



Majuli College

(Affiliated to Dibrugarh University)

Kamalabari, Majuli, Assam

PIN: 785106

Additional Information for NAAC Self Study Report (SSR)

(3rd Cycle)

Period: 2017-2022

<i>Criterion 6</i>	<i>Key Indicator 6.2</i>
Governance, Leadership and Management	Strategy Development and Deployment
<i>Metric Number:</i> 6.2.1	The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Prepared and Submitted by

Majuli College

Criterion VI

Governance, Leadership and Management



Majuli College
Kamalabari, Majuli, Assam

6.2: Strategy Development and Deployment

6.2.1 : The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administration setup, appointment, service rules and procedures, etc.

CODE OF CONDUCT AND PROFESSIONAL ETHICS



MAJULI COLLEGE

MAJULI, ASSAM

web site : www.majulicollege.in
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CODE OF CONDUCT AND PROFESSIONAL ETHICS

MAJULI COLLEGE

MAJULI, ASSAM

The Code of Conduct is central to the success and reputation of an institution. It is therefore important for staff and students to follow the Code of Conduct of the institution. The Code defines the standards of conduct required to be followed within the College and, in some cases, outside the College. There may be difficult situations in the course of duties and this Code is designed to enable us to know what is expected and best practices to be followed. It is the responsibility of the staff to make aware of the standards set out in this Code and to apply these standards at all times. Violating such Code may make someone liable to disciplinary action. It covers conduct at work and may also include conduct outside work which is relevant to concerned departments. Some misconduct will be treated as gross misconduct and in such cases dismissal is the normal form of disciplinary sanction. This Code is not intended to impinge on that freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its clients, its students or staff.

I. CODE OF CONDUCT FOR THE PRINCIPAL

The Principal should:

- Exhibit integrity, dignity, decorum and effectiveness at all levels.
- Implement unprejudiced approaches for decision-making with employees and learners.
- Maintain tolerance while dealing with burning issues among students and subordinates.
- Provide equal justice to faculty members and students from different socioeconomic communities.
- Allow the liberal participation of faculty in the affairs of the organization.

Allow faculties to get necessary leave and right

II. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among student must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable disposition.

A Teacher should:

- Adhere to a responsible pattern of conduct and behavior expected of them by the society;
- Manage their private affairs in a manner consistent with the dignity of the profession;

- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- Co-operate and assist in carrying out function relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and the counseling students as well as assisting the conduct of university and the college examination, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

III. TEACHERS AND STUDENTS

A Teacher should:

- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among the students and strive to meet their individual needs;
- Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- Inculcate among the students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- Be affectionate to the student and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid student to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students colleagues or administration.

IV. TEACHER AND COLLEAGUES

A Teacher should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegation against colleagues to higher authorities; and

- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- Refrain from indulging in any sort of sexual harassment

V. TEACHER AND AUTHORITIES:

Teacher should:

- Discharge their profession responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating steps through their own institutional bodies and/or professional organization for change of any detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organizations in the formulation of policies of the other institutions and accept officers;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- Should adhere to the condition of contract;
- Give the expert due notice before a change of position is made; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

VI. TEACHER AND GUARDIANS:

Teacher should:

- Try to see through teacher bodies and organization that institutions maintain contact with the guardians, their students send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teacher should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and the strength the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic group but actively work for National Integration.

VIII. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- The office employees shall be present during office hours.
- For the efficient administration of the organization, they should operate in an orderly and incorrupt manner.
- Effective communication and interpersonal interaction should be practiced within the organization and outside.
- The visitors of the institution should be welcomed.
- They should be excellent team players who can collaborate on the completion of tasks on time with distinct departments.
- In charge of cleanliness, maintenance and repair, technical and non-technical employees should always supervise and work towards the adherence of quality norms.
- In their dealings with students they should be kind and emotionally balanced.

IX. CODE OF CONDUCT FOR STUDENTS

The students enrolled in the college should obey the rules and adhere to the discipline of the college. Students ought to observe the following rules:

- Students are advised to be neat and clean in body and spirit and to behave with courtesy and dignity. They should show due respect to all the staff members maintaining the family spirit. Disobedience and misconduct will be seriously dealt with.
- Students should enter their classrooms at the first bell and remain in their places in perfect silence. Those who are free during any period are not allowed to loiter on the veranda during class hours and are expected to go to the library.
- Students are expected to attend classes with regularity and punctuality and to refrain from any action that may disturb the smooth functioning of the college.
- No student shall enter or leave the classroom during class time without the permission of the teacher concerned.
- No student shall enter the class other than his own without the permission of the Principal during the class time or intervals.
- All college property should be handled with great care. Scribbling and dirtying the walls in any way is strictly prohibited. Loss or destruction of college property is chargeable individually or collectively. No furniture should be displaced.
- Students must observe the rules of the college given by the Principal from time to time. Complaints must be brought to the principal's notice through the class teacher.

- Students should wear their identity cards while in campus and produce them on demand for inspection by any staff member or other college authorities. Identity card is to be produced at the office for issuing of any certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students' expense with the special permission of the principal.
- Political activity is strictly banned in campus.
- Without the prior sanction of the Principal, students are not permitted
 - (a) to convene or attend meetings of any sort in any circumstances anywhere in the college buildings or its premises,
 - (b) to set up entertainments or organize social functions in the college,
 - (c) to make use of megaphones and loudspeakers in the campus,
 - (d) to invite any outside persons to the college for any functions
 - (e) to collect subscriptions of any kind,
 - (f) to put up notices or hoist flags of any organization or to display banners, posters, bunting etc. anywhere in the campus,
 - (g) to place any paper, periodical or book in the reading room or circulate them in the college.
- Smoking, consumption of alcoholic drinks and drugs are strictly forbidden in campus and shall invite serious disciplinary action.
- **Ragging: Ragging is strictly prohibited** and is punishable by rustication or expulsion from the college, as per directives of the Hon'ble Supreme Court of India. Anti-Ragging Squads are made each year to ensure that no ragging takes place.
- Students should treat the opposite gender equally and no conduct of sexual harassment will be tolerated. Sexual harassment of any kind is punishable as per "Sexual Harrament of Women at Workplace Act 2013".
- Students are directed to Park their vehicle only in the area allotted.

Student Support

POLICY DOCUMENT FOR STUDENTS' SUPPORT



MAJULI COLLEGE

KAMALABARI-785106, MAJULI ASSAM

Majuli College rewards meritorious students each year under three awards namely –

1. Sikha Ratna Atul Ch. Goswami Memorial Award (Best Graduate of Majuli Dist).
2. Troyudhar Gogoi Memorial Award (best Graduate of the Majuli College).
3. Keshabram Borah Memorial Award (Best Science Graduate of the College).

These awards are given on the basis of recommendation made by the selection committee specially constituted for this purpose. The selection are made strictly on merit basis and as per the provision constructed for awarding the deserving students.

Policy document for Students' Aid fund:

Majuli College provides scholarship to poor and meritorious students to poor and meritorious students under Students Aid-fund scheme each year. The students selected as beneficiaries are recommended by a screening committee. The selections are made purely on merit and economic conditions of the student.


Principal
Majuli College
PRINCIPAL
MAJULI COLLEGE
KAMALABARI

E-governance

Debajit Saikia, Ph.D. PRINCIPAL (JDO) & SECRETARY ☎ 9435286367 / 9436769440	MAJULI COLLEGE Estd. 1962 P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN - 785106 Tele/ Fax : 03775 - 273359 web site : www.majulicollege.in e.mail : majulicollege@gmail.com
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No. MC/ E - 07 Date 02.09.19

E-GOVERNANCE POLICY of MAJULI COLLEGE

Introduction
Majuli College implements e-governance in area of operation like administration, finance and accounts, library, student admissions and support, examination, etc. The policy is designed and framed to make each and every function transparent and accountable.

Scope
The scope of this policy extends to the following areas:

- General Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

Objectives
Objectives of E-governance policy of Majuli College are as follows:

- To provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smart boards, Projectors, etc.
- To establish a fully automated Library

The Majuli College website will serve as an information hub for the college, reflecting all of its activities, significant announcements, courses offered, etc. The administrative and instructional personnel will receive training so they can make significant website updates. For the management of the college website, a Website Committee will be established. The Committee will be in charge of regularly updating, maintaining, and operating the website. The Committee will also search the website for additional adjustments that are necessary.

(Contd. to page-7)

Debajit Saikia, Ph.D.
PRINCIPAL, DESIGN & SECRETARY
D. THIRUPATI / MONTICELLI

MAJULI COLLEGE

Estd. 1962

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No. MC/F-DY

Date 22.09.19

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Administration

The administration of Majuli College reflects in the college website where all the necessary information uploads in time. Administrative Officer should use Advanced Excel and File Management System Tools to maintain effective database. To provide a hassle free, convenient and smooth process, the administration of the college made paperless. Attendance management software (Biometric attendance machine) is used for a clear record of attendance for teaching and non-teaching staff. Students must be able to obtain necessary services in online mode. The college will look into opportunities to automate some of its functions related to administration. CCTV will be installed in all vital places in the college. Administrative Staff will be provided with adequate training and development to keep them abreast with the new technology.

Finance and Accounts

Majuli College recognizes the importance of e-governance in finance and accounting processes to streamline operations, enhance accuracy, and ensure accountability. Majuli College uses the e-governance system to create and manage its financial plan and budget, accounts payable and receivable, expenses, procurement activities etc. The system provide facilities for creating and managing invoices, processing payment, generating reports including Income Statement, balance sheet, cash flow statement, tax regulation.

