



NAGAON G.N.D.G. COMMERCE COLLEGE

Panigaon, Nagaon, Assam, Pin-782003.

Estd. – 1984

Website: <https://ngndgcollege.edu.in>

Accredited by NAAC, Grade-B++, Recognized by UGC with Section 2(f) and 12(B)



Criterion 6.2.1

Strategy Development and Deployment

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

Submitted to



National Assessment and Accreditation Council
An Autonomous Institution of the University Grants Commission

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

THE ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES
now called
**The Assam Provincialised Colleges and Assam Non-Government
College Management Rules, 2001**
(as amended up-to-date)

To read along with the following Rules/OM/Letters: -

Govt. OM regarding constituting the structure of the Governing Body of the Colleges *vide* Govt. OM No. AHE.371/2017/22; dated **18/08/2017**

Govt. OM regarding the terms and condition that are added and modified regarding constituting the structure of the Governing Body of the Colleges *vide* Govt. OM No. AHE.331/2008/52; dated **05/11/2014**

Representative of non-teaching staff in GB: Govt. Order No. AHE 452/2013/6; dated **19/09/2013**

Public Representative as Special Invitee in GB: Govt. Order No. AHE 331/2008/51; dated **30/08/2013**

Changed structure of GB: OM No. AHE 331/2008/33; dated **09/07/2009**

Assam Non-Government College Management (Amendment) Rules, 2009; dated **18/06/2009**

Assam Non-Government College Management (Amendment) Rules, 2001; dated **16/10/2001**

Assam Non-Government College Management Rules, 2001; dated **15/06/2001**

Financial Transaction of Provincialised Colleges of Assam

DHE's Letter No. G(B)AC/95/2015/13, dated August 30, 2016

DHE's Letter No. G(B)AC/95/2015/6, dated September 17, 2015

DHE's Letter No. G(B)AC/95/2015/3, dated April 27, 2015

Compiled on: -

The 22nd August 2017

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In suppression of the Assam Aided College Management Rules 1976, except in respect of things done or omitted to be done before such suppression, the Governor of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely: -

1. Short title, application and commencement. —

- (1) These rules may be called the Assam Provincialised Colleges and¹ Assam Non-Government College Management Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They should be applicable to Assam Provincialised Colleges and² Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of defines Grants-in-Aid or ad-hoc Grants-in-Aid, from the State Government.

2. Definitions. —

In these rules, unless there is anything repugnant³ in the subject or context;

¹ In Rule 1(1) in the title, after the words "be called the" the words "Assam Provincialised Colleges and" be added. [Amended vide Rule 2(1) of the Assam Non-Government College Management (Amendment) Rules, **2009**]

² In Rule 1(3) after the words "be applicable to" the words "Assam Provincialised Colleges and" be added. [Amended vide Rule 2(2) of the Assam Non-Government College Management (Amendment) Rules, **2009**]

³ In the first line, for the word "repugrant", word "repugnant" shall be substituted;

- (a) “College” means a Provincialised Colleges and⁴ Non-Government College;
- (b) “Constitution” means the Constitution of India;
- (c) “Director” means the Director of Higher Education, Assam;
- (d) “Governing Body” means the body constituted under Rule 3;
- (e) “Governor” means the Governor of Assam;
- (f) “Management” means the body or group of persons administering the affairs of a ⁵ College including academic affairs as well as the affairs relating to the assets and liabilities of the ⁶ College in fair manner within the framework of established financial and administrative principles of the State Government from time to time;
- (g) “⁷ Colleges” means colleges for imparting⁸ Higher education in the post senior Secondary⁹ courses, established and situated in Assam affiliated by any Central or State University of Assam and receive the concurrence of the State Government;
- (h) “President” means the President of the Governing Body;
- (i) “State Government” means the Government of Assam;
- (j) “Secretary” means the Secretary to the Governing Body;

3. Constitution of the Governing Body¹⁰. —

- (1)¹¹ Every ¹² College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body ¹³.
- (2)¹⁴ ¹⁵Composition of the Governing Body: -
 - (i) The Governing Body shall consist of: -
 - (a) One President - who shall be an eminent person from the field of

[Amended vide Rule 2 i) of the Assam Non-Government College Management (Amendment) Rules, **2001**]

⁴ In Rule 2(a) after the words “means a” the words “Provincialised Colleges and” be added.
[Amended vide Rule 3(1) of the Assam Non-Government College Management (Amendment) Rules, **2009**]

⁵ In Rule 2(f) and Rule 2(g) the words “Non-Government” be deleted.
[Amended vide Rule **3(2)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

⁶ In Rule 2(f) and Rule **2(g)** the words “Non-Government” be deleted.
[Amended vide Rule **3(2)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

⁷ In Rule 2(f) and Rule **2(g)** the words “Non-Government” be deleted.
[Amended vide Rule **3(2)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

⁸ In clause (g) for the word “importing”, the word “imparting” shall be substituted. [Rule: 2(ii)]
[Amended vide Rule **2(ii)** of the Assam Non-Government College Management (Amendment) Rules, **2001**]

⁹ In Rule 2(g) the words “Post secondary” be substituted by the words “post senior Secondary”.
[Amended vide Rule **3(3)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹⁰ In the Principal Rules, in rule 3, in the heading for the word “Boy”, the word “Body” shall be substituted.
[Amended vide Rule **3** of the Assam Non-Government College Management (Amendment) Rules, **2001**]

¹¹ Rule 3 be numbered as 3(1).
[Amended vide Rule **4** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹² In Rule 3, the words “Non-Government” and the words “to be constituted by the Director” be deleted,
[Amended vide Rule **4** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹³ In Rule 3, the words “Non-Government” and the words “to be constituted by the Director” be deleted,
[Amended vide Rule **4** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹⁴ Rule 4 be amalgamated with Rule 3 and numbered as Rule 3(2). The number of all subsequent Rules be changed accordingly.
[Amended vide Rule **5(1)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹⁵ “Composition of the Governing Body :- (1) The Governing Body shall consist of :-
(a) One President; Governing Body”.
[Amended vide Rule **4** of the Assam Non-Government College Management (Amendment) Rules, **2001**]

Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing.¹⁶

- (b) One Secretary - the Principal of the college shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;

- (c) The Vice-Principal - Member Ex-officio;
- (d) Two Members to be nominated by the affiliating University concerned - they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University;¹⁷
- (e) Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier;¹⁸
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body:

Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.

- (g) One member from the non-teaching staff ~~to be nominated by the Principal~~ **to be elected by the non-teaching employees of the College**¹⁹ annually from the date of constitution of the Governing Body;
- (h) Except in cases where is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- (i) **Local MLA as a permanent special invitee**²⁰.

¹⁶ In Rule 4(i)(a), after the words, "one President" to be recorded in writing".
[Amended vide Rule 5(2)(a) of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹⁷ In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University".
[Amended vide Rule 5(2)(b) of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹⁸ Rule 4(i)(e) and 4(i)(f) be deleted. They may be substituted with the following rule, numbered as Rule 4(i)(e) with changes in the numbers of the subsequent clauses. "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".
[Amended vide Rule 5(2)(c) of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹⁹ As per the existing rules in Provincialised colleges, the Principals have been empowered to nominate member of non-teaching employees to the Governing Bodies. In order to make the above process more democratic the state Govt, has decided to allow the non-teaching Employees of a particular college to elect their representative to the respective G.Bs. doing away with the existing provision of nomination by the Principal.
[Govt. letter No. AHE. 452/2013/6, dated 19/09/2013]

²⁰ State Govt. has decided that the Director of Higher Education should request all the president of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.
[Govt. letter No. AHE. 331/2000/51, dated 30/08/2013]

- (2) The minimum number of members of the Governing Body shall be ten and shall not exceed ~~twelve~~ thirteen²¹.
- ~~(3) deleted~~²².
- (3) The President of Governing Bodies of Colleges shall be an eminent person from the field of Education. He shall be a non-political person. He should not have contested any election including panchayat /municipality/local bodies election or should not be an office bearer of any political party or should not have any affiliation /membership to any political party.²³
- (4) He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him any time during the term of five years for reasons to be recorded in writing.²⁴

4.²⁵ Tenure of the Governing Body. —

The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body:²⁶

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record²⁷ his views with reason thereof through a speaking order for the purpose.

5. Taking over the management of a²⁸ College. —

In the event of *miss management** of the affairs of a²⁹ College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangement for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

*[to read as mismanagement]

²¹ With the inclusion of Local MLA as a permanent special invitee the maximum number of members becomes 13.
[Govt. letter No. AHE. 331/2000/51, dated 30/08/2013]

²² Rule 4(3) be deleted.

[Amended vide Rule 5(2)(d) of the Assam Non-Government College Management (Amendment) Rules, 2009]

²³ In partial modification of this Deptt.'s earlier OM vide No.AHE.331/2008/33 dated 09-07-2009 and No.AHE.331/2008/52 dated 05-11-2014 the following terms and condition i.e. (3) and (4) are added with the approval of State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

[Govt. letter No. AHE. 371/2017/22, dated 18/08/2017]

²⁴ In partial modification of this Deptt.'s earlier OM vide No.AHE.331/2008/33 dated 09-07-2009 and No.AHE.331/2008/52 dated 05-11-2014 the following terms and condition i.e. (3) and (4) are added with the approval of State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

[Govt. letter No. AHE. 371/2017/22, dated 18/08/2017]

²⁵ Rule 4 be amalgamated with Rule 3 and numbered as Rule 3(2). The number of all subsequent Rules be changed accordingly.

[Amended vide Rule 5(1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

²⁶ In Rule 5 the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body".

[Amended vide Rule 6 (1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

²⁷ In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record".

[Amended vide Rule 6(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

²⁸ In Rules 6 & Rule 7 the words "non Government" be deleted.

[Amended vide Rule 7 of the Assam Non-Government College Management (Amendment) Rules, 2009]

²⁹ In Rules 6 & Rule 7 the words "non Government" be deleted.

[Amended vide Rule 7 of the Assam Non-Government College Management (Amendment) Rules, 2009]

6. Accountability of the Governing Body. —

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the *upkeepment** of the assets of the³⁰ College and management of its academic affairs. The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self-appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal.³¹ *[to read as upkeep]

7. Secretary of the Governing Body or report to the Director. —

The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

8. Restriction of some members to attend the Governing Body. —

No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

09. Restriction of some members to enter into contract for works of the College. —

No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

10. Disqualifications. —

Any member, who absents himself for more than 4(four) consecutive meeting of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of member of the Governing Body shall be void owing to any of the following grounds: -

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he *becomes** incapable of acting as such; *[to read as becomes]
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

11. Vacancy in the Governing Body. —

- (i) Any occurrence of vacancy in the Governing Body shall be reported by the

³⁰ In Rules 6 & Rule 7 the words "non Government" be deleted.

[Amended vide Rule 7 of the Assam Non-Government College Management (Amendment) Rules, 2009]

³¹ In the Principal Rules, in rule 7, after the existing provisions, the following shall be inserted, namely:-

"The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self-appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal".

[Amended vide Rule 5 of the Assam Non-Government College Management (Amendment) Rules, 2001]

Secretary forthwith to the appropriate authority as stated in Rule 3³² who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

- (ii) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

12. Meeting of the Governing Body. —

- (1) The Governing Body shall meet at least once in every four³³ months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- (2) A meeting of the Governing Body shall be called by the Secretary with prior³⁴ consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.
- (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of *three-fourth*** of the members present. *[to read as three-fourth]
- (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

13. Proceedings of the meeting of the Governing Body. —

- (1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.
- (2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.
- (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

14. Presiding over the meeting. —

The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to *presided*** over the meeting.³⁵ **[to read as preside]

³² In Rule 12(i) the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".

