# PRAMATHESH BARUA COLLEGE

প্ৰম্থেশ বৰুৱা মহাবিদ্যাল্য

**Affiliated to Gauhati University** 



# Supporting Documents for Self Study Reports (3<sup>rd</sup> Cycle NAAC Accreditation) Period: 2018-19 to 2022-23

Criterion-6

Governance, Leadership and Management

Metric No. 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is

deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc







Prepared and Submitted by IQAC PRAMATHESH BARUA COLLEGE

Gauripur, Dist: Dhubri, Assam, PIN: 783331

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

# CONTENT:

Name of Document	Page Numbers
Undertaking	-
Assam Service Discipline and Appeal Rules, 1964	
Assam No-govt College Management Rules, 2001	
Assam College Employees ( Provincialisation) Act, 2005	
Assam Non-govt College Management (Amendment) Rules, 2009	
Assam College Employees ( Provincialisation) Rules, 2010	
Office Memorandum on Composition of governing Body of 09.07.2009, 30.08.2013, 19.09.2013, 05.11.2014, 29.11,2014 and 18.08.2017	
DHE, Assam order regarding financial transaction of provincialised college of 27.04.2015, 11.08.2015, 17.09.2015, and 30.08.2016	
DHE, Assam order regarding uniform policy of admission of students of 05.06.2014 and 06.06.2014	
DHE, Assam order regarding reservation for Economically Weaker Section of 02.02.2019	
DHE, Assam order regarding reservation for PWD of 06.12.2019 and 26.12.2019	
DHE, Assam order regarding reservation for candidates belonging to SC/ST (Plains)/ST (Hills) and OBC	
Ministry of Education, Govt of India template showing Quota for OBC in higher education	
Organogram of the college showing administrative set up	
Code of Conduct Handbook of the college	
Sample copy of Appointment letter	
Sample copy of Advertisement	
Own policies of the college	
SOP of online classes issued by the college	





# PRAMATHESH BARUA COLLEGE, GAURIPUR

Gauripur, Dhubri, Assam, 783331
NAAC ACCREDITATION GRADE "B" (CYCLE-II)

No.PBC Date:

# Undertaking

This is to certify that the documents given below in respect of the 6.2.1 (The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, and procedures, etc.) are true to the best of knowledge and belief.

With Regards

(Dr. Kalyan Das)
Principal
Pramathesh Barua College, Gauripur



# THE ASSAM SERVICES (DISCIPLINE AND APPEAL) RULES

1964

[AS AMENDED UPTO 31<sup>ST</sup> DECEMBER 1998]

# TABLE OF CONTENTS

PART - I - GENERAL		
1.	SHORT TITLE AND COMMENCEMENT	
2.	INTERPRETATION	
3.	APPLICATIONS	
4.	PROTECTION OF RIGHTS AND PRIVILEGES CONFERRED BY ANY LAW OR AGREEMENT.	
PAR	T - II - APPOINTING AUTHORITIES	
5.	APPOINTMENTS TO STATE SERVICES	
PAR	T - III - SUSPENSION	
6.	SUSPENSION	
PAR	T - IV - DISCIPLINE	
7.	NATURE OF PENALTIES	
8.	DISCIPLINARY AUTHORITY	

9.	PROCEDURE FOR IMPOSING PENALTIES	
10.	SPECIAL PROCEDURE IN CERTAIN CASES	
11.	PROVISIONS REGARDING LENT OFFICERS	
12.	PROVISIONS REGARDING BORROWED OFFICERS	
PART - V - APPEALS		
13.	ORDER MADE BY AN AUTHORITY IS APPEALABLE	
14.	APPEALS AGAINST ORDERS OF SUSPENSION	
15.	APPEALS AGAINST ORDERS IMPOSING PENALTIES	
16.	APPEALS AGAINST OTHER ORDERS	
17.	PERIOD OF LIMITATION FOR APPEALS	
18.	FORM AND CONTENTS OF APPEAL	
19.	SUBMISSION OF APPEALS	
20.	WITHHOLDING OF APPEAL	
21.	SUBMISSION OF RETURN OF APPEALS WITHHELD	
22.	TRANSMISSION OF APPEALS	

23.	CONSIDERATION OF APPEAL
24.	EXPEDITIOUS DISPOSAL OF APPEALS
25.	IMPLEMENTATION OF ORDERS IN APPEAL
PART	Γ – VI – REVIEW
26.	GOVERNOR'S POWER TO REVIEW
27.	REVIEW OF ORDERS IN DISCIPLINARY CASES
PAR	r - VII - MISCELLANEOUS
28.	REPEAL AND SAVINGS
29.	REMOVAL OF DOUBTS
SCHI	EDULE

# The 5th November, 1964

### No. ABP. 12/61. -

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules, namely: - THE ASSAM SERVICES (DISCIPLINE AND APPEAL) RULES, 1964.

# PART - I- GENERAL

#### Short title and commencement.

- (a) These rules may be called the Assam Services (Discipline and Appeal) Rules, 1964.
- (b) They shall come into force from the date of publication of this notification.

# 2. Interpretation.

In these rules, unless there is anything repugnant in the subject or context:

 (a) "Appellate Authority" means the authority to whom appeal lies;

- (b) "Appointing Authority", in relation to a Government Servant at any particular time, means the authority empowered to appoint him to the post, which he is holding at that time;
- (c) "Commission" means the Assam Public Service Commission;
- (d) "Disciplinary Authority", in relation to the imposition of a penalty on a Government Servant, means the authority competent under these rules to impose on him that penalty;
- (e) "Government Servant", means a person who is a member of a service or who holds a civil post in connection with the affairs of the State of Assam and includes any person whose services are temporarily placed at the disposal of the Central Government or any State Government or a local or other authority and also any person in the service of a State Government or the Central Government or a local or other authority whose services are temporarily placed at the disposal of the Government of Assam;
- (f) "Schedule" means the schedule to these rules;
- (g) "Service" means a civil service of the State of Assam.

# Application.

- These rules shall apply to all Government servants except
  - (a) Person in casual employment;
  - (b) Person for whose appointment and other matters covered by these rules, special provisions are made by or under any law for the time being I force or in any agreement in regard to the matters covered by such law or such agreement;
  - (c) Members of the All India Services.
- (2) Notwithstanding anything contained in sub-rule (1) these rules, shall apply to every Government servant temporarily transferred to a service or post coming within exception (b) in sub-rule (1) to whom, but for such transfer, these rules should apply.
- (3) Notwithstanding anything contained in sub-rule (1) the Governor may, by notification published in the official Gazette, exclude from the operation of all or any of these rules any Government servants or class of Government servants to whom the Governor shall declare that the rules cannot suitably be applied and

these rules shall thereupon to the extent of such exclusion cease to apply accordingly:

Provided that no such declaration shall be made in respect of any Government servants who holds a pension able post or hold a permanent whole-time post.

(4) If any doubt arises as to whether these rules or any of them apply to any person, the matter shall be referred to the Governor, whose decision thereon shall be final.

# Protection of rights and privileges conferred by any law or agreement.

Nothing in these rules shall operate to deprive any Government servants of any right or privilege to which he is entitled.

- (a) by or under any law for the time being in force, or
- (b) by the terms of any agreement subsisting between such person any the Governor at the commencement of these rules.

# PART - II - APPOINTING AUTHORITIES

# Appointments to State Services.

All appointment to state Services shall be made by the authorities specified in the Schedule.

Provided that the Governor may, by notification in the official Gazette, amend the Schedule from time to time.

## PART - III - SUSPENSION

# \* Suspension.

- (1) The Appointing Authority or any authority to which it is subordinate or any other authority empowered by the Governor in that behalf may place a Government servant under suspension -
  - (a) Where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) Where is the opinion of the authority aforesaid he has engaged himself in activities prejudicial to the interest or the security of the State; or
  - (c) Where a case against him in respect any criminal offence is under investigation inquiry or trial;

Provided that where the order of suspension is made by an authority lower than the Appointing Authority such authority shall forthwith report to the Appointing Authority the Circumstances in which the order was made.

<sup>\*</sup> Substituted vide Notification No. ABP. 87/86/Pt/1. dated 21/08/1987.

(2) A Government servant who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of such detention, by an order of the Appointing Authority and shall remain under suspension until further orders.

