

ज्ञान - विज्ञानं विमुक्तये

National Workshop
on
PRESERVATION OF LIBRARY MATERIALS
IN NORTH-EAST INDIA

Organised by

Central Library, D.R. College, Golaghat

Sponsored by

UGC, New Delhi



Date : 9th Sept. 2017

Certificate

This is to certify that Dr./Mr./Ms. *Gitanjali Saikia*, *Melamora College*.....

has participated in the National Workshop on "Preservation of Library Materials in North-East India" organised by Central Library, Debraj Roy College, Golaghat, Sponsored by U.G.C., New Delhi held from 8th & 9th September, 2017 at Debraj Roy College, Golaghat, Assam.

(Dr. S.K. Singh)
Professor & HOD
Dept. of LIS
Gauhati University

(Mr. Nitumoni Phukan)
Convenor
Librarian
D.R. College, Golaghat

(Mr. Jinku Borkotoky)
Convenor
Asstt. Professor
D.R. College, Golaghat

(Dr. Putul Ch. Saikia)
Chairman
Principal
D.R. College, Golaghat

Principal
Melamora College
Melamora, Golaghat



Ref. no: EICT -127/2018-19/FDP/139

Electronics & ICT Academy

Supported by Ministry of Electronics and Information Technology (MeitY), Govt. of India

Indian Institute of Technology Guwahati

Certificate of Participation

This is to certify that

Mr. / Ms. *Gitanjali Saikia*
of *Melamora College*

has participated in the Faculty Development Programme on "BEHAVIORAL REMODELING AND USE OF ICT TOOLS FOR CLASSROOM DELIVERY OF TEACHERS" organised by E&ICT Academy IIT Guwahati held from 22 – 31 October, 2018 in association with Furkating College, Golaghat and support from Mantra Associates.

Ratnajit Bhattacharjee

Prof. Ratnajit Bhattacharjee
PI, E&ICT Academy
Indian Institute of Technology
Guwahati, Assam

Anjan Chowdhury

Mr. Anjan Chowdhury
Managing Director, Indian Skills Academy
Empanelled Member, E&ICT Academy
IIT Guwahati

Dr. Apurba Saikia

Dr. Apurba Saikia
Principal
Furkating College
Golaghat

Principal Melamora College Golaghat

Kandarpa Das

Mr. Kandarpa Das
Managing Director
Mantra Associates
Guwahati



UNIVERSITY GRANTS COMMISSION Human Resource Development Centre (HRDC)



ज्ञान - विज्ञान विमुक्तये
UGC
University Grants Commission

Aligarh Muslim University, Aligarh

S.N./2019-20/328

UGC Sponsored Refresher Course

This is to certify that

Dr./Mr./Ms. Gitanjali Saikia.....

Librarian.....

Melamora College, Golaghat (Assam).....

affiliated to Dibrugarh University, Dibrugarh.....

participated in the Refresher Course in Library & Information Science from 20 September 2019 to 04 October 2019 and obtained grade 'A'.....

Director

Coordinator

Principal
Melamora College
Melamora, Golaghat

Registrar/Vice-Chancellor

WEEK LONG CAPACITY BUILDING PROGRAMME

ON

" COMPUTER BASICS "



ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MRS GITANJALI SAIKIA

Librarian
Melamora College

has successfully completed the Week Long Capacity Building Programme on Computer Basics organized by Melamora College in collaboration with IQAC, Melamora College as per UGC guideline from 14th March to 21st March, 2022


24/3/2022

SANJIB KUMAR BORUAH

Principal

Melamora College

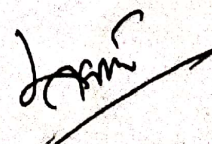
Principal

Melamora College

Melamora, Golaghat



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH

Coordinator

IQAC, Melamora College.





National Level Workshop

on

Redesigned Assessment and Accreditation Framework of NAAC



Organized by

IQAC, Joya Gogoi College, Khumtai, Golaghat, Assam

in Collaboration with


IQAC, Melamora College, Melamora, Golaghat, Assam

5th March, 2022

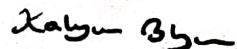
Certificate of Participation

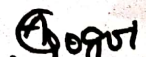
This is to certify that Dr./Mr./Ms./Mrs. Gitangali Saikia
Librarian/ Assistant Professor/ Associate Professor, Department of Library and Information Science
of Melamora College has participated in the
National Level Workshop on "Redesigned Assessment and Accreditation Framework of NAAC"
Organized by IQAC, Joya Gogoi College, Khumtai, Golaghat, Assam In Collaboration with IQAC,
Melamora College, Melamora, Golaghat, Assam.