[Amended vide Rule 8 of the Assam Non-Government College Management (Amendment) Rules, 2009]

³³ In the Principal Rules, in rule 13, in sub - rule (1), in the first line, for the word "Six", the word "four" shall be substituted; [Amended vide Rule 6(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

³⁴ In the Principal Rules, in rule 13, in sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "consent", the word "Prior" shall be substituted.

[Amended vide Rule 6(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

³⁵ In the Principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely: -

"15. Presiding over the meeting - The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided over the meeting".

[Amended vide Rule 7(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

15. Quorum. —

At least seven members of the Governing Body shall form a quorum of the meeting.³⁶

16. Secretary to make correspondence. —

Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body:

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

17. Governing Body to obtain prior approval of the Director in certain matters. —

The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. Government shall be the Appellate Authority/Forum in case of grievances^{37 38}.

Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid,³⁹ the Governing Bodies are not required to send the proceeding of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

18. Duties of the Governing Body. —

In general, the following are earmarked as duties of a Governing Body in respect of Colleges: -⁴⁰

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc. to the Teaching and non-teaching staff of the College;
- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc.;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;
- (iv) to appoint persons in connection with the affairs of the College against the post

³⁶ In the Principal Rules, in rule 16, for the existing provisions, the following shall be substituted, namely:-
"16. Quorum. - At least seven members of the Governing Body shall form a quorum of the meeting."

[Amended vide Rule 8 of the Assam Non-Government College Management (Amendment) Rules, 2001]

³⁷ In the Principal Rules, in rule 18- In the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely:-"Rs. 1, 00000/- (One lakh)".
[Amended vide Rule 9(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

³⁸ In Rule 18 the words "No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs. 1,00,000/- (Rupees One Lakh) or more shall be undertaken by the Governing Body without prior approval of the Director:" be deleted and "Government shall be the Appellate Authority/Forum in case of grievances." be added.
[Amended vide Rule 9 of the Assam Non-Government College Management (Amendment) Rules, 2009]

³⁹ In the Principal Rules, in rule 18- In the Provision, in the first line, after the word "Concerned" and before the words "the Governing Bodies", the following shall be instead, namely:- "Who are not brought under deficit system of grants-in-aid".
[Amended vide Rule 9(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴⁰ In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit Grants-in-aid" be deleted.
[Amended vide Rule 10(1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

or posts so sanctioned by the State Govt, with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;⁴¹

- (v) to arrange for half-yearly internal audit for all College funds and verification of stocks, furniture and other assets;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector / Auditor of the Education Department / Director of Local Audit, Assam and the Accountant General, Assam;
- (viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend / scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College;
- (x) except scholarship money and students* union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds.⁴² *[to read as student's]
- (xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.
- (xiv) To decide on the quantum of tuition fee and any other fund to be charged from the students.⁴³

19. Grounds of suspension of Grants-in-Aid. —

Failure of submission of annual accounts, report duly signed by the President and the Secretary of Governing Body in respect of preceding financial year, may attract

⁴¹ In the Principal rules, in rule 19, in clause (iv), for the existing provisions, the following shall be substituted, namely:-
“(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt, with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies.”
[Amended vide Rule 10(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴² In the Principal rules, in rule 19, for clause (x), the following shall be substituted, namely: -“(x) except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.
[Amended vide Rule 10(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴³ The following new clause in Rule 19 be inserted as Rule 19 (xiv) :-
“(xiv). To decide on the quantum of tuition fee and any other fund to be charged from the students”.
[Amended vide Rule 10(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

stoppage of Grants-in-Aid by Director *suo-moto*, after the expiry of 30th June, every year:

Provided that on failure in respect of maintenance of a consistent academic achievement by a particular Non-Government College as a whole of a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

20. Other functions of the Governing Body. —

The Governing Body is authorised: -

- (i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned provided that there is no financial liability for Government;⁴⁴
- (ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff;
- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules;⁴⁵
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes, Examination⁴⁶ etc. and
- (vi) to ensure that all the duties regarding teaching and examination, co-curricular and extra - curricular activities are duly performed by the teachers of the college.⁴⁷

21. Submission of Annual Account: -

The Secretary of the Government Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

22. Interpretation: -

If any question arises relating to the interpretation of these Rules the decision of the State Government shall be final.

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⁴⁴ In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government".

[Amended vide Rule 11(1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁴⁵ In Rule (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

[Amended vide Rule 11(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁴⁶ In the principal Rules, in rule 21, in clause (v) in the last line, after the words "Classes" the word "Examination" shall be inserted.

[Amended vide Rule 11(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴⁷ In the principal Rules, in rule 21, after clause (v) the following new clause (vi) Shall be inserted, namely – "(iv) to ensure that all the duties regarding teaching and examination, co-curricular and extra - curricular activities are duly performed by the teachers of the college".

[Amended vide Rule 11(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

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THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

নং 118 দিশপুৰ শনিবাৰ 16 জুন 2001 26 জেঠ 1923 (শক)
No. 118 Dispur, Saturday, 16th June, 2001, 26th Jyaistha, 1923 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

No.B(2)H-94/2001/4.--In suppression of the Assam Aided College Management Rules 1976, except in respect of things done or omitted to be done before such suppression, the Governor of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely :-

1. Short title, application and commencement :-

- (1) These rules may be called the Assam Non-Government College Management Rules, 2001.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of defines Grants-in-Aid or ad-hoc Grants-in- Aid, from the State Government.

2. Definitions.— In these rules, unless there is anything repugnant in the subject or context :

- (a) "College" means a Non-Government College ;
- (b) "Constitution" means the Constitution of India ;
- (c) "Director" means the Director of Higher Education, Assam ;
- (d) "Governing Body" means the body constituted under rule 3 ;
- (e) "Governor" means the Governor of Assam ;
- (f) "Management" means the body or group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to the assets and liabilities of the Non-Government College in fair manner within the framework of established financial and administrative principles of the State Government from time to time ;
- (g) "Non-Government Colleges" means colleges for importing Higher education in the Post-secondary courses, established and situated in Assam affiliated by any Central or State University of Assam and receive the concurrence of the State Government ;
- (h) "President" means the President of the Governing Body ;
- (i) "State Government" means the Government of Assam ;
- (j) "Secretary" means the Secretary to the Governing Body ;

3. Constitution of the Governing Body :-

Every Non-Government College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body to be constituted by the Director.

4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

(a) One President ;

(b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body ;

Provided that if circumstance so demands, the Director may nominate any person from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months and beyond that period with the State Government's prior approval.

(c) The Vice-Principal-Member-Ex-Officio ;

(d) Two members to be nominated by the affiliating University concerned ;

(e) One member to be nominated by the Director from the field of Education ;

(f) One woman member to be nominated by the Director ;

(g) One member to be nominated by the Director from the Backward Classes ;

(h) Local Deputy Commissioner or his representative may be included as a member ;

(i) Other members as may be nominated by the Director in which the local member of the Legislative Assembly and the Chairman, Zila Parishad may be included ;

(j) The Governing Body shall co-opt one member from amongst the Teaching and Non-Teaching Staff of the College on the submission of three persons panel by the Principal. However, they shall have no voting right during discussion of service matters which concern them.

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.

(3) Whenever the Governing Body is constituted, the Director of Higher Education shall nominate one member to be the President of the Governing Body.

5. Tenure of the Governing Body :-

The tenure of the Governing Body shall be for a period of three years

from the date of its constitution. The term may, however, be extended for another period of two years by the Director with the prior approval of the State Government :

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may dissolve the Governing Body and constitute a fresh Governing Body thereafter recording his views with reason thereof through a speaking order for the purpose.

6. Taking over the management of a Non-Government College.--In the event of mismanagement of the affairs of a Non-Government College, the State Government may take over the control and management of the College for a period not exceeding six months, and make arrangements for the management of the college in such manner as may be considered necessary and the arrangement so made may be extended for such further period by the State Government as may be deemed necessary.

7. Accountability of the Governing Body .-- The Governing Body, constituted under Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the Non-Government College and management of its academic affairs.

8. Secretary of the Governing Body or report to the Director .-- The Secretary of the Governing Body shall be responsible to report to the Director about any deviation of financial norms and procedures or any loss of assets of the College immediately whenever it comes to his notice.

9. Restriction of some members to attend the Governing Body .-- No member of the Governing Body, being an employee of the College, shall attend any meeting of the Governing Body at which any matter relating to his pay, promotion or conduct is under discussion. But it shall be open to the President to call him for making any statement or representation on the subject but shall have to leave the meeting after doing so, when decision is to be taken.

10. Restriction of some members to enter into contract for works of the College .-- No member of a Governing Body shall enter into any contract for work, supply of materials or for any sale or purchase with the Governing Body.

11. Disqualifications .-- Any member, who absents himself for more than 4(four) consecutive meetings of the Governing Body, without informing the President, shall cease to be a member of the Governing Body and the Secretary shall report the fact to the Director for record. Further, the nomination of a member of the Governing Body shall be void owing to any of the following grounds :-

- (i) if he becomes insolvent;
- (ii) if by reasons of physical or moral turpitude he becomes incapable of acting as such;
- (iii) on death or resignation;
- (iv) on his being convicted of a criminal offence involving moral turpitude.

12. Vacancy in the Governing Body :-

- (1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.
- (2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. Meeting of the Governing Body :-

- (1) The Governing Body shall meet at least once in every six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.
- (2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7 (seven) days' notice.
- (3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.
- (4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

14. Proceedings of the meeting of the Governing Body :-

- (1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.
- (2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.
- (3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

15. Presiding over the meeting.-- All the meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting already notified and approved before-hand by the President.

16. Quorum.-- At least six members of the Governing Body, excluding the Co-opted member, shall form a quorum of the meeting.

17. Secretary to make correspondence.-- Under the direction of the Governing Body, the Secretary shall make all correspondence with the appropriate authority on behalf of the Governing Body :

Provided that no correspondence shall be made direct to the State Government, but it, however, can be addressed through the Director.

18. Governing Body to obtain prior approval of the Director in certain matters.-- The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non- teaching staff including that of the Principal of any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approved of the Director :

Provided that so far as Non-Government Colleges are concerned, the Governing Bodies are not required to send the proceedings of the meeting to the Director but it will be open for the Director to call for the proceedings if any complaint is received against the Governing Body and any direction given by the Director on it shall be final and binding on the Governing Body of the College.

19. Duties of the Governing Body :-

In general the following are earmarked as duties of a Governing Body in respect of Non-Governing Colleges receiving deficit Grants-in-Aid :-

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received as fees from the students for the academic purpose of the Colleges, including payment of salary etc.

to the Teaching and non-teaching staff of the College ;

- (ii) to arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries etc. ;
- (iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University ;
- (iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government ;
- (v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets ;
- (vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the proceeding financial year ;
- (vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam ;
- (viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned ;
- (ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College ;
- (x) on behalf of the Governing Body the Secretary shall receive and grow the grants sanctioned by the State Government and by the Government of India and University Grants Commission from

time to time ;

- (xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director ;
- (xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;
- (xiii) if any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director by the Secretary immediately.

20. Grounds of suspension of Grants-in-Aid.-- Failure of submission of annual accounts, report duly signed by the President and the secretary of Governing Body in respect of preceeding financial year, may attract stoppage of Grants-in-Aid by Director suomoto, after the expiry of 30th June, every year :

Provided that on failure in respect of maintenance of a consistent academic achievements by a particular Non-Government College as a whole or a failure to abide by the Government guidelines issued from time to time, the State Government may instruct the Director to suspend Grants-in-Aid with 30 days prior notice.

21. Other functions of the Governing Body.-- The Governing Body is authorised :-

- (i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts ;
- (ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff ;

THE ASSAM GAZETTE, EXTRAORDINARY, JUNE 16, 2001 1115

- (iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;
- (iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and
- (v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

22. Submission of Annual Account.-- The Secretary of the Government Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

23. Interpretation.-- If any question arises relating to the interpretation of these Rules, the decision of the State Government shall be final.