Provided that where the detention is made on account of any charge not connected with his position as a Government servant or continuance in office is not likely to embarrass the Government or the Government servant in the discharge of his duties or the charge does not involve moral turpitude, the Appointing Authority may vacate the suspension order made or deemed to have been made when he is released on bail or is not otherwise in custody or imprisonment.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on review under these rule and the case is remitted for further inquiry or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

- (4) Where penalty of dismissal removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of the dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) An order of suspension made or deemed to have been made under these rule may at any time be revoked by the Authority, which made or is deemed to have made the order or by any Authority to which that Authority is subordinate.

# PART - IV - DISCIPLINE

# 7. Nature of penalties.

The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on a Government servant, namely: -

- (i) censure;
- (ii) withholding of increments of promotion;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Government of Assam or the Central Government or any other State Government, or any local or other authority to whom services of a Government servant had been lent;
- (iv) reduction to a lower service, grade or post, or to a lower time-scale, or to lower stage in a time-scale;
- (v) compulsory retirement;
- (vi) removal from service which shall not be a disqualification for future employment;

(vii) dismissal from service, which shall ordinarily be a disqualification for future employment.

# Explanation. -

The following shall not amount to a penalty within the meaning of this rule: -

- (a) withholding of increments of a Government servant for failure to pass a departmental examination or successfully undergo training prescribed in accordance with the rule or orders governing the service of post or the terms of his appointment;
- (b) stoppages of a Government Servant at an efficiency bar in the time scale on the ground of his unfitness to cross the bar;
- (c) non-promotion whether an a substantive or officiating capacity of a Government servant, after due consideration of his case to a Service, grade or post for promotion to which he is eligible;
- (d) reversion to lower Service, grade or post of a Government servant officiating in higher Service, grade or post on the ground that he is considered, after trail, to be unsuitable for such higher Service, grade or post or on administrative grounds unconnected with his conduct;

- (e) reversion to his permanent Service, grade or post of a Government servant appointed on probation to another Service grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation;
- (f) Compulsory retirement of a Government servant after completion of 25 years qualifying service or 30 years qualifying service as the case may be, under the provisions of Articles 103, 104 of the Assam Pension Manual and Rule 1 (2) of Section I of the Assam Liberalised Pension Rules;

# (g) Termination of the Service -

- (i) of a Government servant appointed on probation, during or at the end of the period on probation, during or at the end of the period on probation, in accordance with the terms of his appointment or the rules and orders governing probation; or
- (ii) of a Government servant employed under an agreement in accordance with the terms of such agreement;
- (iii) of a Government servant whose term of appointment provides for the termination of

service by either party giving notice for a specified period;

(iv) of a Government servant in whose case the appointment is expressly stated to be on temporary basis and to have been sanctioned until further orders and it is also provided that his services may be terminated at any time without notice;

# 8. Disciplinary Authority.

- The Governor may impose any one or more of the penalties specified in rule 7 on any Government servant
- Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (3) any one or more of the penalties specified in rule 7 may be imposed on member of a State Service by the Appointing Authority or by any other authority empowered in this behalf by a general or special order of the Governor.
- Notwithstanding anything contained in this rule no penalty specified in clauses (iv) to (vii) of the rule 7 shall be imposed by an authority lower than the Appointing Authority.

# Procedure for imposing penalties.

- (1) Without prejudice to the provisions of the Public Servant; (Inquiry) Act, 1850, no order imposing on a Government servant any of the penalties specified in rule 7 shall be passed except after an inquiry, held as far as may be in the manner hereinafter provided.
- (2) The Disciplinary Authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based shall be communicated in writing to the Government servant, and he shall be required to submit, within such time as may be specified by the Disciplinary Authority, a written statement of his defence and also to state whether he desires to be heard in person.
- \*(2.1) At the time of delivering the charges, the Disciplinary
  Authority shall invariably furnish to the Government
  servant a list of documents and witnesses by which
  each article of charges is proposed to be sustained.

# Explanation –

In this sub-rule (3) the expression "the Disciplinary Authority" shall include the authority competent under these rules to impose upon the Government servant any of the penalties specified in rule 7.

(3) The Government servant shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such permission may be refused if for reasons to be recorded in writing, in the opinion of the Disciplinary Authority such records are not relevant for the purpose or it against the public interest to allow him access thereto;

Provided that when a Government servant is permitted to inspect and take extracts from official records due case shall be taken against tempering removal or destruction of records.

(4) On receipt of the written statement of defence, or if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such of the charge as are not admitted or, if it considers it necessary so to do, appoint for the purpose a Board of inquiry or an Inquiring Officer.

- (5)The Disciplinary Authority may nominate any person to present the case in support of the charges before the Authority inquiring into the charges (hereinafter referred to as the inquiring Authority). Government servant may present his case with the assistance of any other Government servant approved by the Disciplinary Authority, but may not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the Disciplinary Authority, having regards to the circumstances of the case so permits.
- (6) The enquiring Authority shall, in the course of the enquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regards to the charges. The Government servant shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to adduce documentary and oral evidence in his defence. The person presenting the case in support of the charges shall be entitled to cross-examine the Government servant and the witnesses examine any witness or to admit any document in evidence on the ground that his evidence or such document is not relevant or material it shall record its reasons in writing.

(7) At the conclusion of the inquiry, the inquiring Authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons therefore.

# \* Explanations: -

If in the opinion of the enquiring authority the proceedings of the enquiry establish any article of charge different from the original article of the charge it may record it findings on such article of charge.

Provided that the findings on such article of charge shall not be recorded unless the Government servant has either admitted the facts on which such article of charge is based or has a reasonable opportunity of defending himself against such article of charge.

- (8) The record of the inquiry shall include -
  - the charges framed against the Government servant and the statement of allegations furnished to him under sub-rule. (2);
  - his written statement of defence, if any;

Inserted vide amendment No. ABP. 189/77/3, dated 10/07/1977.

- iii. the oral evidence taken in the course of the enquiry;
- iv. the documentary evidence considered in the course of the inquiry;
- the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry; and
- vi. a report setting out the finding on each charge and the reasons therefore,
- (9) The Disciplinary Authority shall, if it is not the Inquiring Authority; consider the record of the inquiry and record its finding on each charge.

# \*(10) Major Penalties.

If the Disciplinary Authority having regard to its findings on the charges and on the basis of evidence adduced during the inquiry, is of the opinion that any of the penalties specified in Clauses (iv) to (vii) of rule 7 should be imposed on the Government servant it shall make an order imposing such penalty and it shall not

<sup>\*</sup> Inserted vide Notification No. ABP. 1/11/80/1, dated 28/03/1980.

be necessary to give the Government servant any opportunity of making representation on the penalty proposed to be imposed:

Provided that in every case where it is necessary to consult the Commission the record of the inquiry shall be forwarded by the Disciplinary authority to the Commission for its advice and such advice shall be taken into consideration before making an order imposing any such penalty on the Government servant.

# (11) Minor Penalties.

If the Disciplinary Authority, having regard to its findings on the charges, is of the opinion that if any of the penalties specified in clauses (i) to (iii) of Rule 7 should be imposed, it is necessary to consult the Commission, shall do so, after consulting the Commission.

(12) (a) Notwithstanding anything contained in this rule, it shall not be necessary to follow the procedure laid down in the proceeding sub-rules incases where it appears to the authority competent to impose the penalty at the initial stage of the proceedings that the penalty of censure would be adequate, but if at any later stage it is proposed to impose any other penalty specified in Rule. 7 the procedure laid down in the said rules shall be followed.

- (b) No order imposing the penalty of censure shall however be passed, except after -
  - the Government servant is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make; and
  - such representation, if any is taken into consideration by the Disciplinary Authority.

#### \*9.A. Communication of orders: -

Orders made by the Disciplinary Authority shall be communicated to the Government servant who shall also be supplied with a copy of the report of the inquiry, if any, held by the Disciplinary Authority and a copy of its findings on

<sup>\*</sup> Inserted vide amendment No. ABP. 189/77/3, dated 07/10/1977.

each charge, or where the Disciplinary Authority is not the Inquiring Authority, a copy of the report of the Inquiring Authority and a statement of the findings of the Disciplinary Authority together with brief reasons for its disagreement, if any with the findings of the Inquiring Authority (unless they have already been supplied to him) and also a copy of the advice, if any given by the Commission and, where the Disciplinary Authority has not accepted the advice of the Commission, a brief statement of the reasons for such non-acceptance.

