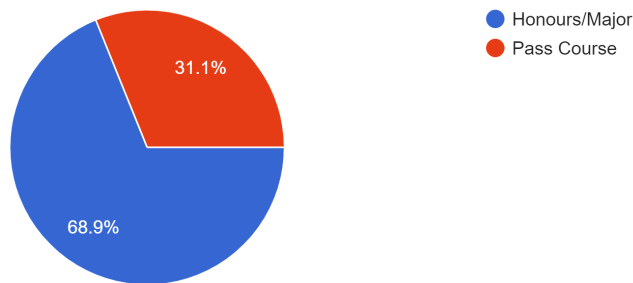


Student Feedback 2020-21

A questionnaire using Google Forms (<https://forms.gle/5iRU3i21VLmq9f327>) had been prepared for collecting Student feedback on various aspects of the college and given to the students of 3rd semester and 5th semester of the college. The responses received has been presented in a summarized way as follows:

I. COURSE

Course
495 responses

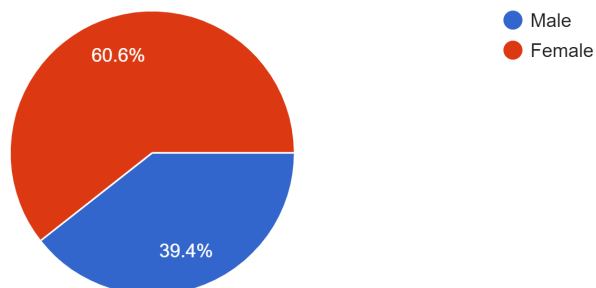


Interpretation:

From the above figure, it is observed that 68.9.% are Honours students, followed by 31.1 % Regular/pass course students. Total respondents are 495.

II. GENDER

Gender
495 responses

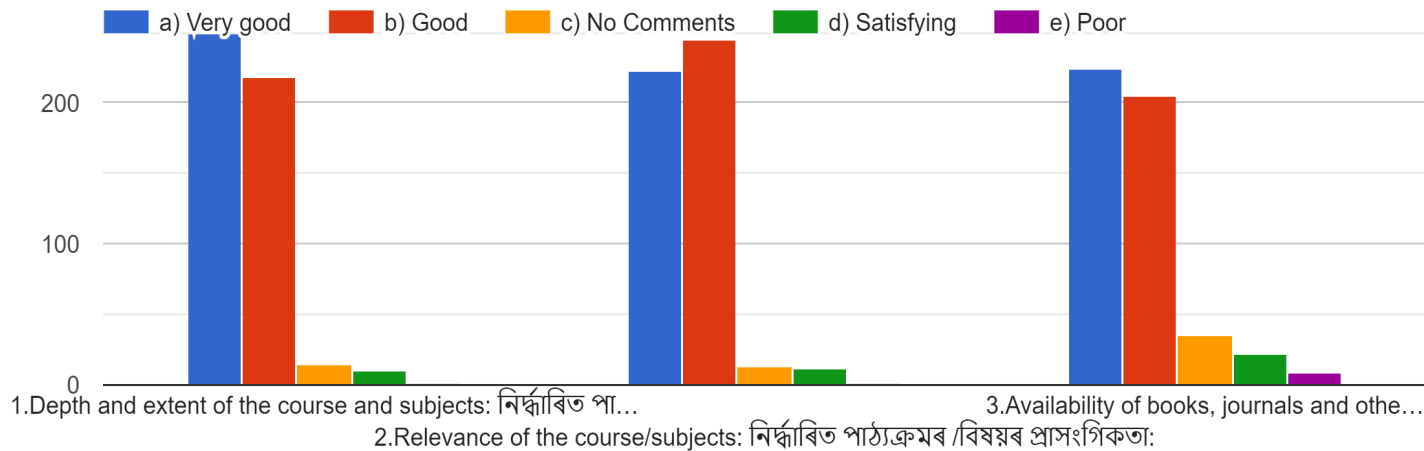


Interpretation:

From the above figure, it is observed that 60.6.% respondents are females, followed by 39.4 % males. Total respondents are 495.

- **COURSE ASSESSMENT**

Please give a rating for each of these statements, according to your perception and experience. Choose one of the following response for each: (...ood b. Good c. No Comments d. Satisfying e.Poor)



Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the following points:

1. Regarding Depth and extent of the course and subjects:

From the above figure, it is observed that 250 students have chosen option a, followed by 218 students who have chosen option b and 15 had chosen option c. 11 have chosen option d.

2. Regarding Relevance of the course/ subjects:

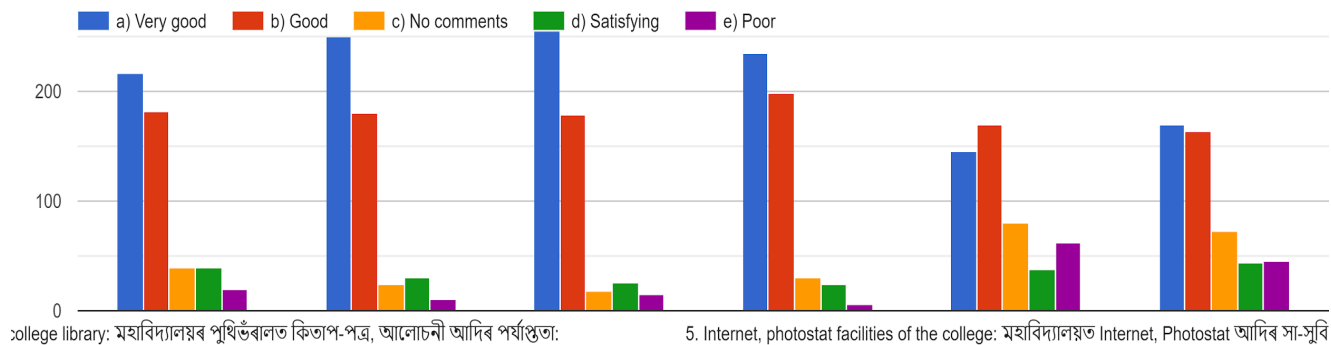
From the above figure, it is observed that 245 students have chosen option b, followed by 223 students who have chosen option a and 14 had chosen option c. 12 have chosen option d.

3. Regarding availability of books, journals, other study material of the subject:

From the above figure, it is observed that 224 students have chosen option a, followed by 205 students who have chosen option b and 35 had chosen option c. 22 have chosen option d and 9 have chosen option e.

● COLLEGE LIBRARY

Please give a rating for each of these statements, according to your perception and experience. Choose one of the following response for each: (a. Very Good b. Good c. No Comments d. Satisfying e. Poor)



Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the following points:

1. Regarding Availability of books in the college library:

From the above figure, it is observed that 216 students had chosen option a, followed by 181 students who had chosen option b and 40 had chosen option d. 39 had chosen option c and 19 had chosen option e.

2. Regarding Accessibility/ student friendly library facilities:

From the above figure, it is observed that 249 students had chosen option a, followed by 180 students who had chosen option b and 31 had chosen option d. 24 had chosen option c and 11 had chosen option e.

3. Regarding Reading room facilities of the college library:

From the above figure, it is observed that 257 students had chosen option a, followed by 179 students who had chosen option b and 26 had chosen option d. 18 had chosen option c and 15 had chosen option e.

4. Regarding Attitude of the library staff:

From the above figure, it is observed that 235 students had chosen option a, followed by 199 students who had chosen option b and 31 had chosen option c. 24 had chosen option d and 6 had chosen option e.

5. Regarding Internet, photostat facilities of the college:

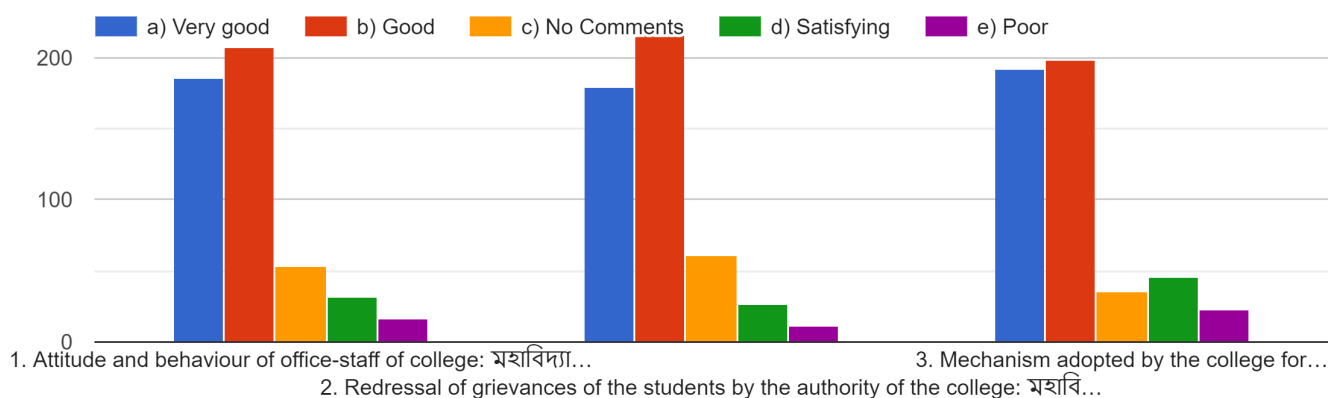
From the above figure, it is observed that 169 students had chosen option b, followed by 146 students who had chosen option a and 80 had chosen option c. 62 had chosen option e and 38 had chosen option d.