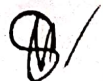
We wish him/her all success in life.


Dr. Amiya Kr. Das
(Principal)


Dr. Chandan K. Sarma
(Chairperson)


Dr. Kalyan Bhuyan
(Resource Person)


Dr. Ananta Gogoi
(Co-ordinator, IQAC)


Principal
Melamora College
Melamora, Golaghat



FURKATING COLLEGE

A NAAC Accredited College with A+ Grade (4th Cycle)

P. O: Furkating, District: Golaghat, Assam INDIA, PIN-785610

WORKSHOP

Certificate OF PARTICIPATION

This certificate is awarded to

Gitanjali Saikia

of *Melamora College* for attending a

**WORKSHOP ON TABULATION, MODERATION AND QUESTION PAPER SETTING
IN THE UNDER-GRADUATE LEVEL**

organised by Furkating College under B.Voc Programme on 7th March, 2022.

Indira Gogoi

Ms. Indira Gogoi
Nodal Officer
B. Voc Programme

Principal
Melamora College
Melamora, Golaghat

Dr. Apurba Saikia
Principal

Principal / Secretary
Furkating College
Date.....



CERTIFICATE OF PARTICIPATION

One Week Faculty Development Programme On
**RESEARCH METHODOLOGY AND ITS IMPLEMENTATION FOR
ACADEMIC UPLIFTMENT**

Date : 21-27 June, 2022

This is to certify that

Mr./Ms. GITANJALI SAIKIA Librarian..... of Melamora college.....

has participated in the One Week Faculty Development Programme On ' **RESEARCH METHODOLOGY AND ITS IMPLEMENTATION FOR ACADEMIC UPLIFTMENT** ' organised by Dept. of Assamese, Samaguri College and IQAC in collaboration with Dept. of Assamese, Mahapurusha Srimanta Sankaradeva Viswavidyalaya, (MSSV) Nagaon.

Dr. Shyamoli Doloi
HOD (i/c)
Dept. of assamese

Mahapurusha Srimanta Sankaradeva Viswavidyalaya

Jyoti Rekha Keot
Convenor

Dept. of assamese
Samaguri Collage

Principal
Melamora College
Melamora, Golaghat

Dr. Indtajit Bezbarua
PRINCIPAL
Samaguri Collage
Nagaon

WEEK LONG CAPACITY BUILDING PROGRAMME

ON

“ COMPUTER BASICS “



ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MR. KHOGEN SAIKIA

Senior Assistant
Melamora College

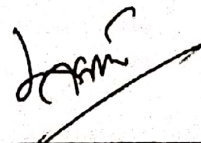
has successfully completed the Week Long Capacity Building Programme on Computer Basics organized by Melamora College in collaboration with IQAC, Melamora College as per UGC guideline from 14th March to 21st March, 2022


24/3/2022

SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.





One Day Training on Audit & Accounts of Non Teaching Staff

Organized by
IQAC

Governance and leadership Management Cell

Furkating College (B⁺⁺, 3rd Cycle)

P.O: Furkating, Dist: Golaghat (Assam)-785610

Website : www.furkatingcollege.edu.in

Date: 19th Auguste, 2019

This is to certify that Khogen Saikia of Melamora College has participated One Day Training on Audit & Accounts of Non Teaching Staff. organised by (IQAC) Governance and leadership Management Cell .

Dr. Apurba Saikia
14.8.2019
Dr. Apurba Saikia
Principal
Furkating College

Dr. Debashis Baruah
19/8/19
Dr. Debashis Baruah
Co-ordinator, IQAC

Dr. Munirul Hussain
19.8.19
Dr. Munirul Hussain
Co-ordinator
Governance and leadership
Management Cell.

Principal
Melamora College
Melamora, Golaghat





**National Level Workshop
on
Redesigned Assessment and Accreditation Framework of NAAC**

**Organized by
IQAC, Joya Gogoi College, Khumtai, Golaghat, Assam
in Collaboration with
IQAC, Melamora College, Melamora, Golaghat, Assam**

5th March, 2022

Certificate of Participation

This is to certify that Dr./Mr./Ms./Mrs Ila Bona
Librarian/ Assistant Professor/ Associate Professor, Department of Library
of Melamora College has participated in the
National Level Workshop on "Redesigned Assessment and Accreditation Framework of NAAC"
Organized by IQAC, Joya Gogoi College, Khumtai, Golaghat, Assam In Collaboration with IQAC,
Melamora College, Melamora, Golaghat, Assam.