# Special Procedure in certain cases.

Notwithstanding any thing containing in Rule 9 -

- (i) Where a penalty is imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said, or
- (iii) where the Governor is satisfied that in the interest of the security of the state, it is not expedient to follow such procedure, -

the Disciplinary Authority may consider the circumstances of the case and pass such orders thereon as it deems fit:

Provided that the Commission shall be consulted before passing such orders in any case in which such consultation is necessary.

# 11. Provisions regarding lent officers.

(1) Where the services of a Government servant are lent to the Central Government any State Government or to local or other Authority (hereinafter in this rule referred to as "the Borrowing Authority"), the Borrowing Authority shall have the powers of the Appointing Authority for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceeding against him.

Provided that the Borrowing Authority shall forthwith inform the Authority which lent his services (hereinafter in this rule referred to as "the Lending Authority") of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.

(2) In the light of the findings in the disciplinary proceeding taken against the Government servant – (i) If the Borrowing Authority is of the opinion that any of the penalties specified in clauses (I) to (iii) of Rule 7 should be imposed on him, it may, in consultation with the leading Authority pass such orders on the case as it deems necessary:

> Provided that in the event of a difference of opinion between the Borrowing Authority and the Leading Authority, the services of the Government Servant shall be replaced at the disposal of the Lending Authority:

(ii) If the Borrowing Authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 7 should be imposed on him, it shall replace his services at the disposal of the Lending Authority and transmit to it the proceedings of the inquiry and thereupon the Lending Authority may, if it is the Disciplinary Authority, pass such orders thereon as it deems necessary, or if it is not the Disciplinary Authority submit the case to the Disciplinary Authority which shall pass such orders on the case as it deems necessary:

Provided that in passing any such order the Disciplinary Authority shall comply with the provisions of sub-rule (10) of Rule 9.

# Explanation: -

The Disciplinary Authority may make an order under clause (ii) of sub-rule (2) on the record of the inquiry transmitted by the Borrowing Authority, or after holding such further inquiry as it may deem necessary.

# 12. Provisions regarding borrowed officers

- (1) Where an order suspension is made or a disciplinary proceeding is taken against a Government servant whose services have been borrowed from the Central Government, any State Government or a local or other authority, the authority lending his services (hereinafter in this rule referred to as the "Lending Authority"), shall forthwith be informed of the circumstances lending to the order of his suspension or the commencement of the disciplinary proceeding as the case may be.
- (2) In the light of the finding in the disciplinary proceeding taken against the Government servant –
  - (i) if the Disciplinary Authority is of the opinion that any of the penalty specified in clauses (1) to (iii) of Rule 7 should be imposed on him, it may, subject to the provision of Rule 9 and in

consultation with the Lending Authority pass such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the Borrowing Authority and the Lending Authority the services of the Government servant shall be replaced at the disposal of the Lending Authority;

(ii) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 7 should be imposed on him it shall replace his services at the disposal of the Lending Authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

# PART - V - APPEALS

### Order made by an authority is appealable.

Every Government servant shall be entitled to Appeal, as hereinafter provided against an order passed by an authority: -

- (a) Placing him under suspension under rule 6:
- (b) imposing upon him any of the penalties specified in rule 7.

# 14. Appeals against orders of suspension.

A Government servant may appeal against an order of suspension of the Authority to which the authority, which made or is deemed to have made the order, is immediately subordinate.

# 15. Appeals against orders imposing penalties.

A Government servant may appeal against an order imposing upon in any of the penalties specified in rule 7 to the appellate authority specified in this behalf in the schedule. There shall be no appeal against the orders of the appellate authority.

# Explanation. -

In this rule the expression "Government servant" include a person who has ceased in Government services.

#### \* Rule 15 - A. -

Notwithstanding anything contained in Rule 15, the (1)Government servant may appeal against an order imposing upon him the penalty of dismissals, removal or reduction in rank with the aid of the provisos (a), (b) and (c) to Article 311 (2) of the Constitution of India during the period during which the emergency proclaimed in the month of June 1975 was in force, hereinafter called in these rules as the emergency period, to a committee of 3 persons to be set up by the State Government for this purpose, the state Government may constitute as many committees as it may deem fit to deal with the appeals preferred under this rule and specify the appeals of different categories of Government servant which will be heard and dispose of by each such committee appointed. The constitution of each such committee shall be notified by the State Government in the official Gazette:

<sup>\*</sup> Inserted vide Notification No. ABP. 69/78/Pt./17, dated 20/07/1978.

Provided that any committee so constituted would not hear the case of a person, which have been dealt, directly or indirectly, by any of its members at any stage of the passing of the impugned order. Such cases shall be brought to the notice of the Government which shall then nominated some other person in place of the member in question.

All appeals against orders of dismissals, removals and (2)reduction in ranks passed under provisos to Article 311 (2) of the Constitution of India which are pending before the appellate authority on or before the date on which these rules come into force shall stand transferred to such committee constituted under the preceding rule as may be specified by the State Government. Any Government servant who did not prefer any appeal against any order would be entitled to do so within a period of thirty days from the date of notification constituting a committee. The appellate authority on receipt of such a memorandum of appeal shall forward the same to the committee in question without delay. Such an appeal could be filed notwithstanding anything to the contrary in rule 19 directly to the appellate authority named in the schedule who shall thereafter call for the records along with the report of the disciplinary authority and transmit the appeal along with records to the committee in question.

# Explanation: -

For the purpose of this rule all petitions filed against any order of dismissal, removal or reduction in rank under provisos to Article 311 (2) of the Constitution of India during the emergency period and pending before the authority shall be deemed to be appeals filed under rule 15 A.

(3) Each of the committees constituted by the Government under sub-rules (1) shall have all the powers of the appellate authority and shall be subject to the same restrictions as laid down in rule 23:

Provided that it shall be incumbent for the committee to hear the officer in person before passing any final order on the appeal. But the officer would have no right to be represented by a legal practitioner. The committee may, however, allow lawyer representation in a particular case if deemed fit by it:

Provided further that the disciplinary authority could nominate any person to represent it before the committee. The person so nominated would not be a legal practitioner except in a case where the officer is allowed to be represented by a legal practitioner. Provided also that in hearing a case covered by proviso (b) to Article 311 (2), it shall be the duty of the committee (i) to make available the reasons which were recorded for dispensing with the enquiry, (ii) to inform

the delinquent about the misconduct in question alleged against him and about the materials which had led the appointing authority to come to the conclusion that the misconduct in question had been proved, and (iii) to specifically hear the delinquent on the question of the penalty which had been imposed on him. The last requirement shall be observed in other cases also.

- (4) Where any order of dismissal, removal or reduction in rank \* of any Government servant appealed against is set aside and the case is remitted.
  - (i) without any direction; or
  - (ii) with a direction to proceed further but the disciplinary authority does not decide to proceed in such manner; the concerned officers should be re-instated immediately;
  - (iii) with direction to proceed and the disciplinary authority decides to proceed further against the Government servant, the Government servant shall irrespective of the fact whether he was placed under suspension or not be deemed to be placed under suspension with effect from the date of the original order of dismissal, removal

<sup>\*</sup> Inserted vide Notification No. ABP.69/78/Pt/47 dated 27/07/1978.

or reduction in rank as the case may be and shall continues under suspension till the order of suspension is vacated.

- 5. (a) In every case where any petition or appeal filed against any order of dismissal, removal or reduction in rank, passed under the proviso (b) to Article 311 (2) of the Constitution of India during the emergency period has been disposed of before coming into force of these rules by the appellate authority and the decision of the appellate authority had been adverse to any Government servant the authority passing the order shall transmit the records of such cases to the committee specified for hearing similar appeals.
  - (b) On receipt of the records under the proceeding clause of this sub-rule the committee shall see whether the disposal of the appeal was satisfactory or not. If the disposal is not found to be satisfactory, the committee shall re-hear the matter as if it were a review petition under Rule 26 of these rules and shall exercise all the powers vested in the Governor under the aforesaid rule. In all cases reviewed by the committee under this rule, there shall be no further review by the Governor.

