



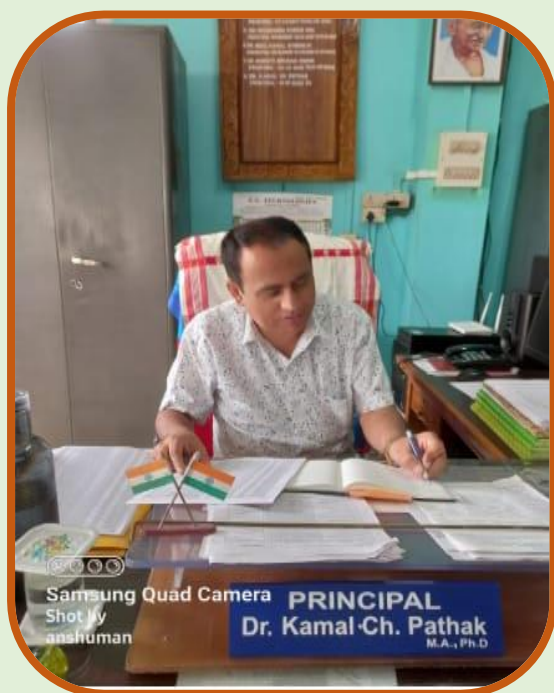
HANDBOOK OF CODE OF CONDUCT



**B.P.CHALIHA COLLEGE, NAGARBERA
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Principal's Message...



This Handbook of Code of Conduct of Bimala Prasad Chaliha College offers a series of Ethical Propositions for the guidance of individual employee, the Head of this institution as well as for the students of this institution in a systematized way. This proposes and lay claim to expected behaviour of the Teaching and Non-Teaching staff, Head of the college as well as for the students of the college. These would enhance professional self-awareness of the stakeholder providing transparency to each and society in general. The clauses of these code of conduct build on the core principles of teaching-learning and a

value-rich approach to professional work. Therefore, it also reflects the values and commitment of the institution and compliance to external constituents including parents, guardians and society.

My modest request to all Teaching, Non-Teaching Staff and students of this college to follow and obey these clauses put in this “Hand Book of Code of Conduct of Bimala Prasad Chaliha College” and make us proud to be a part of a glorious and well-ordered institution of the region.

Dr. Kamal Ch. Pathak
Principal,
B. P. Chaliha College,
Nagarbera, Assam

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Preamble:

Handbook of Code of Conduct of B. P. Chaliha College, Nagarbera includes standard procedures and practices that are set for the students, teachers, principal and supporting staff of the college, which lead and protect the communities in their respective roles and enhance quality in the overall teaching-learning environment of the college. Well defined code of conduct would help to achieve academic integrity and would regulate professional behaviour in the college campus and off the campus. The purpose of this handbook is to familiarise these rules and regulations of the college to all students, teachers, principal and supporting staff to progress towards our common goal and to attain in line with the mission and vision of the College.

1. CODE OF CONDUCT FOR PRINCIPAL:

As a head of the institution, the principal of a college has varied role to play as an academician, administrator and supervisor. Effective leadership of principal could create a conducive environment in an institution to reach a peak in the overall growth process of the institution. All major decisions regarding academics, extracurricular activities and administrative policies fall in his purview. He/she plays a pivotal role in the institution and he/she should play it honestly, objectively and in a supportive manner.

A definitive code for the principal of this college includes:

1. To promote and nurture academic environment in the college in all possible directions and to encourage exploration of newer avenues for further academic pursuit.
2. To enforce the policies, procedures, rules and regulations laid down by the college authority in a proper manner.
3. To keep the co-ordination among the teaching, non-teaching staff and students in all the activities associated with the college. All the administrative and academic activities are accomplished under his supervision.
4. The principal of the college has to make strategic plan to be implemented in line with the execution of vision and mission of the college.
5. The principal has authority to take all the necessary actions as and when required to maintain discipline in the college.
6. The principal of the college should supervise and monitor the administration and academic programmes of the college to ensure efficiency and effectiveness in the overall environment of the college.
7. The principal should encourage faculty members to update their knowledge by attending seminars/workshops/conferences. He/she should encourage them for publication of research papers in reputed journals and periodicals.
8. The principal should convene meetings of any of the authorities, bodies or committees, as and when required on any matter related to college.
9. The principal should ensure that directions issued by the management are strictly complied with or implemented.
10. The principal should make certain that quality in education and academic services is maintained and will improve for continuous refinement and turn the students into better individuals and responsible citizens of the country.

