of absence from duty on leave, training etc. during the period of report
6. Description of work on which engaged during the period
7. Any Special knowledge/experience/training which facilitate to discharge the allotted work of the officer/employee

Part-II ASSESSMENT BY THE REPORTING AUTHORITY

- a. Name(s) and Designation of the Reporting Authority
- b. Period of Service of the incumbent under the Reporting Authority
(Separate forms to be used by different reporting authority)
- c. State of health
- d. What is opinion about his/her
 - i. Aptitude, initiative, drive and efficiency for Arrangement for work
 - ii. Execution of work
- e. Intelligence
- f. Attendance/conduct and amenability to Discipline
- g. Character with particular reference to reliability and integrity

Subject to the rules and regulations
of the institution

- a. Capacity of supervision, inspection and
to create team work (where applicable)
- b. Conduct of and relationship with public /
subordinate staff and superior officers
- c. Physical stamina and aptitude for hard
working (where applicable)
- d. General remarks, if any
- e. What is your opinion about his/her
fitness or otherwise for advancement
to next higher rank.

(FOR TECHNICAL OFFICERS ONLY)

- a. Inspection duty
- b. Progress and
efficiency

Preparation of estimates and
projects

c. Designs

d. Accounts

e. Control of expenditure

Date

Recording Authority

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
4. Graded

Date

Reviewing Authority

Part-IV: REMARKS OF THE ACCEPTING AUTHORITY

Date

Name and Designation of the Accepting Authority



D.H.S.K. COMMERCE COLLEGE

(The first full fledged commerce college of N.E. India)

ESTD :1960
DIBRUGARH, ASSAM

TEACHER'S DIARY

Name of the Teacher NAZRANA HAQUE

Department ENGLISH Year 2023

Contact No - (0373) 2321653

Email : dhscomcol@gmail.com • Website : www.dhskcommercecollege.edu.in





Personal Profile

Name	:	NAZRANA HAQUE
Designation	:	ASSISTANT PROFESSOR
Department	:	ENGLISH
Mobile No.	:	8826480168
E-mail ID	:	nazranahaque3@gmail.com
Residential Address	:	1-LANE, MILAN NAGAR
Residential Address	:	DIBRUGARH, PIN-786003
Residential Address	:	ASSAM
Residential Address	:	NEAR C. R. BUILDING
Date of Joining	:	24/09/2022
Date of Superannuation	:	31/10/2057
Any other Information	:	N/A



Personal Class Routine

Day	Class Details					
Mon	Time	8:50-9:50	09:50-10:50 03:00-4:00	11:00-12:00	12:00-1:00	1:00-2:00
	Class	EVS (2nd Sem) (H) (Sec A)	H. Com SSE (3rd Sem)		EVS (2nd Sem) (H) (Sec B)	
Tue	Time	10:00-11:00				
	Class	Alt E (3rd Sem)				
Wed	Time	8:50-9:50	9:50-10:50	11:00-12:00	12:00-1:00	1:00-2:00
	Class	Gen English (NI) 2nd Sem				
Thu	Time	10:00-11:00	03:00-04:00			
	Class	Alt E (3rd Sem)	H. Com SSE (3rd Sem)			
Fri	Time	9:00-10:00	02:00-03:00			
	Class	VAC I (1st Sem A)	VAC II (1st Sem A)			
Sat	Time	8:50-9:50	10:00-11:00	11:00-12:00		
	Class	Gen English (NI) 2nd Sem	VAC II (1st Sem B)	VAC I (1st Sem A)		

Shalini
Signature of HOD
Head

Nayana Dasgupta
Signature of the Teacher



Leave Record

CL	DL	EL	Other	Total
01	-	-	-	01

No. of working days	25
No. of allotted classes	-
No. of classes taken	-
Reasons of classes not taken	Semester end Examinations

Nayanabojpa
Signature of the Teacher

Indraganati
Signature of the Principal/Vice Principal

Principal
D.H.S.K. Commerce College,
Dibrugarh

Head
Verified by HOD
Department of English
DHSK Commerce College
Dibrugarh

Indray
Signature of
Co-Ord. IQAC

IQAC Co-ordinator
DHSK Commerce College
Dibrugarh, Assam



Awards for Innovation won by Teachers/Students during the year

<i>Title of the innovation</i>	<i>Name of the Awardee</i>	<i>Awarding Agency</i>	<i>Date of Award</i>	<i>Category</i>

Incentive to the teachers who receive recognition/wards

<i>State</i>	<i>National</i>	<i>International</i>

Research Publications in the Journals notified on UGC website during the year

<i>Level</i>	<i>No. of Publication</i>	<i>Average Impact Factor, if any</i>
<i>National</i>		
<i>International</i>		

Books and Chapters in edited Volumnes / Books published, and papers in National / International Conference Proceedings per Teacher during the year

<i>Department</i>	<i>No. of publication</i>



Bibliometrics of the publications during the last Academic year based on average citation index in Scopus / Web of Science or Pub Med / Indian Citation Index

<i>Title of the paper</i>	<i>Name of the author</i>	<i>Title of the journal</i>	<i>Year of publication</i>	<i>Citation Index</i>	<i>Institutional affiliation as mentioned in the publication</i>	<i>Number of citations excluding self citations</i>

**h-index of the Institutional Publications during the year.
(based on Scopus / Web of science)**

<i>Title of the paper</i>	<i>Name of the author</i>	<i>Title of the journal</i>	<i>Year of publication</i>	<i>h-Index</i>	<i>Number of citations excluding self citations</i>	<i>Institutional affiliation as mentioned in the publication</i>

Faculty participation in Seminars / Conferences and Symposia during the year

<i>No. of faculty</i>	<i>International level</i>	<i>National level</i>	<i>State level</i>	<i>Local level</i>
<i>Attended Seminars Workshops</i>				
<i>Presented Papers</i>				
<i>Resource Persons</i>				



Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

<i>Title of the Activities</i>	<i>Organising unit/ agency/ collaborating agency</i>	<i>Number of teachers co-ordinated such activities</i>	<i>Number of students participated in such activities</i>

Awards and recognition received for extension activities from Government and other recognized bodies during the year

<i>Name of the Activity</i>	<i>Award/recognition</i>	<i>Awarding bodies</i>	<i>No. of Students benefited</i>

Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

<i>Name of the scheme</i>	<i>Organising unit/ agency/ collaborating agency</i>	<i>Name of the activity</i>	<i>Number of teachers coordinated such activities</i>	<i>Number of students participated in such activities</i>



Number of Collaborative activities for research, faculty exchange, student exchange during the year

<i>Nature of Activity</i>	<i>Participant</i>	<i>Source of financial support</i>	<i>Duration</i>

Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

<i>Nature of linkage</i>	<i>Title of the linkage</i>	<i>Name of the partnering institution/ industry/ research lab with contact details</i>	<i>Duration (From-To)</i>	<i>Participant</i>

MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

<i>Organisation</i>	<i>Date of MoU signed</i>	<i>Purpose and Activities</i>	<i>Number of students/teachers participated under MoUs</i>



STUDENTS FEEDBACK AND ANALYSIS REPORT 2021-22

Feedback is an indispensable part of teaching learning process. Students are important stakeholders and their feedback plays a significant role in the revision of the curriculum. Feedback from students about their experience in College education was a rarity. For the academic year 2021-2022 around 307 students gave their feedback about the curriculum, teaching learning process, environment and about the teachers. The feedback on various aspects were collected through online.

1. Speciality subject wise classification of the respondents



Student feedback on syllabus / Teachers:

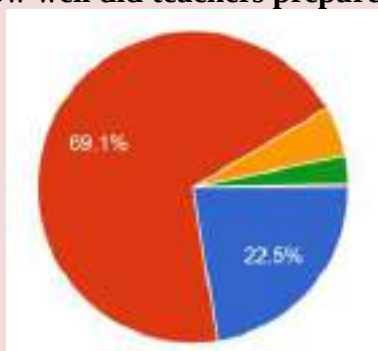
1. How much of the syllabus have been completed in your last academic session?



It was noticed that around 44% of students have agreed that 85-100% of syllabus was covered in their last academic session.

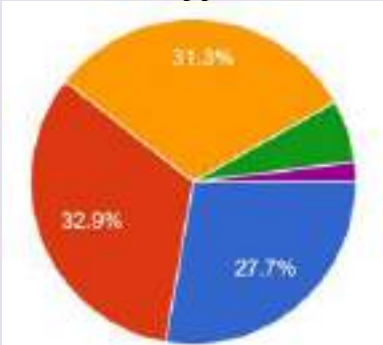


2. How well did teachers prepare for the classes and were able to communicate?



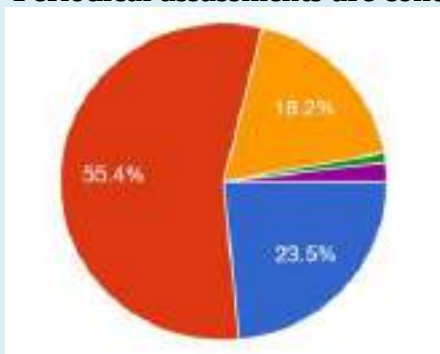
It was observed that 69.1% students have said that the teachers' preparation for the classes was very satisfactory whereas 22.5% said that teacher communicated thoroughly with the students.

3. The teachers approach to teaching can best be described as...



Maximum number of students(32.9%) have said that the teachers approaches were very good at maintaining teaching

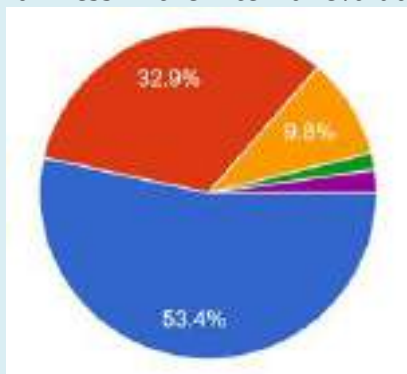
4. Periodical assessments are conducted as per schedule



It was noticed that Majority (55.4%) of agreed that the periodical assessments are conducted as per schedule. 23.5% of students strongly agreed with this statement.



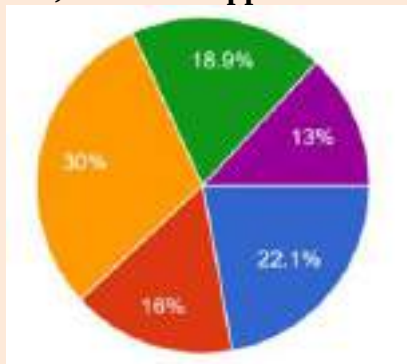
5. Fairness in the internal evaluation process by the teachers.



- Always fair
- Usually fair
- Sometimes unfair
- Usually unfair
- Unfair

It was found that, 53.4% of students have said that the internal evaluation process done by the teachers was always fair. .

6. The College takes active interest in promoting internship, student exchange, field visit, excursion opportunities for students.

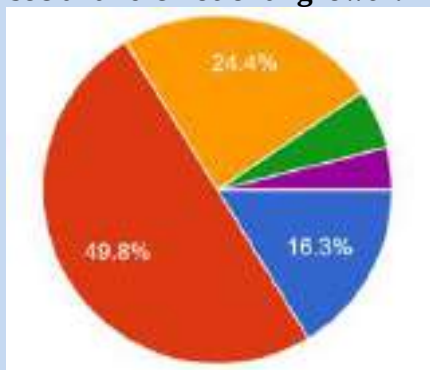


- Regularly
- Often
- Sometimes
- Rarely
- Never

It was noticed that 30% of students said that the college sometimes takes active interest in promoting internship, student exchange, field visit, excursion opportunity for students where as 22.1% agreed that it has happened regularly.