We wish him/her all success in life.

Principal
Melamora College
Melamora, Golaghat

Dr. Amiya Kr. Das
(Principal)

Dr. Chandan Kr. Sarma
(Chairperson)

Dr. Kalyan Bhuyan
(Resource Person)

Dr. Ananta Gogoi
(Co-ordinator, IQAC)

WEEK LONG CAPACITY BUILDING PROGRAMME

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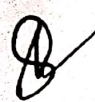
MRS ILA BORA

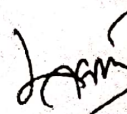
Asst. Librarian
Melamora College

has successfully completed the Week Long Capacity Building Programme on Computer Basics organized by Melamora College in collaboration with IQAC, Melamora College as per UGC guideline from 14th March to 21st March, 2022


24/3/2022

SANJIB KUMAR BORUAH
Principal
Melamora College


Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.

WEEK LONG CAPACITY BUILDING PROGRAMME

ON

" COMPUTER BASICS "



ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MR. RUDRA KANTA KEOT

Senior Assistant
Melamora College

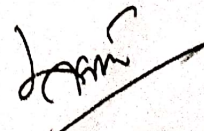
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SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.

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ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MRS JONALI DEVI

Library Assistant
Melamora College

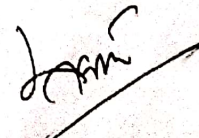
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SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.



WEEK LONG CAPACITY BUILDING PROGRAMME

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ORGANIZED BY

MELAMORA COLLEGE



IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MRS RUPLEKHA KALITA

Junior Assistant
Melamora College

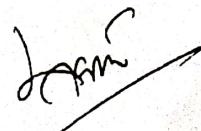
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24/3/2022

SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.



WEEK LONG CAPACITY BUILDING PROGRAMME
ON
"COMPUTER BASICS"



ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE


OF COMPLETION

This is to certify that

MR. SUJIT SAWRA

Junior Assistant
Melamora College

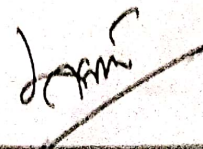
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24/3/2022

SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.



WEEK LONG CAPACITY BUILDING PROGRAMME
ON
" COMPUTER BASICS "



ORGANIZED BY
MELAMORA COLLEGE

IN COLLABORATION WITH IQAC, MELAMORA COLLEGE

CERTIFICATE

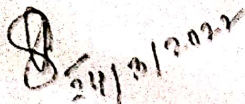
OF COMPLETION

This is to certify that

MRS JUNMONI GOGOI

Grade - IV
Melamora College

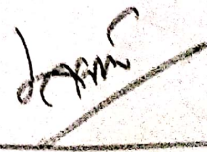
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24/3/2022

SANJIB KUMAR BORUAH
Principal
Melamora College



Principal
Melamora College
Melamora, Golaghat



LUHIT NATH
Coordinator
IQAC, Melamora College.



PERSONAL PROFILE

Name : Sri Pranab Saikia
Father Name : Sri Podmeswar Saikia
Mother Name : Mrs Hemalata Saikia
Village : Melamora Gaon
P.O. : Melamora
Dist.: Golaghat
State: Assam
Pin : 785702

ABOUT

Joined as Grade IV employee in 11 March, 2022 with 15 years' experience of participation & contribution to the college corporate life. Melamora College Appraisal & Non-Appraisal Cell awarded the Best Employee Award for the session 2019-20.

CERTIFICATE OF APPRECIATION

Best Employee of the Year Award from Teaching & Non-Teaching Appraisal Cell Melamora College.



CONTACT

📞 9401552292
 📱 7002328394
 ✉️ pranabthesaikia@gmail.com

Principal
 Melamora College
 Melamora, Golaghat

NAME : PRANAB SAIKIA

DESIGNATION : GRADE IV

OFFICE ADDRESS



Melamora College
 P.O. Melamora
 Dist. Golaghat
 State : Assam, Pin : 785702



✉️ melamoracollege1987@gmail.com
 🌐 www.melamoracollege.com

EDUCATION



- H.S.L.C. Passed 1998 Chinatolly High School
- H.S. Passed 2001 Melamora Junior College

WORK EXPERIENCE

- Join in the College 11 March, 2003.
- College Provincialized in 14 Aug, 2013.