ANURAG BHATNAGAR,
Commissioner & Secretary to the Govt. of Assam,
Education (Higher) Department.

GOVT. OF ASSAM
EDUCATION(HIGHER) DEPARTMENT:DISPUR

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 16th Oct/2001.

NO. B(2)H 294/2000/39 The Governor of Assam is hereby pleased to make the following rules to amend the Assam Non-Government College Management Rules, 2001. hereinafter referred to as the Principal Rules, namely :-

- | | |
|-------------------------------------|---|
| Short title extent and Commencement | 1.(1) These rules may be called the Assam Non-Government College Management (Amendment) Rules, 2001.
(2) It shall have the like extent as the Principal Rules.
(3) They shall come into force on the date of their publication in the official Gazette. |
| Amendment of Rule 2 | 2. In the Principal Rules, in Rule 2
1) In the first line, for the word "repugnant", word "regugnant" shall be substituted;
ii) In clause (g) for the word "importing", the word "importing" shall be substituted. |
| Amendment of Rule 3 | 3. In the Principal Rules, in rule 3, in the heading for the word "Boy" ..the word "Body" shall be substituted. |
| Substitution of rule 4 | 4. In the Principal Rules, in rule 4, for the existing provisions,,the following shall be substituted, namely :-
" 4. Composition of the Governing Body :-
(1) The Governing Body shall consist of :-
a) One President ;
b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body.
Provided that if circumstance so demands, the Director may nominate Vice-Principal or the seniormost member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval ; |

contd. 2/-

- c) The Vice-Principal - Member- Ex-officio;
- d) Two members to be nominated by the affiliating University concerned ;
- e) Two members to be nominated by the Director from the field of education, out of which one should be from the guardians;
- f) One woman member to be nominated by the Director, provided that there is no woman member in the Governing Body;
- g) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body :

Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.

- h) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body ;
- i) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the extent, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- 2) The minimum number of members of the Governing Body shall be ten and shall not exceed twelve.
- 3) Whenever the Governing Body is constituted the Director of Higher Education shall nominate one member to be the President of the Governing Body" .

Insertion in rule 7 5. In the Principal Rules, in rule 7 ,after the existing provisions, the following shall be inserted, namely :-

" The Governing Body shall see that the teachers perform their duties in classes and examination and attend the college as per norms of the University Grants Commission. A self appraisal report regarding performance from every teacher shall be obtained annually by the Governing Body and forward the same to the Director, Higher Education for perusal " .

Amendment to Rule 13

6. In the Principal Rules, in rule 13,
i) in sub- rule (1), in the first line, for the word "six" ,the word " four" shall be substituted;
ii) In sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "consent" ,the word " prior" shall be substituted.

Substitution
of Rule 15

7. In the principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely :-

" 15. Presiding over the meeting - The ~~max~~ meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting".

Substitution
of Rule 16

3. In the principal Rules, in rule 16, for the existing provisions, the following shall be substituted, namely :-

"16. Quorum. - At least seven members of the Governing Body shall form a quorum of the meeting."

Amendment
of rule 18

9. In the principal Rules, in rule 18,-

i) in the first paragraph, for the letters, words, figure and brackets " Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely :-

" Rs. 1,00000/- (one lakh)" ;

ii) In the proviso, in the first line, after the word " concerned" and before the words " the Governing Bodies", the following shall be inserted, namely :-

" who are not brought under deficit system of grants-in-aid".

Amendment
of rule 19

10. In the principal rules, in rule 19, -

i) in clause (iv), for the existing provisions, the following shall be substituted, namely :-

"(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;"

ii) For clause (x), the following shall be substituted, namely :-

x) except scholarship money and students' Union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the

the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds".

Amendment
of Rule 21

11. In the Principal Rules, in rule 21,
- i) In clause (v) in the last line, after the words "classes" the word "Examination" shall be inserted;
 - ii) After clause (v) the following new clause vi) shall be inserted, namely -
- "(iv) to ensure that all the duties regarding teaching and examination, co-curricular and extra-curricular activities are duly performed by the teachers of the College".

Sd/-(P.C.Sharma),

Commissioner & Secy. to the Govt.
of Assam, Education Department-

Memo NO B(2)H 294/2000/39 As Dated Kakhilpara Dispur, the
16th Oct/2001.

Copy to :-

1. The Director, Assam, Govt. Press, Bamanisaidam, Guwahati -21. He is requested to publish the above notification in the next issue of Assam Gazette and to send 500 (five hundred) copies to this Deptt. after publication.
2. The Director, Higher Education, Assam, Kakhilpara, Guwahati -19.
for necessary action.

By order etc.

Sd/- illegible.

By Secretary to the Govt. of Assam,
Education (H) Deptt.



THE ASSAM GAZETTE

অসাধাৰণ
EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 179 দিশপুৰ, বুধবাৰ, 18 জুন, 2009, 28 জ্যৈষ্ঠ, 1931 (শক)

No.179 Dispur, Thursday, 18th June, 2009, 28th Jyaishta, 1931 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 18th June, 2009

No.AHE.331/2008/26. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the "Assam Non-Government College Management Rule, 2001" hereinafter referred to as the Principal Rules, namely :

- | | |
|--|---|
| 1. Short title, extent and Commencement. | 1. (1) These Rules may be called the 'Assam Non-Government College Management (Amendment) Rules, 2009.
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) They shall have extent as the Principal Rules. |
| 2. Amendment of Rule 1. | 1. In Rule 1(1) in the title, after the words "be called the" the words "Assam Provincialised Colleges and" be added.
2. In Rule 1(3) after the words "be applicable to" the words "Assam Provincialised Colleges and" be added. |
| 3. Amendment of Rule 2. | 1. In Rule 2(a) after the words "means a" the words "Provincialised College and" be added.
2. In Rule 2(f) and Rule 2(g) the words "Non-Government" be deleted.
3. In Rule 2(g) the words "Post secondary" be substituted by the words "post senior Secondary". |

4. Amendment of Rule 3. In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted, Rule 3 be numbered as 3 (1).
5. Amendment of Rule 4.
1. Rule 4 be amalgamated with Rule 3 and numbered as Rule 3 (2). The number of all subsequent Rules be changed accordingly.
 2. (a) In Rule 4 (i) (a), after the words "one President" the following words be added "who shall be an eminent person from the field of Education. He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him before five years for reasons to be recorded in writing".
 - (b) In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University".
 - (c) Rule 4 (i) (e) and 4 (i) (f) be deleted. They may be substituted with the following rule, numbered as Rule 4 (i) (c) with changes in the numbers of the subsequent clauses "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".
 - (d) Rule 4(3) be deleted.
6. Amendment of Rule 5.
1. In Rule 5 the words "The term of the Governing Body shall be for a period of three years from the date of its constitution. The term may, however, be extended for another period of two years by the Director with prior approval of the State Government" be deleted. They be substituted by the words "The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body".
 2. In Rule 5 the words "dissolve the Governing Body and constitute a fresh Governing Body thereafter recording" be deleted. They be substituted by the words "suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record".
7. Amendment of Rule 6 & 7.
- In Rules 6 & Rule 7 the words "non Government" be deleted.
8. Amendment of Rule 12.
- In Rule 12 (i) the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".
9. Amendment of Rule 18.
- In Rule 18 the words "No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching & non-teaching staff including that of the Principal or any construction works involving Rs. 1,00,000/- (Rupees One Lakh) or more shall be undertaken by the Governing Body without the prior approval of the Director" be deleted and "Government shall be the Appellate Authority/Forum in case of grievances" be added

10. Amendment of Rule 19.
1. In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit Grants-in-aid" be deleted.
 2. The following new clause in Rule 19 be inserted as Rule 19(xiv):-
" (xiv). To decide on the quantum of tuition fee and any other fund to be charged from the students'.
11. Amendment of Rule 21.
1. In rule 21 (i) the words "as well as the State Government to be obtained through the Director with regards to the inclusion of additional subjects, introduction of major course and any existing subject or opening of new faculty and creation of additional post" be deleted and the following words be added after the words "affiliating University concerned" "provided that there is no financial liability for Government."
 2. In Rule 21 (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

H. M. CAIRAE,
Principal Secretary to the Government of Assam,
Education (Higher) Department.

GOVT. OF ASSAM
HIGHER EDUCATION DEPARTMENT

No. AHE 331/2008/33

Dated 9th July, 2009

OFFICE MEMORANDUM

The Assam Non-Government College Management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009 which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure but would be a permanent body, only its members would have a tenure as laid down. The composition of the Governing Body has also been changed. The Governing Body will now consists of the following:

- (a) One President - who shall be a eminent person from the field of Education, to be appointed by the Director, Higher Education for a term of 5 (five) years.
- (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body; provided that if circumstances so demand, the Director may nominate the Vice-Principal or the senior most members from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval.
- (c) Vice-Principal – Ex-Officio Members.
- (d) Two Members to be nominated by the affiliating University concerned who shall have a tenure of 3 (three) years but would continue beyond this period till new persons are nominated by the University.
- (e) Three Members who are the guardians of the students studying in the College, one of whom shall be a lady. They shall be nominated by the Director, Higher Education and shall have a term of three years or till their wards is a student of the College, whichever is earlier.
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year. Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.
- (g) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body.
- (h) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.

In view of these amendments the Governing Body of all Provincialised and Non-Government Colleges to which these Rules apply, are dissolved with immediate effect. They shall, however, continue to discharge their functions till a new President of the Governing Body is appointed or for three months, whichever is earlier.

The members nominated by the University, elected by the teachers and non-teaching staff nominated, would continue to remain in the new Governing Body till their term is over as per these Rules.

This order will not be applicable to Colleges where there is a judicial order or contrary.

Sd./- Illegible

(H. M. Cairae)
Principal Secretary, Higher Education
Department.

No. AHE 331/2008/33 – A

Date 9th July, 2009.

Copy to :

1. Principal Secretary to Hon'ble Chief Minister, Assam
2. P.S. to Minister, Higher Education.
3. S.O. to Chief Secretary, Assam.
4. The Director, Higher Education Assam Kahilipara 200 copies of Gazette Notification are enclosed for immediate circulation amongst the Principals of Provincialised Colleges of Assam.
5. P. S. to Parliamentary Secretary, Education Deptt.

By orders etc.,

Sd./- Illegible

Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR GUWAHATI-6

No.AHE.331/2008/51

Dated Dispur the 30th August, 2013.

From : Shri R. Hazarika, ACS,
Deputy Secretary to the Govt. of Assam,
Higher Education Department

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

Sub : Strengthening of Governing Body of Provincialised College by inclusion of Public
representative as special invitee.

Sir,

You are aware that infrastructure in the Provincialised Colleges of the State have to be strengthened and augmented. You are also aware that academic environment and general administration of a College including maintenance of proper social responsibilities is a mandatory requirement of the College.

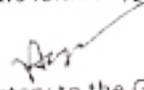
With a view to achieve these objectives, it is felt that public representatives that is the MLAs can play a very important role in this regard. The MLAs can also provide lot of financial and other assistance to the College authority from many other available and untapped sources.

In view of the above, the State Govt. has decided that the Director of Higher Education should request all the president of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

The Governing Bodies' presidents may also be requested to seek all possible assistance including financial aids wherever necessary from untapped sources and other resources within the discretion of the MLAs.

Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non-Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies with induction of public representatives as full time member.

Yours faithfully,


Deputy Secretary to the Govt. of Assam,
Higher Education Department



GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR::GUWAHATI-6

NO.AHE 452/2013/6

Dated Dispur the 19th Sept. 2013.

