

## MEMORANDUM OF UNDERSTANDING

AMONG

DIGBOI MAHILA MAHAVIDYALAYA, DIGBOI COLLEGE, MARGHERITA COLLEGE AND LEDO COLLEGE UNDER TINSUKIA DISTRICT OF ASSAM.

1. **Purpose:** The colleges recognize the importance of collaboration, corporation and interaction among them for the promotion of overall intellectual environment on the part of the students and teaching faculties. The purpose of this memorandum is to build up interactive foundation for the growth of cooperative and collaborative teaching learning processes with mutual effort.
2. **Scope:** This MoU is limited to cooperation only in intellectual aspects, which will be strictly for students benefit oriented. The cooperation of each of the assigned colleges in the activities to be followed under this memorandum will be deliberated and there will be no compulsion on the part of college authority for the same.
3. **Priorities:**
  - i) Student - teacher exchange programme.
  - ii) Understanding on special lecturer, deliberation, presentation etc. by the teachers and students.
  - iii) Organization of student's orientation programmes by the teaching faculties.
  - iv) Organization of literary, quiz, debate etc. competitions among the students at regular intervals.
4. **Cost:** The expenditure to be incurred in carrying out any activity under the banner of the MoU will be entirely depending on the respective college authority seeking and organizing/hosting the specific programme.
5. **Confidentiality:** The respective colleges will have complete authority, not to share any academic matter which they believe to be confidential on their part.
6. **Duration:** This MoU will remain active for a period of one academic calendar (2021-2022) year and the renewal of the same will be carried out with mutual understanding and necessary amendment if required.

The parties (College Authorities) of this MoU hereby confirm its terms and conditions by signing as follows.

Principal

Digboi Mahila Mahavidyalaya

Principal

DIGBOI MAHILA MAHAVIDYALAYA

Principal

Margherita College

Principal i/c  
Margherita College  
Margherita

Principal Principal  
DIGBOI COLLEGE  
Digboi College

Principal 18/03/2021  
Ledo College

Principal & Secretary  
Ledo College, Ledo

## MEMORANDUM OF UNDERSTANDING (MoU)

Between

**Digboi Mahila Mahavidyalaya, Digboi  
District – Tinsukia, Assam – 786171**

And

**Yogaphysique Association of Assam**

(Under the guidance of Mr. Sukhamay Nath, NIS YOGA COACH General Secretary, Vice-President Yogaphysique Federation of India and Joint Director Yogaphysique Education Board and YPFI)

### Purpose :

This MoU is made to achieve various aims and objectives relating to the benefit of the students, teachers, employees of Digboi Mahila Mahavidyalaya and society as a whole.

### Obligations of the partners :

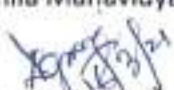
The partners acknowledge that no contractual relationship is created between them by this memorandum, but agree to work together in the true spirit of partnership to ensure that there is a common responsive understanding by means of the following services –

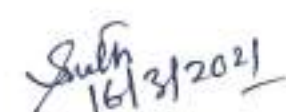
1. Awareness programme and camp on Physical, mental and spiritual activities.
2. Workshop on Yoga & meditation
3. Yoga quiz, talk etc.
4. Yoga therapy workshop.
5. Environmental awareness programme.
6. Orientation programme on YOGA in connection with Swachha Bharat.
7. Celebration of International YOGA day on 21<sup>st</sup> June.
8. Organization of YOGA competition.

This MoU is made for one year (2021-2022) and has the provision for amendment only after consideration by the two parties.

### Signatories

  
Dr. Arun Chandra Sarmah  
Principal  
Digboi Mahila Mahavidyalaya

  
Dr. Dipok Goswami  
Vice Principal  
Digboi Mahila Mahavidyalaya

  
Mr. Sukhamay Nath  
General Secretary  
Yogaphysique Association of Assam



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THIS AGREEMENT IS MADE ON THE FIFTEENTH DAY OF FEBRUARY 2020 FOR THE IMPLEMENTATION OF THE COMPUTER EDUCATION PROJECT. IN COLLABORATION WITH INSTITUTE FOR ADVANCED COMPUTER TECHNOLOGY

BETWEEN

Dr. Arun Chandra Sarmah, Principal of Digboi Mahila Mahavidyalaya, Digboi, P.O. Digboi, P.S. Digboi, Sub-Division- Margherita, in the District of Tinsukia, Assam here after called the Principal (which expression shall unless inconsistency with or repugnant to the context, include their successor, heirs assigns the legal representatives) of the ONE PART.

AND

Mr. Rizu Masi son of Samuel Masi, Centre Director of Institute for Advanced Computer Technology (Centre code: DGB201506753), R.S. area near HDFC Bank, Digboi in the District of Tinsukia, Assam, hereafter called the Institute for Advanced Computer Technology (IACT), (which expression shall unless inconsistency with or repugnant to the context include their successor, heir assigns and legal representatives) of the OTHER PART.