## 16. Appeals against other orders.

- A Government servant may Appeal against an order which -
  - (a) denies or varies to his disadvantage his pay, allowances pension or other conditions of service as regulated by any rules or by agreement, or
  - (b) interprets to his disadvantage the provisions of any such rules or agreement – to the authority to which the authority passing such order is immediately subordinate any (\*\*) where the order is passed by the Governor, the appeal shall lie to the Governor.
- (2) An appeal against an order -
  - stopping a Government servant at the efficiency bar in the time scale on the ground of his unfitness to cross the bar;
  - (b) reverting to a lower service grade or post, a Government servant officiating in higher service, grade to post, otherwise than as penalty;

<sup>\*\*\*</sup> Inserted vide Notification No. ABP. 301/77/44, dated 01/11/1977 and Added vide Notification No. ABP. 87/86/Pt/1, dated 21/08/1987.

- reducing or withholding the pension or denying the maximum pension admissible under the rules;
- (d) determining the pay and allowances for the period of suspension to be paid to a Government servant on his re-instatement or determining whether or not such period shall be treated as a period spent on duty for any purpose; and
- (e) placing a Government servant under suspension, shall lie –
  - (i) in the case of an order made in respect of Government servant on whom the penalty of dismissal form services can be imposed only by the Governor to the Governor; and
  - (ii) in the case of an order made in respect of any other Government servant, to the authority to whom an appeal against an order imposing upon him the penalty of dismissal from service would lie.

## Explanation -

In this rule -

- (i) the expression "Government servant" includes a person who has ceased to be in Government service:
- (ii) the expression "Pension" includes additional pension, gratuity and any other retirement benefit.

## 17. Period of limitation for appeals.

No appeal under this part shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

## 18. Form and contents of appeal.

- Every person submitting an appeal shall do so separately and in his own name;
- (2) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material

statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

## 19. Submission of appeals.

Every appeal shall be submitted to the authority, which made the order appealed against and in the case of serving officers, through the head of the office in which the appellant is serving for the time being.

Provided that a copy of the appeal may be submitted direct to the appellate authority.

## Withholding of appeal.

The authority which made the order appealed against may withhold the appeal if -

- it is an appeal against an order from which no appeal lies; or
- (ii) it does not comply with any of the provisions of rule18; or
- (iii) it is not submitted within the period specified in rule 17 and no sufficient cause in shown for the delay; or

 (iv) it is a repetition of an appeal already decided and new facts or circumstances of material importance are adduced;

Provided that an appeal with held on ground only that it does not comply with the provisions of rule 18 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the said provisions, shall not be with held:

Provided further that where an appeal is with held, the appellant shall be informed of the fact and the reasons therefore.

## Submission of return of appeals withheld.

Within fifteen days from the commencement of each quarter a list of the appeals withheld by any authority during the previous quarter, together with the reasons for withholding them, shall be furnished by that authority to the appellate authority.

## 22. Transmission of appeals.

(1) The authority which made the order appealed against shall, without any avoidable delay which in no case shall exceed one month, transmit to the appellate authority every appeal which is not withheld under rule 20, together with its comments thereon and the relevant records.

(2) The authority to which an appeal lies may direct transmission to it of any appeal withheld under rule 20 and thereupon such appeal shall be transmitted to that authority together with, the comments of the authority withholding the appeal and the relevant records.

## 23. Consideration of appeal.

- (1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 6 and having regard to the circumstances and gravity of case the order of suspension is justified or not and confirmed or revoke the order accordingly.
- (2) In the case of an appeal against an order imposing any of the penalties specified in rule 7, the appellate authority shall consider -
  - (a) whether the procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted in violation of any provisions of the Constitution or in failure of justice;

- (b) whether the finding are justified; and
- (c) whether the penalty imposed is excessive, adequate or inadequate; and, after consultation with the Commission if such consultation is necessary in the case, pass orders –
  - setting aside, reducing, confirming or enhancing the penalty; or
  - (ii) remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit, in the circumstances of the case:

#### Provided that -

- the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- \*(ii) If the enhanced penalty which the appellate authority proposes to impose in one of the penalties specified in Clause (iv)

<sup>\*</sup> Substituted vide Notification No.ABP. 111/80/1, dated 28/03/1980.

to (vii) of rule 7 and an inquiry under rule 9 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 10, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions or rule 9 and thereafter, on consideration of the proceedings of such inquiry make such orders as it may deem fit;

- (iii) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in Clauses (iv) to (vii) of rule 7 and an inquiry under rule 9 has already been held in the case, the appellate authority shall, make such orders as it may deem fit;
- (iv) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as for as may be in accordance with the provisions of rule 9, of making a representation against such enhanced penalty.
- (3) In the case of an appeal against any order specified in rule 16 the appellate authority shall

consider all the circumstances of the case and pass such orders as it deems just and equitable.

(4) While the considering an appeal it will not be necessary to hear the officer in person by the appellate authority.

## 24. Expeditious disposal of appeals.

When an appeal under these rules is preferred it shall be disposed of as expeditiously as possible and in any case with a period of three months from the date of receipt of the appeal by the appellate authority.

## 25. Implementation of orders in appeal.

The authority which made the order appealed against shall forthwith give effect to the orders passed by the appellate authority.

#### PART – VI - REVIEW

## 26. Governor's power to review.

Notwithstanding anything contained in these rules, the Governor may, on his own motion or otherwise call for the records of the case and review any order which is made or is appealable under these rules or the rules repealed by rule 28 and, after consultation with the Commission where such consultation is necessary –

- (a) Confirm, modify or set aside, the order;
- impose any penalty or set aside; reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case; or

(d) pass such other orders as he deems it;

\* Provided that no order imposing or enhancing any penalty shall be made unless the Government servant concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in Clauses (iv) to (vii) of rule 7 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these Clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in rule 9 and except after consultation with the Commission where such consultation is necessary.

## Review of orders in disciplinary cases.

The authority to which an appeal against an order imposing any of the penalties specified in rule 7 lies may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and, after consultation with the Commission where such consultation is necessary, pass such orders as it deems fit, as if the Government servant-had preferred an appeal against such order:

<sup>\*</sup> Substituted vide Notification No. ABP. 111/80/1, dated 28/03/1980.

Provided that no action under this rule shall be initiated more than one year after the date of the order to be reviewed.

## PART - VII - MISCELLANEOUS

#### Repeal and savings.

(1) The Civil Services (Classification, Control and Appeal) Rules and the rules contained in the Notification of the Government of India in the Home Department No. F. /9/10/30 Ests, dated 27th February, 1932, and any Notifications issued and orders made under may such rules to the extent to which they apply to persons to whom this rules apply are hereby repealed;

#### Provided that -

- (a) such reapeal shall not affect the previous operation of the said rules, notification and orders or any thing gone or any action taken thereunder;
- (b) any proceedings under the said rules, notifications or orders pending at the commencement of these rules shall be continued and disposed of as may be, in accordance with the provisions of these rules.

- (2) Nothing in these rules shall operate to deprived any person to whom these rules apply of any right of appeal which had accrued to him under the rules, notifications or orders repealed by sub-rule (1) in respect of any order passed before the commencement of this rules.
- (3) And appeal pending at or preferred after the commencement of this rules against and order made before such commencement shall be considered and orders there on shall be passed, in accordance with these rules.

#### 29. Removal of Doubts.

Where a doubt arises as to who is the Head of any office or as to whether any authority is subordinate to or higher than any other authority or as to the interpretation of any of the provision of these rules, the matter shall be referred to the Governor whose decision thereon shall be final.