From : Shri R. Hazarika, ACS,
Deputy Secretary to the Govt. of Assam,
Higher Education Department

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

Sub : Representation of Non teaching staffs in Governing Bodies.

Sir,

You are aware that proper representation of all stake holders in college G.Bs are highly essential. You are also aware that academic environment and general administration of a college including maintenance of proper social responsibilities are mandatory requirements of the college.

With a view to achieve these objectives, there is a provision for nomination of Non teaching employee's representative in the college G.B.

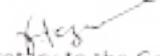
As per the existing rules in Provincialised colleges, the Principals have been empowered to nominate member of non teaching employees to the Governing Bodies.

In order to make the above process more democratic the state Govt. has decided to allow the non teaching Employees of a particular college to elect their representative to the respective G.Bs doing away with the existing provision of nomination by the principal.

You are, therefore, requested to take necessary action for an administrative order accordingly.

Further, a proposal to be sent at the earliest for amendment of the relevant rules (Assam Non- Govt. College Management Rules, 2009) for effecting the modifications in the formation of the Governing Bodies as per the above process.

Yours faithfully,


Deputy Secretary to the Govt. of Assam,
Higher Education Department

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA: GUWAHATI-781 019

Dated, Kahilipara, the 29-11-2014

No.GHE/Misc.147/2014/18

From: S/P, Jiding, Cachar District
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To: The Principal (all)
Colleges, Mahavidyalaya
P.O., District —

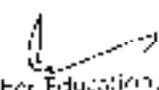
Subj: Office Memorandum.

Ref: Govt. O.M. No. AHE.351/2008/52, dated 05-11-2014.

Sir,

In having a reference to the subject cited above, I would like to forward herewith a Govt. O.M. No. AHE.351/2008/52, dated 05-11-2014 regarding constituting the structure of the Governing Bodies of colleges for taking necessary action from your end.

Yours faithfully


Director, Higher Education, Assam
Kahilipara, Guwahati-19.

Dated, Kahilipara, the 29-11-2014

Memo No.GHE/Misc.147/2014/18-A
Copy to:

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
- 2) Guard file


Director, Higher Education, Assam
Kahilipara, Guwahati-19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR GUWAHATI-6

No.AHE.331/2008/52

Dated Dispur the 5th November 2014.

OFFICE MEMORANDUM

In partial modification of the earlier O.M. No.AHE.331/2008/33 dated 09-07-2009, the following terms and condition are added and modified regarding constituting the structure of the Governing Bodies of Colleges.

Henceforth, (1) (i) Retired Principals from a College shall not be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed since his/her date of retirement.

(ii) No faculty member either retired or in service shall be considered for appointment as a President of Governing Body in the same College, unless a minimum of 5 (five) years have elapsed from the date of retirement.

(2) President of Governing Body of a College who have completed a term of 5 years shall not be considered to be nominated as President of Governing Body for the second consecutive term.

However, for any valid reason or if circumstances demand otherwise, the Director of Higher Education, Assam shall submit a proposal for relaxation of above conditions with the details to the State Govt. i.e. the Higher Education Department may consider such cases on special ground if considered necessary in interest of the College.

All other terms and conditions as laid down in the earlier Govt. O.M. No.AHE.331/2008/33 dated 09-07-2009 will remain same.

Sd/- (H. K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam,
Higher Education Department.

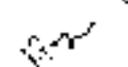
Memo No.AHE.331/2008/52-A

Dated Dispur the 5th November 2014.

Copy to :

1. Principal Secretary to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6.
2. P.S. To the Hon'ble Education Minister, Assam, Dispur, Guwahati-6
3. Addl. Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6
4. The Director of Higher Education, Assam, Kabilipara, Guwahati-19. He is directed to circulate amongst the Principal of Provenalised Colleges of Assam immediately

By order etc.;


Deputy Secretary to the Govt. of Assam,
Higher Education Department

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.**

No. G(B)AC/95/2015/13

Dated Kahilipara, the 30-08-2016

From:- Sri P. Jidung, B.A., MPhil, L.L.B., AES
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,
The Principal (All),
..... College.

Sub: Regarding financial transaction of Provincialized Colleges of Assam.

Ref: This office letter No. G(B)AC/95/2015/6, dated 17-09-2015.

Sir,

In partial modification of this office letter cited under reference, I would like to state that the Presidents of the Governing Body of Colleges are respected and leading citizens for which it would be unfair to give them signing of the Checkbook etc.

Therefore, all the Presidents of the Governing Body of Provincialized Colleges are hereby relieved from the burden of financial transaction of Colleges.

Henceforth, the matter of financial transaction would be solely operated by the Principals of all Colleges in the capacity as D.D.O.

In case of newly provincialized Colleges wherein the post of Principal is not yet to be sanctioned/ provincialized but the senior most Assistant Professor is allowed to act as D.D.O., they are allowed to act as single signatory for all proposes relating to their College.

The matter may be treated as "Most Urgent".

Yours faithfully



Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. G(B)AC/95/2015/13 -A

Dated Kahilipara, the 30-08-2016

Copy to:

- 1) The Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of the Hon'ble Minister Education, Assam.
- 3) The Treasury officer (all).
- 4) The President, Governing Body (all) Provincialized Colleges.
- 5) The ACB Branch of this Directorate.
- 6) Guard file.



Director of Higher Education, Assam
Kahilipara, Guwahati-19

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,
KAHILIPARA, GUWAHATI-19.

No G(B)AC/95/2015/5 Dated Kahilipara, the 17th September, 2015
From: Sri P. Jidung, IAS, Director of Higher Education, Assam,
Kahilipara, Guwahati-19.
To: 1) The President of Governing Body..... College
2) The Principal Assam
P.O. DISTRICT ..
Sub: Financial Transaction of Provincialized Colleges of Assam.
Ref: This office letter No G(B)AC/95/2015/3, dated 27-04-2015,
Govt. Letter No. AHE 185/2015/2, dated 23-04-2015 and
Govt. letter No AHE 185/2015/5, dated 11-08-2015.

Sr./Kladan,

With reference to the subject cited above and in continuation to this office letter G(B)AC/95/2015/3, dated 27-04-2015 and Govt. letters No. AHE 185/2015/2, dated 23-04-2015, it is clarified that in respect of those provincialized Colleges where the post of Principal is lying vacant and the Senior most Faculty member is acting as the D.D.O., financial transaction on behalf of the Principal may be carried on by the said authorized D.D.O.

It is further clarified that where the Principal of the College and Governing Body President are co-signatories in the financial matters both the President and the Principal (the DDO, where the Principal is not there) will be jointly and severally responsible and accountable for all cases of financial dealings so conducted.

You are, therefore, directed to follow the aforesaid instructions strictly with immediate effect. Otherwise, strict disciplinary actions will be initiated.

This issues on the strength of the Govt. instruction vide letter No. AHE 185/2015/5, dated 11-08-2015.

Yours faithfully


Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara, the 17th September, 2015

Memo No. G(B)AC/95/2015/6-A

Copy to:

1. The Commissioner and Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
2. P.S. to the Hon'ble Minister, Education, Assam, for the kind appraisal of the Hon'ble Minister, Education, Assam.
3. The Sr. F.A.O./O the Director, Higher Education, Assam, Kahilipara, Guwahati-19 for information.
4. All officers of this Directorate.
5. The Registrar of this Directorate.
6. All Branch Superintendents of this Directorate.
7. The Guard file


Inspector of Colleges, Assam
O/O the Director of Higher Education, Assam
Kahilipara, Guwahati-781019

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR - GUWAHATI-6

G(B) 5
12/8

No. AHE.185/2015/5

Dated August 11, 2015

From : Shri P.K. Dorthakur, IAS
Principal Secretary, Higher Education
Govt. of Assam, Dispur

To : ✓ Shri P. Jidung
Director of Higher Education, Assam
Kali Lipapra, Guwahati-19

Sub : **Financial transactions of the provincialized colleges of Assam**

Ref : 1) Your letter No. G(B)AC/95/2015/4, dated 29th April, 2015
2) Petition submitted by Assam College Principals' Council to
Hon'ble Minister, Education - dated 9-5-2015

Sir,

In inviting a reference to the above, it is clarified that in respect of those provincialized colleges where the post of Principal is lying vacant and the senior most qualified faculty member is acting as the DDO, financial transactions on behalf of the Principal may be carried on by the said authorised DDO.

It is further clarified that where the Principal of the college and CR President are co-signatories in the financial matters of the colleges, both the President and the Principal & The DDO, where the Principal is not there ~~will~~ be jointly and severally responsible and accountable for all cases of financial dealings so conducted. You may take further necessary actions on the matter accordingly.

Yours faithfully,

Principal Secretary,
Higher Education Department
Govt. of Assam

Memu No. AHE.185/2015/5-A

Dated August 11, 2015

Copy to :

- 1) PS to Hon'ble Minister, Education for kind information of Hon'ble Minister
- 2) Dr. Balendra Kr. Das, President, Assam College Principals' Council, Paschim Guwahati Mahavidyalaya, Dharapur, Guwahati - 781017

Principal Secretary,
Higher Education Department
Govt. of Assam

NS
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17/8/15

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,
KAHILPARA, GUWAHATI-19.

No. G(B)AC/95/2015/3

Dated Kahilpara, the 27th Apr/2015

From :- Shri P. Ridung, M.A. M. Phil., LL.B., A.E.S.
Director of Higher Education, Assam,
Kahilpara, Guwahati-19.

To, 1. President of Governing Body.....College.
2. The Principal.....College, Assam
P.O.....Disti.....

Sub :- Financial Transaction of Provincialised colleges of Assam.

Ref :- Govt. letter No. AHE.185/2015/2 Dtd:- 23rd April/2015.

Sir/Madam,

With reference to the subject cited above, I would like to say that all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.

You are therefore directed to follow the aforesaid instruction strictly with immediate effect.

This issues on the strength of the Govt instruction vide letter No. AHE.185/2015/2 Dtd:- 23rd April/2015 under reference.

Yours Faithfully


Director, Higher Education, Assam,
Kahilpara, Guwahati-19.

Memo No. G(B)AC/95/2015-A

Dated Kahilpara, the 27th April/2015.

Copy to :-

1. The P.S to Hon'ble Minister, Education, Assam for kind appraisal of the Hon'ble Minister.
2. The Commissioner & Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information with reference to Govt letter No. AHE.185/2015/2 Dtd:- 23/4/2015.
3. The Sr. FAO, O/o the D.H.E., Assam.
4. The Registrar, O/o the D.H.E., Assam.
5. The Asstt. Director BC of Planning Branch, O/o the D.H.E., Assam


Director, Higher Education, Assam,
Kahilpara, Guwahati-19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.371/2017/22

Dated Dispur, the 18th August, 2017.

OFFICE MEMORANDUM

In partial modification of this Deptt.'s earlier OM vide No.AHE.331/2008/33 dated 09-07-2009 and No.AHE.331/2008/52 dated 05-11-2014 the following terms and condition i.e. (3) and (4) are added with the approval of State Cabinet regarding constituting the structure of the Governing Bodies of Colleges.

- (3) the President of Governing Bodies of Colleges shall be an eminent person from the field of Education. He shall be a non-political person. He should not have contested any election including panchayat/municipality/local bodies election or should not be an office bearer of any political party or should not have any affiliation/membership to any political party.
- (4) He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him anytime during the term of five years for reasons to be recorded in writing.

All other terms and condition as laid down in the OM vide No.AHE.331/2008/33 dated 09-07-2007 & No.AHE.331/2008/52 dated 05-11-2014 will remain same.

Sd/- (Ajay Tewari)
Principal Secretary to the Govt. of Assam
Higher Education Department.

Memd No. AHE.371/2017/22-A

Dated Dispur, the 18th August, 2017.