Student Admission and Support

The admissions process is conducted in an open and transparent manner, and Dibrugarh University's ethical standards and rules serve to reinforce this approach. The college releases its brochure, which is available online and contains instructions for the admissions process, a portal for admissions that will be used to manage college admissions. This Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission. For college admission, students must submit a separate online application form, and the admission coordinator will use online software for this purpose. The college website will kept fully active for student support including admission, registration, feedback etc.

Examination

The Examination process of Majuli College is regulated by Dibrugarh University and the e-governance policy of the University to be adopted in this regard. Majuli College will be adopted a system where students can view their total internal assessment results at the end of each semester and can report discrepancies, if any.

(Continued to page-3)

Debajit Saikia, Ph.D.
PRINCIPAL (DDO) & SECRETARY
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MAJULI COLLEGE

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No. MC/f-04

Date 02.09.19

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Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. The library provides online e-resource such as N-list Journals, National Digital Library etc. The college library will be made fully automated in due course of time.

Amendment of the policy

This policy on E-governance will be amended on necessary and valid ground.

This policy on E-governance of Majuli College is adopted on 25.08.2019 and will be in effect from 02.09.2019


Principal
Majuli College
Principal
Majuli College
Kamalabari

E-governance link and effective date of Majuli College

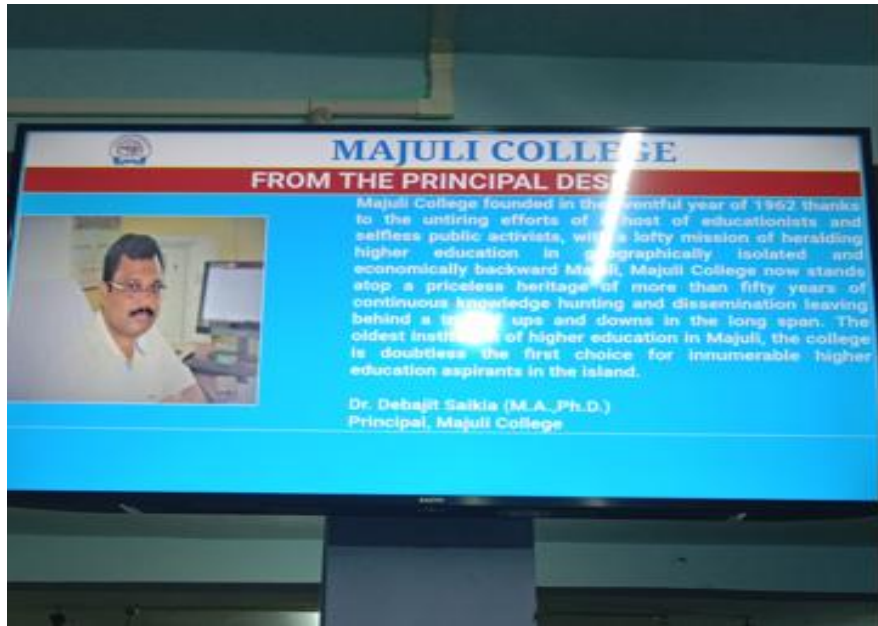
6.2.3 Implementation of e-governance in areas of operation

1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination

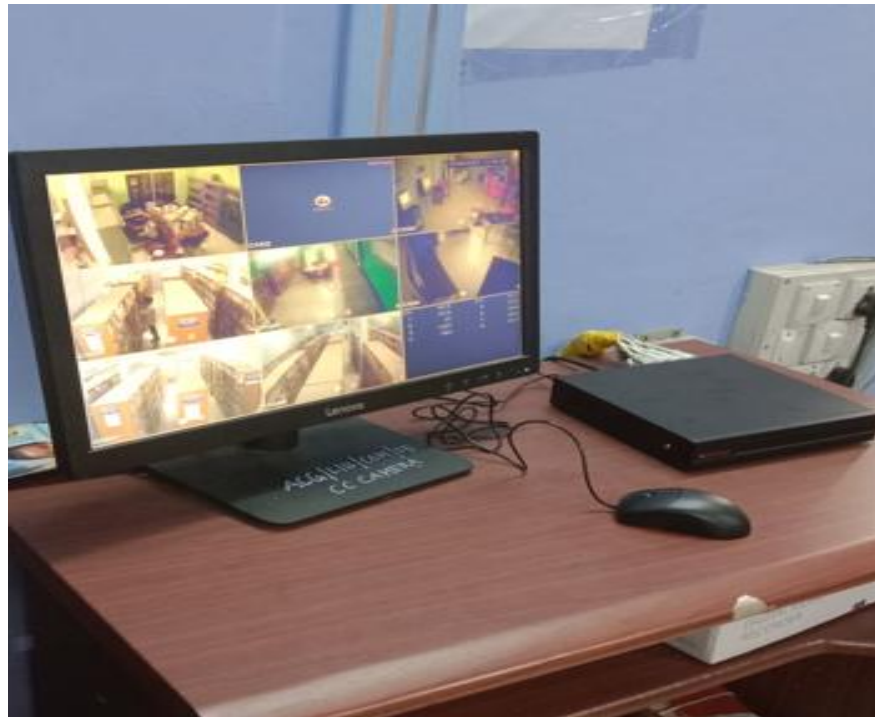
Areas of e-governance	Name of Vendor with contact details	Year of implementation
Administration	Dibyajyoti Saikia Kamalabari, Majuli, Assam-785106	2019
Finance and Accounts	Salary- finassam, Govt of Assam	2018
Student Admission and Support	Admission: https://admission.majulicollege.in Dibrugarh University	2020-21
- do -	Fee waiver: https://webserver.amtron.in/highereducation/college Govt. of Assam	2016-17
	National Scholarship Portel Govt. of India	2019-20
Examination	Dibru.ac.in Dibrugarh University Dibrugarh, Assam-786004	2020-21