## SCHEDULE

S1. No.	Description of Service	Appointing Authority	Appellate Authority
	1	2	3
1.	Assam Civil Service, Class-I.	Governor	Governor
2.	Assam Civil Service, Class-II.	-do-	-do-
3.	Assam Judicial Service, Grade-I	-do-	-do-
4.	Assam Judicial Service, Grade-II	-do-	-do-
5.	Assam Judicial Service, Grade-III	-do-	-do-
6.	Assam Legal Service	-do-	-do-
7.	All Gazetted Staff (excluding ministerial Gazetted staff) of the offices of the Military Secy. & Private Secy. To the Governor of Assam.	-do-	-do-
8.	All Gazetted officers of the Assam Public Service Commission	-do-	-do-

S1. No.	Description of Service	Appointing Authority	Appellate Authority
9.	All Gazetted officers under Administrative Reforms and Training Department.	-do-	-do-
10.	All Gazetted officers under Agriculture Department.	-do-	-do-
11.	All Gazetted officers under Co-operative Department.	-do-	-do-
12.	All Gazetted officers under Education (C.T.M.) Department.	-do-	-do-
13.	All Gazetted officers under Education (Personal) Department	-do-	-do-
14.	All Gazetted officers under Election Department.	-do-	-do-
15.	All Gazetted officers under Excise Department.	-do-	-do-
16.	All Gazetted officers under Finance (E) Department	-do-	-do-
17.	All Gazetted officers under Finance (Taxation) Department.	-do-	-do-

S1. No.	Description of Service	Appointing Authority	Appellate Authority
18.	All Gazetted officers under Finance (Budget-I)	-do-	-do-
19.	Department.  All Gazetted officers under Forest Department.	-do-	-do-
20.	All Gazetted Officers under Flood Control Department.	-do-	-do-
21.	All Gazetted officers under Food and Civil Supply Department.	-do-	-do-
22.	All Gazetted officers under General Administrative Department	-do-	-do-
23.	All Gazetted officers under Health and Family Welfare Department.	-do-	-do-
24.	All Gazetted officers under Hills Areas Department.	-do-	-do-
25.	Assam Police Service, Class-I	-do-	-do-
26.	Assam Police Service, Class-II	-do-	-do-
27.	Other Gazetted officer under Home Department	-do-	-do-

ppellate uthority			iption of Service	S1. No.
-do-	-do-	-d	tted officers under	28. All
-do-	-40-	-u	s Department.	
-do-	-do-	-d	tted officers under	29. All
-40-	-40-	-4	partment.	
-do-	-do-	-d	tted officers under	30. All
-40-	-40-		Department.	
			tted officers under	All
-do-	-do-	-d	and Employment	31. La
			ent.	De
-do-	-do-	-d	tted officers under	32. All
-00-	-40-		e Department.	
-do-			tted officers under	All
	-do-	-d	d Administrative	33. Mı
			ent.	De
			tted officers under	All
-do	-do	-0	at and Rural	34. Pa
			nent Department.	De
			tted officers under	All
-do-	-do-	-d	and Development	35. Pla
			ent.	De
-do-	-do-	-d	tted officers under	36. All
do			Department.	
			tted officers under	All
			Electricity) Mines	Po
-do-	-do-	-d	erals Development	37. an
			ent.	De
			•	2220.000

Sl. No.	Description of Service	Appointing Authority	Appellate Authority
38.	All Gazetted officers under	-do-	-do-
00.	Printing Department.	40	ao
	All Gazetted officers under		
39.	Public Enterprise	-do-	-do-
	Department.		
	All Gazetted officers under		
40.	Public Works Deptt. (Roads	-do-	-do-
	and Building Wings)		
	All Gazetted officers under		
41.	Relief and Rehabilitation	-do-	-do-
	Department.		
	All Gazetted officers under		
42.	Revenue (Land Revenue)	-do-	-do-
	Department.		
	All Gazetted officers under		
43.	Revenue (Reforms)	-do-	-do-
	Department.		
44.	All Gazetted officers under	-do-	-do-
	(Settlement) Department.	do	-40-
	All Gazetted officers under		
45.	Science, Technology and	-do-	-do-
	Environment Department.		
46.	All Gazetted officers under		
	Handloom, Textile and	-do-	-do-
	Sericulture Department.		
47.	All Gazetted officers under	-do-	-do-
17.	Registration Department.	-40-	-40-

S1. No.	Description of Service	Appointing Authority	Appellate Authority
48.	All Gazetted officers under Soil Conservation Department	-do-	-do-
49.	All Gazetted officers under Sports and Youth Welfare Department.	-do-	-do-
50.	All Gazetted officers under Town and Country Planning Department.	-do-	-do-
51.	All Gazetted officers under Veterinary Department.	-do-	-do-
52.	All Gazetted officers under Veterinary Department.	-do-	-do-
53.	All Gazetted officers under Welfare of Plain Tribes, Backward Classes & Social Welfare Department.	-do-	-do-
54.	Assam Secretariat Service (Deputy Secretary.)	-do-	-do-
55.	Assam Sectt. Service (Under Secretary)	-do-	-do-
56.	Stenographer Service  (i) Special Officer  (ii) Senior Grade	-do-	-do-
57.	Keeper of Records-cum Librarian.	-do-	-do-

S1. No.	Description of Service	Appointing Authority	Appellate Authority
58.	Personal Assistant to Commissioners, of Division	-do-	-do-
59.	Registrar in the Office of the Chairman, Assam Administrative Tribunal.	Governor	-do-
60.	Assam Secretariat Service (Supdt.).	Chief Secretary	-do-
61.	Assam Secretariat Subordinate Service: - (i) Upper Division Assistant. (ii) Lower Division Assistant. (iii) Typist	-do-	-do-
62.	Instructor, Stenography Classes, Assam Secretariat Training School.	-do-	-do-
63.	Stenographers Grade – I, Grade-II and Grade- III in the Assam Secretariat.	-do-	-do-

S1. No.	Description of Service	Appointing Authority	Appellate Authority
64.	All Non-Gazetted Ministerial Staff and Grade-IV Staff in the office of the Chairman, Assam Administrative Tribunal.	Chairman, Assam Administrative Tribunal	-do-
65.	All Non-Gazetted Ministerial Staff in the office of the Chairman, Assam Board of Revenue.	Chairman, Assam Board of Revenue	-do-
66.	All Non-Gazetted Staff of the offices of the Divisional Commissioners.	Divisional Commissioners	Chief Secretary
67.	All Ministerial Gazetted Staff of the office of the Military Secretary to the Governor of Assam.	Military Secretary to the Governor of Assam.	Chief Secretary
68.	All Non-Gazetted Staff of the office of the Private Secy. To the Governor of Assam.	-do-	Chief Secretary

S1.	Description of Service	Appointing Authority	Appellate Authority
69.	All Non-Gazetted Staff of the office of the Military Secretary to the Governor of Assam	Private Secretary to the Governor of Assam	Chief Secretary
70.	All Non-Gazetted Staff of the Assam Public Service Commission.	Secretary to the Commission.	Chairman of the Commissio n
71.	All Ministerial and Grade-IV Staff of the office of the Senior Government Advocate, Assam.	Senior Government Advocate, Assam.	Secy. To the Govt. of Assam, Judicial Department
72.	All Grade-IV Staff in the Assam Civil Secretariat.	Dy. Secy. Or Under Secy, Personal S.A (E) Department.	Chief Secretary
73.	All Grade-IV Staff in the Assam Civil Secretariat P.W.D. (R&B Wing).	Secretary P.W.D. (R&B Wing)	Chief Secretary
74.	All Grade-IV Staff in the Assam Secretariat Flood Control department.	Secretary, Flood Control Department.	Chief Secretary

SI. No.	Description of Service	Appointing Authority	Appellate Authority
75.	All Grade-IV Staff in the Assam Secretariat Irrigation Department.	Secretary, Irrigation Department.	Chief Secretary
76.	Stenographer Grade-II & Grade-III in Heads of Department.	Heads of Department.	Secy. Of the Deptt.
77.	Stenographer Grade-II & Grade-III to Deputy Commissioners Office.	Deputy Commissioner	Commissioner of Division.
78.	All Non-Gazetted posts under the Control of a "Head of Department" other than the posts in respect of which specific provisions have been made separately.	Heads of Department	Secretary of the Department.
79.	Revenue Sheristadars and Head Assistants of the Dy. Commissioners' amalgamated establishments.	Commissioner of Divisions	Chief Secretary

SI. No.	Description of Service	Appointing Authority	Appellate Authority
80.	All Ministerial Staff except the Revenue Sheristadars and Head Assistants of the Dy. Commissioners' amalgamated establishment (including those in the offices of the Sub-Divisional officers and Sub-Deputy Collectors of the District).	Deputy Commissioner	Commissioner of Division
81.	All Grade-IV Staff of the Deputy Commissioners' amalgamated establishment.	Deputy Commissioner s or Sub- Divisional officers as the case may be	Commissioner of Divisions against Dy. Commissioner s order & Dy. Commissioner against Sub- Div. Officer's order
82.	All Non-Gazetted Staff in the district and Sub-Divisional offices under other Heads of Department.	Head of Office.	Head of Department.