The terms & Conditions are as follows:-

1. College will provide one room having Desk & Furniture for installation of projects for facilitating study.
2. Electricity facility will be provided by the College.
3. Faculty and Office staff will be appointed by the IACT Center & it will pay his/her salary.
4. Syllabus preferably of Dibrugarh University course for each class will be provided by the centre and that syllabus will be only taught by the appointed faculty & the approved syllabus will be submitted.

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5. The Centre Director is authorized to make correspondence and discussion regarding computer study center.
6. There will be a staff from the center to look after student, the computer room & handle the project carefully.
7. There would be also a managing committee comprising 5 (Five) members to look after the project.
8. The college authority (Principal) will maintain the computer machine and room if required.
9. Members of the managing committee:-
  - I. The Principal of the college (To represent the committee)
  - II. Two faculty members, selected by the Principal of the college.
  - III. Head of the collaborated Centre.
  - IV. One member from IACT.
10. No objection Certificate will be issued by the Principal of the college for computer project.  
Fee will be charged from the students as applicable chosen by the syllabus of the course.

## 11. Fee Collection

I. Fee structure for the courses are as follows:-

SL NO	COURSE NAME	COURSE CODE	DURATION	ADMISSION FEES	CAUTION MONEY (Refundable)	MONTHLY INSTALLMENT	TOTAL COURSE FEES
1	ADCS	ADCS	12 MONTHS	600	200	450	6200
2	ADCA	IN-SW/003	12 MONTHS	600	200	450	6200
3	DIT	IN-SW/004	12 MONTHS	600	200	450	6200
4	DCA-T	IN-AC/010	9 MONTHS	600	200	450	4850
5	DCA	IN-SW/001	6 MONTHS	600	200	450	3500
6	BCC-T	BCC-T	6 MONTHS	600	200	500	3800
7	CCA	CCA	6 MONTHS	600	200	500	3800
8	BCC	IN-SW/002	3 MONTHS	600	200	500	2300
9	TALLY ERP (GST)	TALLY	3 MONTHS	600	200	500	2300
10	DTP (PHOTOSHOP, CORELDRAW, PAGEMAKER)	DTP	3 MONTHS	600	200	500	2300

II. College authority will have to collect fee from the students.

III. College authority will have to hand over the fees to the Centre Director in each month.

12. From the total fee collection (including admission and tuition fee) 35% to the college authority and 65% to the education IACT centre. Month wise, at equal percentage amount will be distributed.

13. Half Yearly/Yearly examinations will be conducted by IACT centre for each class.

14. On successful completion, certificates will be issued by the IACT centre to all the students of each class.

15. This agreement would be valid for 1 (one) year from the date, this agreement has been signed.

16. Renewable of this agreement will be made, based on the satisfaction of both the parties.

17. All disputes if arise will be settled at Margherita Sub-Division Jurisdiction.

*Arjun chander Suman*  
*Rzu Mas:*

18. The college authority keeps the right to terminate this agreement also during the validation.

19. The agreement is being made on 15/02/2020 at Digboi Mahila Mahavidyalaya after completely understanding the above mentioned terms and conditions by both the parties.

*Arun chandra Samroh*  
Signature with stamp

Date 15.02.2020

Principal

Digboi Mahila Mahavidyalaya  
P.O.-Digboi, Dist-<sup>Principal</sup> Tinsukia  
Assam Digboi Mahila Mahavidyalaya

Witness:

1. *Sheerjit Shil*
2. *Ratnadipta Prakashastha*
3. *Sanjib Dutta*
- 4.



Signature with stamp

Date 15.02.2020

Centre Director

Dist-Tinsukia  
Assam

## Memorandum of Understanding

This Memorandum of Understanding (MoU) is made between Digboi Mahila Mahavidyalaya and Rotary Club of Digboi here matter referred to as for the purpose of achieving various aims and objectives relating to the benefit of General and down trodden community in and around Digboi and students of various institutions in general.

AND WHEREAS Digboi Mahila Mahavidyalaya and Rotary Club desire to enter into a Memorandum of Understanding between them, seeking out the working arrangements that each of the partners understanding is necessary to complete the objectives.

### Purpose

The purpose of this MoU is to provide the team work for a future binding consent regarding to carry out some welfare activities among the students and society as a whole between Digboi Mahila Mahavidyalaya and Rotary Club, Digboi.

### Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a common visible and responsive leadership of the Project and to demonstrate commitment to the Project by means of the following services.

1. Health check up camp for general and down trodden community in and around Digboi specially for college and school going students.
2. Free eye check up camp for general and down trodden community in and around Digboi specially for college and school going students.
3. Environment Protection Programmes & Tree Plantation Projects in Digboi town and its vicinity.
4. Swacha Bharat Mission Project in Digboi and its vicinity.
5. Career Development and career counseling for school and college going students in and around Digboi.
6. Quiz, Debate, Literary competition etc for school and college going students under Tinsukia District.
7. Awareness Camp, talks for Diabetic, Hypertension, Cancer etc. with the help of resource persons.


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18/3/2021  
Principal  
Digboi Mahila Mahavidyalaya

8. Awareness Camp, talks on Agriculture, Fisheries, Animal husbandry, Self employment etc with Resource Persons.
9. Providing assistance to the people during natural or any other calamities (Flood, earth quake, fire, etc )
10. Celebration of National programs, teachers day and special programmes as and when required for.