RFID Library Attendance System, Majuli College



Monitor for daily Library activities of Majuli College

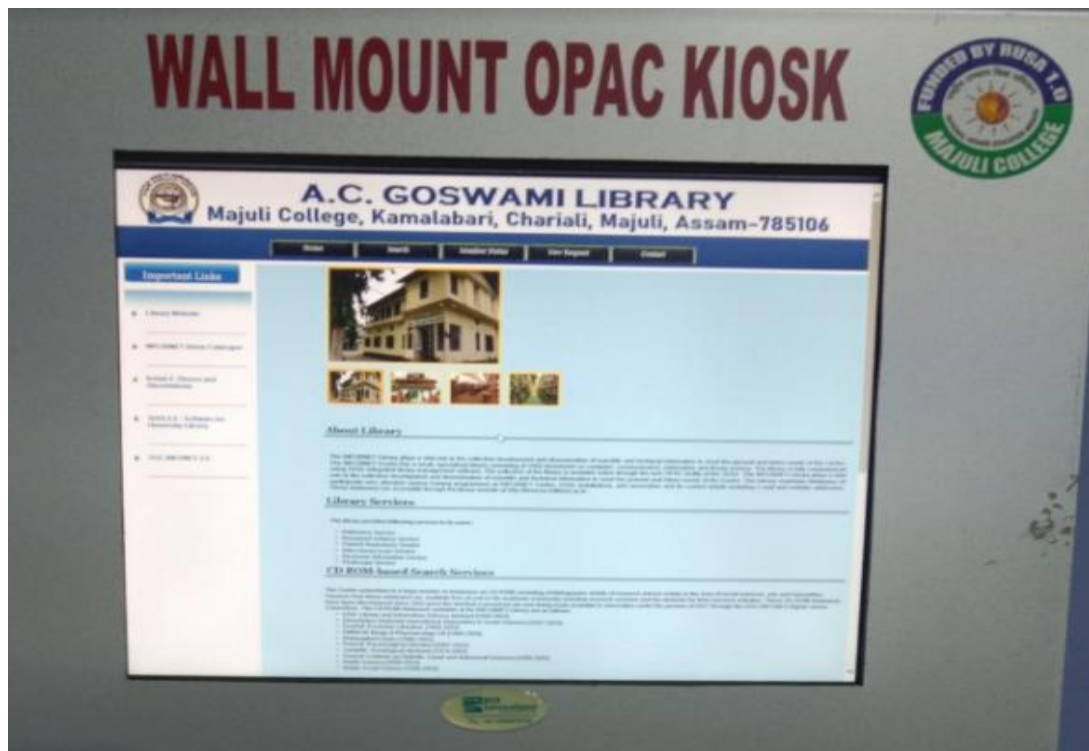


CCTV Monitor, Majuli College

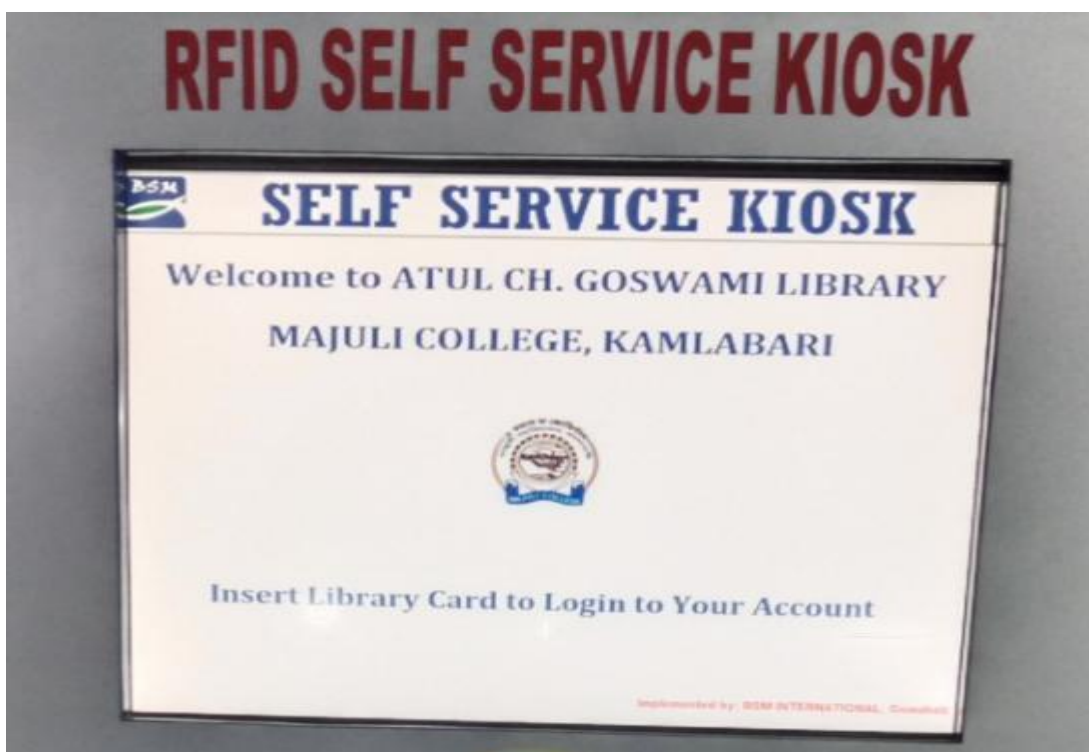


CCTV Monitor from Principal's Chamber

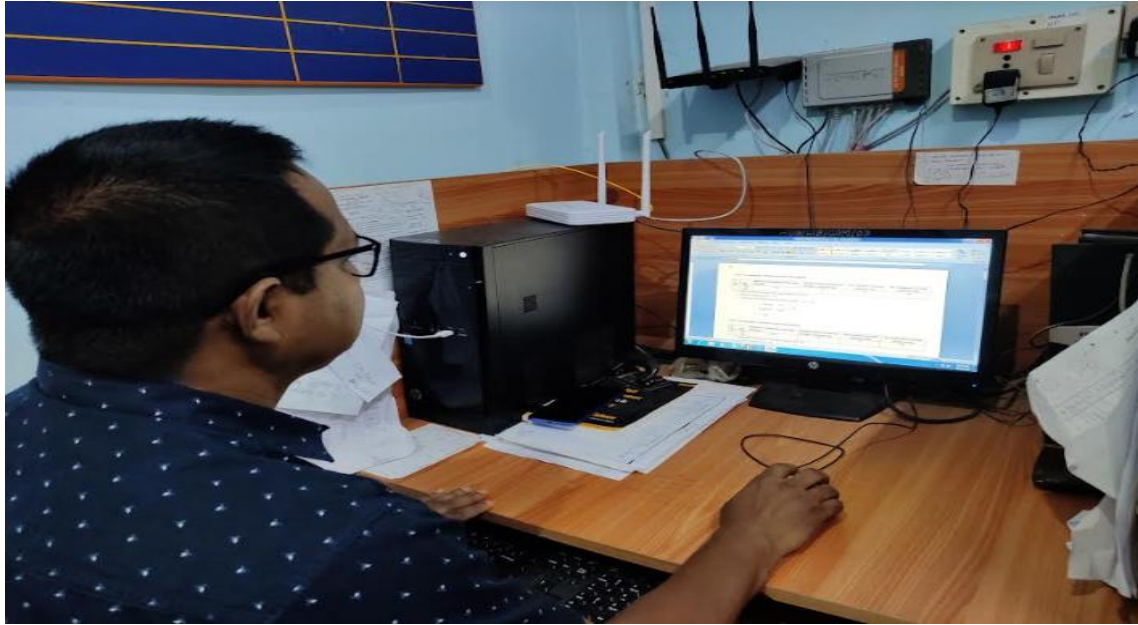




Wall Mount OPAC Kiosk for E-governance



RFID self service kiosk for e-governance of Majuli College



E-Governing system by library





Teachers reading corner at library of Majuli College



Students are self accessing the books as part of e-governance of Majuli College



Entrance gate which has sensing system as part of E-Governance

Internal Complaints Committee (ICC)

Application to DHE for constitute of Sexual Harassment Committee

2018-19

MAJULI COLLEGE
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No. MC/ 08-2018/ 274-A Date 20.08.2018

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

Sub : Constitute Committee for Sexual Harassment .


Ref. : Your letter No. DHE/CE/AQ.11/2018/10 dtd. 14.08.2018

Madam,

With reference to the subject and letter cited above, I have the honour to submit herewith the committee for Sexual Harassment of Majuli College which was re-constituted on 20.03.2018. In this connection I would like to state that the Sexual Harassment Committee was constituted in our college in 2016 as per your letter No. DHE/PEN/Misc-1/2015/9 dtd. 20.11.2015.

This is for your kind information and necessary action.

SEXUAL HARASSMENT (PREVENTION) CELL			
Sl. No.	Name	Designation	Designation in the Committee
1	Mr. Naren Ch. Thakuria	President, G.B.	Adviser
2	Dr. Debajit Saikia	Principal	Adviser
3	Mrs. Smriti Konwar	Associate Professor	Coordinator
4	Mrs. Poonam Khound	Advocate	Legal Expert
5	Mr. Tarun Saikia	Associate Professor	Member
6	Mrs. Surjya K. C. Phukan	Associate Professor	Member
7	Mrs. Mayashri Deo Hazarika	Associate Professor	Member
8	Mrs. Gilarani Goswami	Associate Professor	Member
9	Mrs. Indira Borah	Assistant Professor	Member
10	Nabajyoti Boruah	Students' representative	Member
11	Bikoshita Saikia	Students' representative	Member
12	Torali Borah	Students' representative	Member
13.	Niha Kalita	Students' representative Girls' common room	

Faithfully yours,

Principal,
Majuli College
MAJULI COLLEGE

OFFICE OF THE PRINCIPAL

MAJULI COLLEGE

No. MC/03-2021/

Date : 04.03.2023

FORMATION OF COMMITTEE

In pursuance of the NAAC's directive and for the greater interest of the college, the following committees have been reconstituted. The concerned are hereby asked to undertake measures in consultation with IQAC, Majuli College as they deem fit to manage the different affairs of their respective cells and committees.

Name of the committee: **GRIEVANCE REDRESSAL AND DISCIPLINARY ACTION COMMITTEE**

Sl. No.	Name	Designation	Designation in the Committee
1	Prasanta Saikia	Administrative Coordonator	Coordinator
2	Indira Borah	HOD, Botany	Asstt. Coordinator**
3	Ajit Kumar Saikia	Academic Coordinator	Member
4	Dr. Rajen Borah	HOD, Economics	Member
5	Tulashi Rajkhowa	HOD, Pol. Science	Member
6	Pronita Rajkhowa	HOD, Education	Member
7	Dr. Bishal Bhuyan	Assistant Professor	Member
8	Padmadhar Boruah	Jr. Assistant	Member
9	President, Majuli College Students' Union	Student Representative	Member

✓ Name of the committee: **INTERNAL COMPLAINTS COMMITTEE (ICC)
(SEXUAL HARASSMENT (PREVENTION) CELL)**

Sl. No.	Name	Designation	Designation in the Committee
1	Mayashree Deka Hazarika	Associate Professor	Coordinator
2	Dr. Anup Kr. Doley	Assistant Professor	Asstt. Coordinator**
3	Apurbajyoti Hazarika	Assistant Professor	Member
4	Anannya Boruah	Assistant Professor	Member
5	Dr. Leema Dutta	Assistant Professor	Member
6	General Secretary, MCSU	Student Representative	Member
7	Girls' Common Room Secy, MCSU	Student Representative	Member

Name of the committee: **ANTI-RAGGING CELL**

Sl. No.	Name	Designation	Designation in the Committee
1	Prasanta Saikia	Administrative Coordinator	Adviser
2	Bipul Rajkhowa	Associate Professor	Coordinator

(Signature)
PRINCIPAL

Mechanism on Internal Complaints Committee

MAJULI COLLEGE

MECHANISM

INTERNAL COMPLAINTS COMMITTEE (ICC) (SEXUAL HARASSMENT (PREVENTION CELL))

Various Government regulations including the UGC regulations-2015 opine that one of the most effective weapons against sexual harassment is prevention. Providing safety being the top-most priorities, Majuli College has a Cell/Committee for prevention of Sexual Harassment to ensure optimum safety to the students, faculties and staff.

Objectives of the Mechanism:

1. To undertake all necessary steps including the constitution of appropriate committees for purpose of gender sensitization and to conduct enquiries into complaints of sexual harassment.
2. To ensure the implementation of the mechanism in letter and spirit through proper reporting of the complaints and their follow-up procedures.
3. To provide an environment free of gender-based discrimination.
4. To ensure equal access to all the facilities and participation in activities in the college.
5. To comply with the directives of the Supreme Court, as per UGC decision directives in respect of implementing a mechanism against sexual harassment in the institution.

Any kind of activities that include sexual harassment off and on campus such as oral and written abuse, unethical sexual behaviours etc. by fellow students or staff will be treated with frowning action.