Copy to :-

1. P. S. to Hon'ble Minister Education, Assam, Dispur, Guwahati-6.
2. P. S. to Principal Secretary, Higher Education Department, Dispur, Guwahati-6.
3. P. S. to Secretary, Higher Education Department, Dispur, Guwahati-6.
4. The Director of Higher Education, Assam, Kahilipara, Guwahati-19. He is directed to circulate amongst the Principal of Provincialised Colleges of Assam immediately.

By Order etc

Deputy Secretary to the Govt. of Assam
Higher Education Department

A.M.
upload BA
in website
Raf

21/8/17

6-2-22

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM,
KAHILIPARA, GUWAHATI-19.**

No. DHE/CE/Misc/49/2021/113

Dated Kahilipara, the 29-01-2022

From:- Sri Dharma Kanta Mili, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, ✓
The Principal (All),
.....College

Sub: Forwarding of Govt. Office Memorandum regarding selection of Assistant Professor/Librarian.

Ref: Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. AHE.239/2021/68, dated 24-01-2022 which is self explanatory and to request you to follow the Govt. Office Memorandum while selecting new incumbent for the post of Assistant Professor and Librarian of your college.

The matter may be treated as **Most Urgent**.

Yours faithfully

✓
Director of Higher Education, Assam

✓
Kahilipara, Guwahati-19.

Dated Kahilipara, the 29-01-2022

Memo No. DHE/CE/Misc/49/2021/113-A

Copy to:-

- 1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of Hon'ble Minister Education, Assam.

✓
Principal
NAGAON GMDG
COMMERCE COLLEGE
NAGAON, ASSAM

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

College Establishment
5/29-1-2022

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR:::GUWAHATI-6

162

No. AHE.239/2021/68

Dated Dispur, the 24th January 2022.

OFFICE MEMORANDUM

Subject: Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

ELIGIBILITY QUALIFICATION :

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30th June 2010).

- (i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- (ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30th June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1)
- (vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

(a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :

1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee
2. The Principal of the College
3. Head of the Department of the concerned subject of the college.


PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON, ASSAM

- (11)
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
 5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
 6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and there is no member representing these communities in the Selection Committee, the Vice-Chancellor shall nominate an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories.
- (b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

CONVERSION OF GRADE POINT INTO PERCENTAGE :

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A' Very good	4.50-5.49	65-74
'B' Good	3.50-4.49	55-64
'C' Average	2.50-3.49	45-54
'D' Below Average	1.50-2.49	35-44
'E' Poor	0.50-1.49	25-34
'F' Fail	0.049	0.24

DISTRIBUTION OF MARKS: Total 100

i) Academic Record (72 marks)

i) HSLC or equivalent examination	Maximum 9 marks
ii) HSSLC or equivalent examination	Maximum 9 marks
iii) Degree	Maximum 24 marks

Principals
 PRINCIPAL
 NAGAON GNDG
 COMMERCE COLLEGE
 NAGAON ASSAM

iv) Master Degree in the concerned subject	Maximum 30 marks
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Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				Column-5
		Column-1	Column-2	Column-3	Column-4	
1.	10 th	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12 th	85% and above=9	75% to less than 85%= 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case of SC/ ST/ OBC (non-creamy layer))/(PWD) to less than 65%=17	

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE 293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(i) Research paper/ article in the concerned subject/domain published in journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
	(ii) Research paper/article in concerned subject/domain published in impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

Barbia
 PRINCIPAL
 NAGAON GNDG
 COMMERCE COLLEGE
 NAGAON ASSAM

	relevant textbook must be approved by a competent academic authority such as University	
8.	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. Institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
EXTRA CURRICULAR ACTIVITY : 3 MARKS		
9.	NCC having 'C' certificates	1 mark
10.	Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

IV) Interaction with Selection Committee (Interview)- 3 marks.

All candidates must have proficiency in local Language.

Instruction contained in this O.M. will come into force from the date issue of the O.M.

Sd/-
(B. Nath, ACS)
Secretary to the Govt. of Assam
Higher Education Department.

Memo No. AHE.239/2021/68-A,

Dated Dispur, the 24th January, 2022.

Copy to:

1. All Vice-Chancellors of Universities of Assam.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
3. P.S. Hon'ble Minister, Education, Assam
4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
6. All Registrars of Universities of Assam.

By Order etc.

Additional Secretary to the Govt. of Assam
Higher Education Department.

PRINCIPAL
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COMMERCE COLLEGE
NAGAON - ASSAM

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAKHILIPARA, GUWAHATI

No. DHE/CE/Misc/341/2016/49

Dated. 09/02/2017

Sub Guidelines for Selection of Grade III Posts.

The Govt. in the Higher Education Department issued Guidelines for holding selection of Grade III and Grade IV Posts in 2003. After that the Colleges were provincialised and the Assam College Employees (Provincialisation) Rules, 2010 were framed. Rule 5 of the said Rules under sub-rule (5) states that the Post of lower division Assistant. Laboratory Asst., Library Asst. Shall be filled up by direct recruitment and from Laboratory bearer/library bearer/grade IV having qualifications as prescribed in the ratio of 75:25. The rules do not prescribe guidelines and educational qualifications except the selection committee.

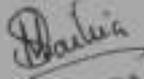
Since then many OMs have been issued by various departments. As per OM NO CNV-1262/2000/PV209 dated 6th Nov. 2012 besides notifying vacancies to local employment exchanges, open advertisement has to be made. Further there is cap on interview marks to total marks. As such the matter has been examined and the following fresh guidelines are issued for holding selection to the Post of Lower Division Assistants/Junior Assistants/Lab Asst./Library Assistant in suppression of circulars issued so far from this Directorate which are

1. DHE/CE/Misc/341/2016/42 dated 2/2/2017
2. DHE/CE/Misc/341/2016/39 dated 22/12/2016

The Colleges which, by this time has already held selections should re-advertise the posts again those already applied and participated need not apply again. This stipulation should be inserted in the advertisement.

Guidelines:

1. Age and Qualifications: The age for Grade III post Lower Division Assistant/ Laboratory Asst/ Library Assistant shall be maximum 43 Years as on the 1st day of the Year in which the advertisement is issued. The Cut off date of acquiring academic and professional qualification is the last date set out for receipt of advertisement.


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2. **Reservation:** Reservation of Post is to be indicated as per Roster of Grade III Posts in the College.
3. **Educational Qualifications:** Shall be Graduate in Arts/Science /Commerce with a diploma or Certificate Course of Computer operation of minimum three months duration. One should have the working knowledge of Assamese and English typing in words and simple Excel.
4. **Advertisement:** The vacancies shall be invariably advertised in local News Paper having wide circulation besides posting in website of Colleges preferably. Besides, the vacancies may be notified to the local employment exchange and names so received will also be entertained together with the applications so received. Candidates to be asked to apply in Standard Form.
5. **Written Examination:** There shall be a written examination consisting of the following pattern.
6. **Total Marks in Written Test only one Paper of one and half hrs. Duration-** 60 Marks
7. **Marks in Computer Test – English and Assamese Typing Simple Excel** 20 Marks

Marks for Experience of work in similar capacity in Prov. College, Govt. Departments/Provincialised Secondary Schools	5 Marks
One mark for one completed Year in Regular capacity -	5 Marks
Interview -	90 Marks
Total	

Selection Committee:

As per Rule 10 (B) the College shall constitute a Selection Committee as under:-

- | | |
|---|------------------|
| (i) President of the Governing Body | Chairman |
| (ii) Principal of the College | Member Secretary |
| (iii) One Senior most Head to the Dept of the College | Member |

Disqualification: Rule 11

No person shall be eligible for appointment

- I. Unless he is a Citizen of India
- II. If he is practicing bigamy- unless exempted
- III. No person shall be appointed who attempts to enlist support for his/her candidature by any recommendation either written or oral or by other means


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Written Test how to be conducted;

The Written test shall be a screening test. The Selection Committee may decide to call for Type Test a number of candidates not less than in the ratio of 1:20 or 20 candidates for one Post.

The syllabi for the Written Test will be of Degree level (except for Arithmetic which shall be of class X standard) which will consist of General English, General Knowledge, letter drafting, Simple Arithmetic and Knowledge of work and duties assigned to Lower Div. Assistant. Pattern of question paper (marks in each question) shall be decided by the selection committees.

The colleges will submit the following papers for approval and appointment.

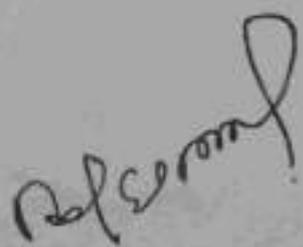
1. Approval copy
2. Advertisement copy
3. A statement of number of candidates applied/ appeared in written test/qualified/appeared in computer test/called in interview/ appeared in interview as per check list I provided below
4. Comparative statements of marks of candidates who appeared and called in the interview showing their marks secured in written test/ practical test/ interview in order of merit
5. GB Resolution
6. Selection Committee Report, Caster Certificate, Age Proof, testimonials of selected candidate .

Please ensure that the posts have been released for direct recruitment and no proposal for regularisation shall be entertained.

Check list I to be given by the Principal at the top

1. Approval No.
2. Name of Post
3. Creation /retention No.
4. Date of advertisement attach a photocopy of advertisement with date of publication in red ink
5. Date of holding written test
6. Date of publication of result
7. Date of holding type test
8. nos of candidates who applied
9. nos of candidates who appeared in written test
10. nos of candidates who were called to practical test
11. nos. of candidates who appeared in interview


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Director of Higher Education

(12)

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA, GUWAHATI-19.

No.DHE/CE/Misc/341/2016/12

Dated Kahilipara, the 29-04-2017

From:- Sri B.L. Sarma, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, The Principal (All)
..... College/Mahavidyalaya

Subject: Guideline for selection of Grade III Posts-

Ref:- Govt. letter No. AHE. 348/2017/1, dated 28th April 2017.

Sir,

Pursuant to the Govt. letter No.AHE.348/2017/1, dated 28th April 2017, the 5 (five) marks meant for Interview for selection of Grade-III posts issued vide this office Guideline No. DHE/CE/Misc/341/2016/49, dated 09-02-2016 is hereby omitted.

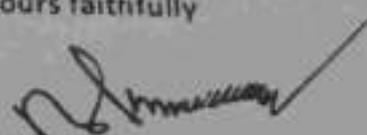
5 (five) marks for experience of work in similar capacity in provincialised Colleges/ Govt. Department/Provincialised Secondary Schools is also withdrawn. The total marks for selection of Grade-III posts shall be 100. Details as given below:-

- 1. Total marks in written test, only one paper, of one and half hrs. duration =60 marks
- 2. Marks in Computer test, English and Assamese typing (10 marks each) =20 marks
- 3. Academic
 - a. H.S.L.C. (1st Division- 5/2nd division-4/3rd division-3) Maximum =5 marks
 - b. H.S.S.L.C (1st Division- 5/2nd division-4/3rd division-3) Maximum = 5 marks
 - c. Degree (1st class-10/2nd class-7/Simple Pass-5) Maximum = 10 marks

Total = 100 marks

Please ensure that the above mentioned guideline for selection of Grade-III (directly recruitment) post is to be followed. The other terms and conditions will remain same as per guideline issued vide No. DHE/CE/Misc/341/2016/49, dated 09-02-2017.


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Yours faithfully

Director of Higher Education, Assam
Kahilipara, Guwahati-19.

- 117 (114)
- (a) the minimum essential qualification for direct recruitment to the post or posts and the age limit of candidates;
 - (b) the minimum essential experience, if any, for the post or posts;
 - (c) whether there will be written test and if so, the name of the papers and the maximum marks, for each paper;
 - (d) whether there will be typing test and if so, the maximum marks of the typing test; and
 - (e) whether there will be interview and if so, the maximum marks for the interview.