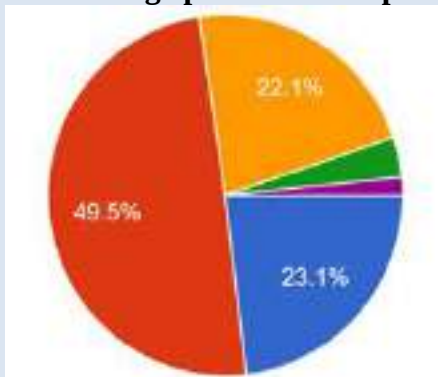
7. The teaching and mentoring processes in the College facilitate you in cognitive, social and emotional growth.



● Significantly
● Very well
● Moderately
● Marginally
● Not at all

Nearly half of the students (49.8%) have said that the teaching and mentoring processes in the College facilitate very well in cognitive, social and emotional growth.

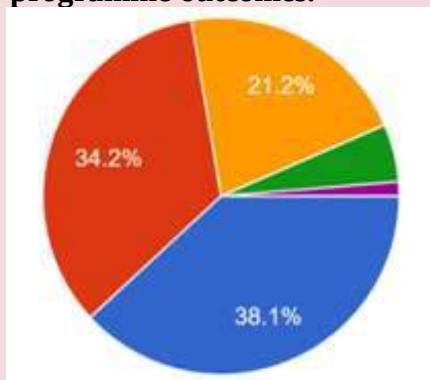
8. The College provides multiple opportunities to learn and grow



● Strongly agree
● Agree
● Neutral
● Disagree
● Strongly disagree

It was observed that almost 50% of the students agreed with statement that the College provides multiple opportunities to learn and grow whereas 23.1% students strongly agreed it.

9. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

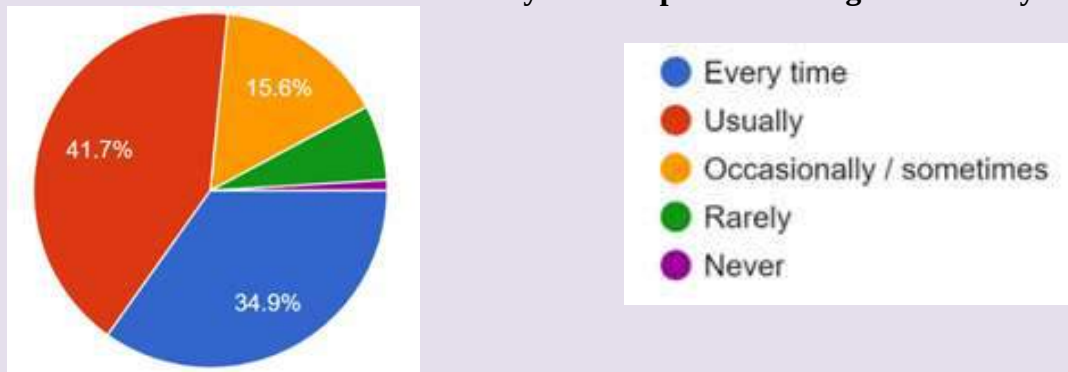


● Every time
● Usually
● Occasionally / sometimes
● Rarely
● Never

A maximum student (38.1%) has said that teachers inform them every time about their expected competencies, course outcomes and programme outcomes.

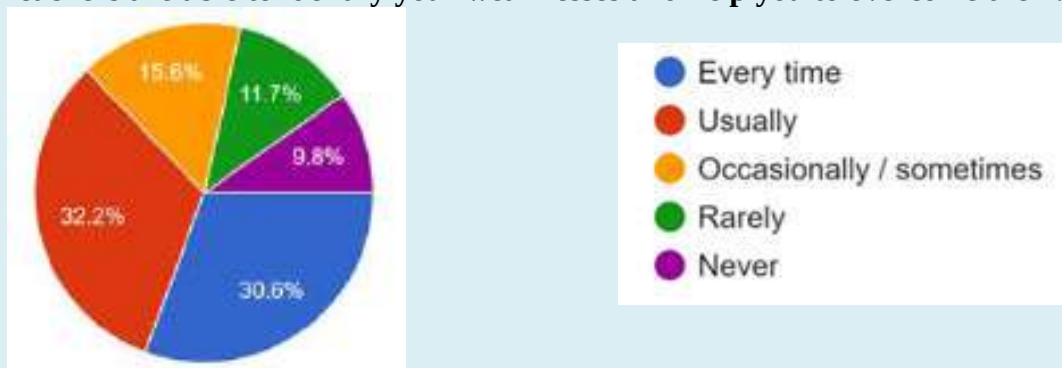


10. Your teacher / mentor does a necessary follow-up with an assigned task to you



It was found that 41.7% of students have agreed that the teacher or mentor usually does a necessary follow-up with an assigned task. In the other hand, 34.9% of students said that it occurs every time.

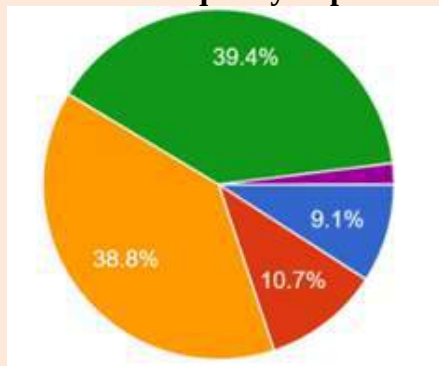
11. Teachers are able to identify your weaknesses and help you to overcome them.