11. The principal should ensure that the long-term and short-term development plans of the College in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
12. The principal should monitor the academic and other co-curricular activities exercise by the departments/cell/committee and forward his/her skilled observations for further improvement in respective line.
13. The principal has to take the responsibility to promote and maintain pleasant relationships of the college with the adjoining society/communities and also to encourage the teaching community to take necessary measures to upgrade them by different activities, if necessary.
14. The principal should periodically review the assigned activities of different departments and committees.
15. To ensure that the teaching and non-teaching staffs follow the code of conduct of the College.
16. To assess and monitor the academic syllabus/courses by different departments.
17. The principal must assess and review the academic diary and teaching plan of the teachers and give suggestions, if necessary.
18. The principal has to assess the feedback forms of the various stakeholders and take proper action for rectifying the issues, if arises.

2. CODE OF CONDUCT FOR TEACHERS:

All the teachers of this College must follow the code of conduct laid down by Assam Government Service Rules (Director of Higher Education) and the UGC for college teachers. The basic ethical values underlying the Code of conduct for teachers are responsibility, integrity and respect to this institution who is entrusted with social responsibility to follow in their activities. A definitive code for the teachers of this college includes the following:

1. Teachers should work within the institutional policies and practices, to satisfy the vision and mission of the institute.
2. Teachers must maintain high standards of punctuality, honesty and professional ethics.
3. Teacher cannot remain absent from duty without proper sanction of leave from authority except in case of emergency.
4. Teachers must give consistent effort for professional growth through study and research.
5. Teachers must act in a professional and congenial manner towards colleagues, students and supporting staff of the college irrespective of their relative position, gender or status within the institutional hierarchy.
6. Teachers should strictly adhere to the academic requirements of the institution and maintain the sanctity of the academic environment. They should complete the syllabus in time and keep keen interest to the academic needs of the students.
7. Teachers must perform their duties in the form of teaching, tutorial, practical and seminar work and extra-curricular activities conscientiously and with dedication.
8. All teachers should effectively contribute toward the development of the college. They should extend their services for the welfare of the community & society at large.
9. One of the professional duties of a teacher should be developing new teaching strategies and implementation of those in the academic system.
10. Teacher must respect the confidentiality of all information regarding exam affairs as well as any matters dealing with college and students unless legally or legitimately demanded.
11. Teachers should refrain from commenting or interacting or sharing any details of the college or about any events on social media or the print media except without prior permission of the authority.
12. Teacher should not prevent any student from expressing his viewpoint. Student should be encouraged for openness in classroom and outside of the classroom.
13. Teacher should follow the ethics of a teaching profession that to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

14. Teachers must participate in extension, co-curricular and extra-curricular activities including community service.
15. Along with teaching, teachers should pursue research and innovation to contribute in the continuous progress and development of a subject and to the society.
16. Arrangement should be made for regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

3. **CODE OF CONDUCT FOR LIBRARIAN:**

The Librarian is the custodian of the college library and therefore he/she has to enact the following Library Rules:

1. The library will be open from 9.00 AM to 4.00 PM on all working days except Sundays and other office holidays.
2. Before entering the library personal articles of students like books, umbrellas, bags, etc. should be kept at places assigned for the purpose.
3. Strict silence should be maintained by the students as well as the library staff in and around the library.
4. Magazines and papers should not be removed from their places on the tables and stands.
5. Two Books can issue to each student at a time. The reader must return his/her book on or before the due date.
6. The loan period of library book is 15 days. But in special circumstances the Librarian can call back any book at any time from a reader, even if the period of loan has not expired.
7. It is the duty of the librarian and library staff to examine the books when book(s) are returned by the borrowers to take immediate action whenever necessary.
8. A book may be re-issued on demand after it is returned. Delay in returning a book after the due date will entail a fine of one rupee per day of delay for each volume.