6. Regarding Availability of previous years question papers of final examinations:

From the above figure, it is observed that 170 students had chosen option a, followed by 163 students who had chosen option b and 73 had chosen option c. 45 had chosen option e and 44 had chosen option d.

OFFICE STAFF

Please give a rating for each of these statements, according to your perception and experience. Choose one of the following response for each: (...ood b. Good c. No Comments d. Satisfying e.Poor)



Options: a- Very good; b- Good; c- No comments; d- Satisfying; e- Poor

Interpretation:

From the above figure, the following observations had been made for the following points:

1. Regarding Attitude and behaviour of office staff of college:

From the above figure, it is observed that 207 students have chosen option b, followed by 186 students who have chosen option a and 15 had chosen option c. 32 have chosen option d and 17 have chosen option e.

2. Regarding Redressal of grievances of the students by the authority of the college:

From the above figure, it is observed that 216 students have chosen option b, followed by 179 students who have chosen option a and 61 had chosen option c. 27 have chosen option d and 12 students have chosen option e.

3. Regarding the Mechanism adopted by the college for admission form fill up and fees deposited by students:

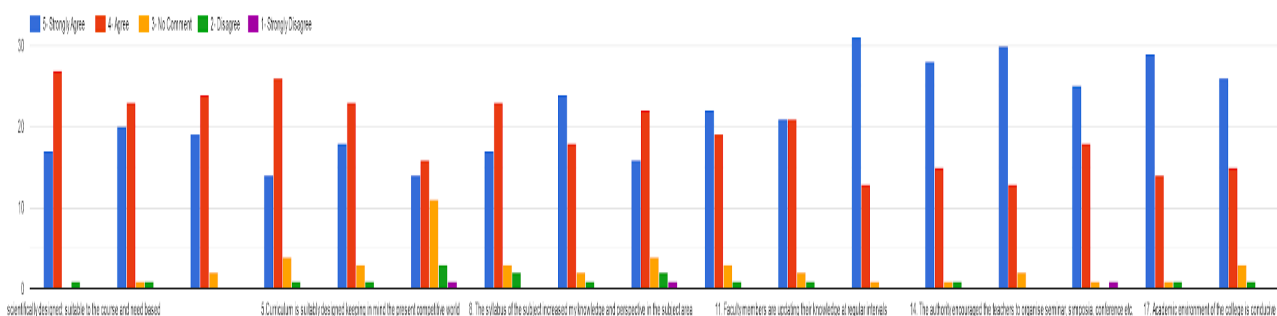
From the above figure, it is observed that 198 students have chosen option b, followed by 192 students who have chosen option a and 46 had chosen option d. 36 have chosen option c and 23 have chosen option e.

Teacher's Feedback 2020-21

A questionnaire using Google Forms (<https://forms.gle/5WV7yMcSSxWXGGs88>) had been prepared for collecting Teacher's feedback on various aspects of the college. Total responses received is 45. The responses received have been presented in a summarized way as follows:

- **Curriculum, Teaching, Learning and Evaluation:**

Please give a rating in following level (in 5 points number scale) 5-Strongly Agree 4-Agree 3-No Comment 2-Disagree 1-Strongly Disagree



Options: 5- Strongly agree; 4- Agree; 3- No comments; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

- 1. Syllabus is scientifically designed; suitable to the course and need based:**
From the above figure, it is observed that 27 had chosen option 4, followed by 17 who had chosen option 5 and 1 had chosen option 2.
- 2. Programme/Course outcome is well defined in the syllabus/curriculum:**
From the above figure, it is observed that 23 had chosen option 4, followed by 20 who had chosen option 5 and 1 had chosen option 3. Option 2 had also been chosen by 1.
- 3. Aims & objectives of the syllabi are well defined and clear to teacher and student:**

From the above figure, it is observed that 24 had chosen option 4, followed by 19 who had chosen option 5 and 2 had chosen option 2.

4. Course contents have depth and references of corresponding learning resources are given in the syllabus :

From the above figure, it is observed that 26 had chosen option 4, followed by 14 who had chosen option 5 and 4 had chosen option 3. Option 2 had also been chosen by 1.

5. Curriculum is suitably designed keeping in mind the present competitive world:

From the above figure, it is observed that 23 had chosen option 4, followed by 18 who had chosen option 5 and 3 had chosen option 3. Option 2 had also been chosen by 1.

6. Employability of the student has given weightage in the curriculum design:

From the above figure, it is observed that 16 had chosen option 4, followed by 14 who had chosen option 5 and 11 had chosen option 3. Option 2 had also been chosen by 3 and option 1 by 1.

7. The course/syllabus has encouraged for intensive study of the subject area:

From the above figure, it is observed that 23 had chosen option 4, followed by 17 who had chosen option 5 and 3 had chosen option 3. Option 2 had also been chosen by 2.

8. The syllabus of the subject increased my knowledge and perspective in the subject area:

From the above figure, it is observed that 24 had chosen option 5, followed by 18 who had chosen option 4 and 2 had chosen option 3. Option 2 had also been chosen by 1.

9. The books prescribed as reference materials are relevant, updated & appropriate:

From the above figure, it is observed that 22 had chosen option 4, followed by 16 who had chosen option 5 and 4 had chosen option 3. Option 2 had also been chosen by 2 and option 1 by 1.

10. The College provides support to faculty members for updating their knowledge & skill:

From the above figure, it is observed that 22 had chosen option 5, followed by 19 who had chosen option 4 and 3 had chosen option 3. Option 2 had also been chosen by 1.

11. Faculty members are updating their knowledge at regular intervals:

From the above figure, it is observed that 21 had chosen option 5, followed by 21 who had chosen option 4 and 2 had chosen option 3. Option 2 had also been chosen by 1.

12. Internal assessments are conducted in time with proper coverage of syllabus:

From the above figure, it is observed that 31 had chosen option 5, followed by 13 who had chosen option 4 and 1 had chosen option 3.

13. Teachers have the freedom to adopt new techniques in teaching viz. ICT use, seminar presentation, group discussion etc.:

From the above figure, it is observed that 28 had chosen option 5, followed by 15 who had chosen option 4 and 1 had chosen option 3. Option 2 had also been chosen by 1.

14. The authority encouraged the teachers to organize seminar, symposia, conference etc.:

From the above figure, it is observed that 30 had chosen option 5, followed by 13 who had chosen option 5 and 2 had chosen option 3.

15. Teachers are encouraged to carry out research works, research projects etc:

From the above figure, it is observed that 25 had chosen option 5, followed by 18 who had chosen option 4 and 1 had chosen option 3. Option 1 had also been chosen by 1.

16. Teachers are encouraged to participate in seminar, conference, Orientation Programme, Refresher course etc.:

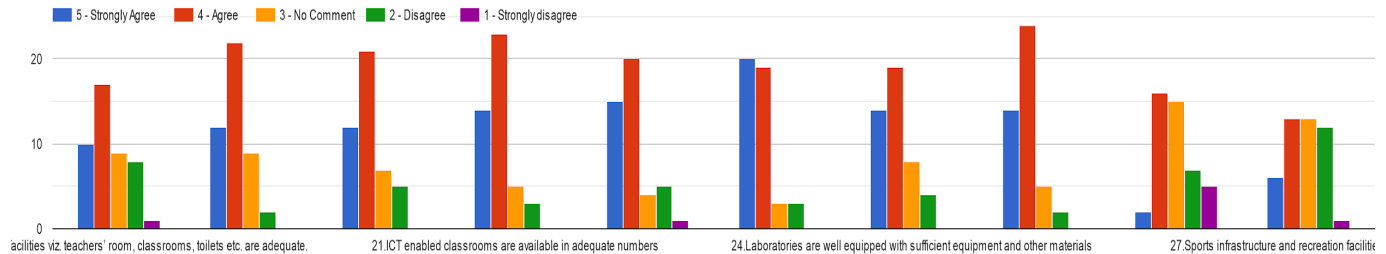
From the above figure, it is observed that 29 had chosen option 5, followed by 14 who had chosen option 4 and 1 had chosen option 3. Option 2 had also been chosen by 1.

17. Academic environment of the college is conducive for teaching and research:

From the above figure, it is observed that 26 had chosen option 5, followed by 15 who had chosen option 4 and 1 had chosen option 3.

- **Infrastructure:**

Please give a rating in following level (in 5 points number scale) 5.Strongly Agree 4.Agree 3.No Comment 2.Disagree 1.Strongly Disagree



Options: 5- Strongly agree; 4- Agree; 3- No comments; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

- 18. Infrastructural facilities viz. teachers' room, classrooms, toilets etc. are adequate.:**
From the above figure, it is observed that 17 had chosen option 4, followed by 10 who had chosen option 5 and 9 had chosen option 3. Option 2 had also been chosen by 8 and option 1 by 1.
- 19. Safe drinking water facility is available for the teachers, staff and students:**
From the above figure, it is observed that 22 had chosen option 4, followed by 12 who had chosen option 5 and 9 had chosen option 3. Option 2 had also been chosen by 2.
- 20. College building and furniture of the classrooms are properly maintained:**
From the above figure, it is observed that 21 had chosen option 4, followed by 12 who had chosen option 5 and 7 had chosen option 3. Option 2 had also been chosen by 5.
- 21. ICT enabled classrooms are available in adequate numbers:**
From the above figure, it is observed that 23 had chosen option 4, followed by 14 who had chosen option 5 and 5 had chosen option 3. Option 2 had also been chosen by 3.
- 22. Sufficient number of text and reference books are available in the library:**
From the above figure, it is observed that 20 had chosen option 4, followed by 15 who had chosen option 5 and 5 had chosen option 2. Option 3 had also been chosen by 4 and option 1 by 1.