32.2% of students have agreed that usually teachers are able to identify their weakness and also they help them to overcome the same where as 30.6% of students have said it as every time.

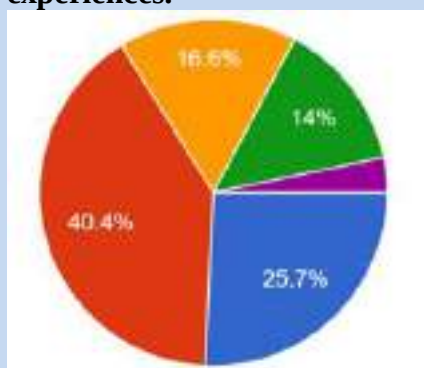


12. The college makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.



It was noticed that majority (39.4%) of the students agreed that the college makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process. On the other hand, 38.8% of students provide neutral response in this case.

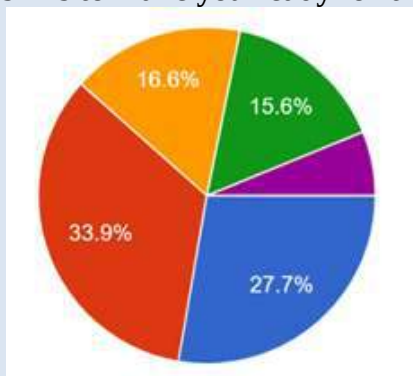
13. The College / teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.



It was noticed that 40.4% of students said that the teachers moderately uses the student centric methods such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences where as 25.7% of students said that the teachers uses the above mentioned student centric techniques to a great extent.



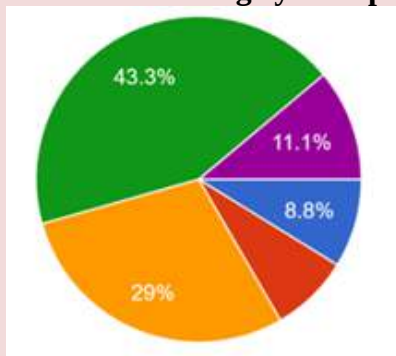
14. Efforts are made by the College to inculcate soft skills, life skills and employability skills to make you ready for the world of work.



- To a great extent
- Moderate
- Some what
- Very little
- Not at all

It was found that 33.9% of students agreed that College moderately takes initiative to inculcate soft skills, life skills and employability skills for the world of work.

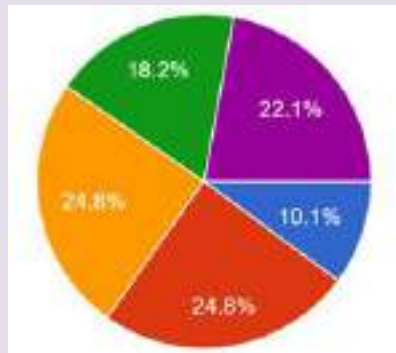
15. Teachers encourage you to participate in extracurricular activities.



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

So far as the extracurricular is concerned, majority (43.3%) of the students agreed that teachers encourage the students to participate in extracurricular activities whereas 29% students remain neutral in this regard.

16. What percentage of teachers use ICT tools such as LCD projector, Multimedia, online mode etc. while teaching.

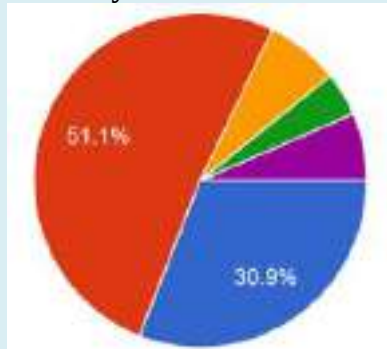


- Above 90%
- 70 to 89%
- 50 to 69%
- 30 to 49%
- Below 30%

Equal number of students (24.8%) agreed that 50 to 69% & 70 to 89 % of teachers uses the ICT tools such as LCD projector, Multimedia, online mode etc while teaching.



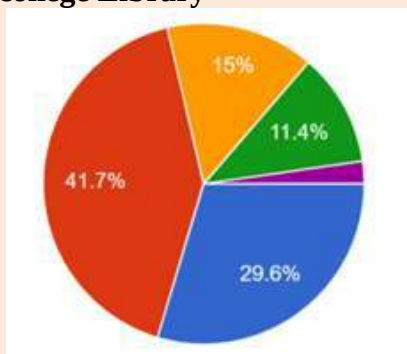
17. How do you find the DHSK Commerce College's administrative offices?



- Very helpful
- Helpful
- Indifferent
- Unhelpful
- can't say

It was found that more than 50% of students have said that the College administrative office is helpful where as 30.9% said it was very helpful.

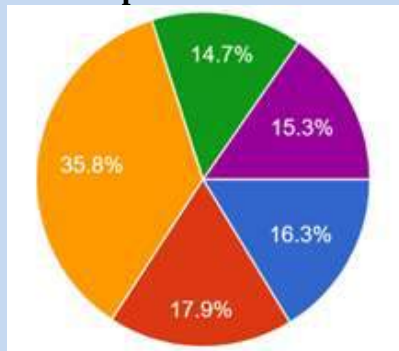
18. Availability of sufficient course books, text books, journals, magazines etc. in the college Library



- To a great extent
- adequate
- Somewhat
- very little
- Not at all

41.7% of students said that adequate course books, text books, journals, magazines etc. are available in the College Library.