9. Borrowers will be responsible for the loss of or damage to the books taken out by them. Marking on books with pencil or ink, soiling them, injury to pages or binding, underlining, writing remarks etc. on pages, folding or tearing off pages, etc. will be held as serious charges.
 10. If a book is lost, it should be reported to the librarian immediately. He will decide if the book is to be replaced or paid for.
 11. No member (Teachers or Student) will be allowed to borrow books until the dues, if any, are cleared.
 12. The Librarian will maintain an Accession Register to keep appropriate account of books purchased.
 13. The Librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues, accession registers, issue registers, stock registers, etc.
 14. The Librarian should conduct annual stock verification (library audit) of books in time.
 15. Librarian will prepare the List of journals and newspapers subscribed for library.
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4. CODE OF CONDUCT FOR SUPPORTING STAFF:

The support staff of this College should follow the code of conduct as given by the State Government of Assam. In this connection, the college has put forward its code of conduct for the support staff as follows:

1. The support staff should make conversant themselves with the rules and regulations of the college and adhere to them to their best ability.
2. The support staff should always work in cooperation with the principal, teachers and students of the college.
3. The support staff should always remain honest with the way they work and never engage in activities that might ruin the reputation of the college. They should refrain themselves from engaging in any political or anti secular activities.
4. No support staff should be under the influence of drugs or alcohol during office hours.
5. They should avail leaves with prior intimation of the college authority. In case of sudden contingencies, information on their absence should be promptly forwarded to the college authority.

6. They should remain polite and kind with the way they communicate with the teachers and the students.
7. They should also be responsible for the proper use and maintenance of college equipment and furniture.
8. The support staff must respect the confidentiality of the matters related to college such as examination matters and other matters relating to other staff.
9. They should perform their duties with honesty and integrity. There should be no alteration of official documents entrusted to them.
10. The support staff should show no discrimination on basis of gender, caste, or religion.
11. The support staff of the college always expected to behave in a helpful, friendly, and patient manner towards the students.
12. The support staff should give due respect to the decisions made by the college authorities.

5. **CODE OF CONDUCT FOR STUDENTS:**

Code of conduct of students includes the way of behavior that to obey by the students in-campus and off-campus of the college to follow their duties and out of the college premises for maintaining a good reputation of the college. These are-

1. Each student must sign a statement accepting this Code of conduct at the time of admission and by giving an undertaking to the college.
2. Every student must maintain proper discipline, integrity, and dignity in the college Campus and will behave appropriately with the authorities, faculty members, supporting staff members and other students of the college.
3. Students must deter from indulging in all forms of misconduct in-campus and off-campus which can affect the institute's interests and reputation substantially.
4. Every student must have to carry the identity card in neck hang manner to enter the college premises and throughout the time he/she stays in the college campus.
5. He/she shall be regular and must have a compulsory attendance of 90%. On medical grounds or in any legitimate reason the students with a minimum of 75% shall be qualified to appear in the examinations after submission of valid documents.

6. In violation of the defined code of conduct or for any legitimate reason, students may be forced to discontinue studies in the college such as

- Organizing meetings and processions without permission from the principal.
- Accepting membership of religious or terrorist groups banned by the Government of India.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Smoking in the campus of the college.
- Possessing, consuming, or distributing alcohol in the college.
- Theft or unauthorized access to other resources.
- Misbehavior during any activity of the college.
- Any violations of the Sexual Harassment Policy of the college.

7. Students must come to college in college uniform. Other than this they may not allowed to enter in college. Specification for the dress code of college is as bellow.

a. For Boys: Black Pant and White Shirt (all formal)

b. For Girls: Salwar Suit (White colour with pink dupatta)

- The salwar will be white in colour and have a decent U-cut at the front and high neck at the back.
- The length of the salwar should be below the knee and elbow length sleeves will be allowed.
- The side slits of the kurta will have to be below waist level.
- The bottom will be of white colour and it should be Patiala pants (leggings or any other form of bottoms will not be allowed).
- The dupatta will be bandhani print pink dupatta and should be pinned properly to both the shoulders.

8. In case, any student causes any damage/breakage fully or partially to any property, equipment, apparatus which belongs to the college, by mistake or deliberately, the college will have all the rights to recover the damages caused by him/her and impose monetary fine on him/her. In case of non-payment, college authority may cancel his/her admission or may take any legal action against him/her.

9. Ragging is an offence and enforceable by law. Anti ragging Committee and Anti ragging squad is constituted to prohibit such malpractices in the college campus. Ragging constitutes one or more of the following acts:

a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness any student;

- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any student;
- e) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

10. A student found guilty by the Anti Ragging committee will be punished as imposed by the Committee or the college authority.

11. Students are not allowed to hold any meeting in the College or Hostel premises or College playground without prior permission of the principal.