23. College library is well managed, fully automated with sufficient Internet access facility:

From the above figure, it is observed that 20 had chosen option 5, followed by 19 who had chosen option 4 and 3 had chosen option 3. Option 2 had also been chosen by 3.

24. Laboratories are well equipped with sufficient equipment and other materials:

From the above figure, it is observed that 19 had chosen option 4, followed by 14 who had chosen option 5 and 8 had chosen option 3. Option 2 had also been chosen by 4.

25. Parking facilities are adequately available in the college campus:

From the above figure, it is observed that 24 had chosen option 4, followed by 14 who had chosen option 5 and 5 had chosen option 3. Option 2 had also been chosen by 2.

26. College Canteen is providing quality and hygienic food to faculty and student:

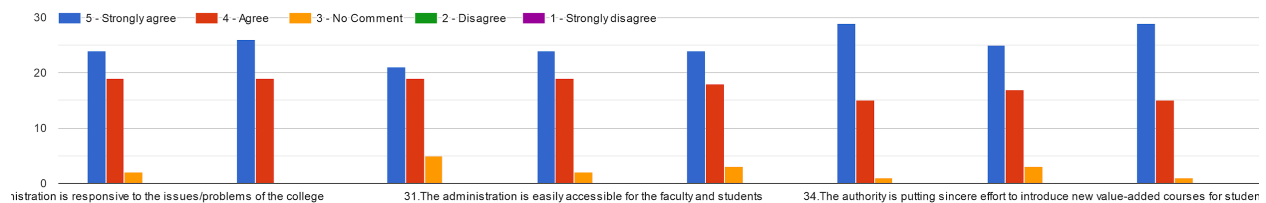
From the above figure, it is observed that 16 had chosen option 4, followed by 15 who had chosen option 3 and 7 had chosen option 2. Option 1 had also been chosen by 5 and option 5 by 2 respondents.

27. Sports infrastructure and recreation facilities are adequate:

From the above figure, it is observed that 13 had chosen option 4, followed by 13 who had chosen option 3 and 12 had chosen option 2. Option 5 had also been chosen by 6 and option 1 by 1.

● **Administration, Governance and Leadership:**

Please give a rating in following level (in 5 points number scale) 5.Strongly Agree 4.Agree 3.No Comment 2. Disagree 1. Strongly Disagree



Options: 5- Strongly agree; 4- Agree; 3- No comments; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

28. The administration is responsive to the issues/problems of the college:

From the above figure, it is observed that 24 had chosen option 5, followed by 19 who had chosen option 4 and 2 had chosen option 3.

29. The administration is sincerely working for the development of the college:

From the above figure, it is observed that 26 had chosen option 5, followed by 19 who had chosen option 4.

30. The grievance and redressal mechanism is fair and transparent:

From the above figure, it is observed that 21 had chosen option 5, followed by 19 who had chosen option 4 and 5 had chosen option 3.

31. The administration is easily accessible for the faculty and students:

From the above figure, it is observed that 24 had chosen option 5, followed by 19 who had chosen option 4 and 2 had chosen option 3.

32. The faculty members are given freedom to express their opinion:

From the above figure, it is observed that 24 had chosen option 5, followed by 18 who had chosen option 4 and 3 had chosen option 3.

33. IQAC is working for the promotion of quality of education of the institution:

From the above figure, it is observed that 29 had chosen option 5, followed by 15 who had chosen option 4 and 1 had chosen option 3.

34. The authority is putting sincere effort to introduce new value-added courses for student:

From the above figure, it is observed that 25 had chosen option 5, followed by 17 who had chosen option 4 and 3 had chosen option 3.

35. The authority is putting sincere effort to organize National Seminar, Workshop, Lecture series, Popular Talk etc for the benefit of the faculty and student.:

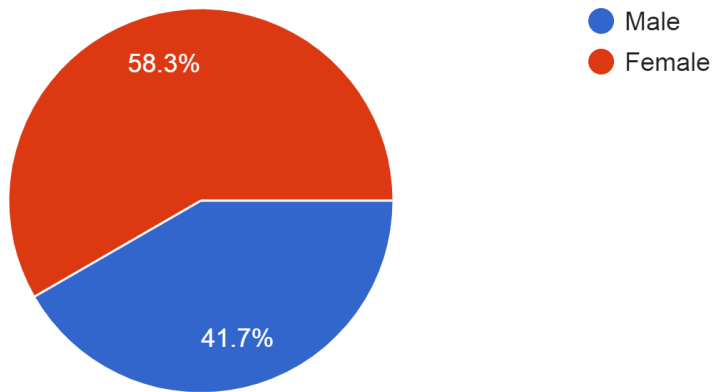
From the above figure, it is observed that 29 had chosen option 5, followed by 15 who had chosen option 4 and 1 had chosen option 3.

Alumni Feedback 2020-21

A questionnaire using Google Forms (<https://forms.gle/bADfoH7U4XKKRmVr6>) had been prepared for collecting Alumni feedback on various aspects of the college. The responses received has been presented in a summarized way as follows:

I. GENDER OF RESPONDENTS

Gender:
48 responses

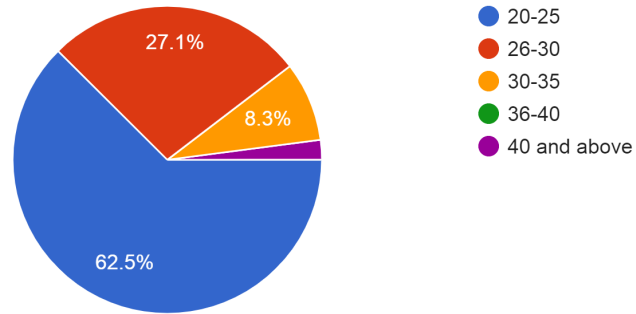


Interpretation:

From the above figure, it is observed that 58.3% respondents are females, followed by 41.7 % males. Total respondents are 48.

II. AGE GROUP OF RESPONDENTS

Age group:
48 responses

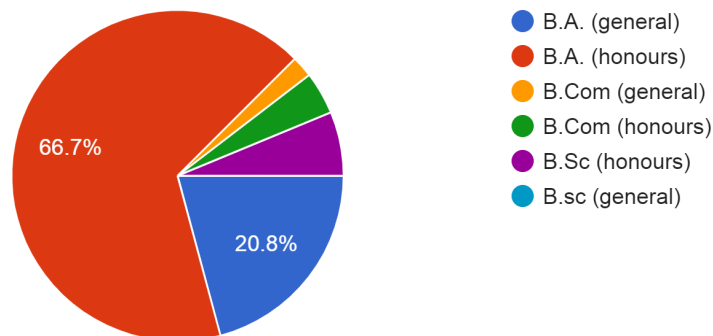


Interpretation:

From the above figure, it is observed that 62.5% respondents are of the age group 20-25 years, followed by 27.1 % of the age group of 26-30 years. 8.3% are of the age group of 30-35 years and 2.1% of the total respondents are above 40 years.

III. GRADUATION DEGREE OF RESPONDENTS

Graduation degree obtained:
48 responses



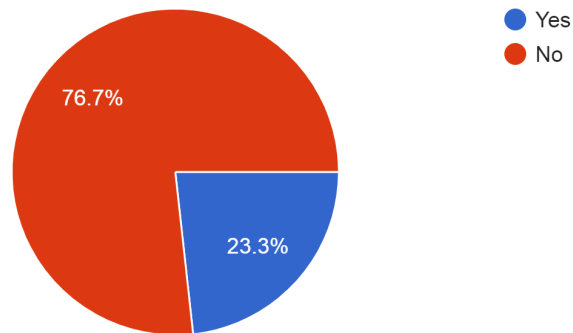
Interpretation:

From the above figure, it is observed that 66.7% respondents have B.A. Honours degree, followed by 20.8% having B.Sc General. 6.3% are from B.Sc Honours, 4.2% have B.Com Honours and 2.1% B.Com General.

IV. COLLEGE HOSTEL FACILITY

Did you avail college hostel facility?

43 responses



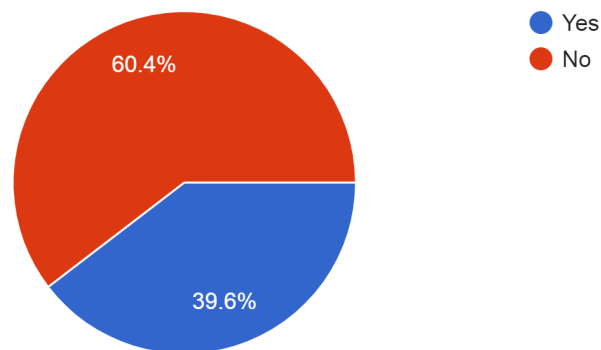
Interpretation:

From the above figure, it is observed that 23.3% responded in affirmative and the rest 76.7% responded in negative.