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Mechanism on Grievance Redressed and Disciplinary Action Committee

MAJULI COLLEGE

MECHANISM

GRIEVANCE REDRESSAL AND DISCIPLINARY ACTION COMMITTEE

Majuli College has a Grievance Redressal and Disciplinary Action Committee constituted in accordance with the guidelines of UGC to take care of the primary need of students and staff, and secure civil liberties for all stakeholders. The cell is institutionalized to find solutions for issues like harassment, complains of the students such as class-room teaching, class-room renovation, toilet problem, canteen problem, hostel related issues, violence and unruly exercises in the campus.

The Grievance Redressal and Disciplinary Action Committee holds meetings periodically and take steps to redress the grievances if any. A suggestion box is placed by the side of Administrative building and anyone with a genuine grievance can approach the member in person or drop their grievances. These are duly observed and appropriate action is taken.

The committee's members are constituted according to the guidelines of UGC. The main objectives of the committee are:

- a) To make the students and staff aware of different codes of Ethics of the college.
- b) To enlighten the students on their duties and responsibilities to access benefits due under the policies.
- c) To create and promote a healthy work ambience and campus life.
- d) To develop an organized framework to resolve the grievance of students and other stakeholders.
- e) To provide the students access to immediate recourse to have their grievances redressed.
- f) To encourages the students to express their grievance.


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Mechanism on Anti Ragging Cell

MAJULI COLLEGE **MECHANISM** **ANTI RAGGING CELL**

The Anti-ragging Cell of Majuli College was constituted in 2015 in compliance with the UGC Regulations. The Cell includes both teachers and students as per the concerned guidelines. Majuli College adheres to zero tolerance for ragging. Students are informed to follow the act and ensure a ragging-free campus.

1. Generating and maintaining a high level of confidence within new entrants and their parents/ guardians to perceive that fresh entrants to the institute are welcomed and provided support rather than harassed and intimidated.
2. Creation, development and nutrition of a conducive, socio-academic environment within the student population.
3. Prescribing deterrent measures for any violation of the Anti-Ragging mechanism by way of disciplinary measures.
4. Keeping in place an integrated system to discourage and prevent any negative act like ragging by seniors which disputes the socio-academic integration among the new entrants.

Steps taken to implement anti-ragging on and off campus are:

1. Postering and Advertisement are made on anti-ragging measures in the Campus in a massive way.
2. Newly admitted students are instructed and informed about the anti-ragging policy and reach the Anti-Ragging Committee in case they face any problem.
3. Fresher's Social at the department level and as well as General Fresher's social are organized with consent from the college authority in the presence of the faculties.


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Policy on Divyangjan

POLICY DOCUMENT FOR BARRIER FREE DIVYANGJAN FRIENDLY ENVIRONMENT



MAJULI COLLEGE

KAMALABARI-785106, MAJULI ASSAM

Policy adopted in- 3rd Dec, 2020

Introduction :

The "Individuals with Disabilities (Equal Opportunities, Protection of Rights, and Full Participation) Act" of 1996 established by Indian Govt. for Equal Opportunities of Persons with Benchmark Disabilities (barrier-free environment for persons with disabilities) and made particular provisions for them. This Act includes requirements for ramps in public buildings, restroom adaptations for wheelchair users, Braille symbols, and auditory indications in elevators, all of which will make it easier for Divyangjan to access the built environment. According to the provisions stated, it is advised that there should be no discrimination against physically challenged people in those institutions.

Majuli College is against all kinds of discrimination on any grounds including disability. Majuli College intends to have an inclusive environment for Divyangjan students to have a barrier free access across the college and wishes them to have a access to all areas without any hindrances.

OBJECTIVES

- To facilitate admission of persons with disability by following Rules & Regulations as per the Policies of the States and Central Governments.
- To provide counselling to differently-abled individuals in the University for better learning support.
- To provide guidance to avail various fellowships / scholarships of different funding agencies.
- To create awareness about the needs of persons with disabilities and other general issues concerning disabilities.
- To provide equal educational opportunities to disabled persons in the college
- To provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets, etc for barrier free learning environment.
- To explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises.
- To adequately support learners with disabilities with the right resources and assistive technology, and with leadership, teaching staff and college as a whole being responsive to their needs.

CATEGORIES OF THE DISABILITY

As per the guidelines of the University Grants Commission and the Ministry of Social Justice & Empowerment and the Ministry of Human Resource Development, Government of India, the "Disability" is classified in following categories:

- Blindness
- Low vision
- Leprosy-cured
- Hearing impairment
- Loco motor disability
- Mental retardation
- Mental illness

ACTIONS INITIATED BY THE COLLEGE

The college may provide following to the differently-abled students (Physically Challenged students) as following:

- The hostel rooms in the college hostels to be allocated to the differently-abled students in the ground floor only.
- The college has ramps with railings on both sides almost at all the departments to let tricycles pass freely directly to the classrooms.
- The cell shall maintain the complete database of differently-abled students, their addresses with phone numbers in order to facilitate the communication and other requirements.
- It will be continuously monitoring the facilities and assistance in the matters of differently-abled Persons.
- The students should be encouraged to take part in the sports and cultural events and the winners/active participants of such events to be felicitated.

MOBILITY DEVICES

Persons utilizing mobility devices, such as wheelchairs, crutches, and walkers, as well as those walking with the assistance of others, should be given adequate room.

- A person in a wheelchair's range of reach (forward and side; with or without obstruction) should be considered. The dimensions of wheelchairs in use in the area should be considered.

- The minimum width of the space for wheelchair entry should be 900mm, the length should be 1200mm, and the breadth should be 1600-2000mm. (for the reason of rotation of the wheelchair).
- The forward reach should be a minimum of 380mm and a maximum of 1300mm without obstruction.
- Grasp reach should be a maximum of 500mm and Touch reach should be a maximum of 600mm. For locking and opening controls for window and doors should not be more than 1400mm from the finished floor usable by one hand.
- Switches for electric light and power as well as door handles and other fixtures and fittings should be between 900 mm - 1200 mm from finished floor.
- Power point for general purpose should be fixed between 400-500 mm from the finished floor.

PARKING PROVISIONS

The following provisions must be made for parking persons with disabilities' vehicles:

- Surface parking for two car spaces near the entrance for physically handicapped people with a maximum travel distance of 30 meters from the building entrance shall be provided.
- The width of parking bay shall be minimum 3.60 Meter.
- A sign indicating that the space is reserved for wheelchair users must be prominently displayed.
- Guiding floor materials shall be provided.

APPROACH TO PLINTH LEVEL

- Every building should have at least one handicapped-accessible entrance, which should be clearly marked.
- To enter the building, the ramp must be finished with non-slip material.
- Minimum width of ramp shall be 1800 mm with maximum gradient 1:12
- The length of the ramp shall not exceed 9.0 meters, with a double railing on both sides at a height of 800-900 mm, extending 300 mm beyond the top and bottom of the ramp.
- There must be a 50 mm gap between the adjacent wall and the handrail.
- A ramp's grade should be a gentle increase of 10mm for every 120mm of travel.
- At the top and bottom of a ramp, provide a flat surface of 1500mm or more in length.

STEPPED APPROACH

- The tread must be at least 300mm wide, with a maximum riser of 150mm.
- A 900mm high handrail should be installed on both sides of the stepped approach, identical to the ramped approach, with a 40mm diameter and a 50mm spacing from the wall.

CORRIDOR

- Minimum width of corridor should be 1500mm.

TOILET

- In each set of toilets, one unique western closet for the handicapped shall be provided, with a washbasin at the door.
- The door must have a minimum clear opening of 900mm and must swing out.
- The western closet seat must be 500mm above the ground level.
- The toilet floor must have a non-slip surface with no variation in level.

SIGNAGES

- Signs must include the symbol of access as well as the direction and name of the accessible facility.
- The height of the letter should be readable at various viewing distances.

OTHER FACILITIES

- Allow a space under the counter of 700mm height and 350mm depth to make a counter wheelchair accessible.



Principal
Majuli College
PRINCIPAL



Ramp facilities



Wheelchair facilities

Policy document on financial support for college teachers to attend Conferences and Workshops

Debajit Saikia, Ph.D.
PRINCIPAL (DDO) & SECRETARY
☎ 9435280367 / 9636799040

MAJULI COLLEGE

Estd. 1962

P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN - 785106

Tele/ Fax : 03775 - 273359

web site : www.majulicollege.in

e.mail : majulicollege@gmail.com

No. MC/P- 03

Date 02.09.19

POLICY DOCUMENT

FINANCIAL SUPPORT FOR COLLEGE TEACHERS TO ATTEND CONFERENCES AND WORKSHOPS

Introduction: Conferences and workshops are an important aspect of professional development for college teachers. They provide opportunities for teachers to learn new skills, gain knowledge about the latest research and practices, and network with other professionals. However, attending some of the conferences and workshops can be expensive. Therefore, this policy document outlines the guidelines for financial support to the college teachers to attend conferences and workshops.

Objectives: The objectives of this policy are:

- To encourage and support college teachers to attend conferences and workshops that enhances their professional development.
- To ensure that financial support for attending conferences and workshops is provided in a fair and transparent manner.
- To provide clear guidelines for the application process, selection criteria, and reimbursement procedures.

Eligibility Criteria: To be eligible for financial support to attend conferences and workshops, a teacher must:

- Be a full-time in the college that is accredited by the appropriate government authority.
- Have completed at least three years of service in the college.
- Have a track record of good performance.
- Have submitted a proposal outlining the benefits of attending the conference or workshop and how it will contribute to their professional development and benefit the college.