12. Students must follow these while they are availing the facility of the college library-

- a. The students must maintain library rules properly that any loss or damage of book or magazine is liable to be punished by fine. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.
- b. The student will get books only on showing the library card for 15 days.
- c. Students must return the books to the library in the stipulated time, otherwise they may be liable to be punished by a fine for non-returning of books within the defined time.
- d. Pin drop silence is required of students while they are sitting in the library

13. Any act that goes against the existing social norms and which goes against the spirit and discipline of the college and academic values will be referred to the Code of Conduct Committee. Any act against political, social, or cultural values, beliefs and norms will be dealt with stringently.

14. Hooting, whistling, loitering, or any unacceptable act will be treated as untypical behaviour and as an instance of indiscipline.
15. Students are not allowed to celebrate any celebrations and decorations of any magnitude in the college campus without prior permission of the authority.
16. Political activity in any form is not permitted in the college campus, propaganda work, processions or fund collections are forbidden within the college, hostels and outside the campus.
17. Students are not allowed to provide any audio or video clippings of any activity of the campus to media without prior permission of college authority.

ANNEXURES
(Government Orders and Notifications)

BPCC

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

THE ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES
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DHE's Letter No. G(B)AC/95/2015/3, dated April 27, 2015

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 a**²⁸ **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 under 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]

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

- (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-forth*** 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.

- (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.

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.³⁵

**[to read as preside]

absence of the President, the other Members present may select or elect one of them to preside over the [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(ii) 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, Examination ⁴⁶ 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]



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 rates 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 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.

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 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;
- (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 ;

- (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
i) In the first line, for the word "repugnant",
word "repugnant" shall be substituted;
ii) In clause (g) for the word "importing", the
word "imparting" 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 ~~the~~ 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 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.
- 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 of 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. 1,00,000/- (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 ~~then~~ 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

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 A:Dated ~~Kakili~~ Dispur, the
16th Oct/2001.

Copy to :-

1. The Director, Assam, Govt. Press, Bamunimaidam, 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, Kahilipara, Guwahati -19.
for necessary action.

By order etc.

Sd/- illegible.

Dy. 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, বৃহস্পতিবাৰ, 18 জুন, 2009, 28 জ্যৈষ্ঠ, 1931 (শক)

No.179 Dispur, Thursday, 18th June, 2009, 28th Jyaistha, 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(i) 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) (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".
 - (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.

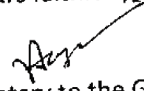
With a view to achieve these objectives, it is felt that public representatives that is the MLAs can play a very important role in this regard. The MLAs can also provide lot of financial and other assistance to the College authority from many other available and untapped sources.


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.

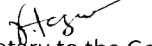
As per the existing rules in Provincialised colleges, the Principals have been empowered to nominate member of non teaching employees to the Governing Bodies.

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.G(B) Misc.147/2014/18

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

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

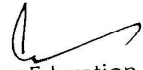

Sub:- Office Memorandum.

Ref.:- Govt. O.M. No.AHE.331/2008/52, dated 05-11-2014.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith a Govt. O.M. No.AHE.311/2008/52, 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.G(B) 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 Principal 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 continuous 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, 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

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, M.A., M.Phil, 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/95/2015/6

Dated Kahilipara, the 17th September, 2015

From:- Sri P. Jidung, M.A., M.Phil, L.L.B., AES.
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.

Sir/Madam,

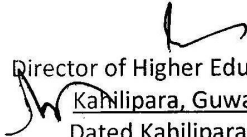
With reference to the subject cited above and in continuation to this office letter G(B)AC/95/2015/3, dated 27-04-2015 and Govt. letters No. AHE.185/2015/2, dated 23-04-2015, it is clarified that in respect of those provincialized Colleges where the post of Principal is lying vacant and the Senior most 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/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.

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

No. AHE.185/2015/5

Dated August 11, 2015

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

To : ✓ Shri P. Jidung
Director of Higher Education, Assam
Kahilipapra, 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,

NS
17/8

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.

3/8
17/8/15

It is further clarified that where the Principal of the college and GB 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,

13/8/15
Principal Secretary,
Higher Education Department
Govt. of Assam

2/15
17/8/15

Memo 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

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

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

Dated Kahilipara, the 27th Apr./2015

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

To,

- ✓ 1. President of Governing Body.....College.
2. The Principal.....College, Assam
P.ODist:.....

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,
Kahilipara, Guwahati-19.