V. EMPLOYMENT

Are you currently employed?

48 responses

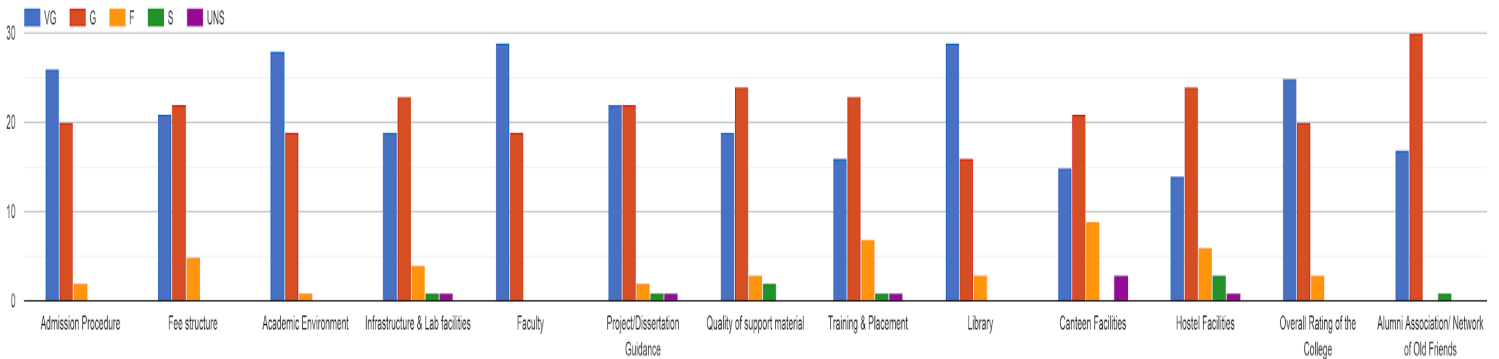


Interpretation:

From the above figure, it is observed that 60.4% respondents are not currently employed and only 39.6 % are employed.

- Overall assessment about our college facilities during your stay in the college

Q1: Please give your overall assessment about our college facilities during your stay in the college. Please rate on the following criterion: 1-Unsatisfactory(UNS), 2- Satisfactory(S), 3- Fair(F), 4- Good(G), 5- Very Good(VG)



Options: 5- Very good; 4- Good; 3- Fair; 2- Satisfactory; 1- Unsatisfactory

Interpretation:

From the above figure, the following observations had been made for the following points:

1. Admission procedure:

From the above figure, it is observed that 26 had chosen option 5, followed by 20 who had chosen option 4 and 2 had chosen option 3.

2. Fee structure:

From the above figure, it is observed that 22 had chosen option 4, followed by 21 who had chosen option 5 and 5 had chosen option 3.

3. Academic environment:

From the above figure, it is observed that 28 had chosen option 5, followed by 19 who had chosen option 4 and 1 had chosen option 3.

4. Infrastructure and Lab facilities :

From the above figure, it is observed that 23 had chosen option 4, followed by 19 who had chosen option 5 and 4 had chosen option 3. Option 2 had also been chosen by 1 and option 1 also by 1 respondent.

5. Faculty:

From the above figure, it is observed that 29 had chosen option 5, followed by 19 who had chosen option 4.

6. Project/Dissertation Guidance:

From the above figure, it is observed that 22 had chosen option 5, followed by 22 who had chosen option 4 and 2 had chosen option 3. Option 2 had also been chosen by 1 and option 1 also by 1.

7. Quality of support material:

From the above figure, it is observed that 24 had chosen option 4, followed by 19 who had chosen option 5 and 3 had chosen option 3. Option 2 had also been chosen by 2.

8. Training and placement:

From the above figure, it is observed that 24 had chosen option 5, followed by 18 who had chosen option 4 and 2 had chosen option 3. Option 2 had also been chosen by 1 respondent.

9. Library:

From the above figure, it is observed that 29 had chosen option 5, followed by 16 who had chosen option 4 and 3 had chosen option 3.

10. Canteen facilities:

From the above figure, it is observed that 21 had chosen option 4, followed by 15 who had chosen option 5 and 9 had chosen option 3. Option 1 had also been chosen by 3 respondents.

11. Hostel facilities:

From the above figure, it is observed that 24 had chosen option 4, followed by 14 who had chosen option 5 and 6 had chosen option 3. Option 2 had also been chosen by 3 and option 1 by 1 respondent.

12. Overall rating of college:

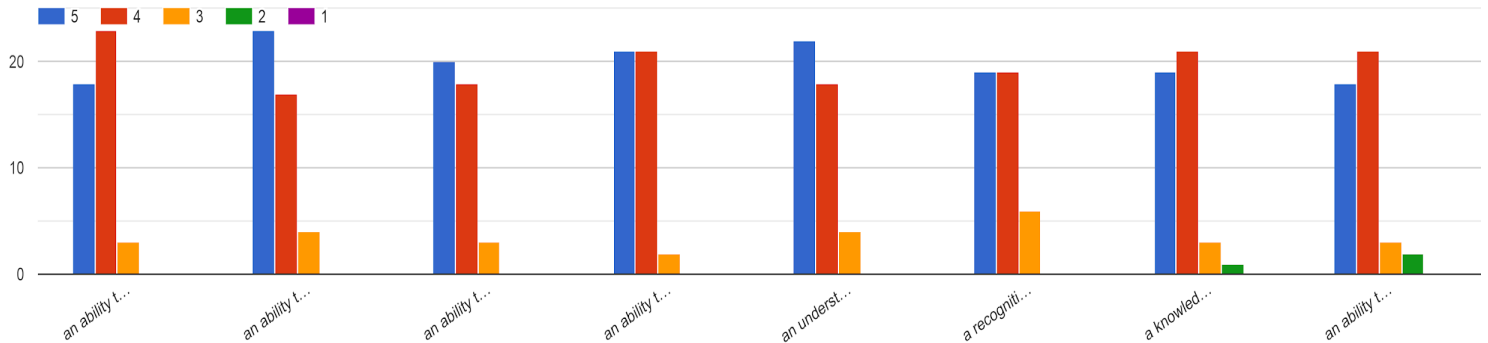
From the above figure, it is observed that 25 had chosen option 5, followed by 20 who had chosen option 4 and 3 had chosen option 3.

13. Alumni Association/ Network of old friends:

From the above figure, it is observed that 30 had chosen option 4, followed by 17 who had chosen option 4 and 1 had chosen option 2

- Overall assessment about our college academics

Q2: Please give your overall assessment about our college academics and indicate your answer below through 5 point scale which most closely fits the statement for you: (5: Strongly Agree, 4: Agree, 3: Neutral, 2: Disagree, 1: Strongly Disagree). My UG education at S.B.DEORAH COLLEGE has given me:



Options: 5- Strongly agree; 4- Agree; 3- Neutral; 2- Disagree; 1- Strongly disagree

Interpretation:

From the above figure, the following observations had been made for the following points:

14. An ability to apply knowledge in my future study / employment.:

From the above figure, it is observed that 23 had chosen option 4, followed by 18 who had chosen option 5 and 3 had chosen option 3.

15. An ability to communicate effectively:

From the above figure, it is observed that 23 had chosen option 5, followed by 17 who had chosen option 4 and 4 had chosen option 3.

16. An ability to work in multidisciplinary areas/fields :

From the above figure, it is observed that 20 had chosen option 5, followed by 18 who had chosen option 4 and 3 had chosen option 3.

17. An ability to identify, formulate, and solve day to day problems :

From the above figure, it is observed that 21 had chosen option 5, followed by 21 who had chosen option 4 and 2 had chosen option 3.

18. An understanding of professional and ethical responsibility:

From the above figure, it is observed that 22 had chosen option 5, followed by 18 who had chosen option 4 and 4 respondents had chosen option 3.

19. A recognition of the need for, and an ability to engage in life-long learning:

From the above figure, it is observed that 19 had chosen option 5, followed by 19 who had chosen option 4 and 6 had chosen option 3.

20. Knowledge of contemporary issues:

From the above figure, it is observed that 21 had chosen option 4, followed by 19 who had chosen option 5 and 3 had chosen option 3. Option 2 had also been chosen by 1.

21. An ability to use the techniques, skills, and modern tools necessary for job/business/entrepreneur etc.:

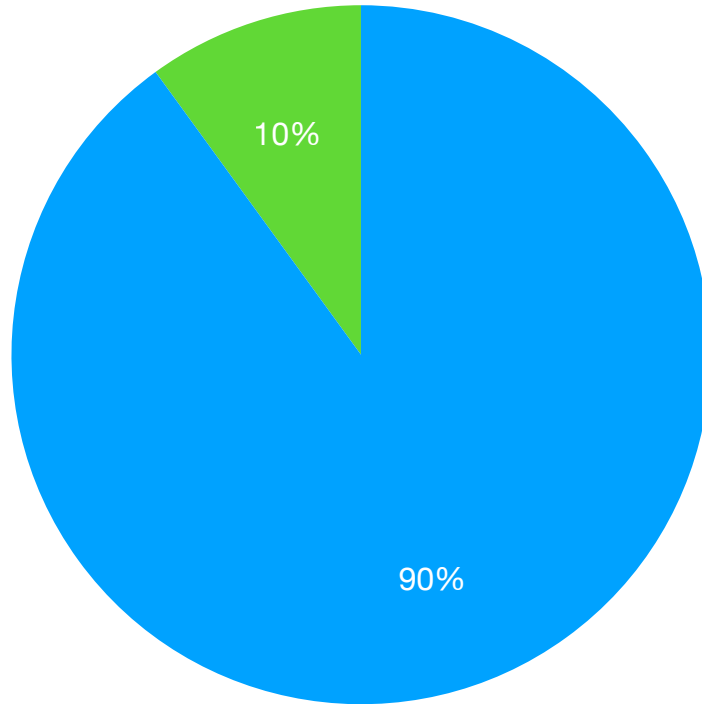
From the above figure, it is observed that 21 had chosen option 4, followed by 18 who had chosen option 5 and 3 had chosen option 3. Option 2 had also been chosen by 2 respondents.