This MoU is made for one year (2021-2022) and has the provision for ammendment only after consideration by the two parties.

### SIGNATURES

  
18/3/2021  
Dr. A.C. Sarmah,  
Prin/Secretary  
Digboi Mahila Mahavidyalaya  
**Principal**  
Digboi Mahila Mahavidyalaya

  
18.07.2021  
(S-DOWERAH)  
President  
Rotary Club of Digboi.

  
Dr. D. Goswami  
Vice Principal  
Digboi Mahila Mahavidyalaya  
VICE-PRINCIPAL  
DIGBOI MAHILA MAHAVIDYALAYA

  
18.07.21  
Secretary, (R. Borakoty)  
Rotary Club of Digboi.



## Agreement between

Entrepreneurship Development Institute of India, Guwahati and Department of HOME SCIENCE, Digboi Mahila Mahavidyalaya, Digboi [Name & address of the Programme Implementing Agency (PIA)] hereby enter into the following Agreement on 8/8/16 (Date) for conducting Faculty Development Programme (FDP).

To conduct Faculty development programmes for potential entrepreneurs of Assam, EDI, Guwahati would like to hire the professional services of Digboi Mahila Mahavidyalaya [name of PIA] an experienced organisation in entrepreneurship training which has agreed to provide professional services to EDI, Guwahati for conducting FDP at Digboi [name of the location (s)] on the following terms and conditions:

1. FDPs of two week duration are to be conducted at the locations indicated in the Action Plan. Any change in the Action Plan will have to be informed to EDI well in advance for approval.
2. Each FDP should have about 20-25 faculty members of Science & Engineering Colleges, Polytechnics & Entrepreneurship Development Organisations.
3. Inputs should be provided as per the suggested schedule placed at EDI – website (www.edindia.org).
4. Reading/reference material to be provided to the participants and the same can be downloaded from EDI – website (www.edindia.org). In case any additional material is used during the programme, a copy of the same may please be submitted to EDI.
5. An experienced trainer/member of the organization will conduct the programme.
6. Financial assistance will be made available to the PIA @ Rs. 1,50,000/- per FDP as per the budget break-up given below:

Sr. No.	Expenditure Head	Amount in Rs.
1	Training Expenses	48,750.00
2	Travel & Factory visits	15,000.00
3	Miscellaneous & contingencies	16,250.00
4	Administrative expenses	13,000.00
5	Lodging & Boarding expenses	57,000.00
	<b>Total</b>	<b>1,50,000.00</b>

20%, i.e. Rs. 1,05,000/- (Rupees One lakh five thousand only) per FDP  
with a copy of the duly signed agreement along with the Action Plan (as per

8. Statement of Programme Completion (as per Annexure - II) should be Submitted immediately (maximum one week) after completion of programme. It should be submitted separately for the each programme.
9. Second & Final instalment of 30% i.e. Rs. 45,000/- (Rupees Forty five thousand only) per FDP to be released on
- Submission of Post Programme Report (Soft Copy on CD and Hard Copy in Spiral Binding as per the Proforma placed at EDI - website)
  - Submitting Statement of Audited Expenditure (SAE) (Annexure-III)
  - Submitting Utilization Certificate (UC) (Annexure -IV)
10. All FDPs will be promoted/announced/organized under the banner of EDI, Guwahati only. At no stage (Publicity Material, Classroom Training, Reading/Reference Material, Banners and Posters etc.) no other name should appear as EDI will be utilizing your professional services only for conducting the programme(s) successfully.
11. Under any dispute or difference of opinion related to the FDP between EDI and Digbi Mahila Mahandyalaya (Name of the organisation), EDI's decision will be final and binding to the Digbi Mahila Mahandyalaya (Name of the organisation).
12. Termination of the Agreement:  
EDI will have the right to cancel the agreement with Digbi Mahila Mahandyalaya (Name of the organisation) if
- proper support is not provided by the associated organisation during the period of conducting FEDP including the follow-up phase. Under such cases Digbi Mahila Mahandyalaya (Name of the Organisation) will be liable to return the advance amount (with 18% annual interest) paid by EDI within two weeks of receiving such information from EDI;
  - it fails to fulfill any of the obligations and, after being given notice to comply with those obligation, still fails to do so or to furnish a satisfactory explanation within 30 days of sending of the letter;
  - organisation is declared bankrupt, is wound up or is the subject of any similar proceeding;
  - changes legal personality, unless an addendum acknowledging the fact is drawn up;
  - makes false or incomplete statements to obtain the professional charges provided for in the Agreement or provides reports that do not reflect reality.
  - Commits financial irregularities.
- In that event the EDI may demand full or partial repayment with 18% interest of the amounts already paid out under the agreement
13. Applicable law and competent courts:
- This Agreement shall be governed by Indian law
  - Any dispute between EDI and the associated organisation which arises from implementation of this Agreement and to which no amicable settlement could be

found shall be referred to the Indian Courts within the Jurisdiction of Ahmedabad (Gujarat)

Now in witness whereof the parties to this present have hereunto signed in their respective names and affixed their respective seal the date and the year herein above written.