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

Dated Kahilipara, the 27th April/2015.

1. The P.S to Hon'ble Minister, Education, Assam for kind appraisal of the Hon'ble Minister.
2. The Commisioner & 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 I/C of Planning Branch, O/o the D.H.E., Assam

\
Director, Higher Education, Assam,
Kahilipara, 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.

Memo 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

*AM
upload at
in website
Ref*

18/8/17

I/342349/2023

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GOVERNMENT OF ASSAM

GOVT. OF ASSAM

OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM

KAHILIPARA::: GUWAHATI-19

Ecf No. 410271/1

Dated: Kahilipara, 18th November, 2023

From : Smti. Pomi Baruah, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19

To : The Principal
All Govt/PDUAM/GMC/Provincialized Colleges of Assam

Sub : **Regarding strict compliance to latest O.M. on CAS promotions w.e.f. 8th November, 2023**

Ref : O.M.vide notification number Ecf No.391244/9 dated 8th November, 2023.

Sir,

With reference to be subject cited above, I have the honour to inform you that the Government of Assam in Higher Education department has issued Office Memorandum for Maintenance of Quality Mandate in the matter of CAS Promotion of Faculty Members (Assistant Professor to Associate Professor) vide notification number Ecf No.391244/9 **with effect from 8th November, 2023.**

In this regard, you are hereby requested to ensure that all promotions matters and proposals **are processed strictly as per the Office Memorandum in reference with effect from 8th November, 2023.**

A copy of the said Office Memorandum is enclosed herewith for your necessary reference.

This is in favour of your kind information and necessary action.

Yours sincerely

Signed by
Pomi Baruah

Date: 19-11-2023 13:05:58
Director of Higher Education, Assam
Kahilipara, Guwahati-19

Memo Ecf No. 410271/1-A

Dated: Kahilipara, 18th November, 2023

Copy to:

1. The Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.
2. The P.S. to the Hon'ble Minister, Education, Dispur, Guwahati-6 for information.
3. The P.S. to Addl. Chief Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.

e-signed

Director of Higher Education, Assam
Kahilipara, Guwahati-19

1/328839/2023

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

.....

EcfNo.391244/9

Dated Dispur, November, 2023

OFFICE MEMORANDUM

**Subject : MAINTENANCE OF QUALITY MANDATE IN THE MATTER OF CAS
PROMOTION OF FACULTY MEMBERS (ASSISTANT PROFESSOR TO
ASSOCIATE PROFESSOR)**

With a view to enhancing the Quality of Education across Higher Educational Institutions of the state as per the NEP-2020 mandate and to maintain the Quality of Teaching and Research to develop a positive education ecosystem in the state, the Government of Assam in Higher Education Department is pleased to issue the following guidelines to be followed in the matter of CAS Promotion of faculty members (Assistant Professor to Associate Professor).

The promotion criteria under the Career Advancement Scheme (CAS) laid down under these Guidelines shall be effective from the date of notification of these Guidelines.

1. The overall selection procedure shall incorporate a transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given the candidate's performance in different relevant parameters based on ANNEXURE-I.
2. The candidate shall offer himself or herself for assessment for promotion if he or she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology. The candidate shall have to submit an application along with the required Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines and Annual Performance Assessment report to the concerned College authority for verification and validation.
3. The candidate can submit his or her application three months before the due date of the CAS promotion. The date of promotion shall be counted as:
 - If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of the minimum period of eligibility.
 - If, however, the candidate finds that he or she would fulfil the CAS promotion criteria, as defined in ANNEXURE A and B, at a later date and applies on that date and is successful, his or her promotion shall be affected from that date of the candidate fulfilling the eligibility criteria.
 - The candidate who fails in the first assessment shall be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his or her promotion shall be from the date of successful assessment.
4. To avoid any delay in holding the Screening cum Evaluation or Selection Committee meetings for various positions under the CAS, the College may initiate the process and complete the process within six months from the date of receipt of the application.
5. Further, to avoid any hardship, the candidates who fulfil all other criteria mentioned in these guidelines, as on and till the date on which these guidelines are notified, can be considered

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for promotion from the date of notification or after the date on which they fulfil these eligibility conditions.