Feedback for Non-Teaching and Supporting Staff

Number of participants: 10

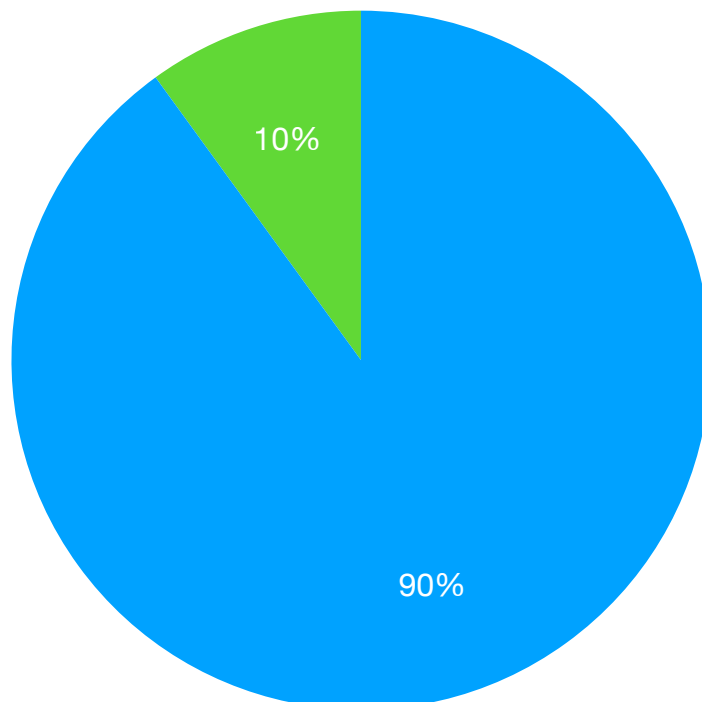
1. The Administrative procedures followed in the college are very effective.

● Strongly Agree ● Agree ● No Comment ● Disagree
● Strongly Disagree



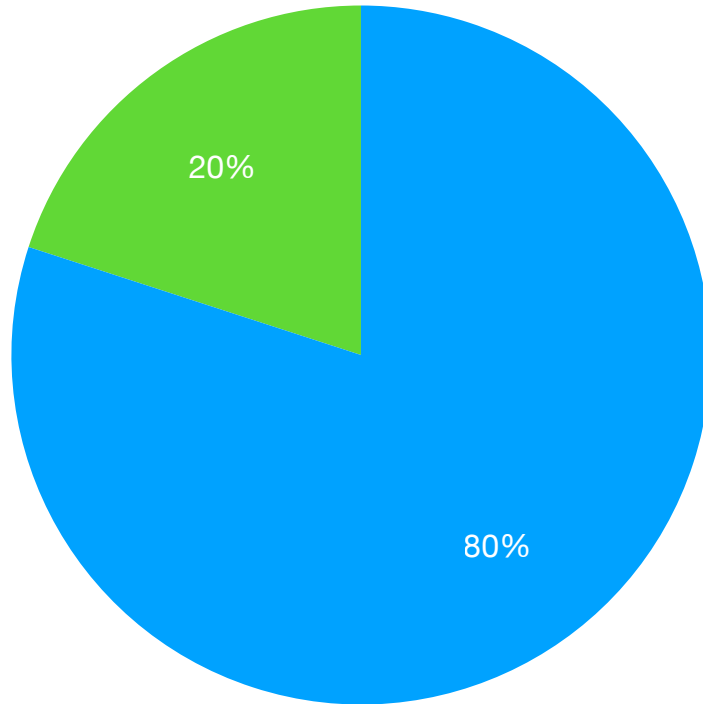
2. The online procedure related to admission, payment, cashless transaction, etc., introduced by the college is very effective, systematic, prompt and saves the time of the staff.

● Strongly Agree ● Agree ● No Comment ● Disagree
● Strongly Disagree



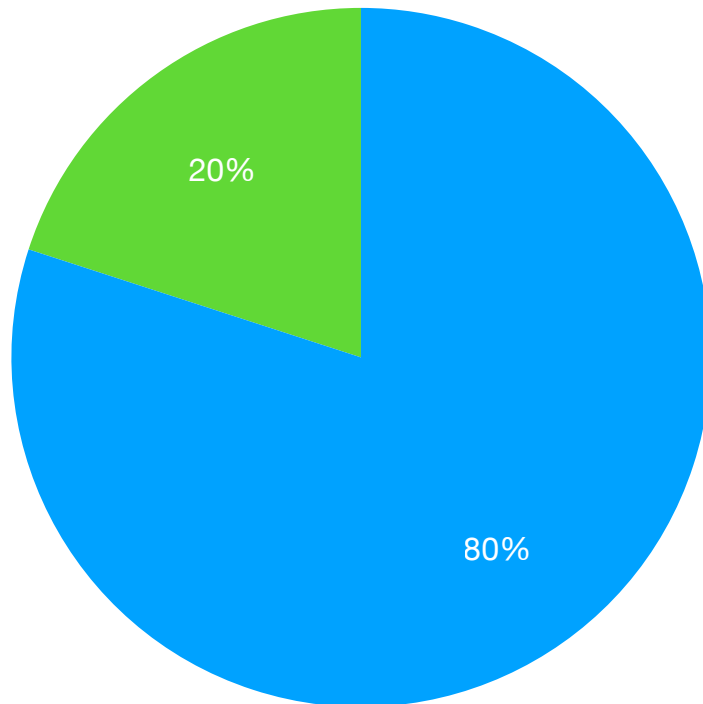
3. The work distribution among the employees of the office staff is fair.

- Strongly Agree
- Agree
- No Comments
- Disagree
- Strongly Disagree



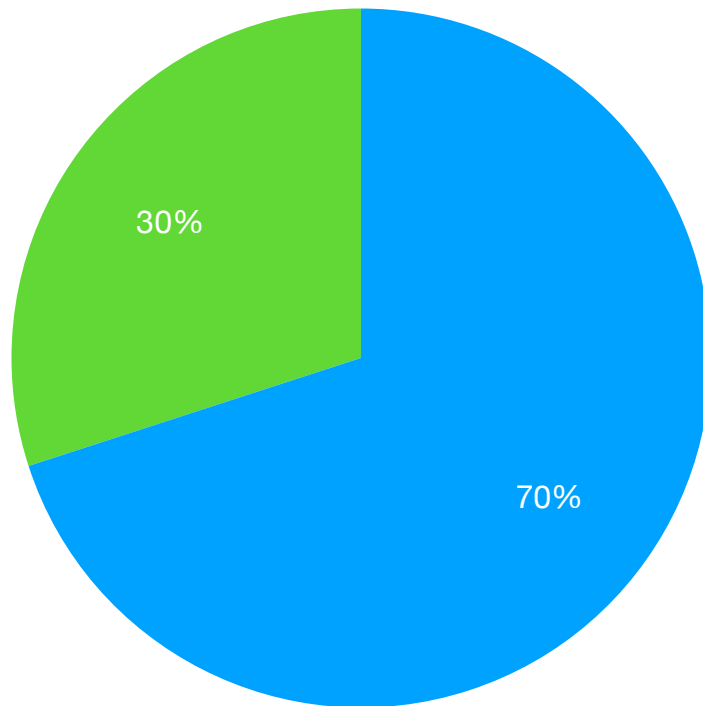
4. Relationship between the college authority and office staff is very good.

- Strongly Agree
- Agree
- No Comments
- Disagree
- Strongly Disagree



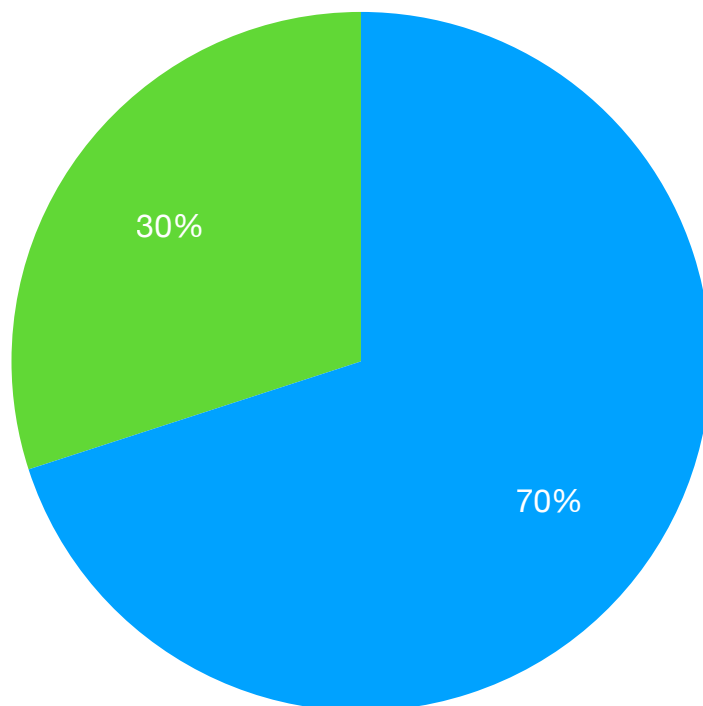
5. Relationship between the teaching staff and the office staff is very good.