Signed, Sealed and Delivered by:

*Dr. Anima Gochoi*  
**Digboi Mahila Mahavidyalaya**  
(Head-PIA)

Name : DR. ANIMA GOCHOI  
Designation : PRINCIPAL  
Address : Digboi Mahila Mahavidyalaya  
E-mail ID : digboimmv@rediffmail.com  
Mobile : 9435091735

Place and Date of signing Agreement : Digboi Mahila Mahavidyalaya  
02-08-2016

Witnesses

On the behalf of PIA

Signature: *S.Chedia*  
(Name & Address of the Witness)

Dr. Sanjita Chedia  
Dept. of Home Science  
Digboi Mahila Mahavidyalaya

Head  
Department of Home Science  
Digboi Mahila Mahavidyalaya

For



Mahavidyalaya

Witnesses

On the behalf of E.O.

*S. Chedia*  
Signature: *S. Chedia*  
(Name & Address of the Witness)





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DEED OF AGREEMENT

This DEED OF AGREEMENT is made at DIGBOI on this 16<sup>th</sup> day of February, 2018.

BETWEEN

INDIAN OIL CORPORATION LIMITED, (ASSAM OIL DIVISION), P.O. & P.S. Digboi in the District of Tinsukia, Assam, where the terms and conditions/ contexts as admitted includes its representatives, executors, successors and assignees. (Hereinafter referred as First Party)

AND

DIGBOI MAHILA MAHAVIDYALAYA, PO. & P.S. Digboi in the district of Tinsukia, Assam, where the terms and conditions/ contexts as admitted includes its representatives, executors, successors and assignees. (Hereinafter referred as Second Party).

WHEREAS

First Party, as part of its commitment to community development has been providing all assistance for promotion of education, health, vocational training and other social welfare to the communities in and around Digboi Township,

Second Party, as part of its commitment to community support has been providing all possible successful management of the Second Party, situated at GM Plot No. 941, in

the Second Party, being an educational institution, was set up in the name of Digboi Mahila Mahavidyalaya for catering to the educational needs of the girls/women in and around Digboi Township & beyond and has been rendering services for more than 35 years,

4. That the Second Party through the Principal of the College, has approached the Management of First Party and vide letter dated 11/12/2017 has requested for permission to the institution for using its adjacent and open land belonging to First Party, as playground for the students enrolled in Digboi Mahila Mahavidyalaya,
5. That currently, the subject land (specifically referred in the schedule below), is being used as Project Pipe Yard by First Party, where materials are being kept by the Project Department of the Corporation,
6. That additionally, the referred plot of land is being used by the communities in and around Digboi for organizing various Public Functions such as Book Fair, Parking of Trucks carrying idols during Durga Puja, etc. after taking due permission from the competent authority of the First Party.

**NOW IT IS HEREBY MUTUALLY AGREED** by the parties hereto as follows:

1. This Agreement shall be valid in force and binding on both Parties for a period of 5 (Five) years from the date of signing the agreement. The rights and obligations of both the parties hereto shall terminate on the date of expiry of the period of validity of this Agreement as mentioned above. At the end of the first five years from the date of signing this agreement, the agreement would have to be renewed every 3 (Three) Years.
2. If the Second Party desires to extend the period of this Agreement, it shall give a notice to First Party in writing at least 6 (six) months prior to the date of expiry of this Agreement. Any extension of the period will be based entirely on discretion of First party. The extension period must be agreed to before expiry of this Agreement.
3. Considering the humble request of the Second Party, the First Party has agreed to allow the Second Party to use the plot of scheduled land adjacent to the college premises, more specifically referred in the schedule, as playground of the college students only; the rights and title, possession, charges over the land being retained by the First Party.
4. Notwithstanding anything contained in the provisions of the agreement, the First Party reserves the right to terminate this agreement anytime with prior notice of 1 (one) month to the Second Party, whatsoever may be the reason.

**The Second Party has agreed as under to:**

1. Abide by the term and conditions stipulated and confirm to any modification or amendment to such rules and other conditions that may be prescribed by the First Party, from time to time in this regard which will be valid and binding,
2. Use the aforementioned portion of land, more specifically referred in the schedule, only as a playground of the students of the College institution. Separate permission has to be taken for any other purpose to use the subject land from the competent authority of 2nd Party,
3. Not allow to use or sublet the subject land to any third party.

Kishin Chandra

Anu chandra Samal

4. Upkeep and maintain the subject land in good condition,
5. Restrict itself to levelling the ground for making it suitable to play,
6. Not undertake any other developmental activities or erect any structure, permanent in nature.

The First Party will:

1. Arrange to barricade the entire area including the part to be temporarily used as playground by the students and the remaining area adjacent to it for safety of the students and other material kept by the Corporation on the other side of the field not adjacent to the college.