Application Process: Teachers who wish to apply for financial support to attend conferences and workshops must follow the following process:

- Submit a proposal to the Principal of the college, outlining the benefits of attending the conference or workshop, and how it will contribute to their professional development and benefit the college.
- The Principal will review the proposal and decide whether to support the application.
- If the proposal is approved, the teacher must complete an application form provided by the college.
- The completed application form must be submitted to the Principal, along with all relevant documents, such as the conference or workshop brochure, registration fees, travel and accommodation details, and any other expenses.

(Contd. to page-2)

Debajit Saikia, Ph.D.
PRINCIPAL (DDO) & SECRETARY
☎ 9435208367 / 9836709948

MAJULI COLLEGE

Estd. 1962
P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN - 785106
Tele/ Fax : 03775 - 273359
web site : www.majulicollege.in
e.mail : majulicollege@gmail.com

No. MC/P-82

Date 02.09.19

(Page-2)

Selection Criteria: The following criteria will be used to select teachers for financial support to attend conferences and workshops:

- The relevance of the conference or workshop to the teacher's field of specialization and the college's curriculum.
- The quality and reputation of the conference or workshop.
- The potential contribution of the conference or workshop to the teacher's professional development and the college's academic programs.
- The availability of funds for the purpose of financial support.

Reimbursement Procedures: Teachers who receive financial support to attend conferences and workshops must adhere to the following reimbursement procedures:

- Submit all original receipts and invoices for expenses incurred during the conference or workshop.
- Reimbursement will only be provided for expenses that are directly related to attending the conference or workshop, such as registration fees, travel, accommodation, and meals.
- Reimbursement will be made within one month of the submission of all required documents.

Amendment of the policy

This policy will be amended on necessary and valid ground.

This policy of Majuli College is adopted on 05.08.2019 and will be in effect from 02.09.2019


Principal
Majuli College
Kamalabari

Majuli College has four Agreement Policies

1. Agreement between Majuli College and Carpenter

Debajit Saikia, Ph.D. PRINCIPAL (IDDO) & SECRETARY MAJULI COLLEGE, KAMALABARI	MAJULI COLLEGE Estd. 1962 P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN - 785106 Tele/ Fax : 03775 - 273359 web site : www.majulicollege.in e.mail : majulicollege@gmail.com
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No. MC/11/2021/240-A - Date 20.11.2021

AGREEMENT BETWEEN MAJULI COLLEGE AND CARPENTER

This Agreement is entered into on this 20 November 2021 day between Majuli College, represented by Dr. Debajit Saikia, Principal, Majuli College and the Carpenter, represented by Mr. Jibo Kanta Bhuyan.

Scope of Work:
The Carpenter shall provide carpentry services to the College premises as and when required.

Payment Terms:
(i) College shall pay the Carpenter for the services rendered based on the agreed-upon rates mentioned.
(ii) The Carpenter shall submit an itemized invoice to the College for the services provided within five (5) business days of completion of the work.
(iii) The College agrees to make payment within fifteen (15) business days of receipt of the invoice, either by cash, check, or bank transfer, to the bank account specified by the Carpenter.


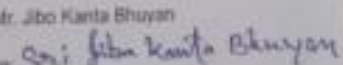
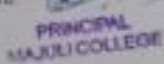
Term and Termination:
(i) This Agreement shall commence on the Effective Date and continue until terminated by either party upon thirty (30) days' written notice to the other party.

Independent Contractor:
The Carpenter acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the College.

Confidentiality:
The Carpenter shall maintain the confidentiality of any sensitive information and shall not disclose such information to any third party without the prior written consent of the College.

Governing Law and Jurisdiction:
Any disputes arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts in that jurisdiction.

IN WITNESS WHEREOF, the parties hereto have executed this Financial Transaction Agreement as of the Effective Date.

Majuli College	Carpenter
Name: Dr. Debajit Saikia	Name: Mr. Jibo Kanta Bhuyan
Signature: 	Signature: 
Date: 	Date:

2. Agreement between Majuli College and Electrician

Debahjit Saikia, Ph.D. PRINCIPAL (DDO) & SECRETARY MAJULI COLLEGE, KAMALABARI	MAJULI COLLEGE Estd. 1962 P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN-785106 Tele/Fax : 03775 - 273399 web site : www.majulicollege.in e mail : majulicollege@gmail.com
--	--

No. MC/11/2021/541-A Date 20.11.2021

AGREEMENT BETWEEN MAJULI COLLEGE AND ELECTRICIAN

This Agreement is entered into on this 20 November, 2021 between the Majuli College, represented by **Dr. Debajit Saikia, Principal, Majuli College** and the electrician, represented by **Mr. Partha Jyoti Saikia**.

Scope of Work:

- (i) The Electrician shall provide electrical maintenance and repair services to the College premises as and when required.
- (ii) The College shall pay the Electrician for the services rendered based on the agreed-upon rates mentioned in Section 2.

Payment Terms:

- (i) The College shall pay the Electrician for the services provided based on a mutually agreed hourly/daily rate of _____.
- (ii) The Electrician shall submit an itemized invoice to the College for the services provided within five (5) business days of completion of the work.
- (iii) The College agrees to make payment within fifteen (15) business days of receipt of the invoice, either by cash, check, or bank transfer, to the bank account specified by the Electrician.

Term and Termination:


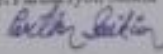
- (i) This Agreement shall commence on the Effective Date and continue until terminated by either party upon thirty (30) days' written notice to the other party.

Independent Contractor: The Electrician acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the College. The Electrician shall be solely responsible for all applicable taxes, insurance, and other liabilities related to their services.

Confidentiality: The Electrician shall maintain the confidentiality of any sensitive information and shall not disclose such information to any third party without the prior written consent of the College.

Governing Law and Jurisdiction: This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the College is located. Any disputes arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts in that jurisdiction.

IN WITNESS WHEREOF, the parties hereto have executed this Financial Transaction Agreement as of the Effective Date.

Majuli College	Electrician
Name: Dr. Debajit Saikia	Name: Mr. Partha Jyoti Saikia
Signature: 	Signature: 
Date: _____	Date: _____
PRINCIPAL MAJULI COLLEGE	

Agreement between Majuli College and Plumber

Debajit Saikia, Ph.D. PRINCIPAL (IDDO) & SECRETARY BARDOLAI/ BORTHOM	MAJULI COLLEGE Estd. 1962 P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN - 785106 Tele/ Fax : 03775 - 273359 web site : www.majulicollege.in e.mail : majulicollege@gmail.com
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No. MC/ 11/2021/ 3354 Date 15.11.2021

AGREEMENT BETWEEN MAJULI COLLEGE AND PLUMBER

This Financial Transaction Agreement is entered into on this November 13, 2021 between Majuli College, represented by Dr. Debajit Saikia, Principal, Majuli College and the Plumber represented by Mr. Ananta Payeng.

Scope of Work:

(i) The Plumber shall provide plumbing services to the College premises as and when required.

Pay process:

(i) The College shall pay the Plumber for the services provided based on a mutually agreed hourly/daily rate of _____

(ii) The Plumber shall submit an itemized invoice to the College for the services provided within five (5) business days of completion of the work.

Term and Termination:

(i) This Agreement shall commence on the Effective Date and continue until terminated by either party upon thirty (30) days' written notice to the other party.

(ii) Either party may terminate this Agreement immediately in the event of a material breach by the other party.

Independent Contractor:

The Plumber acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the College.


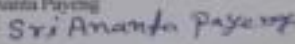
Confidentiality:

The Plumber shall maintain the confidentiality of any sensitive information and shall not disclose such information to any third party without the prior written consent of the College.

Governing Law and Jurisdiction:

This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the College is located.

IN WITNESS WHEREOF, the parties hereto have executed this Financial Transaction Agreement as of the Effective Date.

Majuli College Name: Dr. Debajit Saikia Signature: 	Plumber Name: Ananta Payeng Signature: 
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Agreement between Majuli College and Mason

Debajit Saikia, Ph.D. PRINCIPAL (DDO) & SECRETARY B. MURUMTI / NANTONG	MAJULI COLLEGE Estd. 1962 P.O. KAMALABARI, DIST. MAJULI (ASSAM) :: PIN-785106 Tele/ Fax : 03775 - 273359 web site : www.majulicollege.in e.mail : majulicollege@gmail.com
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No. MC/11/2021/ 237 Date: 15-11-2021

AGREEMENT BETWEEN MAJULI COLLEGE AND MASON

This Financial Transaction Agreement is entered into on this 15 November, 2021 between Majuli College, represented by Dr. Debajit Saikia, Principal and the Mason, represented by Mr.

Scope of Work:

- (i) The Mason shall provide masonry services to the College premises as and when required.
- (ii) The College shall pay the Mason for the services rendered based on the agreed-upon rates mentioned in Section 2.

Payment Terms:

- (i) The College shall pay the Mason for the services provided based on a mutually agreed hourly/daily rate of _____.
- (ii) The Mason shall submit an itemized invoice to the College for the services provided within five (5) business days of completion of the work.
- (iii) The College agrees to make payment within fifteen (15) business days of receipt of the invoice, either by cash, check, or bank transfer, to the bank account specified by the Mason.

Term and Termination:

- (i) This Agreement shall commence on the Effective Date and continue until terminated by either party upon thirty (30) days' written notice to the other party.
- (ii) Either party may terminate this Agreement immediately in the event of a material breach by the other party.