19. The Computer & Internet facilities of DHSK Commerce College :

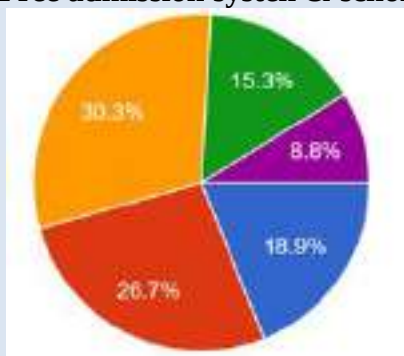


- Excellent
- Very good
- Good
- Fair
- Poor

It was found that 35.8% of the students have said that the computer & internet facilities of the College are good where as 15.3% stated it as poor.



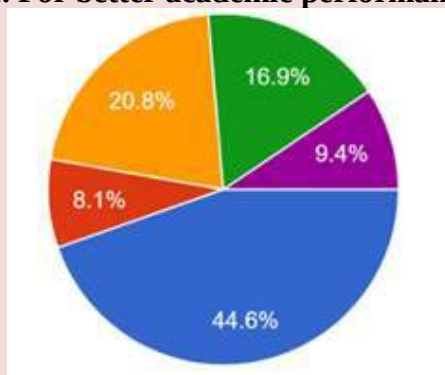
20. Free admission system & scholarship facility in the College :



- Excellent
- Very Good
- Good
- Fair
- Poor

It was noticed that 30.3% of the students have said that the free admission system & scholarship facility of the college is good where as 26.7% students said it was very good.

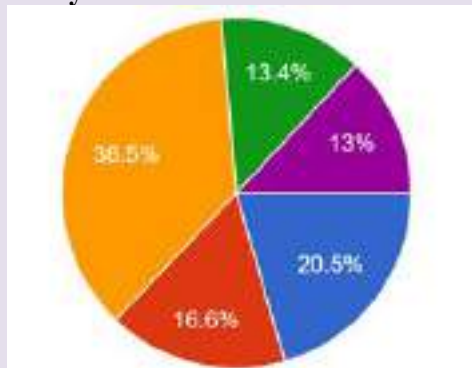
21. For better academic performance, do you think you need?



- More lectures by experts
- To write more assignments
- Access the internet more
- More books in the library
- Extra/Remedial Classes

Maximum number of students (44.6%) agreed that they need more lectures by expert for better academic performance where as 20.8% of students said that they need more assignment in their respective subject for a good academic performance.

22. Boy's / Girl's Common room facility of the College:

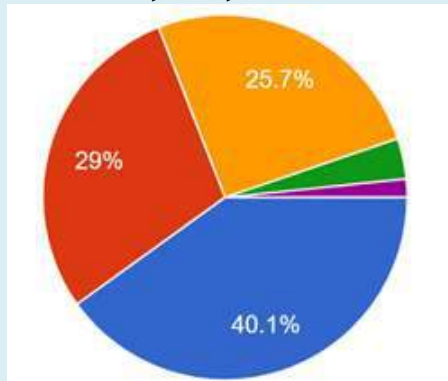


- Excellent
- Very Good
- Good
- Fair
- Poor

It was found that 36.5% of students have said that the boys & girls common room facility of the College are good where as 20.5% students said that it was excellent.



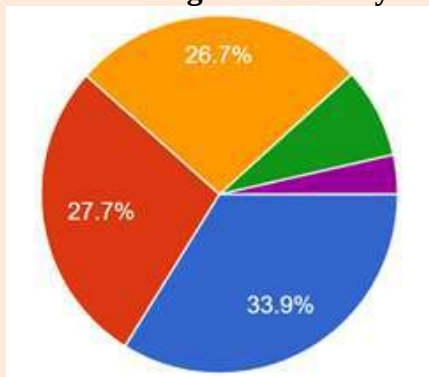
23. The NCC, NSS, ICGC activities of DHSK Commerce College are:



- Excellent
- Very Good
- Good
- Fair
- Poor

Most of the students (40.1%) have said that the NCC, NSS, ICGC activities of the College is excellent.

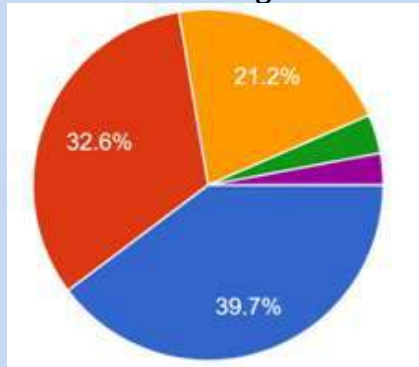
24. Pure drinking water facility and Canteen facility in the College is:



- Excellent
- Very Good
- Good
- Fair
- Poor

It was observed that 33.9% of students have said that the pure drinking water & canteen facilities of the College are excellent.

25. Overall clean and green environment of the College campus is:



- Excellent
- Very Good
- Good
- Fair
- Poor

The level of overall quality regarding clean & green environment as the 39.7% of students feel is excellent.

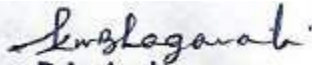


Feedback analysis report:

- The analysis of the student's feedback clearly depicts that they are well satisfied with the syllabus, periodical assessment, and internal evaluation of the College.
- The students appreciated the academic related infrastructural facilities such as library, canteen, auditorium and other facilities.
- The students' feedback clearly shows that students are satisfied with the teachers' approaches and communication, teaching & mentoring process, ICT facilities, internship, student exchange, excursion etc.
- It is observed from the students' feedback shows that they are highly satisfied with activities of NCC, NSS & ICGC of the College.
- The students have a favorable opinion on the clean & green environment of the college.