**THE SCHEDULE ABOVE REFERRED TO**  
(Description of the plot of land permitted to use as playground)

A plot of land measuring \_\_\_\_\_, covered by Dag No. 1, PP. No. 4, and Dag No. 613, PP. No. 1 situated at Digboi Township under Makum Mouza in the District Tinsukia, Assam, belongs to the First Party and is bounded as follows:

- North:** Carmel School & Digboi Mahila Mahavidyalaya  
**South:** Sunrise Club, IOCL Power Sub Station Paragdhara Chaliha Auditorium  
**East:** Digboi Pengree PWD Road, Sowmer Vidyapith HS School  
**West:** Adjacent road to Carmel School & AOD Play Ground

**IN WITNESS WHEREOF**, both the First Party and the Second Party have set their respective hands to the Deed of Agreement on the day, month and years first above mentioned.

For & On Behalf of Digboi Mahila Mahavidyalaya

For & On Behalf of IOCL (AOD), Digboi

*Annu claudia Samal*

*Kishan Das*

Principal, Digboi Mahila Mahavidyalaya  
Principal & Secretary  
Digboi Mahila Mahavidyalaya

DGM (A&W), IOCL (AOD), Digboi

WITNESSES

*Sri Dipak Goswami*

*Amartya Dey*

WITNESS NAME:

WITNESS NAME:

WITNESS ADDRESS: vice Principal,  
Digboi Mahila Mahavidyalaya,  
Digboi, Tinsukia, Assam

WITNESS ADDRESS: *Amartya Dey*  
IOCL (A&W) / Officer (A & W)  
IOCL (A&W) (uzirah), Tinsukia  
IOCL (A&W) Digboi

Annu claudia Samal

# PINGESH

REGISTER BOOK

Name: *int (Women college)*

Subject: *Register book*

Year: *2020, 2021*





February 2021

06/02/2021 (Saturday)

No	NAME	COURSE	SEM	Th	Pa	In	Out	✓	Signature
1	Swapna Newar	AACS	3rd sem		✓	10:25	11:18	✓	Swapna Newar
2	Sarmila chetry	AACS	3rd sem		✓	10:25	11:18	✓	Sarmila chetry
3	Manikha Gochain	AACS	3rd sem		✓	10:35	12:40	✓	Manikha Gochain
4	Arty Sharma	AACS	3rd sem		✓	11:28	12:00	✓	A. Sharma
5	Niha Singh	AACS	3rd sem	✓	✓	11:45	12:45	✓	Niha Singh

08/02/2021 (Monday)

1.	Ganita Sonowal	AACS	3rd sem		✓	10:35	11:46	✓	Ganita Sonowal.
2.	Arty Sharma	AACS	3rd sem	✓	✓	12:40	2:41	✓	A. Sharma

09/02/2021 (Tuesday)

1.	Niha Singh	AACS	3rd sem		✓	11:35	2:25	✓	Niha Singh
2.	Arty Sharma	AACS	3rd sem	✓	✓	12:18	1:32	✓	A. Sharma.

10/02/2021 (Wednesday)

1.	Swapna Newar	AACS	3rd sem		✓	10:40	11:54	✓	Sarmila chetry
2.	Sarmila chetry	AACS	3rd sem		✓	10:40	11:54	✓	Swapna Newar
3.	Ganita Sonowal	AACS	3rd sem		✓	10:50	11:54	✓	Ganita Sonowal.
4.	Dolisikha Gogoi	AACS	3rd sem		✓	11:00	11:54	✓	Dolisikha Gogoi

11/02/2021 (Thursday)

Absent

February 2021

12/02/2021 (Friday)

S. no	NAME	COURSE	SEM	The	Prn	In	Out	P.U. Satisfy	Sign
1.	Gronita Sonowal	ADCS	3rd Sem	✓	✓	1:07	2:16	✓	Gronita Sonowal
2.	Arty Sharma	ADCS	3rd sem	✓		1:26	2:26	✓	A. Sharma

13/02/2021 (Saturday)

1.	Arty Sharma	ADCS	3rd Sem	✓	✓	10:31	12:45	✓	A. Sharma
2.	Dalika Gogoi	ADCS	"	✓	✓	10:43	12:13	✓	Dalika Gogoi
3.	Gronita Sonowal	ADCS	"	✓	✓	10:47	12:13	✓	Gronita Sonowal
4.	Niha Singh	ADCS	"	✓	✓	11:39	12:13	✓	Niha Singh

15/02/2021 (Monday)

1.	Arty Sharma	ADCS	3rd Sem	✓	✓	10:45	11:49	✓	A. Sharma
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17/02/2021 (Wednesday)

Absent (Freshers Social)

18/02/2021 (Thursday)

1.	Niha Singh	ADCS	3rd sem	✓	✓	12:59	2:38	✓	Niha Singh
2.	Arty Sharma	ADCS	3rd sem	✓	✓	12:59	2:38	✓	A. Sharma
3.	Monika Gohain	ADCS	3rd sem	✓	✓	12:59	2:38	✓	monika gohain

19/02/2021 (Friday)

1.	Gronita Sonowal	ADCS	3rd sem	✓	✓	10:27	12:30	✓	Gronita Sonowal
2.	Monika Gohain	ADCS	3rd sem	✓	✓	10:49	12:25	✓	monika gohain