Independent Contractor:

The Mason acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the College. The Mason shall be solely responsible for all applicable taxes, insurance, and other liabilities related to their services.

Confidentiality:

The Mason shall maintain the confidentiality of any sensitive information and shall not disclose such information to any third party without the prior written consent of the College.

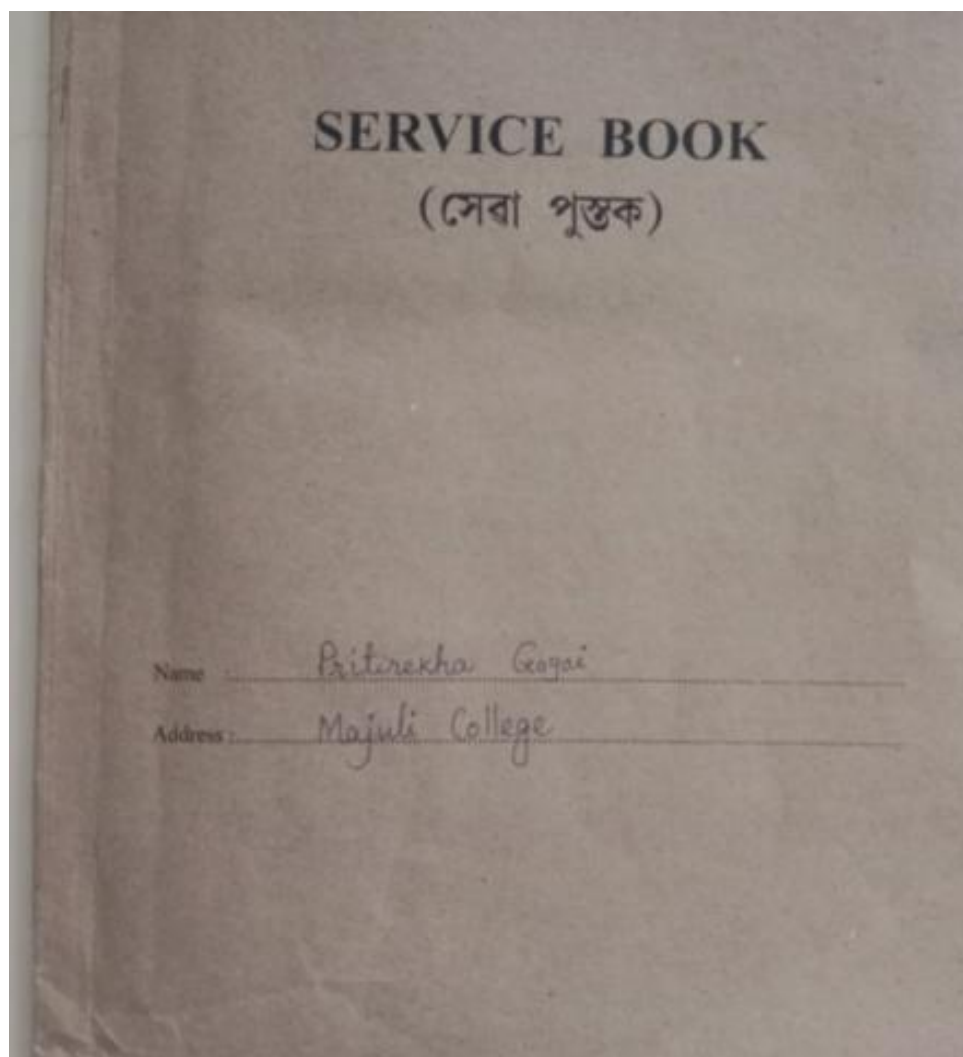
Governing Law and Jurisdiction:

This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the College is located.

IN WITNESS WHEREOF, the parties hereto have executed this Financial Transaction Agreement as of the Effective Date.

Majuli College:	Mason:
	
Signature & Date	Signature & Date
Name: Dr. Debajit Saikia	Name: Pratik Saikia
PRINCIPAL	
MAJULI COLLEGE	

Service Rules and Procedures



SERVICE BOOK



THUMB IMPRESSION ON SERVICE BOOK

1. Name : নাম :- *Pritirckha Gogoi*
2. Race : জাতি :- *O.B.C. (Ahom)*
3. Residence : বাসস্থান :- *Gudhabill Village - P.O. - Mothaswoni
Pin - 786610. Dist. - Dibrugarh (Assam)*
4. Father's Name and Residence : *Ashup Gogoi*
সিহাবৰ নাম আৰু বাসস্থান :- *Gudhabill Village - P.O. - Mothaswoni, 786610
Dist. - Dibrugarh (Assam)*
5. Date of Birth by christian calendar
as certified বিহান মূৰ সত্ৰৰ নিকলন কৰিব
শহা চন অনুযায়ী খৃষ্টীয় চন হিচাপে তথ্য দিব :- *02-02-2000*
6. Exact height by measurement : *5'5 feet*
শৰীৰৰ সঠিক বীৰ :-
7. Personal marks for identification :
চিনাকীৰ কাৰণে শৰীৰৰ বিশেষ চিন :- *One Black Mole on the left
side of nose.*
8. Signature and Designation Servant : *Pritirckha Gogoi*
চাকৰাৰী কৰ্মচাৰীৰ চহী :- *Supu*
9. Signature and Designation of the Head
of the Officer or other Attesting Officer :
কাৰ্যালয়ৰ চাহনে কৰ্মচাৰীৰ নতুন আন যি কৰ্মচাৰীয়ে
চহী কৰে তেওঁৰ চহী আৰু নাম :-
*Principal
Majuli College
Kamalabari*
01.06.2023



N.B : This entries in this page should renewed or reattested at least every five years and the signature in lines 8 and 9 should dated :
অন্ততঃ পাছ বছৰ নিম্নত এই পৃষ্ঠাত লিখা সকলো নতুন কৰি লিখিব লাগিব, আবেদনৰি নতুন চহী যুক্ত কৰিব লাগিব
আৰু ৮ আৰু ৯ নম্বৰত নিম্নত চহীত তাৰিখ দিব লাগিব।

SERVICE RULES

Name of Post	Whether substantive or officiating and permanent or temporary	If Officiating State whether to		Pay in substantive post	Additional pay for officiating	Other emoluments falling under the term "Pay"	Date of appointment	Signature of the employee concerned	Signature and designation of the Head of the office or officer in-charge of the office
		Substantive Appointment	Whether service subject to pension under Articles 371, C.S. Rs. 1000/-						
1	2	3	4A)	4	5	6	7	8	9
Assistant Professor cum Accountant	Substantive			17700/-			10-12-2019		Principal Majuli College Kamalabari

SERVICE RULES

Appointment Report

 <p>Debabjit Barikia, Ph.D. Principal (DOO) & Secretary 9435089367 / 9438788540</p>	MAJULI COLLEGE ESTD. 1982
No. MC/06-2023/Appnt./220	Date: 01.06.2023
To, Pratirukha Gogoi Vill. Gouthabill P.O. Mithamoni - 786610 Dist. Dibrugarh (Assam)	
Sub : Appointment of Assistant Professor in the Department of Assamese in Majuli College, Majuli.	
Ref : DHE's order No. DHE/CE/AC/NET/SLT/348/2023/79 dtl. 25.05.2023.	
Dear Madam, You are hereby appointed as Asstt. Professor in the Department of Assamese of Majuli College, Majuli vide DHE's order No. DHE/CE/AC/NET/SLT/348/2023/79 dtl. 25.05.2023 with following terms and conditions:	
<ol style="list-style-type: none">1. You will be entitled to enjoy regular UGC scale of pay of Rs. 37,700-1,82,400/- per month with other allowances as admissible under rules.2. You will have to furnish an undertaking before joining in the college as prescribed by Finance (Budget) Department vide its letter No. BW-3/2003/Pt./11/1 dtl. 25-01-2005 regarding introduction of "New Pension" Rules along with the joining report.3. You will have to furnish an undertaking before joining that you or any one of your family member have not been enjoying the benefit under the "Gratuity" Scheme. If enjoyed earlier, you or your family member have already surrendered the benefit of the scheme.4. You will have to submit a Notarized Affidavit as per provisions of the Personnel (R) Department O.M. No. ABP/78/2021/01 dtl. 18.11.2021.	
You are requested to join the college within 15 th of June, 2023.	
 Principal & Secretary MAJULI COLLEGE PRINCIPAL, KAMALABARI MAJULI COLLEGE	
Memo No. MC/06-2023/Appnt./220 -A	
Copy to: The Director of Higher Education, Assam, Kakhilpara, Gowahati-09, for favour of his kind information.	
Principal & Secretary MAJULI COLLEGE	
P.O. : KAMALABARI, DIST. MAJULI (ASSAM) : PIN-786108 ☎ : 03778 - 273989 website : www.majulicollege.in :: e-mail : majulicollege@gmail.com	

Joining Letter

To
The Principal
Majuli College, Majuli

Date : 01-06-2023

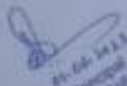
Sub : Joining Letter for the Post of Assistant Professor in Assamese.
Ref :- MC/06-2023/Apppt./220

Sir,

With reference to the subject cited, I have the honour to inform you that I have joined as Assistant Professor in Assamese in Majuli College today on 01.06.2023 at 10.15 a.m. in the Majuli College, Majuli vide appointment letter No. DHE/CE/AC/NET/SLET/348/2023/79 dtd. 25.05.2023 & MC/06-2023/Apppt./220 dtd. 01.06.2023

Date : 01-06-2023
Place Majuli College

Received and
allowed to join today,
on 01.06.2023 at 10.15 am


21-06-2023
Principal
Majuli College
Kamalganj

Pritivishwa Gogoi
Signature of the Candidate
Designation : Assistant Professor, Department of Assamese
Address : Vill. Gudhakill Village
P.O. Mathanoni
P.S. Naharkatia
PIN: 786610
Dist. Dibrugarh
Contact No. 9571313940
Email ID : pritivishwagogoi101@gmail.com


Undertaking on Orunodoi Scheme

UNDERTAKING

I do hereby declare that I or any of my family members have not been enjoying the benefit of Orunodoi Scheme under the Government of Assam.