6. The Screening cum Evaluation or Selection Committee specifications, as mentioned in ANNEXURE-B, shall apply to all Career Advancement promotions from Assistant Professor to Associate Professor and for equivalent cadres.
7. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", by following the criteria laid down in ANNEXURE-B.
8. The promotion under the CAS being a personal promotion to a faculty holding a substantive sanctioned post, the said post shall revert to its original cadre on his or her superannuation.
9. For the promotion under the CAS, the applicant teacher must be in the role and in active service of the College on the date of consideration by the Selection Committee.
10. The Director of Higher Education, Assam, shall issue an order after obtaining approval of the Department of Higher Education upon recommendation of the Assam College Services Recruitment Board or Departmental Promotion Committee in due concurrence of the related Government rules and notifications issued from time to time. The Assam College Services Recruitment Board or Departmental Promotion Committee shall sit as and when necessary but at least once every quarter.

Regarding CAS promotions of faculty members, the eligibility terms are mentioned in **ANNEXURE-A** and the selection process at **ANNEXURE B**.

Upon attainment of the promotion threshold (Level-13A), maintaining the level of Associate Professorship will be subject to fulfilment of certain conditions based on the Annual Performance Appraisal Index (APAI), as provided below, which will be subject to review by the Govt. and Assam College Teachers Recruitment Board. APAI will be assessed based on certain quantifiable performance indicators provided below:

1. Annual Academic Performance Audit and Research Output.
2. Annual Teaching-Learning and Mentorship report with feedback from stakeholders.
3. Annual participation in the corporate life of the college.
4. Annual Community Outreach with a quantifiable outcome or results.
5. Annual participation and successful completion of at least one Capacity Building programme or Professional Development Programme by UGC-HRDC or ARPIT (Annual Refresher Programme in Teaching) or Teaching Learning Centers or Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

In case of non-fulfilment of the above-mentioned conditions and receipt of non-satisfactory performance analysis, their position as Associate Professor may be reconsidered for further review. Accordingly, the matter will be placed before the Assam College Services Recruitment Board for necessary follow-up procedures, as decided by the Govt. from time to time.

Henceforth, the system of Annual Performance Appraisal Index (APAI) will apply to all the Associate Professors of all Provincialised or Govt. Model Degree Colleges or PDUAMs of Assam.

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This Office Memorandum is issued in cancellation of Office Memorandum No. AHE.162/2012/Pt/47 dated 13-11-2013 and comes into force immediately.

This Office Memorandum will be applicable for Govt. Colleges also.

Signed by

(Narayan Kumar Pathak)
Secretary to the Govt. of Assam
Higher Education Department
Date: 08-11-2023 12:50:34

Memo No.391244/9-A

Dated Dispur, November, 2023

Copy to:

- 1) All Vice Chancellors of the Universities of Assam.
- 2) The Director of Higher Education, Assam, Guwahati-19 for information and follow-up action.
- 3) P.S to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
- 4) P.S to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
- 5) P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06
- 6) All Registrars of Universities of Assam.

By order etc.

Signed by

Nayan Kumar Pathak
Joint Secretary to the Govt. of Assam
Higher Education Department
Date: 08-11-2023 14:10:18

ANNEXURE-A**Table 1****ELIGIBILITY****I. Assistant Professor(Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A	<p>Assistant Professors who have completed –</p> <p>1. four years of service and have a Ph.D. degree.</p> <p style="text-align: center;">or</p> <p>2. Five years of service and have an M.Phil.</p> <p style="text-align: center;">or</p> <p>3. Have PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D.</p> <p style="text-align: center;">or</p> <p>4. Six years of service without a Ph.D. or M.Phil. or PG Degree in Professional courses.</p>
B	<p>1. Attended one Orientation course of 21 days duration on teaching methodology or Faculty Induction Programme of 28 days; and</p>
C	<p>1. Must complete a course or programme from any one of the following categories:</p> <ul style="list-style-type: none"> • Completed one Refresher or Research Methodology Course • Any two of the following: Workshop or Syllabus Up-gradation Workshop or Training Teaching-Learning – Evaluation or Technology Programmes or Faculty Development Programmes of at least one week (5 days) duration • Any one of the following: MOOCs course (with e-certification) or development of e-contents in four quadrants or MOOCs course during the assessment period.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

- 1) Assistant Professors who have completed five years of service in Academic Level 11 or Senior Scale.
- 2) Must have completed courses or programmes from any two of the following categories in the last five years of Academic Level-11 or Senior Scale:
 - Refresher Courses