NOTIFICATION

**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (B) DEPARTMENT
DISPUR : GUWAHATI-6**

No.GAG(B) 199/2008/5, dated the 30th January, 2009

Sub. : Regarding minimum educational qualifications for different posts of Grade-IV in the amalgamated establishment of Deputy Commissioners.

Sir, I am directed to say that as per Rule 5(3) of the Assam Public Services (Direct Recruitment to Class-III and Class IV posts) Rules, 1997 published *vide* Notification No. 28/97/10 dated 01/08/97, the Govt. of Assam in General Administration Department prescribe the minimum educational qualifications for different posts of Grade-IV under the amalgamated establishment of Deputy Commissioners is as follows:-

1. All Grade-IV posts except Sweeper and Mali - Class-VIII passed.
2. For the posts of Sweeper and Mali - Class-IV passed.

Kindly take follow up action accordingly.

6. Selection procedure- (1) The Selection shall be made by the above mentioned Selection Committee.

(2) The Selection shall be made on the basis of merit by taking into account the performance in the written test, typing test and interview with reference to the mode of Selection as laid down by the Government instruction issued by the Administrative department under the provision of sub-rule (3) of the Rule 5 with due regard to the reservation for the Scheduled Caste, Scheduled Tribes (Plains), Scheduled Tribes (Hills), OBC/MOBC etc., as per the provisions of the Assam Scheduled Caste and Scheduled Tribes [Reservation of Vacancies in Services and Posts] Act, 1978 and the Rules framed there-under and the Government instruction.

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অসম  ৰাজপত্ৰ
सत्यमेव जयते
THE ASSAM GAZETTE

অসাধাৰণ
EXTRAORDINARY
প্ৰাপ্ত কৰ্তৃপ্তৰ দ্বাৰা প্ৰকাশিত
PUBLISHED BY THE AUTHORITY

নং 339 ডি.সু.ৱ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আনু.ৱ, 1932 (সক)
No. 339 Dispur, Monday, 22nd November, 2010, 1st Anubayana, 1932 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
EDUCATION (HIGHER) DEPARTMENT, DISPUR

NOTIFICATION

The 15th November, 2010

No. B(2)H.12/2003/Pt-II/113 : - In exercise of Powers conferred under sub-section (1) of Section 12 of the Assam College Employees (Provincialisation) Act, 2005 (Assam Act, No. XLVI of 2005), the Governor of Assam is hereby pleased to make the following Rules for carrying out the purposes of the said Act, namely :-

Short title,
extent and
commencement

1. (1) These Rules may be called the "Assam College Employees (Provincialisation) Rules 2010".
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) They shall extend to the areas to which the Act applies.

Definitions

2. In these Rules unless the context otherwise requires,
(a) "Constitution" means the "Constitution of India";
(b) "Governor" means the "Governor of Assam";
(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);
(d) "Board" means the "State Selection Board";
(e) "Selection Committee" means the Selection Committee Constituted under these Rules.
(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.
(g) "Director" means the Director of Higher Education, Assam";
(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act No. 3 of 1956).

Class and Cadre. 3.

Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges.


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- Strength of Service. 4. The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.
- Method of Recruitment. 5. Recruitment shall be made in the manner prescribed hereinafter;
- (1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.
 - (2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.
 - (3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.
 - (4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.
 - (5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.
 - (6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.
 - (7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.
- Assessment of Vacancies. 6. Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;
- Direct Recruitment. 7. (a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;
- (b) The Director shall communicate his orders within thirty days;
- (c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;
- (d) All fresh appointments shall be made on receipt of police verification report.
- Age Limit and Qualification. 8. The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.
- General Procedure for Promotion. 9. (i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;
- (a) The number of vacancies with reservations;

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 NAGAON ASSAM

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;
- (v) The Select list shall remain valid for 12 months;
- (vi) The promotion shall be in according with the list prepared by the Departmental Promotion Committee;

Selection
Committee/
Departmental
Promotion
Committee.

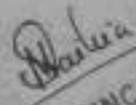
10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Head of Department (Concerned) - Member
 - (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
 - (iv) Secretary of the Governing Body - Member Secretary.
 - (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;
- Two third majority will constitute the quorum with mandatory presence of University expert nominee;
- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Secretary of the Governing Body - Member Secretary
 - (iii) Two heads of Department to be nominated by the President, Governing Body. - Member
- (C) Departmental Promotion Committee for all posts shall consists of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Principal of the College - Member Secretary
 - (iii) One senior most Head of the Department of the College. - Member

Disqualification II. No person shall be eligible for appointment :-

- (a) Unless he is a citizen of India, and ;
- (b) If he/she is practicing bigamy Provided that Government may, if it is satisfied that there are special grounds for doing so exempt any person from the operation of this Rule ;
- (c) No person who attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

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NAGAON ASSAM

- Reservation** 12. In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a separate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre separately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules.
- Probation & Confirmation.** 13. Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed.
- Training** 14. A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe.
- Discipline & Appeal** 15. All employees of the Assam Provincialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder.
- Scale of Pay** 16. All appointment shall be made in the time scale of pay as may be prescribed by the Government from time to time.
- Seniority** 17. (a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fifteen) days from the date of receipt of the appointment order or within the extended period not exceeding three months;
 Provided that if a candidate is prevented from joining within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;
 (b) If two persons are appointed on the recommendation of the selection committee in different batches, then the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch;
 (c) If two or more persons are bracketed in the merit list by the selection committee, the inter-se-seniority of these persons shall be determined according to the date of birth;
 (d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.
- Gradation List** 18. The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee.
- Transfer** 19. There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a situation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.
- Maintenance of Registers and Records.** 20. The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees.
- GPF and Pension.** 21. (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave, TA etc. will be applicable in case of Provincialised College Employees.


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(ii) The existing employees shall be governed by the existing pension Rules of the Government;

Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;

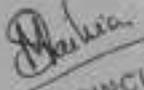
(iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calendar year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;

(iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;

(v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;

(vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;

- | | | |
|--|-----|---|
| Leave | 22. | The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees. |
| Lien/deputation and Study Leave. | 23. | Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case. |
| No Objection Certificate for Higher Studies and applying for jobs. | 24. | The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs. |
| Authority for acceptance of Resignation/ Voluntary Retirement. | 25. | The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement. |
| A.C.R. | 26. | The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority. |
| Residual power of Appointing Authority | 27. | The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms. |


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H. M. CAIRAE,
 Additional Chief Secretary to the Government of Assam,
 Education (Higher) Department, Dispur, Guwahati-6.



Eligibility for Admission:

B.Com: Candidates who pass H.S.(10+2) Examination in Science / Arts / Commerce under AHSEC / CBSE with at least 45% (For General / OBC / MOBC) and 40% for (SC / ST / STH) are eligible to apply.

Admission to the college is strictly on the basis of merit. But there is reservation for candidates belonging to S.C/ S.T/ PWD / OBC / MOBC Categories as per Govt. rules.

The candidates selected for Degree Course must get themselves admitted on the very day of the interview. Failure to turn up at the interview will forfeit the claim for admission. The date of commencement of the new classes is announced after the admission.

M.Com.: Students who qualify in the Common Entrance Test conducted by GU only can apply for M.Com Regular Courses.

BBA: Candidates who pass HS (10+2) Examination in Arts, Science or Commerce under AHSEC or from any other Board or Council recognized by Gauhati University securing at least 45% marks or who pass the 3 years diploma course in Engineering recognized by the G.U with at least 45% are eligible to apply.

B.Sc.: Candidates securing 45% and above marks secured in H.S. (10+2) Exam in Science under AHSEC / CBSE can apply.

NUMBER OF SEATS AVAILABLE:

B.Com. 1st Sem. (Honours) : 350

M.Com (Honours) : 60

B.B.A : 25

B.Sc. 1st Sem. (Honours) : 115

Physics-25, Chemistry-20, Botany-20, Zoology-20, Mathematics-30

Students desirous to take up Honours will be allowed to give three choices of subjects according to their preference and seats will be allotted accordingly. If the seats of a particular subject are filled-up then Honours will be allotted in the subjects of 2nd or 3rd preference as given by the student.

Examinations:

- All the internal and sessional examinations and assignments are a part of the university examinations and are conducted according to university guidelines. 75% attendance is compulsory to qualify in the sessional examination.
- Any student who fails to submit assignments or does not sit for sessional exams in any paper will not pass the university examination and will be considered as arrear in the concerned subject.

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বিদ্যায় সাধয়েত
মূল মন্ত্র
অবিজ্ঞো ভক্তি লক্ষ্যঃ
অদর্শং কৃৎসিকমপি।
অদ্বন্দ্ব বাজসেবারাম
ভিজয়ং নৈব নৈব চ।



নগাঁও
গোপীনাথ
দেব গোস্বামী
বাণিজ্য
মহাবিদ্যালয়
ইপিএ ১৯৬৪ স।



Affiliated to Gauhati University
NAAC B++ Accredited

Nagaon Gopinath Dev Goswami COMMERCE COLLEGE



NAGAON GNDG COMMERCE COLLEGE

DECENTRALIZATION and PARTICIPATIVE MANAGEMENT

DIRECTOR OF HIGHER EDUCATION, GOVT. OF ASSAM

A. NAGAON GNDG COMMERCE COLLEGE GOVERNING BODY

PRESIDENT - GB

Secretary (Principal)

MLA (Sp. Invitee)

Vice Principal

**Representative
Gauhati University**

**Representative
Gauhati University**

**Guardian
Member-
1**

**Guardian
Member-
2**

**Guardian
Member
(Women-3**

**Teaching
Staff-1**

**Teaching
Staff-2**

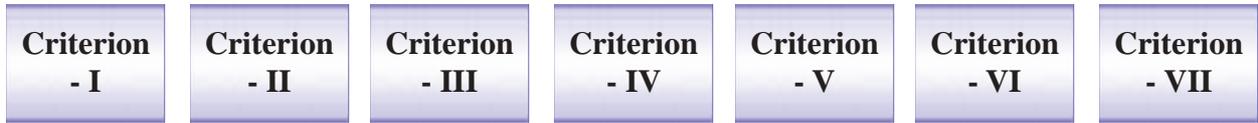
**Member
(Lib-1)**

**Non-
Teaching
Staff-1**

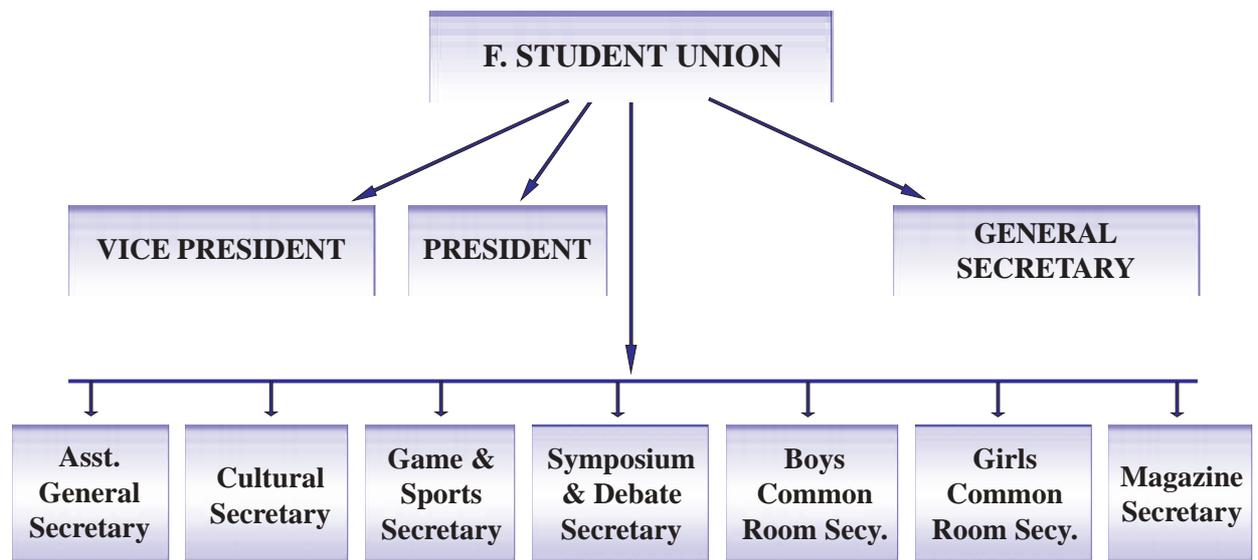
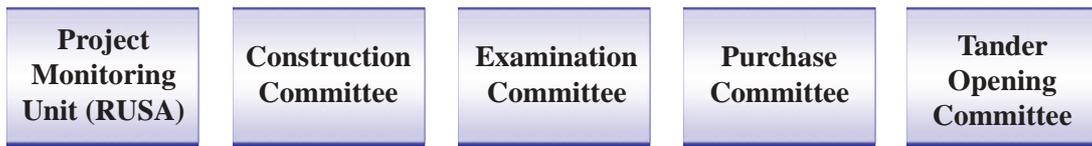
B. VICE PRINCIPAL