- Strongly Agree
- Agree
- No Comments
- Disagree
- Strongly Disagree



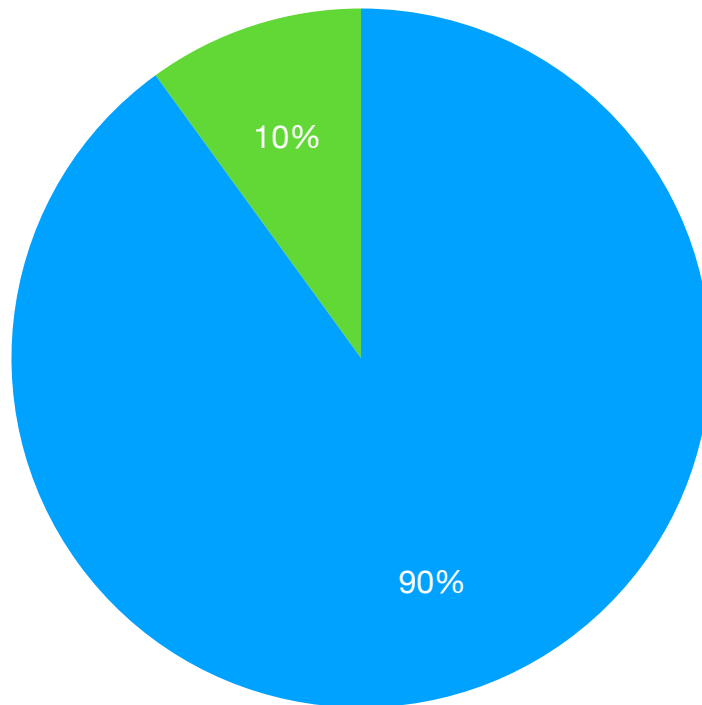
6. The infrastructure available in the college to carry administrative work is very good and supportive.

- Strongly Agree
- Agree
- No Comments
- Disagree
- August



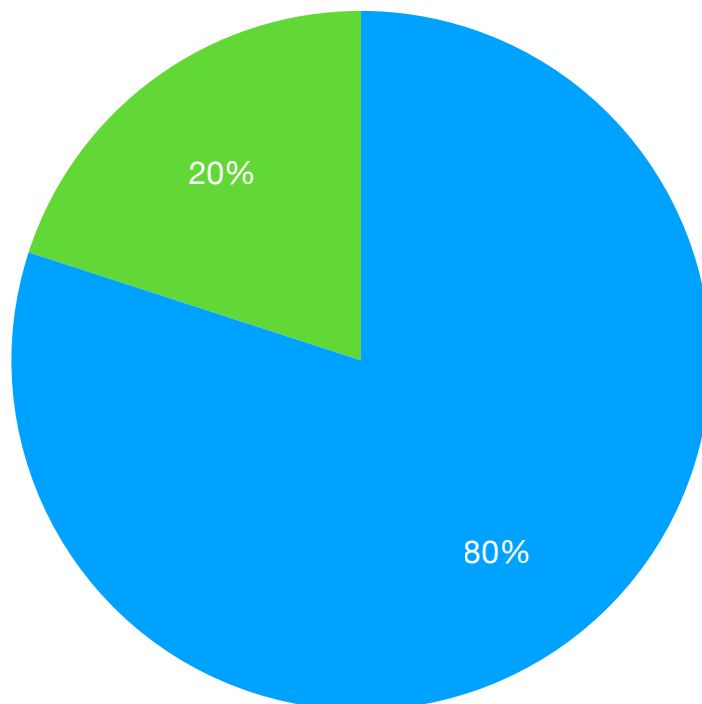
7. Salary is disbursed in a timely manner.

● Strongly Agree ● Agree ● No Comments ● Disagree ● August



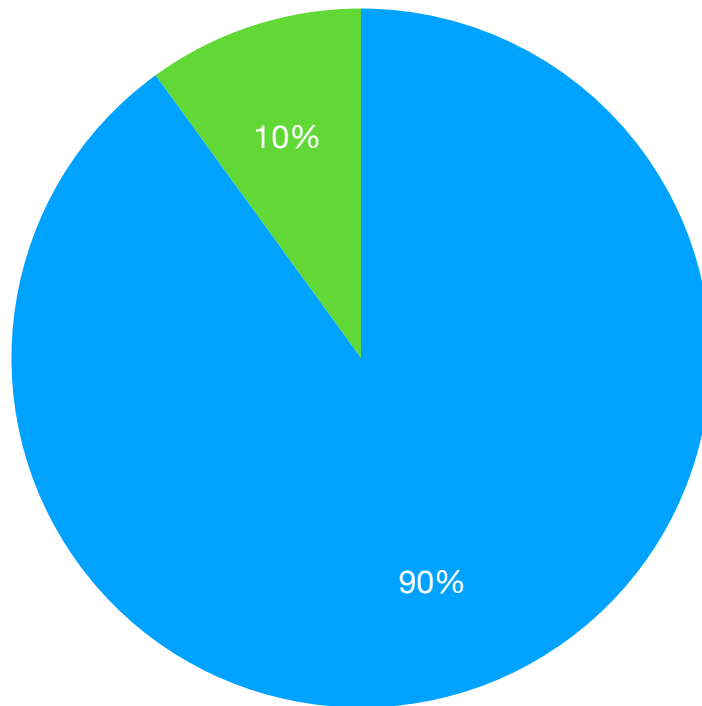
8. Availability of safe drinking water.

● Strongly Agree ● Agree ● No Comments ● Disagree ● August



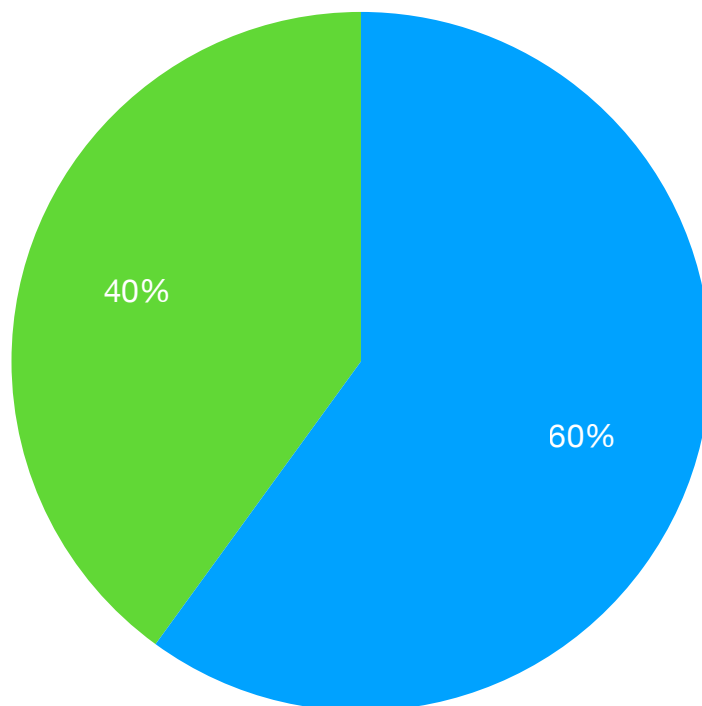
9. Adequate furniture is provided for the non-teaching staff.

● Strongly Agree ● Agree ● No Comments ● Disagree
● Strongly Disagree



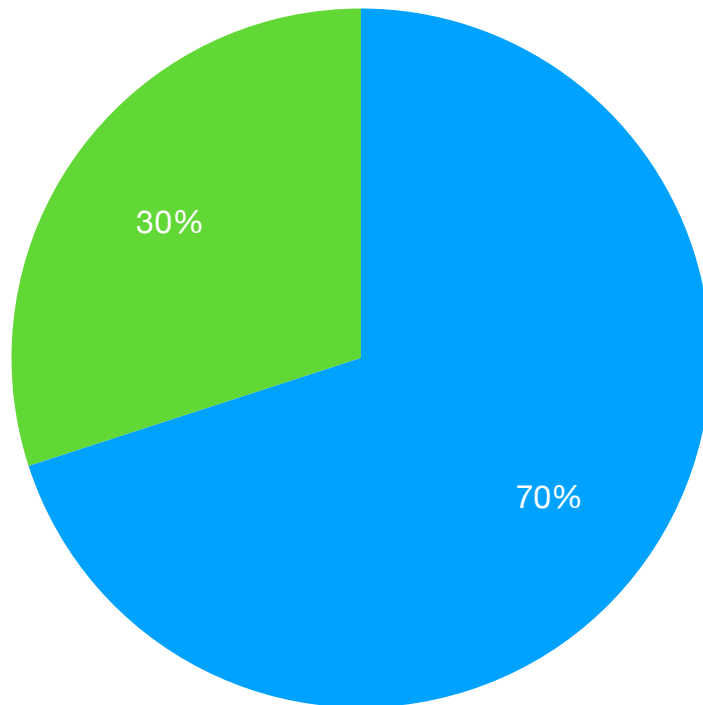
10. The college organises in-service training to enhance skills of office/non-teaching staff from time to time.