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- Research Methodology course
- Workshops
- Syllabus Up Gradation Workshop
- Teaching-Learning-Evaluation
- Technology Programmes
- Faculty Development Programme
- Teaching-Learning- Evaluation
- Technology Programmes
- Faculty Development Programmes of at least two weeks (ten days) duration or completed two courses of at least one week (five days) duration in lieu of every single course or programme of at least two weeks (ten days) duration
- MOOCs course in the relevant subject (with e-certification)
- Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course
- Contribution towards conducting of a MOOCs course during the period of assessment.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) Must completed any one course or programme amongst the following categories during the last three years:
 - Refreshercourses
 - Methodology courses
 - Workshop
 - Syllabus Up-gradation Workshop
 - Teaching-Learning-Evaluation
 - Technology Programme
 - Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every singlecourse
 - Completed one MOOC course (with e-certification)
 - Contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course
 - Contribution towards the conduct of a MOOC course during the period of assessment.

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- 4) He/she gets a minimum 'satisfactory' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as mentioned in **Annexure A** (Table 2)

NOTE: Any of the above-mentioned Capacity Building Programmes/Professional Development Programmes can be done either at UGC-HRDC or ARPIT(Annual Refresher Programme in Teaching) or Teaching Learning Centers/Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

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Table-2

ASSESSMENT CRITERIA AND METHODOLOGY**(For grading based on Annual Performance Assessment Report)**

S.No.	Activity	GradingCriteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught include sessions on tutorials, lab and other teaching related activities)	80% & above – Good 70% to 80% – Satisfactory Less than 70% – Not satisfactory
2.	Involvement in the University or College students related activities or research activities:	Involved in at least 3 activities – Good 1 or 2 activities – Satisfactory. Not involved in any activities – Not satisfactory. Note: The number of activities can be within or across the broad categories of activities
	<ul style="list-style-type: none"> Administrative responsibilities such as Head or Chairperson or Dean or Director or Co-Ordinator or Warden etc. 	
	<ul style="list-style-type: none"> Examination and evaluation duties assigned by the college or university or attending the examination paper evaluation. 	
	<ul style="list-style-type: none"> <i>Student-related</i> co-curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. 	
	<ul style="list-style-type: none"> Organizing seminars or conferences or workshops, other college or university activities. 	
	<ul style="list-style-type: none"> Evidence of being actively involved in guiding Ph.D students. 	
	<ul style="list-style-type: none"> Conducting minor or major research projects sponsored by national or international agencies. 	
	<ul style="list-style-type: none"> At least one single or joint publication in a peer-reviewed or UGC list of Journals. 	

Overall Grading:**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.Or**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.**Not Satisfactory:** If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which the teacher has spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration, and the same shall be extrapolated for the entire period of assessment to arrive at the grading of

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the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his or her absence from his or her teaching responsibilities subject to the condition that such leave or deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution and government.

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The Annual Performance Assessment report of College teachers for the CAS promotion is based on the following criteria:

- I. Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university or college examinations, participation in the evaluation of examination answer scripts, and conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- II. Personal Capacity Development related to Teaching and Research Activities:** Attending orientation or refresher or methodology or Faculty Induction courses, Faculty Development Courses, Professional Development Courses, development of e-contents and MOOC, organising seminars or conferences or workshops or presentation of papers and chairing of sessions or guiding and carrying out research projects and publishing the research output in national and international journals etc.
- III. Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

Table-3

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG&PG))

S.No.		Assistant Professor (Level-10 to Level-11)	Assistant Professor (Level-11 to Level-12)	Assistant Professor (Level-12) to Associate Professor (Level-13A)
1	Research and Academic contribution (Category-III)	20 per assessment period	50 per assessment period	45 per assessment period
2	Expert assessment system	Screening cum Evaluation Committee and Departmental Promotion Committee	Screening cum Evaluation Committee and Departmental Promotion Committee	Selection Committee and Departmental Promotion Committee

METHODOLOGY FOR CALCULATING ACADEMIC/RESEARCH SCOPE

(Assessment must be based on evidence produced by the teacher such as – a copy of publications, project sanction letter, utilisation and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences	Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC-CARE listed or SCOPUS INDEXED Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