C. NAAC, NAGAON GNDG COMMERCE COLLEGE

D. Co-ordinator



E. DIFFERENT COMMITTEE & CELL

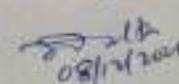
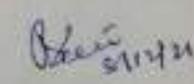
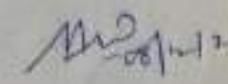
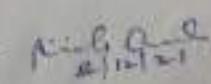
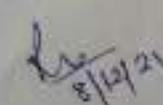




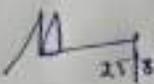
OFFICE OF THE PRINCIPAL
NAGAON G.N.D.G. COMMERCE COLLEGE,
NAGAON - 2, ASSAM

Proceedings of Departmental Promotion Committee
For placement of Selection Grade Scale of pay to Aranya Jyoti Gayan Assistant
Professor, Department of Management, held on 08-12-2021 at 11.30 A.M.

The Departmental Promotion Committee held on 8th December, 2021 to accord Selection Grade Scale of pay (From Stage II to Stage III) to Aranya Jyoti Gayan, Assistant Professor, Department of Management. The committee after verification of all relevant documents unanimously decided to recommend him for Selection Grade Scale of pay w.e.f. 24-09-2020. The name of Aranya Jyoti Gayan is forwarded to the Governing Body for approval.

<u>Name & Designation</u>	<u>Signature</u>
Dr. Sibsa Ranjan Mahanta, Chairperson & Principal	-  8-12-2021
Dr. Sarat Dutta, Ex. Principal, Dhing College, V.C. Nominee	-  08/12/2021
Dr. Ramesh Nath, Principal, Khagarijan College, V.C. Nominee	-  8/12/21
Prof. Sailen Sarma, Associate Prof., Nowgong College, Subject Expert	-  08/12/21
Prof. Rajnish Sarmah, Associate Prof., Kaliahor College, Subject Expert	-  8/12/21
Dr. P.K.D. Purkayastha, Associate Prof., HOD, Nagaon GNDG Commerce College, Member of DPC	-  8/12/21

SCREENING COMMITTEE FOR PROMOTION INTO ASSISTANT PROFESSOR (STAGE-II)
UNDER CAREER ADVANCEMENT SCHEME
DEPARTMENT OF FINANCE
NAGAON GNDG COMMERCE COLLEGE
DATE: 25/08/2023

Sl. No.	Name of the Members Present	Signature
1.	Dr. Mriganka Sukia Principal & Secretary Nagaon GNDG Commerce College	
2.	Dr. Balin Hazarika Associate Professor Department of Commerce Koliabar College	
3.	Prof. Sallen Sarma Associate Professor Department of Commerce Nowgong College (Autonomous)	
4.	Prof. Mridul Mahanta Academic Coordinator, Nagaon GNDG Commerce College	

Proceeding

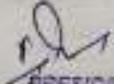
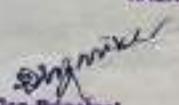
The Screening Committee meeting for promotion into Assistant professor (Stage-II) under Career Advancement Scheme (CAS) in the Department of Finance of the college is held on 25/08/2023 at 11.00 a.m at the Principal's Chamber under Chairmanship of Dr. Mriganka Sukia, Principal, Nagaon GNDG Commerce College, Dr. Balin Hazarika, Associate Professor, Department of Commerce, Koliabar College (Subject Expert) and Prof. Sallen Sarma, Associate Professor, Department of Commerce, Nowgong College (Autonomous) (Subject Expert), Prof. Mridul Mahanta, Academic Coordinator, Department of Accountancy, Nagaon GNDG Commerce College have attended the meeting for screening. Dr. Kalpendra Das, Assistant Professor in Finance Department attended as the incumbent for promotion into Assistant Professor (Stage-II). The committee has examined and verified all the relevant documents of the incumbent and found that he has fulfilled requirements as per DME's Guidelines No. G (B) UGC/APE/1159/2014/1613/10/2014 and Govt. notification No. Cr(B) UGC/132/2010/pt/54 dated Kahilipara the 6th January, 2014 and has found that he has fulfilled all the terms and conditions laid therein.

Therefore, the committee has unanimously resolved to recommend that Dr. Kalpendra Das to be promoted into Assistant Professor (Stage-II) as per UGC norms w.e.f 26/04/2023 and that the Director of Higher Education, Govt. of Assam is requested for approval.


Principal & Chairman
Screening Evaluation Committee
PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON, ASSAM

OFFICE OF THE PRINCIPAL
NAGAON G.N.D.G. COMMERCE COLLEGE,
NAGAON :: ASSAM

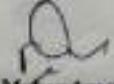
REPORT OF THE DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION OF
NON-TEACHING EMPLOYEE OF NAGAON G.N.D.G. COMMERCE COLLEGE, NAGAON
FOR PROMOTION IN THE NEXT HIGHER SCALE OF PAY

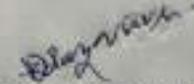
<u>Name of the Members Present</u>	<u>Signature</u>
1. Dr. Siba Ranjan Mahanta, Principal Chairman of the Promotion Committee, Nagaon G.N.D.G. Commerce College, : Nagaon	 PRINCIPAL NAGAON G.N.D.G. COMMERCE COLLEGE NAGAON - ASSAM
2. Mr. Mohendra Ahom, President G.B. Member of the Promotion Committee, Nagaon G.N.D.G. Commerce College, : Nagaon	 PRESIDENT GOVERNING BODY NAGAON G.N.D.G. COMMERCE COLLEGE NAGAON :: ASSAM
3. Mr. Prasanta Kr. Hazarika, Asso. Prof. & Vice Principal Member of the Promotion Committee, : Nagaon G.N.D.G. Commerce College, Nagaon	 Vice-Principal Nagaon GNDG Commerce College Nagaon : Assam

Report

The Departmental Promotion Committee constituted for promotion of Non-Teaching Employee of Nagaon G.N.D.G. Commerce College in its held on 17-08-2020 under the chairmanship of Dr. Siba Ranjan Mahanta, Principal & Secretary Nagaon G.N.D.G. Commerce College, Nagaon; Scrutinized all the relevant documents and recommended the name of **Mr. Tula Ram Baidya** for promotion to U.D.A. in place of **Mr. Naren Ch. Sarmah** who retired on 31-08-2020.


(Dr. Siba Ranjan Mahanta)
Principal & Secretary
NAGAON G.N.D.G. COMMERCE COLLEGE
Nagaon G.N.D.G. Commerce College,
Nagaon - Assam


(Mr. Mohendra Ahom)
Member of the Promotion Committee
NAGAON G.N.D.G. COMMERCE COLLEGE
Nagaon G.N.D.G. Commerce College,
Nagaon - Assam


(Mr. Prasanta Kr. Hazarika)
Member of the Promotion Committee
NAGAON G.N.D.G. COMMERCE COLLEGE
Nagaon G.N.D.G. Commerce College,
Nagaon - Assam

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA.....GUWAHATI-781 019

No.G(B) UGC/API/1359/2014/16

Dated Kahilipara, the 13-10-2014

From:- Sri P. Jidung, ~~MAHABHARATI~~
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal (all)
..... College/ Mahavidyalaya

P.O.-..... District-.....

Sub:- Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale
i.e. stage promotion from one stage to another stage.

Ref:- This office letter No.G(B)UGC.132/2010/Pt/54, dated 06-01-2014.

Sir,

In continuation to this office letter mentioned under reference on the subject cited above, I would like to forward herewith a format for Assessment of API for necessary stage promotion in respect of Assistant Professors and Librarians of Colleges.

In this regards, it may be stated here that this format is applicable only for Assistant Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

Yours faithfully


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Memo No.G(B) UGC/API/1359/2014/
Copy to :

Dated Kahilipara, the 13-10-2014

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
- 2) - Guard file.


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Appraisal system and career development/progression of Teaching & Non-teaching staff of college.



Principal
Nagaon GNDG Commerce College
Nagaon :: Assam

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....GUWAHATI-781 019

No.G(B) UGC/API/1359/2014/ 16

Dated Kahilipara, the 13-10-2014

From:- Sri P. Jidung, *MA, M.Phil, B.A.Ed*
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal (all)
..... College/ Mahavidyalaya
P.O.-..... District.....

Sub:- Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale
i.e. stage promotion from one stage to another stage.

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Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

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- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
- 2) Guard file.



Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Name of the Institution.....

PBAS Proforma for Promotion under CAS

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (In Block Letters) :
2. Father's Name/Mother's Name:
3. Department :
4. Educational Qualification:
5. Current Designation & Grade Pay:
6. Date of last Promotion :
7. Which position and grade pay are you an applicant for under CAS?
8. Date of eligibility for promotion:
9. Date and Place of Birth:
10. Sex:
11. Marital Status:
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code)
15. Permanent Address (with pin code)

Telephone No:

Email:

16. Academic Qualifications (HSLC till Post Graduation):

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

17. Research Degree (S)

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc/D.Litt			

18. Appointments held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this Institution

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

P.G. Classes (in years) ; U.G. Classes (in years)

21. Research Experience excluding years agent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline (If Any)

a)

b)

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detail instructions of this PBAS proformas before filling out this section)

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(From to)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial,(T), practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	Total Score (Max Score:20)	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max:25)			

This is to certify that Dr/Mr/Ms. Assistant/associate Prof of .
 College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD
 Department:

B (i) Articles/ Chapters published in Books

Sl.No.	Title with page nos.	Book editor & publisher	Title, ISSN/ISBN No.	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score

ii) Full Papers in Conference Conferences Proceedings

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No. of co-authors	Whether you are the main author	API Score

iii) Books published as single or as editor

Sl.No	Title with page nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

iii) Ongoing and completed Research Project and Consultancies**(c) (I & II) Ongoing project /Consultancies**

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

E.(iv). SUMMARY OF API SCORES

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +II			
iii	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with Designation
Place :
Date :

All the documents submitted by Dr/Mr/Ms/
Assistant/Associate Prof., College are verified and found
authentic. The API scores mentioned above are correct.

Signature of the Principal
..... College

Convener, IQAC Cell
.....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be
duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or
selection Committee for Promotion.

Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category 1 of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided. The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below:

CATEGORY: I **Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score: 50
---	------------------

(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10
---	-------------------

(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc), syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20
--	---------------

(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc, (a) Interactive Courses: 5 points/each (b) Participatory Learning modules:5 points/each (c) Case studies;5 points/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points)	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music performing and visual arts and other traditional areas (each activity :5Points0	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course :10points each (b) Popularization program :5points each	10
Maximum Aggregate Limit	20

(i) Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

CATEGORY :II Co-curricular, Extension and professional Development Related Activities

(i) Extension and Co-Curricular & Field based Activities

(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points)	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

(iii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in University/College through meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

(iv) Professional Development related Activities

Indicators/Activities	Maximum Score
Membership in Profession related committee at state and national level a. At national level;3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, Institutional governance (each activity:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

***** Teachers on Leave**

5. FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/ she has been duly engaged. In case the candidate avails earned leave/ maternity leave/ study leave/ any other leave during the period of assessment, he/ she shall have to produce necessary orders etc. from appropriate authority duly counter signed by the principal to get the benefit of API score for the period in leave. The



PBAS proforma for promotion under CAS must be filled up the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

NECESSARY INFORMATION

1) Assessment API

- (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
- (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
- (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

2) Duration for Promotion:

From stage 1 to stage 2

- i) 4 years with Ph.D. (Awarded as per UGC guidelines)
- ii) 5 years with M.Phil Degree (Awarded as per UGC guideline)
- iii) 6 years regular service without Ph.D./M.Phil.
Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
- iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
- v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
- vi) With Ph.D. one OC.

From stage 2 to stage 3

- i) 5 years.
- ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
- iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

From stage 3 to stage 4

- i) 3 years.
- ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the

- expert assessment, they will be reassessed only after a minimum period of one year.
- iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.
- iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.
- v) Total marks = 100
- I) 20% - Contribution to research.
 - II) 60% - Assessment of domain knowledge and teaching practices.
 - III) 20% - Interview performance.

Minimum API scores required:

From stage 1 to stage 2

- I) Category I -75/ per year out of 125
- II) Category II-15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III- average 5 point per year.
With Ph.D. (for assessment period) = 20
With M.Phil (for entire assessment period) = 25
Regular service without Ph.D., M.Phil (for entire assessment period) = 30

For stage 2 to stage 3

- I) Category I – 75/ per year out of 125.
- II) Category II – 75/ per year out of 50.
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III – average 10 point per assessment year.

For stage 3 to stage 4

- I) Category I : 75/ per year out of 125
- II) Category II : 15/ per year out of 50
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III : average 15 point per assessment year.

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA.....GUWAHATI-781 019

GC.132/2010/Pt./54

Dated Kahilipara, the 06-01-2014

From:- Sri P. Jidung, ASST. COMMISSIONER, AHE
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- ✓ The Principal,
..... College/ Mahavidyalaya
P.O.-..... District-.....

Sub:- Placement in Senior Scale and Selection Grade Scale of pay.

Ref.:- 1) Govt. O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013
2) Govt. letter No.AHE.162/2012/Pt/47, dated 13-11-2013.
3) Govt. corrigendum No.AHE.162/2012/Pt/75, dated 27-12-2013.
4) Govt. corrigendum No.AHE.162/2012/Pt/76, dated 27-12-2013.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copies of Govt. Office Memorandum and Corrigendum in connection with placement of teachers/ librarians in the Senior Scale/ Selection Grade Scale/ Associate Professorship for favour of information and necessary action.

Yours faithfully


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

Memo No.G(B) UGC.132/2010/Pt./54-A

Dated Kahilipara, the 06-01-2014

Copy to:

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) Guard file.

✓
Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/75

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pl/46, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -3: Read as 31-12-2013 instead of 30-06-2010.
- 2) Para -4: Read as 13-11-2013 instead of 31-12-2008.
- 3) Clause 2(a)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 4) Clause 2(b)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 5) Clause 3(a): Read as 13-11-2013 instead of 31-12-2008.
- 6) Clause 3(b): Read as 13-11-2013 instead of 31-12-2008 as appeared in the last line.

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013 will remain the same.

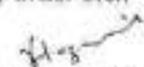
Sd/-(H.K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department.

Memo No AHE.162/2012/Pt/75-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-08

No.AHE.162/2012/Pt/76

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pt/47, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -2: Read as to be effective from 13-11-2013 instead of 01-01-2009
- 2) Para -3 Clause 1 - Read as *Thus, if a teacher is considered for Career Advancement Scheme (CAS) promotion in 2014 one year Academic Performance Indicator (API) scores for the year 2013 alone will be required for assessment. In case of a teacher being considered for Career Advancement Scheme (CAS) promotion in 2015, 2(two) years average API score for these categories will be required for assessment and so on leading progressively for the complete assessment period. For category III (research and academic contribution) Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

Instead of

Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

CAREER ADVANCEMENT SCHEME (CAS) TIME SPAN

Duration:

- i) Read (as per UGC guideline instead of off campus Degree not admissible)
- ii) Read (as per UGC guideline instead of off campus Degree not admissible)
- iii) Appendix III, (Appendix-III - Table: II(B))
- iv) Please read 1(one) year and 2(two) years relaxation respectively for M.Phil and Ph.D Degree.
Add: appendix III Table VII for assessment of API in respect of Librarian for CAS promotion

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pt/47, dated 13-11-2013 will remain the same.

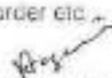
Sd/- (H.K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department

Memo No.AHE.162/2012/Pt/76-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Borjoi, Guwahati-29
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6
3. OSD to Minister Education, Assam, Dispur, Guwahati-6
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6
8. The Director of Higher Education, Assam, Kahlipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahlipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8

By order etc.


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.162/2012/P6/47

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii) dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f. 01-01-2006. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e., 30th June, 2010. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding career advancement of college teacher in Assam.

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ librarians /Non-Technical faculties of Engineering College/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009.

1. In order to facilitate to implement of the Regulations 2010, in the Universities and Colleges in the Career Advancement Schemes (CAS) Promotion, the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) will be progressively and prospectively rolled out. Accordingly, the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) scores of categories I and II as mentioned in these tables is to be implemented for one year only with the minimum annual scores as described in Table II(b) for college teachers. This annualized Academic Performance Indicator (API) scores can then be compounded progressively as and when the teacher becomes eligible for Career Advancement Schemes (CAS) promotion to the next cadre. Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

2. A teacher who wishes to be considered for promotion under Career Advancement Schemes (CAS) may submit in writing to the college, with three months in advance of the due date that he/she fulfils all qualifications under Career Advancement Schemes (CAS) and submits to the college the Performance Based Appraisal System (PBAS) proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under Career Advancement Schemes (CAS), the college should immediately initiate the process of screening/selection and shall complete the process within six months from the date of application.

3. Candidates who do not fulfill the minimum score requirement under the Academic Performance Indicator (API) Scoring System proposed in the Regulations as per Tables II(A and B) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

4. Career Advancement Schemes (CAS) promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by the same "Screening-cum-Evaluation Committee" adhering to the criteria laid out as Academic Performance Indicator (API) score in Performance Based Appraisal System (PBAS).

5. Career Advancement promotions from Assistant Professor to Associate Professor will be conducted by the Selection Committee.

(Contd.-2)

6. Assessment of Academic Performance Indicator (API) scoring shall be processed and made by the IQAC cell of the respective colleges as per Appendix and Table prescribed by UGC.

7. The "Screening cum Evaluation Committee" for Career Advancement Schemes (CAS) promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(A) COMPOSITION:

- i) The Principal of the college;
- ii) Head of the concerned department from the college not below the rank of Associate Professor.
- iii) Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

(B) DUTIES & FUNCTIONS:

- i) To verify API Score
- ii) To verify other relevant documents
- iii) To report their findings for consideration of the Selection Committee.

8. The quorum for these committees mentioned above shall be three including the one subject expert/ university nominee need to be present.
9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.
12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.
14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

Assistant Professor/ Librarian and equivalent cadre will be eligible for stage promotion through a procedure if he/she has fulfilled the following conditions:

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

1. (a) Assistant Professor with AGP of Rs.6000 to (stage I to 2) -Rs.7000

DURATION

- i) 4 years with Ph.D. (off campus Degree not admissible)
- ii) 5 years with M.Phil (off campus Degree not admissible)
- iii) 6 years regular service without M.Phil.Ph.D.

(b) Minimum Requirement for Career Advancement Scheme (CAS) from stage I to stage II

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B)/Appendix III.
- ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
- iii) Screening cum Verification process for recommending promotion. (Appendix-III - Table : III).

2. Assistant Professor with AGP of Rs.7000 to (stage 2 to 3) Rs.8000.

DURATION: 3 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
- Screening cum Verification process for recommending promotion. (Appendix-III – Table: II(B)).

3. Assistant Professor with AGP of Rs.8000 to (stage 3 to 4) Rs.9000

Duration: 3 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
- One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- A selection committee process as stipulated in the UGC regulation and in Table II(B) of Appendix III. (Appendix-III – Table: II(B))

APPENDIX-III TABLE-II(B)				
		Assistant Professor equivalent cadres Stage 1 to Stage 2 (AGP Rs.6000- to Rs.7000-)	Assistant Professor equivalent cadres Stage 2 to Stage 3 (AGP Rs.7000- to Rs.8000-)	Assistant Professor equivalent cadres Stage 3 to Stage 4 (AGP Rs.8000- to Rs.9000-)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	75/Per year
II	Co-curricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	15/Per year
III	Minimum total average annual Score under Categories I and II	100 (I+II) Per year	100 (I+II) Per year	100 (I+II) Per year
IV	Research and Academic contribution (Category III)	5/Per year 20/25/30 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 14 years period for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SLET/SLE; 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SLET/SLE; and 8 years for the teachers who do not have Ph.D./ M.Phil Degree in the relevant subject at entry level	10/Per year 50/Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	15/Per year 45/Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (3 years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	Contribution to Research- 20 marks Assessment of domain knowledge and teaching practices-60 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No.FPC.16/99/1, dated 18th September, 1999.

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-
(H.K.Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-4)

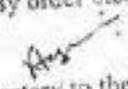
Dated Dispur the 13th November, 2013

Memo No. AHE.162/2012/PU/47-A

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;


Deputy Secretary to the Govt. of Assam
Higher Education Department

(43)

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06**

No.AHE.162/2012/P/46

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/II(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.01-01-2006. As per new U.G.C. guideline No. F.3-1/2009 dated 30th June, 2010, the Career Advancement Scheme (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e. 30th June, 2010.

* There are some teachers and librarians who have participated in Orientation Course(O.C.) and Refresher Course (R.C.) within the stipulated time, but could not avail benefit for placement in the senior scale and selection grade due to some administrative constrains in time. As a result some teachers are deprived from the benefit of the career advancement schemes.

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010. (19/11/2013)

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C) and Refresher Course (R.C) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008. (19/11/2013)

*Ugc
Regulations
2010*

*Below 31/12/08
Selection
Grade
↓
Assam
(Automatic)
29.12.2007*

It should be strictly followed that the qualifying criteria as specified below shall not be relaxed/ waived/ compromised under any circumstances.

- 1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:
- Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;
 - Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
 - Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the lecturers and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
 - The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11, dated 21-02-2011;
 - The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:
- Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;

(Contd. 2)

- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
 - iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11 dated 21-02-2011.
 - vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012 *and subject to UGCs and revised extension of date of participation till of*
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012.
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008.
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008.

vide
U.C. & C.A.
Letter No.
B(2)H.222
2003
dated
12-03-2012

The guidelines notified above should be read with notifications, amendments and guidelines issued by UGC from time to time in this regard.

Sd/-
 (H.K.Sharma, IAS)
 Commissioner & Secretary to the Govt. of Assam
 Higher Education Department

Memo No.AHE.162/2012/Pt/46-A

Dated Dispur the 13th November,2013

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgson, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department

[Handwritten signature]

LEAVE RULES

(REVISED)

**AS AMENDED UP TO DATE
NOTIFICATIONS,
CORRECTION SLIPS
&
OFFICE MEMO**

By
G. C. Phukan
Advocate
Gauhati High Court

ASSAM LAW HOUSE