Date: 01-06-2023
Place: Majuli College

Pratirakha Gogoi
Signature of the Candidate
Designation: Assistant Professor, Department of Assamese
Address: Vill. Gurdhabill Village
P.O. Mathasani
P.S. Maharketa
PIN. 786610
Dist. Dibrugarh


PRINCIPAL & SECRETARY
MAJULI COLLEGE

Undertaking on NPS

Undertaking

I understand and accept that Government servant joining the service in the State Government on or after 01st 2005 shall not be governed by the existing Assam services (Pension) Rules 1969 and orders issued thereunder from time to time and that their pension and other retirement benefits will be governed by a set of new Pension Rules, which are being introduced in line with the Contributory Pension Scheme of Government of India.

Pratirodha Gogoi
Signature of the Candidate

Designation: *Assistant Professor, Department of*
Assamese

Address: Vill. *Gurdhakill Village*

P.O. *Mothasari*

P.S. *Naharkatia*

PIN *786610*

Dist. *Dibrugarh*

Contact No. *967831 0340*

Email ID: *pratirodha.gogoi20@gmail.com*

Date: *1-06-2024*

Place *Majuli College*

[Signature]
PRINCIPAL & SECRETARY
MAJULI COLLEGE

Appointment Order Copy

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KARLAHARA, GUWAHATI-781 005
www.assam.nic.in

No. DHE/HC/IN/NOTN/ET/BAH/1002/19-4 Dated Guwahati, the 29-05-2023

O R D E R

In exercise of the authority conferred under provision of Rule, 21(a) of the Assam College Employees (Regulation) Rules, 2010 and on the basis of the recommendation of the Selection Committee and the Governing Body's resolution No.3, dated 28-04-2023 of the Governing Body of Majuli College, Kamalabari, Dibrugarh, the following person is hereby appointed as Assistant Professor with the following terms and conditions mentioned below:

Name of the person(s)	Designation	Department	The Post against which the appointment is made	Scale of pay
Pratibha Singh, OBC, as per R.P. No.2, 2017, 2.171	Assistant Professor	Assamese	Slp No. 2004/01, Dibru, vacant	Rs. 57,700 L&D, 6500/-

This is the appointment of Slp. No. 2004/01, dated 28-04-2023.

Terms and conditions:

- If the resolution of the Governing Body of the college is found to be incorrect / defective or if any procedural lapse is detected regarding sanction of the conditions, the appointment of the incumbent concerned will be cancelled without any prior notice.
- The appointed Assistant Professor/Teacher will be entitled to draw regular G.P.S.C. scale of pay of Rs. 57,700 L&D, 6500/- with other allowances as per rules as applicable.
- The appointee concerned will have to furnish an undertaking before joining in the college as prescribed by the Finance (Budget) Department vide its order No. 004-2/2022/Fin./11/1, dated 24.01.2022 regarding introduction of "New Pension" Rules along with the joining report.
- This appointment order is issued in anticipation of receipt of satisfactory P.R. and the undersigned reserves the right to cancel the appointment order in case of receipt of unsatisfactory P.R.
- If a Graduate or any of his/her family members is availing benefits under the Stipend Scheme on the date of the appointment, he/she or the concerned family member shall surrender up all of the scheme as per Stipend Guidelines for getting appointment in the post.
- The appointee shall also have to furnish a signed undertaking/affidavit at the time of joining in the following manner: "I, _____ (Name), appointed as _____ (Designation) in _____ Department of Government of Assam as hereby submitted office and declare that, I voluntarily and without duress agree to the terms and conditions mentioned in the appointment order. I also solemnly affirm and declare that I satisfy all the qualifying criteria of the post for which I am appointed to. I also declare that I do not have more than one wife living (applicable for male candidates). I have married a person who is not living (applicable for female candidates). I also further declare that I do not have more than one living mother as on date 20-01-2022, have a single or multiple partners. In case of any violation to the contrary in due course, I shall be summarily discharged from the service."
- Further, the appointee shall also have to submit a Notarized Affidavit as per provisions of the Assam(Not) Department 2.34 No. 2007/2022/No. dated 14.12.2021. Format of the Affidavit is enclosed in enclosure-1.

Sd/- (Pratibha Singh), ACS
Director of Higher Education, Assam
Guwahati, Guwahati-781 005
Dated Guwahati, the 29-05-2023

Slp. No. DHE/HC/IN/NOTN/ET/BAH/1002/19-4
Copy for information and necessary action to:-

- The additional Chief Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6
- The Principal, Majuli College, Kamalabari, Dibrugarh with reference to its order No. 004/2023/181, dated 22.04.2023. He is directed to certify confirming that there is no court case against the said post / incumbent. While accepting the joining report, the authority should also monitor various academic activities as per job chart and report compliance and also obtain affidavit from the selected candidate concerned with terms and conditions laid down of R.P. 2.
- The Treasury Officer, Dibrugarh.
- The person concerned (Pratibha Singh) who is directed to submit the undertaking as per last provision policy forwarded the joining report to the Principal.
- The Board File.


Sd/-
Director of Higher Education, Assam
Guwahati, Guwahati-781 005

C-2017

NATIONAL PENSION SYSTEM (NPS) - SUBSCRIBER REGISTRATION FORM

Central Recordkeeping Agency (CRA) - NSDL e-Governance Infrastructure Limited

Please select your category (Please tick "1")	Central Govt. Central Autonomous Body All Other Govt. NPS Ltd (2226)	State Govt. State Autonomous Body Corporate Sector
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 Signature: *Debabhuson Borah*

1. PERSONAL DETAILS: (Please fill in the details of the subscriber)

Name of Applicant (Full):
 First Name: P, Last Name: B, Middle Name: R, Surname: O, Initials: B, O, R, A, H
 Date of Birth: 10/01/1980, City of Birth: Guwahati, Country of Birth: India, Gender: Male, Marital Status: Married, Spouse Name: Anjali, Date of Marriage: 10/01/2005, Residential Address: Guwahati, Assam, India

2. PROOF OF IDENTITY (POT): (Please fill in the details of the documents used to establish your identity)

Passport: Yes/No, Voter ID Card: Yes/No, Driving License: Yes/No, PAN Card: Yes/No, Aadhar Card: Yes/No, Other: Yes/No

3. PROOF OF ADDRESS (POA): (Please fill in the details of the documents used to establish your address)

Correspondence Address: Guwahati, Assam, India
 Permanent Address: Guwahati, Assam, India

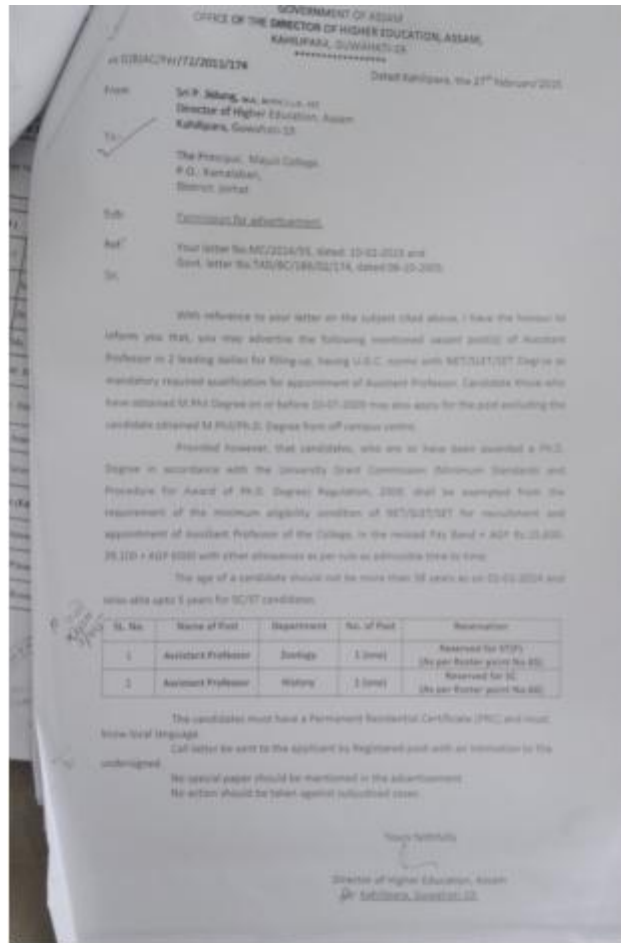
4.1 CORRESPONDENCE ADDRESS DETAILS:

Address Type: Residential/Business, Residential: Yes/No, Business: Yes/No, Registered Office: Yes/No, Unregistered: Yes/No
 Flat/Room/Store/Block No.: 101, Premises/Village/Village: Guwahati, Road/Street Lane: Guwahati, Locality/Town: Guwahati, City/Town/District: Guwahati, State/UT: Assam, PIN Code: 781005

4.2 PERMANENT ADDRESS DETAILS:

Address Type: Residential/Business, Residential: Yes/No, Business: Yes/No, Registered Office: Yes/No, Unregistered: Yes/No
 Flat/Room/Store/Block No.: 101, Premises/Village/Village: Guwahati, Road/Street Lane: Guwahati, Locality/Town: Guwahati, City/Town/District: Guwahati, State/UT: Assam, PIN Code: 781005

NPS application form



Permission letter from DHE, Assam for advertisement

**MAJULI COLLEGE
ROSTER REGISTER
NOTIFICATION**

Notice of the approval awarded by the Department of Higher Education, Govt of Assam and Principal (Dr. Debabhuson Borah) dated 06.08.2019 and 07.08.2019. Department approval with date: 07.08.2019 dated 06.08.2019 the Roster of Junior Assistant Library Assistant of Majuli College, Majuli and under Section 5(1)(b) of Inspection of Assam Act & 57 (1958) Act, 1978 as amended, Act, 2012 and 06/08/2019 to 07.08.2019 dated 06.08.2019.