WORK ACTIVITIES

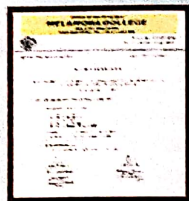
- Computer Service
- Design & Layout College "PROSPUCTUS"
- Design & Layout College E-Magazine "WISDOM"
- Design & Layout College E-Journal "ETHOS"



PARTICIPATION AND CONTRIBUTION

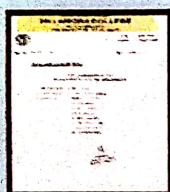
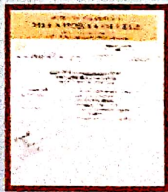
Management of E-Governance-

- Online Admission.
- Online Registration
- Online Examination.
- Online Scholarship.
- Online Finance (Treasury Bill)



Adobe Acrobat Document

Instructor -One Week Capacity Building Programme



Principal
Melamora College
Melamora, Golaghat

Activities

Member

- ★ Digital Learning Cell, Melamora College.
- ★ Website Management Committee
- ★ College Environment Cell
- ★ Welfare Committee Non-Teaching Staff Melamora College.



Adobe Acrobat Document



Adobe Acrobat Document



Adobe Acrobat Document



Adobe Acrobat Document

Office of the Principal
MELAMORA COLLEGE

VILL & P.O. MELAMORA
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : MMCI/CR/1.E/SCA.TE/2022

Date : 05/12/2022.....

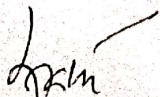
CERTIFICATE

PARTICIPATION AND CONTRIBUTION TO THE CORPORATE LIFE OF THE COLLEGE
BY MR. PRANAB SAIKIA, GRADE IV EMPLOYEE


FROM -2017 TO TILL DATE


LIST OF PARTICIPATION AND CONTRIBUTION:

1. Management of E-Governance-
 - A. Online Admission.
 - B. Online Registration
 - C. Online Examination.
 - D. Online Scholarship.
 - E. Online Finance (Treasury Bill)
2. Annual E-Magazine "WISDOM" – Design & Layout.
3. Annual E-journal "ETHOS" - Design & Layout.
4. News Letter - Design & Layout.
5. E-Prospectus Prepared.
6. One Week Capacity Building Programme – Instructor.


(Luhit Nath)
IQAC, Coordinator
Melamora College

Co-ordinator
IQAC
Melamora College
Golaghat


Principal
Melamora College
Melamora, Golaghat


(S. K. Boruah)
Principal
Melamora College.
Principal
Melamora College
Melamora Golaghat



OFFICE OF THE PRINCIPAL
MELAMORA COLLEGE

VILL & P.O.-MELAMORA
DIST.- GOLAGHAT, PIN-785702 (ASSAM)

Phone : 9435249789

Email : sanjibboruah6107@gmail.com

Ref. No*MM.C./D.L.C./2022*.....

Date: *20/7/2022*

Digital Learning Cell

Melamora College

Melamora, Golaghat, Assam-785702

1. Chairperson : Mr. Sanjib Kumar Boruah,
Principal cum Secretary
2. Nodal Officer : Mr. Biswajit Bora
Assistant Professor, Department of Political Science.
3. Member : Mrs. Aparna Hazarika
Assistant Professor, Department of Assamese.
Mr. Pranab Saikia,
Grade -IV & Computer operator of College Management System.

Approved

[Signature]
Principal
Melamora College
Melamora, Golaghat

[Signature]
Principal
Melamora College
Melamora, Golaghat

Office of the Principal
MELAMORA COLLEGE

VILL & P.O. MELAMORA
DIST. GOLAGHAT, PIN - 785 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com

Ref. No. : M.M.C./W.M.C./27.....


Date : 6/5/2019.....


WEBSITE MANAGEMENT COMMITTEE

MELAMORA COLLEGE
MELAMORA, GOLAGHAT, ASSAM-785702

1. CONVENOR : MR PROTIM SAIKIA
2. MEMBERS : MR LUHIT NATH
MR PRANAB SAIKIA

Chairperson : Principal

Approved

6/5/2019
Principal
Melamora College
Melamora, Golaghat


Principal
Melamora College
Melamora, Golaghat

OFFICE OF THE PRINCIPAL
MELAMORA COLLEGE

VILL & P.O.-MELAMORA
DIST.- GOLAGHAT, PIN-785702 (ASSAM)

Phone : 9435249789

Email : sanjibboruah6107@gmail.com

Ref. No ... MMG/ GEC/ 2022/ 07

Date: ... 8/7/2022

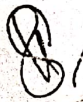
COLLEGE ENVIRONMENT CELLS

MELAMORA COLLEGE

MELAMORA, GOLAGHAT, ASSAM-785702

1. CHAIRPERSON : MR. SANJIB KUMAR BORUAH, PRINCIPAL.
2. CONVENER : MR. DIBAKAR BARMAN
ASSISTANT PROFESSOR,
DEPARTMENT OF ENGLISH
3. MEMBERS : i) ALL TEACHING, NON-TEACHING
& LIBRARY STAFF.
ii) STUDENT'S UNION & ALL STUDENTS.