February '2021

20/02/2021 (Saturday)

Sl No	NAME	COURSE	SEM	TR	Prs	In	Out	P to Satisfy	Sign
1.	Gonita Sonowal	ADCS	3rd sem	✓	✓	10:32	12:37	✓	Gonita Sonowal.
2.	Dolisiikha Gogoi	ADCS	3rd sem	✓	✓	10:32	12:38	✓	Doli Sikha Gogoi
3.	Ashy Sharma	ADCS	3rd sem	✓	✓	10:48	11:40	✓	A. Sharma.
4.	Monikka Gohain	ADCS	3rd sem	✓	✓	10:50	12:39	✓	monikka gohain.
5.	Niha Singh	ADCS	3rd sem	✓	✓	11:05	11:38	✓	Nihasingh

A. Sharma.  
Doli Sikha Gogoi  
Gonita Sonowal.  
Niha Singh

22/02/2021 (Monday)

1.	Sarmila chetry	ADCS	3rd sem	✓	✓	11:07	11:58	✓	Sarmila chetry
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23/02/2021 (Tuesday)

1.	Sarmila chetry	ADCS	3rd sem	✓	✓	11:43	1:32	✓	Sarmila chetry
2.	Dolisiikha Gogoi	ADCS	3rd sem	✓	✓	12:29	1:31	✓	Dolisiikha Gogoi
3.	Niha Singh	ADCS	3rd sem	✓	✓	1:39	2:35	✓	Niha Singh

A. Sharma.

24/02/2021 (Wednesday)

1.	Gonita Sonowal	ADCS	3rd sem	✓	✓	10:42	12:05	✓	Gonita Sonowal.
2.	Snayna Newar	ADCS	3rd sem	✓	✓	11:11	1:06	✓	Snayna Newar.
3.	Sarmila chetry	ADCS	3rd sem	✓	✓	11:11	1:06	✓	Sarmila chetry
4.	Monikka Gohain	ADCS	3rd sem	✓	✓	11:11	1:11	✓	monikka gohain
5.	Bebika Chetia	ADCS	3rd sem	✓	✓	12:14	1:21	✓	Bebika chetia
6.	Chandralena Mahanta	ADCS	3rd sem	✓	✓	12:14	1:21	✓	Chandralena Mahanta

Niha Singh  
A. Sharma.  
monikka gohain

25/02/2021 (Thursday)

1.	Niha Singh	ADCS	3rd sem	✓	✓	1:23	2:40	✓	Niha Singh
2.	Monikka Gohain	ADCS	3rd sem	✓	✓	1:23	2:35	✓	monikka gohain

Gonita Sonowal  
monikka gohain

Feb '2021

26/02/2021 (Friday)

Sl NO	NAME	COURSE	SEM	The	Prac	In	Out	P U Satisfy	Sign
1.	Chandralekha Mahanta	ADCS	3rd Sem		✓	10:35	12:15	✓	Chandralekha Mahanta
2.	Bebika Chetia	ADCS	2nd Sem		✓	10:35	12:15	✓	Bebika Chetia
3.	Niha Singh	ADCS	3rd Sem		✓	10:35	12:15	✓	Niha Singh
4.	Gronita Sonowal	ADCS	2nd Sem		✓	10:00	12:22	✓	Gronita Sonowal

27/02/2021 (Saturday)

Closed (Silpi Divas)

(March)

01/03/2021 (Monday)

1.	Chandralekha Mahanta	ADCS	3rd Sem		✓	10:28	1:02	✓	Chandralekha Mahanta
2.	Bebika Chetia	ADCS	3rd Sem		✓	10:41	1:02	✓	Bebika Chetia

02/03/2021 (Tuesday)

1.	Dolixikha Gogoi	ADCS	2nd Sem		✓	10:59	11:52	✓	Dolixikha Gogoi
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03/02/2021 (Wednesday)

1.	Chandralekha Mahanta	ADCS	3rd Sem		✓	10:38	12:47	✓	Chandralekha Mahanta
2.	Bebika Chetia	ADCS	2nd Sem		✓	10:40	12:47	✓	Bebika Chetia
3.	Gronita Sonowal	ADCS	2nd Sem		✓	10:47	1:18	✓	Gronita Sonowal
4.	Sarmita Chetry	ADCS	3rd Sem		✓	11:45	1:18	✓	Sarmita Chetry
5.	Snopna Newar	ADCS	3rd Sem		✓	11:45	1:18	✓	Snopna Newar

March 2021

04/03/2021 (Thursday)

ST NO	NAME	COURSE	SEM	Th	Prn	In	Out	R/U satisfy	Sign
1.	Niha Singh	ADCS	3rd sem	✓		11:41	2:35	✓	Niha Singh
2.	Arty Sharma	ADCS	3rd sem	✓		12:12	2:35	✓	A. Sharma.
3.	Dolixika Gogoi	ADCS	3rd sem	✓		12:15	2:30	✓	Dolixika Gogoi

05/03/2021 (Friday)

1.	Saxmila Chetry	ADCS	3rd sem	✓		11:01	12:03	✓	Saxmila Chetry
2.	Gronita Sonowal	ADCS	3rd sem	✓		11:09	12:03	✓	Gronita Sonowal.
3.	Chandralekha Mahanta	ADCS	3rd sem	✓		11:37	1:20	✓	Chandralekha Mahanta
4.	Arty Sharma	ADCS	3rd sem	✓		12:16	1:13	✓	A. Sharma.