S1. No.	Description of Service	Appointing Authority	Appellate Authority
83.	All Non-Gazetted Staff in the Office of the Resident Commissioner, Assam House, New Delhi.	Resident Commissioner . Assam House, New Delhi.	Chief Secretary
84.	(a)Administrative Officers under Heads of Department.	Chief Secretary	Governor
	(b) Registrar in the Office of the Heads of Department.	Secretary of the Department	-do-



# 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/Govt. Letters:-

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

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

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

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

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

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

Compiled on:-

The 19th September 2013

#### 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) The 19th September 2013

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

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

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

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

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

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

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

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:-

#### Short title, application and commencement.—

- These rules may be called the Assam Provincialised Colleges and<sup>1</sup> 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 and<sup>2</sup> 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.

#### Definitions.—

In these rules, unless there is anything repugnant<sup>3</sup> in the subject or context;

- (a) "College" means a Provincialised Colleges and 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;

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]
 In Rule 1(3) after the words "be applicable to" the words "Assam Provincialised Colleges and" be added.

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

In the first line, for the word "repugrant", word "repugnant" shall be substituted; [Amended vide Rule 2 i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

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]

- (f) "Management" means the body or group of persons administering the affairs of a <sup>5</sup> College including academic affairs as well as the affairs relating to the assets and liabilities of the <sup>6</sup> 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 imparting<sup>8</sup> Higher education in the post senior Secondary<sup>9</sup> 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;
- "Secretary" means the Secretary to the Governing Body;

## Constitution of the Governing Body<sup>10</sup>.—

- (1)<sup>11</sup> Every <sup>12</sup> College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body <sup>13</sup>.
- (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 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.

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] 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] 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] <sup>11</sup> 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:-[Amended vide Rule 4 of the Assam Non-Government College Management (Amendment) Rules, 2001] [Amended vide Rule 5(2)(a) of the Assam Non-Government College Management (Amendment) Rules, 2009]

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;

- The Vice-Principal Member Ex-officio; (c)
- Two Members to be nominated by the affiliating University concerned (d) - they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University; 17
- Three guardians of students studying in the college as members. They (e) 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
- Two teachers to be elected annually by the teachers from amongst (f) 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.
- One member from the non-teaching staff to be nominated by the (g) 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.
- Local MLA as a permanent special invitee<sup>20</sup>. (i)
- The minimum number of members of the Governing Body shall be ten and shall (2) not exceed twelve thirteen21.
- deleted 22 (3)

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]

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

[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]

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]

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

<sup>18</sup> 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'

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.

### 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:<sup>23</sup>

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 record<sup>24</sup> his views with reason thereof through a speaking order for the purpose.

## Taking over the management of a <sup>25</sup> College.—

In the event of miss management of the affairs of a <sup>26</sup> 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.

### Accountability of the Governing Body.—

The Governing Body, constituted order Rule 3 shall be responsible for the proper financial management, including the upkeepment of the assets of the <sup>27</sup> 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. <sup>28</sup>

## 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.

<sup>&</sup>lt;sup>23</sup> 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]

<sup>&</sup>lt;sup>24</sup> 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".

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

<sup>&</sup>lt;sup>25</sup> In Rules 6 & Rule 7 the words "non Government" be deleted.

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

<sup>&</sup>lt;sup>26</sup> In Rules 6 & Rule 7 the words "non Government" be deleted.

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

<sup>&</sup>lt;sup>27</sup> In Rules 6 & Rule 7 the words "non Government" be deleted.

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

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]

### 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:-

- if he becomes insolvent;
- if by reasons of physical or moral turpitude he becames\* 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.

### 12. Vacancy in the Governing Body.—

- (i) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the appropriate authority as stated in Rule 3 <sup>29</sup> who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.
- No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

## Meeting of the Governing Body.—

- (1) The Governing Body shall meet at least once in every four <sup>30</sup> 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 prior <sup>31</sup> 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.

<sup>29</sup> In Rule 12(i) the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3"

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

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

<sup>31</sup> In the Principal Rules, in rule 13, in sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "consent", the word "Prior" shall be substituted.

- (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.

## 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.—

The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided\*\*\* over the meeting. 32 \*\*\*[to read as preside]

## 16. Quorum.—

At least seven members of the Governing Body shall form a quorum of the meeting.33

#### 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. Government shall be the Appellate Authority/Forum in case of grievances<sup>34 35</sup>.

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]

[Amended vide Rule 9 of the Assam Non-Government College Management (Amendment) Rules, 2009]

<sup>&</sup>lt;sup>32</sup> In the Principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely: "15. Presiding over the meeting - The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided over the meeting".
[Amended vide Rule 7(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

<sup>&</sup>lt;sup>34</sup> In the Principal Rules, in rule 18,- In the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely:-"Rs. 1, 00000/- (One lakh)". [Amended vide Rule 9(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

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.

Provided that so far as Non-Government Colleges are concerned, who are not brought under deficit system of grants-in-aid, <sup>36</sup> 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.

## Duties of the Governing Body.—

In general the following are earmarked as duties of a Governing Body in respect of Colleges:- 37

- (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;
- 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 Govt, with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;<sup>38</sup>
- (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;
- 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;

<sup>38</sup> 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]

<sup>37</sup> 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]

<sup>&</sup>lt;sup>38</sup> 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]

- (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.<sup>39</sup>
- (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. 40

## 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 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.

#### Other functions of the Governing Body.—

The Governing Body is authorised:-

- 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; 41
- 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;

"(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]

<sup>39</sup> 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".

<sup>[</sup>Amended vide Rule 10(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

<sup>40</sup> The following new clause in Rule 19 be inserted as Rule 19 (xiv):-

<sup>&</sup>lt;sup>41</sup> 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".

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

- (iv) to grant fee remission under rules; 42
- (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 <sup>43</sup> 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.<sup>44</sup>

## 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

aaaaa

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

<sup>&</sup>lt;sup>42</sup> In Rule (iv) the words "Prescribed by the State Government or with the approval of Director" be deleted.

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

43 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]

<sup>&</sup>lt;sup>44</sup> 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".

পঞ্জীভক্ত নম্বৰ - ৭৬৮ /৯৭

- seriuper extwoding pesting only coling to A . Registered No. 768/97





# ৰাজপত্ৰ

# THE ASSAM GAZETTE

অসাধাৰণ

# EXTRAORDINARY

a transment of the Government of the Government of

# PUBLISHED BY THE AUTHORITY

নং 408 দিশপুৰ, শুক্ৰবাৰ, 23 ডিচেম্বৰ, 2005, 2 পুহ, 1927 (শক)
No. 408 Dispur, Friday, 23rd December, 2005, 2nd Pausha, 1927 (S.E.)

COVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR "FILE COVERNOR" (1)

and of development :: LEGISLATIVE BRANCH

# category and grainty. NOITACIFITON howers, etc. as admissible, under

the existing rules to the complete State Government serving and serving the Cover 2005, reading the Cover 2005 and the Cover 20

No.LGL. 112/2005/158: The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

ASSAM ACT NO. XLVI OF 2005

(Received the assent of the Governor on 19th December, 2005)

# THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005

NA in the existing terms and conditions of TOA shall be deemed to have become the

to provide for provincialisation of the services of employees of the Non-Government Colleges in receipt of deficit grants-in-aid in the State of Assam.

Preamble

Whereas it is expedient to provincialise the services of employees of the Non-Government Colleges in receipt of deficit grants-in-aid from the Government of Assam.

guilded ovided It is hereby enacted in the Fiftysixth Year of the Republic of India

Short title, extent and commencement.

- This Act may be called the Assam College Employees (Provincialisation) Act, 2005.
  - (2) It extends to the whole of Assam except the Autonomous Council areas under the Sixth Schedule to the Constitution of India:

Provided that the State Government may, in consultation with the said Autonomous Councils, extend this Act to the Autonomous Council areas by notification published in the Official Gazette.

(3) It shall be deemed to have come into force on and from the 1st day of December, 2005.

Definitions.

- 2. In this Act, unless the context otherwise requires, -
- (a) "College" means any Non-Government College in Assam in receipt of deficit grants-in-aid from the Government and imparting general education in Arts, Commerce or Science stream in Graduate level;
- (b) "employee" means an employee of a College both teaching or non-teaching appointed substantively against a sanctioned post;
- (c) "existing employee" means an employee of a College both teaching and non-teaching appointed substantively against a sanctioned post and who is or has been in service on or after the 1st day of January, 2005;
- (d) "Governing Body" means the body constituted by the Government in accordance with the provisions of the Assam Non-Government College Management Rules, 2001;
- (e) "Government" means the Government of Assam;
- (f) "provincialisation" means taking the liabilities for payment of salaries including dearness allowance, medical allowance and such other allowances as admissible to the government employees of similar category and gratuity, pension, leave encashment, etc. as admissible, under the existing rules, to the employees of the State Government serving under the Government of Assam;
- (g) "prescribed" means prescribed by rules made under this Act;
- (h) "retired employee" means an employee who has retired on attaining the age of superannuation or otherwise.