● Strongly Agree ● Agree ● No Comments ● Disagree
● Strongly Disagree



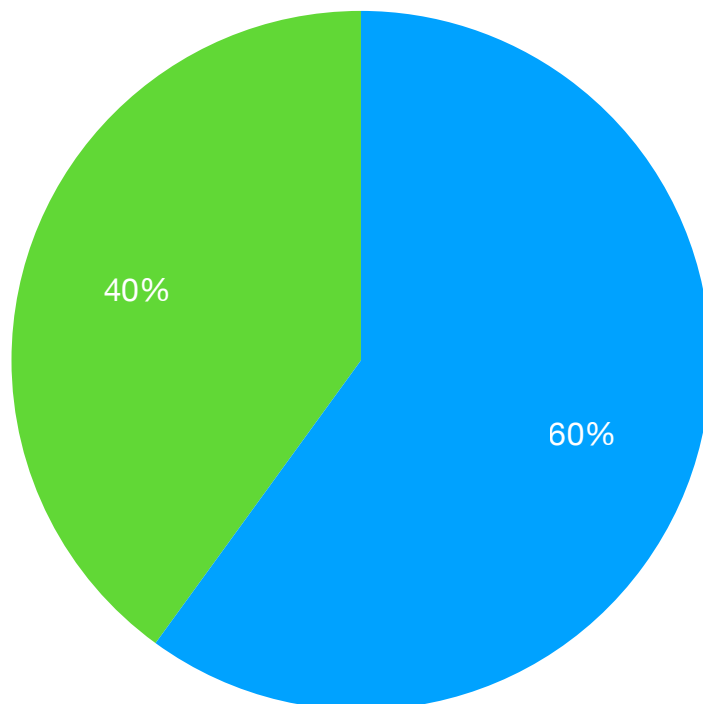
11. The grievances of the employees are settled fairly.

● Strongly Agree ● Agree ● No Comments ● Disagree ● August



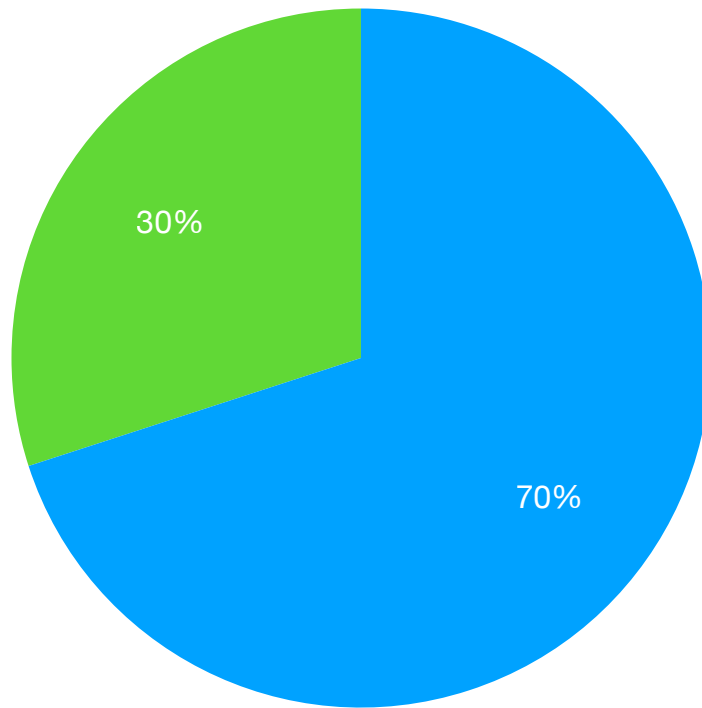
12. The college takes necessary measures for the welfare of the employees.

● Strongly Agree ● Agree ● No Comments ● Disagree
● Strongly Disagree



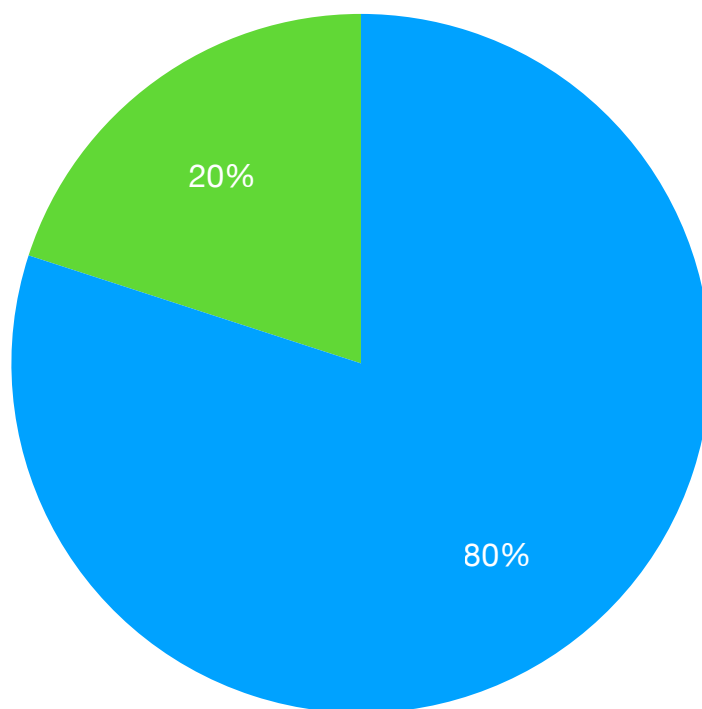
13. The college provides supports and opportunities to the employees and their family members.

● Strongly Agree ● Agree ● No Comments ● Disagree
● Strongly Disagree



14. The employees get the opportunity to contribute in the development process of the college.

● Strongly Agree ● Agree ● No Comments ● Disagree ● August



(2)

S.B. DEORAH COLLEGE

G.S. ROAD, ULUBARI

GUWAHATI- 781007

Feedback for Non-Teaching and Supporting Staff

এছ বি দেওবা মহাবিদ্যালয়

জি এছ ৰোড, উলুবাৰী

গুৱাহাটী - ০৭

কৰ্মচাৰী আৰু সহযোগী কৰ্মীসকলৰ প্ৰতিক্ৰিয়া পত্ৰ

1. Name of the Employee (কৰ্মচাৰীগৰাকীৰ নাম) *RATUL KUMAR BAYAN*
2. Designation (পদবী) *JA-Asstt.*
3. Department/Section (বিভাগ/শাখা) *Office*

Please give a rating in following level (in 5 points number scale)

তলৰ প্ৰশ্নবোৰৰ বিপৰীতে আপোনাৰ প্ৰতিক্ৰিয়া প্ৰদান কৰক (৫ পইন্ট স্কেলৰ ভিত্তিত)

| 5 | 4 | 3 | 2 | 1 |
|---------------------------------|---------------|--|-----------------------|--|
| Strongly Agree সম্পূৰ্ণ একমত | Agree একমত | No Comment কোনো মন্তব্য প্ৰদান নকৰোঁ | Disagree একমত নহয় | Strongly Disagree সম্পূৰ্ণৰূপে নাকচ কৰোঁ |

| Sl No. | Particulars | Rating |
|--------|--|--------|
| 1 | The administrative procedures followed in the college are very effective (মহাবিদ্যালয়ৰ প্ৰশাসনিক পদ্ধতি যথেষ্ট ফলপ্ৰসূ) | 5 |

| | | |
|---|---|---|
| 2 | The online procedure related to admission, payment, cashless transaction etc., introduced by the college is very effective, systematic, prompt and saves the time of the staff. (নতুন নামভর্তি, নগদবিহীন লেনদেন আদিৰ ক্ষেত্ৰত মহাবিদ্যালয়ে অনুসৰণ কৰি অহা ব্যৱস্থাসমূহ যথেষ্ট ফলপ্ৰসূ, পদ্ধতিগত আৰু ই সময় যথেষ্ট বাহি কৰে) | 5 |
| 3 | The work distribution among the employees of the office staff is fair (কাৰ্যালয়ৰ কৰ্মচাৰীৰ মাজত সঠিক ৰূপত কৰ্ম বিভাজন কৰা হৈছে) | 5 |
| 4 | Relationship between the college authority and Office staff is very good (মহাবিদ্যালয়ৰ কৰ্তৃপক্ষ আৰু কৰ্মচাৰীৰ মাজৰ সম্পৰ্ক অতি ভাল) | 5 |
| 5 | Relationship between Teaching Staff and Office staff is very good (শিক্ষক আৰু কৰ্মচাৰীৰ মাজৰ সম্পৰ্ক অতি ভাল) | 5 |
| 6 | The infrastructure available in the college to carry administrative work is very good and supportive (প্ৰশাসনিক কাম - কাজ চলাই নিবলৈ মহাবিদ্যালয়ত থকা আন্তঃগাঁথনিসমূহ যথেষ্ট ফলপ্ৰসূ) | 4 |
| 7 | Salary disbursed timely (দৰমহাৰ ধন সময়মতে আদায় দিয়া হয়) | 5 |
| 8 | Availability of safe drinking water facility (পৰিষ্কাৰ | 5 |