06/03/2021 (Saturday)

1.	Gronita Sonowal	ADCS	3rd sem	✓		12:00	12:51	✓	Gronita Sonowal.
2.	<del>Saxmila Chetry</del>								
2.	Dolixika Gogoi	ADCS	3rd sem	✓		12:00	1:24	✓	Dolixika Gogoi
3.	Arty Sharma	ADCS	3rd sem	✓		12:35	1:28	✓	A. Sharma.

08/03/2021 (Monday)

1.	Chandralekha Mahanta	ADCS	3rd sem	✓		12:13	2:00	✓	Chandralekha Mahanta
2.	Risha Gogoi	ADCS	3rd sem	✓		12:22	1:57	✓	Risha Gogoi
3.	Bobika Chelia	ADCS	3rd sem	✓		1:00	2:00	✓	Bobika Chelia
4.	Niha Singh	ADCS	3rd sem			1:10	1:20		

March '2021

09/03/2021 (Wed Tuesday)

Sl NO	NAME	COURSE	SEM	The	Acc	In	Out	U Verify	Sign
1	Bebika Chetia	ADCS	3rd Sem	✓	✓	11:35	1:30	✓	Bebika Chetia
2	Ashy Sharma	ADCS	3rd Sem	✓	✓	11:52	1:2	✓	A. Sharma
3	Nikhil Singh	ADCS	3rd Sem	✓	✓	12:07	1:35	✓	Nikhil Singh

Sl NO	NAME
1.	Swapn
2.	Sarmil
3.	Gonita

10/03/2021 (Wednesday)

1	Risha Gogoi	ADCS	3rd Sem	✓	✓	10:40	12:20	✓	Risha Gogoi
2	Bebika Chetia	ADCS	3rd Sem	✓	✓	10:58	12:55	✓	Bebika Chetia
3	Chandrasekha	ADCS	3rd Sem	✓	✓	11:00	12:55	✓	Chandrasekha
4	Mahanta		1						Mahanta
4	Gonita Sonowal	ADCS	3rd Sem	✓	✓	11:06	12:06	✓	Gonita Sonowal

1.	Gonita
2.	Sarmil
3.	Delisika
4.	Bebika
5.	Chandrasekha
	Maha

11/03/2021 (Thursday)

1.	Risha Gogoi	ADCS	3rd Sem	✓	✓	12:17	1:31	✓	Risha Gogoi
2.	Delisika Gogoi	ADCS	3rd Sem	✓	✓	12:19	1:52	✓	Delisika Gogoi

1.	Ashy S
2.	Nikhil

12/03/2021 (Friday)

1	Sarmila Chetia	ADCS	3rd Sem	✓	✓	10:30	12:20	✓	Sarmila Chetia
2	Chandrasekha	ADCS	3rd Sem	✓	✓			✓	Chandrasekha
3	Mahanta					10:39	12:40	✓	Mahanta
3	Bebika Chetia	ADCS	3rd Sem	✓	✓	11:00	1:05	✓	Bebika Chetia
4	Risha Gogoi	ADCS	3rd Sem	✓	✓	11:20	1:25	✓	Risha Gogoi

1.	Gonita
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13/03/2021 (Saturday)

1.	Sarmila Chetia	ADCS	3rd Sem	✓	✓	10:53	12:12	✓	Sarmila Chetia
2.	Gonita Sonowal	ADCS	3rd Sem	✓	✓	11:25	12:29	✓	Gonita Sonowal
3.	Delisika Gogoi	ADCS	3rd Sem	✓	✓	12:18	12:29	✓	Delisika Gogoi

1.	Gonita
2.	Delisika
3.	



March 2021

22/03/2021 (Monday) (Saturday)

SINO NAME COURSE TOPIC SEM The Pra In Out R U Sign

1.											
2.											
3.											
1.	Anty Sharma	ADCS	P. Layout Word	3rd Sem	✓	12:42	1:16	✓	A. Sharma		

23/03/2021 (Tuesday)

1.	Niha Singh	ADCS	Reference Mail - Merge	3rd Sem	✓	12:37	2:17	✓	Niha Singh		
2.	Anty Sharma	ADCS	"	"	✓	12:59	2:17	✓	A. Sharma		

31/03/2021 (Wednesday)

April 2021

01/04/2021 (Thursday)

1.	Anty Sharma	ADCS	Review View Page Layout	3rd Sem	✓	11:38	1:08	✓	A. Sharma		
2.	Niha Singh	ADCS	Review/View Bio-data	"	✓	11:38	1:08	✓	Niha Singh		

05/04/2021 (Monday) (Friday)