Approved



Principal
Melamora College
Melamora, Golaghat



Principal
Melamora College
Melamora, Golaghat

Office of the Principal
MELAMORA COLLEGE

VILL & P.O. MELAMORA
DIST. GOLAGHAT, PIN - 786 621 (ASSAM)



Phone No. : 94352 49789

E-mail : sanjibboruah6107@gmail.com


Ref. No. : 1111/1111/2022


Date : 22/11/2022

WELFARE COMMITTEE :

**NON-TEACHING STAFF
MELAMORA COLLEGE, GOLAGHAT.**

1. CHAIRPERSON - PRINCIPAL
2. CONVENOR - RUDRA KANTA KEOT
3. MEMBERS - KHOGEN SAIKIA
SUJIT SAWRA
RUPLEKHA KALITA
ARUP SAIKIA
PRANAB SAIKIA
BUDHESWAR BORA
HERAMBA SAIKIA
JUNMONI GOGOI.


Principal
Melamora College
Melamora, Golaghat


Principal
Melamora College
Melamora, Golaghat

To.

Mr./Mrs. Pranab Saikia
Grade-IV, Melamora College.
Melamora. Golaghat, Assam.

Sub: Regarding Allotment of duties.

Sir/Madam.

With regards, I have informed you that the environment of the college has been destroyed since few months. In this regard I have also received an application from Teaching Staff. Therefore I have distributed the duties of Grade -IV employees of this College as under..

Name	Duties
✓ 1. Mr. Pranab Saikia	: Arrangement of office Room (where computer work is done) Print out all Official copies and replies against the letter from DHE, RUSA, DU, other offices and regarding college salary Bill.
2. Mr. Jiten Saikia	: Arrangement of Tea for Teaching and Non-Teaching Staff, Cleaning office rooms (Accountant's Room), opening and closing the class rooms. deal with teaching staff and official work if needed.
3. Mr. Budheswar Bora	: Arrangement of class rooms, watering, cleaning of Boundary,
4. Mr. Heramba Saikia	Maintenance of Boys' Common Room. closing the class rooms & official works in needed.
5. Mr. Arup Saikia	: Arrangement of Principal's room, opening and closing the college rooms & all official works and Principal's office works, keeping keys and locks.
6. Mrs. Junmoni Gogoi	: Arrangement of Library rooms, cleaning of Teachers' Common room and maintenance of Girls' common room.

You are cordially informed to maintain your duties regularly and sincerely from 9-15 A.M. to 4 P.M. with effect from 27/06/2022. You are also informed that you will be given exam duties during the time of exam. You are only responsible for your duty.

Thanking You.

Yours faithfully



(S. K. Boruah)

Principal
Melamora College.

PRINCIPAL
MELAMORA COLLEGE
MELAMORA, GOLAGHAT

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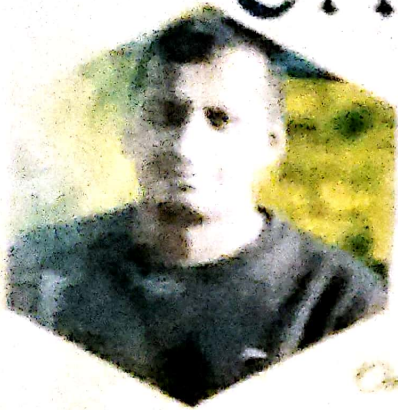
1. President, Governing Body, Melamora College.
2. Vice Principal, Melamora College.
3. Co-ordinator, IQAC Melamora College.


Principal
Melamora College
Melamora, Golaghat

Certificate of Appraisal

Best Employee Award

Sci Drouch Saikia
Grade IV



On behalf of Melamora College, I would like to extend our appreciation for the amazing work done by you in this educational institution. The endless hours that you have spent working for the information and communication technology and examination process, the entire members of our college are really impressed. As a reward, you are selected as the 'The Best Employee' for the session 2018-19. Hope that will put you in pleasure too.

We are expecting such type of endeavor from you for the overall development and popularity of the institution.

Principal
Melamora College
Melamora, Golaghat

With regards,

9/5/2019
(Mr. Sanjib Kumar Baruah)
Principal cum Chairperson
Teaching & Non-teaching Appraisal Cell
Melamora College