Action Taken Report:

1. Books purchased for the library
2. Setting up of a computer lab in the College with 50 computers and start new class
3. To collect and review feedback and suggestions from Faculty members, students, alumni and parents and to take actions accordingly
4. Wi-Fi connectivity has been improved by connecting additional connection units the College campus.
5. Organized national and international level lecture, webinars, seminars for teachers and students
6. Teachers have been encouraged to complete their doctoral degrees and to continue research activities through quality Publications and research projects.
7. Rain water harvesting system has been constructed in the campus.
8. The number of environment friendly Initiatives by NSS, NCC, Women Cell etc. Have been increased and Participation of maximum students in such initiatives is actively being encouraged.
9. Students have been encouraged to engage themselves in online classes organized by teachers from home during corona pandemic.
10. Applied for ISO certification has been Applied for the College


Principal
D.H.S.K. Commerce College
Dibrugarh

Leave Statement Session 2018

Leave Statement Session 2018

SL.No	Name of Teaching Staff & Non-Teaching Staff	Nature of Leave								Total Days
		Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
						05-02-2018	28-02-2018			24
1	Dr.Chitra Roy									180
2	Tulika Mattack	02-01-2018	30-06-2018			02-08-2018	30-09-2018			60
						17-09-2018	05-10-2018			19
3	Anita Baruwa					08-11-2018	22-11-2018			15
										8
4	Sangeeta Sensua Gogoi			20-07-2018	27-07-2018					5
				27-12-2018	31-12-2018					30
						19-02-2018	20-03-2018			15
5	Maltreyee Baroowa Bhowmick					20-07-2018	03-08-2018			15
6	Amrit Salkia			05-10-2018	19-10-2018					12
7	Biswanath Mali			13-07-2018	24-07-2018					

Insloganati

Authenticated
Principal
D.H.S.K. Commerce College
Dibrugarh

Leave Statement Year 2019

SL.No	Name of Teaching Staff & Non Teaching Staff	Nature of Leave								Total Days
		Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
1	Prasanta Das			24-10-2019	28-10-2019					5
2	Swapna Nath					25-02-2019	20-03-2019			24
3	Nabajyoti Dutta			09-10-2019	15-10-2019					7
				29-05-2019	22-06-2019					25
						30-11-2019	20-01-2020			52
4	Dr.Chitra Roy					10-02-2020	09-04-2020			60
				15-10-2019	19-10-2019					5
				16-03-2019	22-03-2019					7
						01-06-2019	28-06-2019			28
5	Anita Baruwa					02-09-2019	01-10-2019			30
				01-01-2019	07-01-2019					7
				16-03-2019	22-03-2019					7
				06-02-2019	12-02-2019					7
6	Ipshita Bhattacharya					26-03-2019	10-04-2019			16
						11-11-2019	13-12-2019			33
						02-01-2019	01-04-2019			90
7	Sangeeta Sensua Gogoi					05-12-2019	06-04-2020			124
				02-07-2019	15-07-2019					14
8	Prema Chutia			17-09-2019	01-10-2019					16
				09-10-2019	12-10-2019					4
				05-01-2019	10-01-2019					6
						04-02-2019	20-03-2019			45
9	Maitreyee Baroowa Bhowmick					15-07-2019	26-09-2019			74
						13-11-2019	26-12-2019			42
				30-08-2019	06-09-2019					8
10	Padma Chetia			28-12-2019	02-01-2020					6
11	Tulan Hazarika			08-07-2019	17-07-2019					10
12	Mrigen Gogoi			13-08-2019	23-08-2019					11

L. Shaganati
 Authenticated
 Principal
 H.S.K. Commerce College,
 Bibrughat

Leave Statement Year 2020

Leave Statement Year 2020										
SL.No	Name of Teaching Staff & Non Teaching Staff	Nature of Leave								Total Days
		Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
1	Dr.Chitra Roy					10-02-2020	10-04-2020			60
2	Bani Kachari			17-11-2020	23-11-2020					7
				21-12-2020	09-02-2021					51
3	Anita Baruwa			02-03-2020	07-03-2020					6
4	Kasturi Salkia			17-11-2020	05-12-2020					19
5	Sangeeta Sensua Gogoi			18-12-2020	31-12-2020					14
6	Maitreyee Baroowa Bhowmick			15-02-2020	27-03-2020					47
7	Mrigen Gogoi			07-01-2020	18-01-2020					12

L. S. Saganati
 Authenticated
 Principal
 D.H.S.K. Commerce College,
 Dibrugarh

Leave Statement Year 2021

SL.No	Name of Teaching Staff & Non Teaching Staff	Nature of Leave								Total Days
		Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
1	Swapna Nath					01-03-2021	10-04-2021			41
2	Anita Baruwa			05-10-2021	09-10-2021					5
						18-01-2021	30-01-2021			13
						29-11-2021	11-12-2021			13
3	Ipshita Bhattacharya					10-04-2021	10-06-2021			62
4	Bidisha Mahanta			22-02-2021	05-03-2021					12
5	Maitreyee Baroowa Bhowmick			21-09-2021	01-10-2021					11
6	Subrata Roy			29-11-2021	04-12-2021					6
7	Raju Baruah			25-11-2021	01-12-2021					7
8	Biswanath Mali			07-09-2021	16-09-2021					10