Employees 3 to be provincialised.

- Subject to the provisions of Article 30 and 309 of the Constitution of India, all employees of the Colleges, save and except the employees who exercise option to continue in the existing terms and conditions of service under clause (d) below, shall be deemed to have become the employees of the Government on and from the date on which the Colleges have been brought under the deficit system of grants-in-aid, on the following terms and conditions, namely:-
- (a) all rules including the rules of conduct and discipline, which are applicable to the Government servants of corresponding grade similarly situated shall be applicable;
- (b) the existing employees will continue to receive their respective existing scales of pay and other allowances etc. as admissible to them under relevant rules and orders of the Government;
- (c) the posts in each provincialised College shall constitute an independent cadre for each category of employees. No intercadre transfer from one college to another including mutual transfer shall be allowed;
- (d) the existing employees who want to continue in the existing terms and conditions of service shall give an option in writing to the Director, Higher Education, Assam within a period of three months from the date of coming into force of this Act:

Provided that the option once exercised by an existing employee is final and cannot be changed afterwards;

- (e) any existing employee who does not exercise option under clause(d) shall be deemed to have opted for provincialisation under the provisions of this Act;
- (f) the employees of the Colleges provincialised after coming into force of this Act shall have no right of option under clause (d); and
- (g) all existing employees who do not exercise option under clause (d) shall have to refund the State Government's share of the Contributory Provident Fund with interest within six months from the date of coming into force of this Act:

Provided that if any existing employee who fails to refund the State Government's share of Contributory Provident Fund with interest within the said stipulated period such employee shall be deemed to have been opted to remain under the existing terms and conditions of service applicable to them before provincialisation.

Colleges to be known as Assam Provincialised Colleges. After coming into force of this Act the Colleges provincialised under this Act shall be known as the Assam Provincialised Colleges as distinct from the Government Colleges in Assam.

Government to 5. take over the services of employees. The services of all the employees, who do not exercise the option within the stipulated period under clause (d) of section 3, shall vest with the Government with effect from the respective date of provincialisation of the Colleges.

Selection and appointment of employees.

Appointments of both teaching and non-teaching posts in the Colleges shall be made by the Director of Higher Education, Assam on the basis of selection and recommendation of the Governing Body of the respective College in accordance with the Rules and Procedure of the Government in force.

Rules to be followed for settlement of pension. 7. (1) The existing employees shall be governed by the existing pension Rules of the Government for the time being in force:

Provided that the employees who join on or after the 1st day of February, 2005 shall not be covered by the existing pension Rules of the Government. They shall be governed by such pension Rules or Scheme, as the case may be, as may be framed by the Government from time to time.

(2) The Director of Higher Education, Assam shall process all pension cases and send them to the Accountant General, Assam as per laid down procedure.

HAWAHATT- Posted and published by the Dw. Detector (P. & S.) Directorate of Pfg. and Styl. Assura, Greek And

Mode of pension to employees who retired/died prior to 1st January, 2005. Employees who retired/died, as the case may be, prior to 1st January, 2005 shall be given only superannuation pension or the family pension, as may be applicable under the existing pension Rules of the Government. They shall not be entitled to any other pensionery benefits:

Provided that the payment of such superannuation or family pension, as the case may be, are subject to refund of the Government's share of their Contributory Provident Fund within six months from the date of coming into force of this Act:

Provided further that if the Government's share of Contributory Provident Fund is not refunded in respect of a retired/deceased employee within the aforesaid stipulated period no superannuation pension or family pension shall be admissible in respect of such employee.

Age of superannuation.

 The provincialised employees shall go on superannuation on attaining such age at which a Government servant similarly situated superannuates.

Suits and Proceeding.  No suit, prosecution and other legal proceedings shall lie for anything done in good faith under this Act, except with the previous sanction of the Government.

Power of interpretation and removal of difficulties.

- 11.(1) If any difficulty arises as to the interpretation of any provision of this Act, the interpretation of the Government shall be final;
- (2) If any difficulty arises in giving effect to the provisions of this Act, the Governor may, by order do anything, not inconsistent with the provisions of this Act, which appear to him to be necessary for the purpose of removing the difficulty.

Power of the Government to make Rules.

- 12.(1) Except for the purpose of payment of pension which will be governed by the Assam Services Pension Rules 1969, the State Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.
  - (2) All rules made by the State Government under this Act shall, as soon as may be after they are made, be laid before the State Legislature, while it is in session, for a total period of not less than fourteen days which may be comprised in one session or in two or more successive sessions, and shall, unless some later date is appointed, take effect from the date of their publication in the Official Gazette subject to such modifications or annulments as the Legislature may, during the said period agree to make, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder.

M. K. DEKA,

Commissioner and Secretary to the Govt. of Assam, Legislative Department, Dispur.

# 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 nonteaching 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 9<sup>th</sup> July, 2009.

# Copy to:

- 1. Principal Secretary to Hon'ble Chief Minster, Assam
- P.S. to Minister, Higher Education.
- 3. S.O. to Chief Secretary, Assam.
- 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



# ৰাজপত্ৰ

# THE ASSAM GAZETTE

# অসাধাৰণ EXTRAORDINARY

# প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘোণ, 1932 (শক)
No. 339 Dispur, Monday, 22nd November, 2010, 1st Agrahayana, 1932 (S.E.)

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

### NOTIFICATION

The 15th November, 2010

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

#### Short title, extent and commencement.

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

#### Definitions

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

### Class and Cadre. 3.

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

#### Strength of Service.

 The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.

#### Method of Recruitment.

- Recruitment shall be made in the manner prescribed hereinafter;
  - (1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.
  - (2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.
  - (3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.
  - (4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.
  - (5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.
  - (6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.
  - (7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.

#### Assessment of 6. Vacancies.

Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories;

#### Direct Recruitment.

7.

9.

- (a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;
  - (b) The Director shall communicate his orders within thirty days;
  - (c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;
  - (d) All fersh appointments shall be made on receipt of police verification report.

### Age Limit 8. and Quasification.

The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.

#### General Procedure for Promotion.

- (i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;
  - (a) The number of vacancies with reservations;

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

Selection Committee/ Departmental Promotion Committee.  (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consists of the following:-

(i) President of the Governing Body

- Chairman

(ii) Head of Department (Concerned)

- Member

(iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert)

(iv) Secretary of the Governing Body

Member Secretary.

(v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

Two third majority will constitute the quorum with mandatory presence of University expert nominee;

(B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following:-

(i) President of the Governing Body

- Chairman

(ii) Secretary of the Governing Body

- Member Secretary

(iii) Two heads of Department to be nominated by the President, Governing Body

Member

- by the President, Governing Body.

  (C) Departmental Promotion Committee for all posts shall consists of the
  - (i) President of the Governing Body

- Chairman

(ii) Principal of the College

following :-

- Member Secretary

(iii) One senior most Head of the Department of the College. - Member

### Disqualification 11.

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

#### Reservation

In all cases of appointment by direct recruitment as well as by promotion there shall be reservations for candidates belonging to the members of the SC, ST as per provision of the SC, ST (Reservation of Vacancies in Services and Posts) Act, 1978 and Rule framed thereunder. There shall also be reservations for candidates belonging to OBC as per Government instructions. General order in respect of reservation in favour of other categories of candidates like physically handicapped as may be in force shall also be followed. Since an individual college is a seperate entity for the purposes of cadres, reservations would be applicable college-wise for each individual cadre seperately for which a proper register of roster shall be maintained. As Principal is a single post cadre no reservation would be applicable to it. The Governing Body shall be responsible to ensure that reservations are made as per Rules.

# Probation & Confirmation.

13. Subject to availability of a permanent vacancy in the respective cadre a person appointed on direct recruitment shall be placed according to seniority on probation against the permanent vacancy for a period of 2 years before he is confirmed.