Order No. DHEA/3/2019 dated 07.08.2019

MODEL FORMAT

at _____ : Junior Assistant Library Assistant
 environment (Direct Promotional) : Direct Promotional
 not in the roster (active strength) : NA
 within : NA

DE POSTAL/DE JUNIOR ASSISTANT / LIBRARY ASSISTANT

Sl. No.	Name of Assistant	Category (G.O. No. 12/19/1978 (1978))	Designation and Department	Date of Birth	Date of Appointment	Date of Retirement	Remarks
A	B	C	D	E	F	G	H
1.	Padmaresh Bora	General	Junior Assistant	01.02.1960	01.02.1980	31.03.2020	
2.	Uday Bora	SC	Junior Assistant	01.02.1979	01.04.2017	31.03.2020	
3.	Debag Bora	SC	Junior Assistant	01.02.1976	01.01.2019	31.03.2020	Transfered to G.O. to the Assistant Principal, Dr. B.
4.	Vasant (Library Assistant)		Library Assistant				Transfered to responsibility of Public Service
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MAJULI COLLEGE
KAMALABARI

Roster point for Grade III

Total Strength	4	Man in Position	Vacant	Shortfall/Excess	Shortfall as per Roster Point
1. OBC/MBC 27%	1	1	Nil	1	1
2. SC 7%	0	0	Nil	Nil	Nil
3. STP 10%	0	0	Nil	Nil	Nil
4. STN 9%	0	0	Nil	Nil	Nil
5. UR 5%	3	2	1	Nil	1
	4	3	1		

Principal
Majuli College
Kamalabari

Roster point for Grade III

MAJULI COLLEGE ROSTER REGISTER

NOTIFICATION

In pursuance of the approval accorded by the Department of Higher Education, Govt. of Assam and Personnel (H) Department vide their order/directive N.O. No. 123119 dated 10.01.2019 and NPT & SC Department approval vide their order/directive U.O. No. 402/2019 dated 06.06.2019 the Roster of Assistant Professor/ Associate Professor of Majuli College, Majuli is hereby notified under Section 3A(1)(i) of reservation of Assam SC & ST (RVSST) Act, 1978 as amended Act, 2012 and OAI No. TADSC/196/2011 (p) 01.56 dated 04.11.2013.

Ref: 1040 Letter No. DHECE/Assam/GJ/2017/89 dated 07.08.2019

MODEL FORMAT

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| 1. Name of Post | : Assistant Professor/ Associate Professor |
| 2. Mode of recruitment (Direct/ Promotional) | : Direct/Promotional |
| 3. Name of post in the roster (order strength) | : 44 |
| 4. Vacancy position | : 99 |

NAME OF THE POST/CADRE- ASSISTANT PROFESSOR/ ASSOCIATE PROFESSOR								
Sl. No.	Roster Point No.	Name of incumbent	Category SC/ST/PW/D OBC/ GEN/ PWD (GEN)	Designation and Department	Date of Birth	Date of Appointment	Date of Retirement	Remarks
1	2	3	4	5	6	7	8	9
1	UR (PWD)	Mr. Pranita Rajchoudhary	GEN-PWD	Asst. Prof. Education	01.01.1974	01.11.2005	31.03.2034	
2	OBC/MOBC-1	Mr. Arun Kumar Datta	OBC	Asst. Prof. Assamese	01.06.1962	12.09.1986	31.08.2022	
3	UR	Mr. Subhansu Saha	GEN	Asst. Prof. Geography	01.11.1959	01.09.1984	30.11.2019	
4	UR	Dr. Nargun Ch. Sharma	GEN	Asst. Prof. Chemistry	01.12.1969	01.10.1989	31.12.2020	
5	STP-1	Mr. Indira Borah	STP	Asst. Prof. Botany	28.06.1971	28.10.2004	30.06.2034	
6	OBC/MOBC-2	Mr. Harun Saitan	OBC	Asst. Prof. Physics	01.06.1962	19.07.1986	31.08.2022	
7	UR	Mr. Brindha Nishi Datta	GEN	Asst. Prof. Political Science	01.01.1966	30.06.1989	31.01.2020	
8	SC-1	Dr. Ananda Hazarika	SC	Asst. Prof. Geography	01.09.1960	01.10.1984	30.09.2020	
9	UR	Mr. Tarun Saitan	GEN	Asst. Prof. Chemistry	01.01.1961	09.07.1986	31.03.2021	
10	STP-1	Vacant (Education)		Asst. Prof. Education				Vacant due to retirement of Mr. Phukan
11	OBC/MOBC-3	Mr. Anandwar Chata	MOBC	Asst. Prof. Assamese	01.11.1964	01.02.1986	30.11.2024	
12	UR	Mr. Ajay Prasad Singh	GEN	Asst. Prof. English	09.11.1965	23.04.1992	30.11.2025	
13	OBC/MOBC-4	Mr. Sarin Kumar	OBC	Asst. Prof. Education	10.07.1963	02.03.1989	31.07.2021	




PRINCIPAL
MAJULI COLLEGE
KAMALABARI

Roster Point for Teaching Staff

S.N.	Sl.	Dr.	Gr.	Prof.	Joining Date	Relief Date	Remarks
14	UR	Mr. Gurusankar Dasgupta	GEN	Asstt. Prof. History	01.03.1972	20.02.1998	31.03.2011
15	STP-2	Mr. Debal Dasgupta	STP	Asstt. Prof. Economics	01.03.1977	12.11.2000	30.04.2017
16	UR	Mr. Anil Ch. Dasgupta	GEN	Asstt. Prof. Political Science	01.01.1981	01.08.1991	31.03.2014
17	ORC/MORC-3	Dr. Rajen Ch. Borah	ORC	Asstt. Prof. Economics	01.12.1987	01.12.1999	31.12.2017
18	UR	Mr. Manabendra Deba Dasgupta	GEN	Asstt. Prof. Economics	01.01.1989	05.04.1999	31.03.2015
19	UR	Mr. Rajen Dasgupta	GEN	Asstt. Prof. Political Science	10.01.1974	21.08.2000	31.01.2014
20	UR	Mr. Tinku Dasgupta	GEN	Asstt. Prof. Political Science	01.01.1978	13.01.2007	31.03.2018
21	ORC/MORC-4	Mr. Ajit K. Saha	ORC	Asstt. Prof. Chemistry	01.08.1983	01.01.1999	30.09.2017
22	SC-2	Mr. Suresh Das	SC	Asstt. Prof. Sociology	01.08.1972	03.11.2001	30.06.2011
23	UR	Mr. Binanta Borah	GEN	Asstt. Prof. Mathematics	01.01.1978	28.03.2009	31.03.2016
24	UR	Dr. (Mrs) Rajyoti Borah	GEN	Asstt. Prof. Economics	23.12.1971	12.01.2006	31.12.2012
25	STP-3	Dr. Anup K. Doley	STP	Asstt. Prof. Sociology	01.08.1977	11.08.2013	30.04.2017
26	ORC/MORC-7	Dr. Binanta Ch. Dasgupta	ORC	Asstt. Prof. Economics	21.02.1978	20.08.2000	28.02.2018
27	UR	Mr. Debajyoti Dasgupta	GEN	Asstt. Prof. History	01.08.1978	01.08.2009	31.08.2018
28	ORC/MORC-8	Mr. Anurajyoti Dasgupta	ORC	Asstt. Prof. English	01.03.1978	12.01.2008	31.03.2018
29	UR	Dr. Debabhuson Borah	GEN	Asstt. Prof. English	01.03.1984	01.09.2009	31.02.2014
30	STP-2	Variant (Physics)		Asstt. Prof. Physics			Variant under And 1
31	UR	Dr. Poojila Borah	GEN	Asstt. Prof. Sanskrit	01.03.1978	26.02.2011	31.03.2018
32	ORC/MORC-5	Mr. Ananta Borah	ORC	Asstt. Prof. History	10.01.1986	15.12.2017	31.01.2019
33	UR	Mr. Prasanta Saha	GEN	Asstt. Prof. Geography	01.01.1968	15.07.2011	31.01.2018
34	UR (PWD)	Mr. Prasadityoti Borah	GEN (PWD)	Asstt. Prof. Sociology	01.01.1980	28.09.2012	31.01.2018
35	STP-4	Variant (Economics)		Asstt. Prof. Economics			Variant under And 1
36	SC-3	Mr. Naba Das	SC	Asstt. Prof. History	01.11.1984	01.08.2015	30.11.2014

Roster Point for Teaching Staff

Administrative Setup

**MAJULI COLLEGE**

ORGANOGRAM