L. S. Gogoi
 Authenticated
 Principal
 D.H.S.K. Commerce College,
 Dibrugarh

Leave Statement Year 2022

Leave Statement Year 2022												
Sl. No	Name of Teaching Staff & Non Teaching Staff	Nature of Leave										Total Days
		Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		Special Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
				19-12-2022	23-12-2022							5
1	Dr. K. M. Bhagawati					04-07-2022	03-08-2022					31
2	Dr Swapna Nath			16-08-2022	25-08-2022							10
3	Dr.Chitra Roy									30-04-2022	10-05-2022	10
4	Joydev Gogoi			06-10-2022	10-10-2022							5
5	Tulika Mattack					21-11-2022	22-12-2022					32
				11-11-2022	15-11-2022							5
6	Jecob Konwar					18-04-2022	17-05-2022					31
7	Dr.Anita Barua					11-07-2022	13-08-2022					34
				22-11-2022	05-12-2022							14
8	Ipshita Bhattacharya					07-03-2022	22-03-2022					16
						27-06-2022	30-07-2022					34
				17-10-2022	27-10-2022							11
9	Luku Morang									28-10-2022	09-11-2022	13
										19-07-2022	30-07-2022	12
10	Ajit Goswami											7
11	Kasturi Saikia			16-08-2022	22-08-2022							12
12	Pankaj Sahu			13-09-2022	24-09-2022							9
13	Sangeeta Sensua Gogoi			15-11-2022	23-11-2022							15
				16-12-2022	30-12-2022							16
14	Pallavi Kashyap Sahu	16-08-2022	31-08-2022									12
15	Prema Chutia			12-09-2022	23-09-2022							8
16				20-05-2022	27-05-2022							6
17	Maitreyee Baroowa Bhowmick			05-08-2022	10-08-2022							6
				26-12-2022	31-12-2022							58
				26-10-2022	22-12-2022							38
18	Subrata Roy			26-12-2022	01-02-2023							10
				30-05-2022	08-06-2022							7
19	Padma Chetia			30-12-2022	05-01-2023							8
20	Raju Baruah			18-08-2022	25-08-2022							

Sushlaganati
 Authenticated
 Principal
 V.S.K. Commerce College,
 Dibrugarh

Leave Statement Year 2023

		Nature of Leave										Total Days
SL.No	Name of Teaching Staff & Non Teaching Staff	Maternity Leave		Earned Leave		Child Care Leave		Paternity Leave		Special Leave		
		Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	Date From	Date To	
				23-01-2023	03-02-2023							12
1	Dr. K. M. Bhagawati					18-01-2023	31-03-2023					73
2	Swapna Nath					16-06-2023	30-06-2023					15
3	Anita Baruwa					03-02-2023	30-03-2023					56
4	Ipshta Bhattacharya											22
5	Bharati Lalung			10-04-2023	01-05-2023							21
				12-06-2023	02-07-2023							6
6	Kasturi Saikia			17-04-2023	22-04-2023							7
7	Sangeeta Sensua Gogoi			31-03-2023	06-04-2023							164
8	Pallavi Kashyap Sahu	15-03-2023	25-08-2023									11
9	Prema Chutia			02-01-2023	12-01-2023							6
10	Maitreyee Baroowa Bhowmick			20-07-2023	25-07-2023							11
				11-08-2023	21-08-2023							23
11	Subrata Roy			10-04-2023	02-05-2023							9
12	Tulan Hazarika			08-02-2023	16-02-2023							12
								18-04-2023	29-04-2023			

K. Bhagawati
 Authenticated
 Principal
 D.H.B.K. Commerce College,
 Dibrugarh



D. H. S. K. COMMERCE COLLEGE

P.O. DIBRUGARH (ASSAM) Pin - 786 001

Website :- www.dhskcommercecollege.edu.in; e-mail : dhskcomcol@gmail.com; Tel:- (0373) 2321853
Mailing Address : D.H.S.K. Commerce College, K. C. Gogoi Path, Dibrugarh - 786001



NOTICE

(28.6.2022)

This is for information of all that as per the resolution adopted by the IQAC in its meeting held on 04.02.2022, financial incentives will be provide from student's Welfare Fund to the following BCom 2nd Semester students of economically weaker section , who were deprived from free admission. The Admission Committee (2022-23) has submitted the names of students to IQAC from last year's records and we are going to distribute an amount of Rs. 2000/- each to them. As per records provided by the College account section, a total amount of Rs. 13,100/- was collected from our faculties during August, 2018 to December, 2018. We extend thanks to all our esteemed colleagues who have donated for this noble cause.

Therefore, for distribution of incentive, a meeting has been convened on 29th June, 2022 in Teachers Common Room at 12.30 pm. So all are requested to be present in the same.

Students who are entitled to get financial incentives	
1	Soumen Chakraborty (B.Com. 2 nd Sem)
2	Pinki Yadav (B.Com. 2 nd Sem)
3	Nilesh Pandey (B.Com. 2 nd Sem)
4	Heena Begum (B.Com. 2 nd Sem)
5	Anupam Dutta (B.Com. 2 nd Sem)

(Dr. TP Upadhyaya)
IQAC Coordinator
DHSK Commerce College



(Dr. KM Bhagawati)
Principal
DHSK Commerce College

Principal
D.H.S.K. Commerce College,
Dibrugarh

Proceedings of the Meeting:

A meeting of AIBAC was held in the teachers' common room of our college on 29th June 2022 at 1 p.m. to discuss certain matters and the following issue was discussed in the meeting -

1. The meeting decided to distribute the collected amt. of ₹13100 to 5 nos of meritorious students (specially weaker section).
The amt collected from the contribution ~~from~~ the faculty member (5 months) in the year 2018.
Pinki Yadav ₹2000
Nilesh Pandey ₹2000
Heena Begum ₹2000
Anupam Singh ₹2000
Suman Chakraborty is about sept, oct, nov, Dec, Jan.
2. The meeting also decided to continue this scheme so that the students get benefited at large.

Effective Welfare Measures for Teaching and Non-Teaching Staff

Leave for Teaching and Non-Teaching Staff

Apl. No 3
Pgr. No-220

To

The Principal
DHSK Commerce College
Dibrugarh
Dated: 14th March, 2023

(Through the HoD, Department of Banking)

Subject: Application for Maternity Leave

Respected Sir,

With due respect, I beg to state that I intend to avail my maternity leave with effect from 15th of March, 2023 for the allotted period of 180 days. Barring any unforeseen issues, I would resume office on the 11th of September, 2023.

Anticipating your kind and favourable response.