1.	Bebika chetia	ADCS	Word Exam	3rd Sem	✓	10:32	2:31	✓	Bebika chetia		
2.	Chandrasekha Mahanta	ADCS	Word Exam	3rd Sem	✓	10:30	2:00	✓	Chandrasekha Mahanta		
3.	Ranjana Sharma	ADCS	Windows	HS11/12	✓	12:10	2:05	✓	Ranjana Sharma		

06/04/2021 (Tuesday)

1.	Ranjana Sharma	ADCS	Windows	HS11/12	✓	10:40	1:22	✓	Ranjana Sharma		
2.	Niha Singh	ADCS	06/04/2021 Insist	3rd Sem	✓	11:22	1:22	✓	Niha Singh		
3.	<del>Anty Sharma</del>										

SINO NAME

1. Bebika Chetia
2. Chandrasekha Mahanta
3. Mahanta

1. Ranjana Sharma
2. Anty Sharma
3. Niha Singh

1. Chandrasekha Mahanta
2. Niha Singh
3. Anty Sharma
4. Bebika Chetia

1. Niha Singh
2. Anty Sharma

1. Bebika Chetia
2. Chandrasekha Mahanta
3. Niha Singh
4. Anty Sharma
5. Ranjana Sharma



April  
Peterson 2021

07/04/2021 (Wednesday)

Sl No	NAME	COURSE	TOPIC	SEM	The	Pa	In	Out	RV Satisfy	Sign
1.	Bebika Chetia	ADCS	Excel	3rd sem	✓	✓	10:49	1:10	✓	Bebika chetia
2.	Chandralekha Mohanta	ADCS	Excel	3rd sem	✓	✓	10:51	1:10	✓	Chandralekha Mohanta

08/04/2021 (Thursday)

1.	Ranjana Sharmah	ADCS	Word (From windows)	3rd sem	✓	✓	10:26	12:20pm	✓	Ranjana Sharmah
2.	Ashy Sharma	ADCS	Practices	3rd sem	✓		11:38	12:28	✓	Ashy Sharma
3.	Niha Singh	ADCS	"	3rd sem	✓		11:38	12:28	✓	Niha Singh

09/04/2021 (Friday)

1.	Chandralekha Mohanta	ADCS	Excel	3rd sem	✓		10:33	12:59	✓	Chandralekha Mohanta
2.	Niha Singh	ADCS	Practice	3rd sem	✓		11:14	1:52	✓	Niha Singh
3.	Ashy Sharma	ADCS	Practice	3rd sem	✓		11:14	1:52	✓	A. Sharma
4.	Bebika Chetia	ADCS	Excel	3rd sem	✓		11:22	12:59	✓	Bebika chetia

10/04/2021 (Saturday)

1.	Niha Singh	ADCS	Word	3rd sem	✓		11:43	12:52	✓	Niha Singh
2.	Ashy Sharma	ADCS	Practice	3rd sem	✓		11:43	12:51	✓	A. Sharma

12/04/2021 (Monday)

1.	Bebika Chetia	ADCS	Excel	3rd sem	✓		10:26	12:05	✓	Bebika chetia
2.	Chandralekha Mohanta	ADCS	Excel	3rd sem	✓		10:26	12:05	✓	Chandralekha Mohanta
3.	Niha Singh	ADCS	WORD EXAM	3rd sem	✓		10:26	1:52	✓	Niha Singh
4.	Ashy Sharma	ADCS	WORD EXAM	3rd sem	✓		10:26	1:52	✓	A. Sharma
5.	Ranjana Sharmah	ADCS	WORD	3rd sem	✓		12:20	1:55pm	✓	Ranjana Sh.

APRIL 2021

12/04/2021 (Tuesday)

Sr No	NAME	COURSE	TOPIC	The Pra	In	Out	SFM	R You Satisfy	Signz
1.	Absent								

19/04/2021 (Monday)

1.	Ashy Sharma	ADCS	MS-EXCEL	✓	12:12	1:21	3rd Sem	✓	A. Sharma
2.	Niha Singh	ADCS	MS-EXCEL	✓	12:28	1:15	3rd Sem	✓	Niha Singh

20/04/2021 (Tuesday)

1.	Ashy Sharma	ADCS	MS-EXCEL	✓	11:25	12:56	3rd Sem	✓	A. Sharma
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21/04/2021 (Wednesday)

1.

22/04/2021 (Thursday)

1.

Off Periods:

Monday - 10:30 to 11:30 - 11:30 to 12:30 - 1:30 to 2:30

Tuesday - 10:30 to 11:30 - 12:30 to 1:30 - 1:30 to 2:30

Wed - 9:30 to 10:30 - 10:30 - 11:30 - 12:30 - 1:30 - 2:30

Thurs - 9:30 to 10:30 - 11:30 to 12:30 - 12:30 - 1:30

Fri - 10:30 to 11:30 - 12:30 to 1:30 - 1:30 to 2:30

SAT - 9:30 to 10:30 - 11:30 - 12:30 - 2:30 - 3:30

ADCS  
MS-EXCEL  
ADCS