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	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula per course	02 per curricula per course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks per credit)	20	20
	MOOCs (developed in 4 quadrant) per module per lecture	05	05
	Content writer per subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 02 marks per credit)	08	08
	(d) E-Content		
	Development of e-content in 4 quadrants for a complete course per e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module incomplete course per paper per e-book (at least one quadrant)	02	02
	Editor of e-content for complete course or paper or e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded (05 per thesis submitted)	10 per degree awarded (05 per thesis submitted)
	M.Phil. or P.G or U.G. dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	Grant of More than Rs. 10lakhs	10	10
	Grant of Less than Rs. 10lakhs	05	05
	(c) Research Projects Ongoing:		
	Grant of More than Rs. 10lakhs	05	05
	Grant of Less than Rs. 10lakhs	02	02
	(c) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/ organization like UNO, UNESCO, World Bank, International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

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6.	*Invited lectures, Resource Person, paper presentation in Seminars or Conferences or full paper in Conference Proceedings (Paper presented in Seminars, Conferences and also published as fullpaper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-CARE listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor > 10	-	30 Points

- (a) Two authors: 70% of the total value of publication for each author.
- (b) More than two authors: 70% of the total value of publication or the First or Principal or Corresponding author and 30% of the total value of publication for each of the joint authors.

Joint Projects: The Principal Investigator and Co-investigator would get 50% each.

Note:

- If the paper presented is part of an edited book or proceeding, it can be claimed only once.
- Publications submitted by the candidate for assessment shall have been published during that assessment period.
- For joint supervision of research students, the formula shall be 70% of the total score for the Supervisor and Co-supervisor. The supervisor and Co-supervisor both shall get 7 marks each.
- *For the purpose of calculating the research score of the teacher, the combined research score from categories 5(b) and 6 above shall have an upper capping of thirty per cent of the total research score of the teacher concerned.
- The research score shall be from a minimum of three categories out of six categories.

TABLE-A**(CONSTITUTION OF COMMITTEES)****1. THE “SCREENING–cum-EVALUATION COMMITTEE” FOR CAS PROMOTION OF ASSISTANT PROFESSOR OR EQUIVALENT CADRES IN LIBRARIANS OR PHYSICAL EDUCATION AND SPORTS FROM ONE LEVEL TO THE OTHER HIGHEST LEVEL (LEVEL10, 11, 12) SHALL CONSIST OF:**

- i) The Principal of the college;
- ii) Head or Teacherin-charge of the Department concerned from the college;
- iii) Two subject experts in the subject concerned, nominated by the Vice-Chancellor from the university panel of experts;

NOTE: The quorum for the meeting shall be three, including one subject expert or a University nominee.

2. SELECTION COMMITTEE FOR CAS PROMOTION FROM ASSISTANT PROFESSOR (Level-12) to ASSOCIATE PROFESSOR (Level-13A) at the College Level shall consist of the following persons:

- i) The Chairperson of the Governing Body or his or her nominee, from amongst the members of the Governing body, shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department or Teacher in-charge of the concerned subject from the college.
- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be an expert in the concerned subject. In case of Colleges notified or declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject experts not connected with the college are 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 or declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the 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.
- vi) An academicians belonging to the SC or ST or OBC or Minority or Women or Differently-abled categories, if any of the candidates belonging to these categories is the applicant, to be nominated by the Vice Chancellor if any of the above members of the selection committee does not belong to that category.

NOTE: The quorum for the meeting shall be five, including two subject experts.

TABLE-B**(PROMOTION PROCEDURE)****1. FOR ASSISTANT PROFESSOR and equivalent cadres of Librarian or Physical**

1/328839/2023

Education and Sports (LEVEL-10, 11, 12)

Stage 1: The Screening-cum-Evaluation Committee on verification or evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate(s) under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of Screening-cum-Evaluation Committee and evaluation process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

2. FOR ASSOCIATE PROFESSOR (LEVEL- 12 to LEVEL-13A)

Stage 1: The Selection Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of the Selection Committee and selection process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

TABLE-C**(CAS PROMOTION CRITERIA)****I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A teacher shall be promoted if;

- i) He or she gets a 'satisfactory' grade in the annual performance assessment reports of at least three or four or five of the last four or five or six years of the assessment period, as the case may be, as specified in Annexure-A (Table 1, 2, 3), and;
- ii) The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level-12)

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' grade in the annual performance assessment reports of at least four of the last five assessment periods, as specified in Annexure-A (Table 1, 2, 3), and;
- ii. The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

A teacher shall be promoted if;

- i) He or she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Annexure-A (Table 1, 2, 3), and

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ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these guidelines and approved by the Departmental Promotion Committee.