Thanking You,

Pallavi Kashyap

(Pallavi Kashyap)
Assistant Professor
Department of Banking
DHSK Commerce College

*Forward to
Principal for
necessary action.*

Prerna
14/3/2023
(HoD, Banking Department)

TO. SA
for record
14/3/2023

TO. HOD
14/3/23

180 days
- 16
164
164 days already available
15th March 23 to 25th May 23
= 164 days

APPLICATION FORM FOR CHILD CARE LEAVE
(FOR WOMEN EMPLOYEES OF STATE GOVT.)

- 1) Name of the applicant : Dr Ipsita Bhattacharyya
- 2) Designation : Assistant Professor
- 3) Department/Office/Section : Dept. of English
- 4) Detail of the Children :

Sl. No.	Name	Date of birth
1.	Amitesh Bhardwaj	31.03.2005
2.		
- 5) Name of Child for whom Child Care Leave is required and applied for. : Amitesh Bhardwaj
- 6) Date of Birth of the Child
(Attested copy of Birth Certificate to be enclosed) : 31.03.2005
- 7) Date on which child will be attaining 18 Years : 31.03.2023
- 8) Is the Child among the two eldest Children : Yes/No. ☒ Yes
- 9) Period of Leave..... days
Prefix/Suffix of holidays, if any. : From 3/2/2023 to 30/3/2023
- 10) Reason (s) for leave applied for. : To look after the studies of my child
- 11) Total Child Care Leave availed till date
(a) In the current year (separated for each spell).
(b) Cumulative total in service till date : 158 days
- 12) (a) Whether permission to leave station is required. : Yes/No. ☒ Yes
- (b) If yes, Address during leave period :
- (c) Date of return from last leave & nature and period of that leave : 1st August, 2022

Date :

Signature of applicant

Ipsita

College has one Co-operative thrift society where loans are provided at a very low interest rate and get an opportunity for saving their money for emergency purposes



Avenues for career development /progression



**Faculty Development Programme
on
Communication for Educators
15-19 July 2019**



Letter of Permission

Prof./Dr./Mr./Ms. MINTU KR. DAS Designation
Assistant Professor is a permanent/on-leave/part-time/contractual employee
of D.H.S.K. Commerce University/College/Institute,
which is a Government/ Government Aided/ Private University/College/Institute.

The applicant is permitted to attend the One-Work Faculty Development Programme on
Communication for Educators at TLC, IIT (BHU) Varanasi during 15-19 July 2019.



Bhagwati
Signature of Issuing Authority with Date
24/07/19
Name: Dr. Kharendra Mishra Bhagwati
Designation: Principal
Email ID: dhskcomcol@gmail.com
Official Seal: Principal
D.H.S.K. Commerce College,
DIBRUGARH



One Week

Faculty Development Program



On

COMMUNICATION FOR EDUCATORS

15th - 19th July, 2019

Organized By

Teaching Learning Centre, Indian Institute of Technology (BHU) Varanasi, U.P., India

Supported By

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMNMTT), MHRD, India

CERTIFICATE OF PARTICIPATION

This is to certify that Dr. Mintu Kr Das, Assistant Professor at the Department of Statistics, DJSK Commerce College, Dibrugarh, Assam has participated in the one week Faculty Development Program on Communication for Educators held from 15th - 19th July, 2019 at the Teaching Learning Centre, Indian Institute of Technology (BHU) Varanasi.

P. Shukla

Prof. Prashant Shukla
Chairman, TLC

Prof. Prasanta K. Panda

Prof. Prasanta K. Panda
Program Coordinator

Dr. Ajit K. Mishra

Dr. Ajit K. Mishra
Program Coordinator

Confirmation Letter

To,

Date: 10/02/2020

The Director
UGC - HRDC
University of Lucknow,

Respected Sir/Madam,

This is an acknowledgment of your mail regarding the selection in the UGC sponsored **Refresher Course in Mathematics, Statistics, Computer Science & Astronomy** which is scheduled to be held from 17.02.2020 to 29.02.2020.

I, hereby confirm my participation in the aforementioned refresher course. As directed by you, I am sending ~~original~~ copy of Demand Draft for Rs 1000/- as Registration fee drawn in favour of "UGC-Human Resource Development Centre, University of Lucknow" payable at Lucknow along with other documents for you needful.

With Regards

Attached to
enclaves
by hand
delivered
10/02/2020
Dr. Manu K. Dasi
Dept. of Statistics
DPSK Commerce College
Dibrugarh

Yours sincerely

Dr. Manu K. Dasi

(Dr. Manu K. Dasi)
Asst. Professor
Dept. of Statistics
DPSK Commerce College
Dibrugarh, Assam
Ph No: 9401409249
8134903508

Enclosures

- i. SBI bank draft of Rs 1000/- drawn in favour of "Director Human Resource Development Centre, University of Lucknow" payable at Lucknow (DD No: 377001)
- ii. Returnary in the letter of posting.
- iii. Copy of the Journal Ticket.
- iv. One Passport size Photograph.
- v. Affidavit Certificate of Selection (College has signed from 15/01 under section 2(1) and 2(2)).

CERTIFICATE OF PARTICIPATION

University Grants Commission Human Resource Development Centre (HRDC)



UNIVERSITY OF LUCKNOW

UGC Sponsored Refresher Course

This is to certify that Dr. Mintu Kr. Das Asst. Prof.
(Name of Participant) (Designation)
Deptt. of Statistics, Dibrugarh H.S. Kanai Comm. College, Dibrugarh
(College/university) (Place)
affiliated to Dibrugarh University, Dibrugarh, Assam.
participated in the Refresher Course in the Subject Mathematics, Stat. Comp. & Astronomy-
(University) (T.M.D.)
from Feb. 17 to Feb. 29, 2020 and obtained grade A

Rishi Pandey
Director

Santaywan
Co-ordinator

[Signature]
Registrar/Vice-Chancellor

PERMANENT REGISTRATION NO. 4960