| | | |
|----|---|---|
| | খোৱাপানীৰ ব্যৱস্থা) | |
| 9 | Adequate furniture is provided for the non-teaching staff (কৰ্মচাৰীৰ বাবে পৰ্যাপ্ত আচৰাব যোগান ধৰা হৈছে) | 5 |
| 10 | The college organizes in-service training to enhance skills of office staff from time to time (মহাবিদ্যালয়ে কাৰ্যদক্ষতা বৃদ্ধিৰ বাবে সময়ে সময়ে প্ৰশিক্ষণ কাৰ্যসূচীৰ আয়োজন কৰি আহিছে) | 5 |
| 11 | The grievances of the employees are settled fairly (কৰ্মচাৰীসকলৰ ওজৰ - আপত্তিসমূহ সময়মতে নিষ্পত্তি কৰা হয়) | 5 |
| 12 | The college takes necessary measures for the welfare of the employees (কৰ্মচাৰীৰ কল্যাণৰ বাবে মহাবিদ্যালয়ে প্ৰয়োজনীয় পদক্ষেপ গ্ৰহণ কৰে) | 5 |
| 13 | The college provides supports and opportunities to the employees and their family members (মহাবিদ্যালয়ে কৰ্মচাৰী আৰু তেওঁলোকৰ পৰিয়ালৰ সদস্যক সমৰ্থন আৰু সুবিধা প্ৰদান কৰি আহিছে) | 5 |
| 14 | The employees get the opportunity to contribute in the development process of the college (মহাবিদ্যালয়ৰ উন্নয়নৰ প্ৰক্ৰিয়াত কৰ্মচাৰীসকলে বৰঙণি যোগাবলৈ সুবিধা পায়) | 5 |

Any Suggestions / উপদেশ (যদি আছে)

Rubayan

Signature(চহী)

PERFORMANCE APPRAISAL REPORT
FOR SELF APPRAISAL OF NON-TEACHING AND SUPPORTING STAFF

কৰ্মদক্ষতা মূল্যায়ণৰ প্ৰতিবেদন
কৰ্মচাৰী আৰু সহযোগী কৰ্মীসকলৰ বাবে

1. General Information (সাধাৰণ তথ্য)

- a. Permanent/Temporary Employee (স্থায়ী/ অস্থায়ী কৰ্মচাৰী)
- b. Name (নাম) Guna Kanta Kalita
- c. Date of Birth(জন্মৰ তাৰিখ) 01/01/1973
- d. Address (Permanent) স্থায়ী ঠিকনা
Satgaon, Bagati Nagar, Byelane-5
H.No: 91, P.O: Udayanvihar, Ghy- 781171
- e. Address (for Correspondence) যোগাযোগৰ ঠিকনা
Satgaon, Bagati Nagar, Byelane-5
H:No-91, P.O: Udayanvihar, Ghy- 781171
- f. Phone No. (দূৰভাষ নং) 98597 33613
- g. Designation (বৰ্তমান কৰ্মৰত হৈ থকা পদবী) Junior Assst.
- h. Date of Appointment (যোগদানৰ তাৰিখ) 03/08/2000.
(i) in the Institution (প্ৰতিষ্ঠানত) 03/08/2000
(ii) in the present post (বৰ্তমানৰ পদবীত) Jr. Assst. (03/08/2000)
- i. Work Experience (Total) /কৰ্ম অভিজ্ঞতা (সৰ্বমুঠ)
(This Institution+ Other Institution) 21 yrs.
(বৰ্তমানৰ প্ৰতিষ্ঠান + অন্য প্ৰতিষ্ঠান)

2. Job Profile/Nature of Job (কর্মৰ বিৱৰণ/প্রকৃতি)

Salary, Computer typing,
Keeping Records, Maintenance of files etc.

3. Academic Qualification (শিক্ষাগত অৰ্হতা) B.A (Hons in Economics)

4. Job Knowledge and skills (কর্মৰ জ্ঞান আৰু দক্ষতা)

a. Are you Computer Literate? (Yes/No) ✓

আপুনি কম্পিউটাৰ জানে নে? (জানো/ নাজানো)

b. Are you familiar with the following

(আপুনি তলত উল্লেখ কৰাৰ লগত পৰিচিত নে?)

(i) College Online Portal (Yes/No) ✓

কলেজৰ অনলাইন পৰ্টেল (হয়/নহয়)

(ii) Gauhati University Online Portal (Yes/No) ✓

গুৱাহাটী বিশ্ববিদ্যালয়ৰ অনলাইন পৰ্টেল (হয়/ নহয়)

(iii) Director, Higher Education Website (Yes/No) ✓

উচ্চ শিক্ষা সঞ্চালকালয়ৰ ৱেবছাইট (হয়/নহয়)

5. Regularity and Punctuality (ধাৰাবাহিকতা আৰু সময়ানুবর্তিতা)

(i) Average daily hours of presence in the college

প্রতিদিনে আপোনাৰ উপস্থিতিৰ গড় সময় (ঘণ্টাৰ হিচাপত) 8 hrs.

(ii) No & kinds of Leaves availed in the last year EL: - 12 days.

বিগত বৰ্ষত গ্ৰহণ কৰা ছুটিৰ পৰিমাণ আৰু প্ৰকাৰ EL: - 27/11/21 to
12/12/21

(Due to my father's death)

6. Participation in Corporate Life (প্রতিষ্ঠানত কাম - কাজত অংশগ্রহণ)

a) Administrative Contribution (প্রশাসনিক অৱদান)

✓ (i) Office Management (Maintenance of File, Keeping of Records etc.)

কাৰ্যালয় ব্যৱস্থাপনা (ফাইল, বিভিন্ন তথ্য আদিৰ হিচাপ বখা)

✓ (ii) Accounts Maintenance (জমা-খৰচৰ হিচাপ বখা) *Salary*

(iii) Infrastructure Maintenance (আন্তঃগাঁথনিৰ বক্ষণাবেক্ষণ)

(iv) Membership/Participation in various bodies and committees of the college (মহাবিদ্যালয়ৰ বিভিন্ন কমিটি আৰু গোটত অংশগ্রহণ)

b. Student Support/Detail of Participation in the following

শিক্ষার্থীৰ লগত জড়িত বিভিন্ন দিশত অংশগ্রহণ সম্বন্ধীয়

✓ (i) Admission and Readmission (নামভৰ্তি আৰু পুনৰ-নামভৰ্তি)

(ii) Scholarship (জলপানি)

✓ (iii) Examination (Internal & University)
পৰীক্ষা (আন্তঃবীণ আৰু বিশ্ববিদ্যালয়ৰ)

✓ (iv) Fees Collection (মাচুল সংগ্ৰহ)

✓ (v) Maintenance of Cleanliness (পৰিষ্কাৰ - পৰিচ্ছন্নতা বজাই বখা)

(vi) Answering Students Queries/Grievances
শিক্ষার্থীৰ সমস্যা আৰু প্ৰশ্নৰ সমাধান

C. Contribution to the Campus Life

(মহাবিদ্যালয়ৰ চৌহদৰ লগত জড়িত বিভিন্ন দিশলৈ অৱদান)

- (i) Cultural Activities (সাংস্কৃতিক কাৰ্যকলাপ)
- (ii) Games & Sports (খেল-ধেমালি)
- (iii) Hostel (হোষ্টেল)

7. Participation in Extension Work/ Community Service

মহাবিদ্যালয়ৰ বাহিৰত কোনো সামাজিক কামত জড়িত আছে নেকি?

Working as member of 'All Assam Non-teaching Staff
College Association.'

8. Membership of Professional body, if any

পেচাদাৰী সংস্থাৰ সদস্যপদ (যদি আছে) -

9. Improvement of Professional Competence:

পেচাদাৰী কৰ্মদক্ষতা বৃদ্ধিৰ বাবে পদক্ষেপ

Details Regarding attending- Workshops/Courses/Any Other (current year):

যোগদান কৰা কৰ্মশালা/ পাঠ্যক্রম/ অন্যান্য তথ্য (বৰ্তমানৰ বছৰটোত)

| Sl No. ক্রমিক নং | Course/Workshop Details পাঠ্যক্রম/ কৰ্মশালাৰ বিৱৰণ | No. of Days সৰ্বমুঠ দিন | Organisers/Sponsoring Agency আয়োজক প্ৰতিষ্ঠান | Place and Date স্থান আৰু তাৰিখ |
|------------------------|---|-------------------------------|--|--|
| 1 | Tally and MS- Office | 3 days | Parent Teachers Association | S.B Deora College. 24/2/21 to 26/2/21 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Attach Separate Sheet, if Necessary)

(প্ৰয়োজন সাপেক্ষে পৃথক কাগজ ব্যৱহাৰ কৰিব পাৰে)

10. Other Institutional Responsibilities Undertaken (গ্ৰহণ কৰা প্ৰতিষ্ঠানৰ অন্যান্য দায়িত্ব)

Sykalita
Signature (চহী)