#### Training

 A person appointed on direct recruitment shall be required to undergo such training and pass such departmental examinations as Government may prescribe.

# Discipline & Appeal

15. All employees of the Assam Provicialised Colleges shall be governed under the provisions of "Assam Services (Discipline & Appeal) Rules 1964, Assam Civil Services Conduct Rules 1965" and guidelines made thereunder.

#### Scale of Pay

17.

19.

16. All appointment shall be made in the time scale of pay as my be prescribed by the Government from time to time.

#### Seniority

(a) Inter-se-seniority of employees belonging to each of the cadres shall be in the order in which their names appear in the select list prepared by the Selection Committee provided he/she joins in the post within 15 (fiften) days from the date of receipt of the appointment order or within the extended period not exceeding three months;

Provided that if a candidate is prevented from joinning within this period by circumstances of public nature or for reasons beyond his control, the appointing authority may extend it for a further period of 15 days. If the period is not so extended the seniority shall be determined according to the date of joining;

- (b) If two persons are appointed on the recommendation of the selection committee in different batches, than the person who was recommended in the earlier batch shall be senior to the person who was recommended in the later batch.
- (c) If two or more persons are bracketed in the merit list by the selection committee, the inter-sc-seniority of these persons shall be determined according to the date of birth;
- (d) A person appointed by promotion against a vacancy occurring in a year shall be senior to a person appointed by direct recruitment of the year.

#### Gradation List 18.

The College shall publish a gradation list every year cadre wise, indicating the relative seniority and date of birth, date of appointment etc. of each employee.

#### Transfer

There shall not be any transfer of employees from one college to another, except in a situation wherein a stream of study or a subject is closed down in a college by the Government on a proposal from the Governing Body and some teachers have become surplus. Only in such a suituation the Government may transfer these teachers and adjust them elsewhere. In such a situation of seniority of the transferred teachers would be fixed in the new college on the basis of their date of joining in the original college.

#### Maintenance of 20. Registers and Records.

The College authorities shall maintain such Registers and records in suitable form as may be prescribed by the Government from time to time with a view to recording the service particulars of the employees. In particular the College shall maintain the service books other service records and the leave accounts of all employees.

#### GPF and Pension.

 (i) Notwithstanding anything contained in these Rules, the existing Rules and orders applicable to State Government employees on pension, GPF, Leave, TA etc. will be applicable in case of Provincialised College Employees. (ii) The existing employees shall be governed by the existing pension Rules of the Government;

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

- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;

Leave

 The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees.

Lica/deputation 23, and Study Leave.

 Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case.

No Objection Certificate for Higher Studies and applying for jobs.

 The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs.

Authority for acceptance of Resignation/ Voluntary Retirement.  The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement.

A.C.R.

26. The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority.

Residual power of Appoointing Authority  The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

#### H. M. CAIRAE,

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



## GOVERNMENT OF ASSAM HIGHER EDUCATION DEPARTMENT DISPUR GUWAHATH6

No.AHE.331/2008/51

Dated Dispuritie 30 August, 2013.

From

Shrift Hazarila, ACS,

Deputy Socretary to the Govt. of Assam,

Higher Education Department

To

The Director of Higher Education, Assam,

Kahilipara, Guwahati-19.

Sub

Strongthening of Governing Body of Provincialised College by Inclusion of Public

(enresentative as special invitee.)

Sit.

You are aware that infrastructure in the Provincialised Colleges of the State have to be strengthened and augmented. You are also aware that ecademic 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 a the MLAs can play a very important role in this regard. The MLAs can also provide lot of linancial and other assistance to the College authority from many other available and untapped sources.

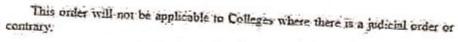
In clew of the above, the State Governing Bodies of the Provincialised Education should request all the president of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.

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 MUAs.

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

Yours falthfully

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





Sd./- Illegible

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

No AHE 331 2008/33-A

Date 9 July, 2009.

# Copy to:

Principal Secretary to Hon ble Chief Minster, Assam

P.S. to Minister, Higher Education.

3. 5.0. to Charf Secretary, Assum:

The Director, Higher Education Assam Kahilipara 200 copies of Gazette Notification are enclosed for immediate circulation amongst the Principals of Provincialised Colleges of Assam.

P. S. to Parliamentary Secretary, Education Depti.

By orders etc.,

Sd.1-Illegible

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 falthfully,

Deputy Secretary to the Govt. of Assam,





## 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 minmum 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, circumtances 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.

A. The Director of Higher Education, Assam, Kahilipara, Guwahati-19. He is directed to circulate amongst the Principal of Procincialised 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-781 019

No.G(B) Misc.147/2014/18

Dated Kahilipara, the 29-11-2014

From:-

Sri P. Jidung. MA.MENILE.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.
- Guard file.

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 he 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.

 P.S. to Sceretary. Higher Education Department, Dispur, Guwahati-6.
 The Director of Higher Education. Assam, Kahilipara, Guwahati-19. He is directed to circulate amongst the Principal of Provincialised Colleges of Assam immediately.

Chylosof map col

P.B. College, Gauripur

Higher Education Department



## MACCH TO INTENTA 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.O ......Dist:....

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 Commissioner & Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information with reference to Govt. letter No. AHE.185/2015/2 Dtd:- 23/4/2015.
- 3. The Sr. FAO, O/o the D.H.E., Assam,
- 4. The Registrar, O/o the D.H.E., Assam.
- 5. The Asstt. Director 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.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,

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.

5

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 severely responsible and accountable for all cases of financial dealings so conducted. You may take further necessary actions on the matter accordingly.

215

Principal Secretary,
Higher Education Department
Govt. of Assam

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

Dated August 11, 2015

Copy to:

PS to Hon'ble Minister, Education for kind information of Hon'ble Minister

 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, KAHILIPARA, GUWAHATI-19. \*\*\*\*\*\*\*\*\*\*\*

No.G(B)AC/95/2015/6

Dated Kahilipara, the 17th September,2015

From:-

Sri P. Jidung, M.A., M.PHILLLB., AES.

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

To,

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 Senor 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 severely 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

irector 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.



# 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, LLB., 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 Provincilized 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.

Dated Kahilipara, the 30-08-2016

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

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).
- 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

O HISHER EDDEATION DEPARTMENT

O ALL STORES OF THE SUMAHATI - 6

Dated Dispur, the 5th June, 2014

# OFFICE MEMORANDUM

Sub: Uniform Policy of Admission of Students into the Colleges in different Streams of Government and Provincialized Colleges of Assam.

The State Government has been actively considering the need for making Uniform Policy of admission of the students into the Degree Colleges in different streams of Government and Provincialized Colleges of Assam.

Accordingly, following instructions / guidelines are issued for compliance by every college authority with immediate effect, i.e., from the current year 2014-15.

- Henceforth, the college authority should declare the numbers of seat to be offered for admission in each stream at the beginning of the Session.
- ii) Admission Notice is to be published in the local Daily Newspapers, both English and Assamese, or in Notice Board of the colleges indicating the category-wise total number of seats to be offered for admission.
- iii) The admission should be on the basis of merit list prepared based on the marks obtained in the qualifying examination subject to Government Reservation Policy.



- iv) A maximum 5% of the seats may be earmarked as per break up given below for outstanding Sports Persons / NCC Cadets / proficiency in cultural activities / wards of the employees of the colleges, etc.
  - (a) 2% for Sports Persons of sports recognized by IOA/SAI and
  - (b) also have represented District/ State, etc.
  - (b) 1% for wards of employees of the college and
  - (c) 1% for NCC/Scouts/ Guides.
  - (ci) 1% for the students with achievements in cultural activities. These seats are to be settled on the basis of merit list of students concerned in each category. The detailed guidelines for filling up of these seats may be finalized by the Governing Bodies of the Colleges.
- There shall be no discretionary Quota of Seats to be filled up by the Principal or any other authority.
- vi) No seats will be offered for admission by the College Authorities against donations to the college fund.
- vii) The Principal of the College will notify the closure of admission in any academic year and publish category-wise the names of students with marks etc. who are admitted to the college in the Notice Board / College Website. A copy of the same will also be submitted to the Director, Higher Education for information.

The above instructions should be followed scrupulously by all concerned starting with the admission for the academic year 2014-15. Any deviation from the above will be viewed seriously and will invite disciplinary actions.

Sd/-(H.K.Sharma)

Commissioner & Secy. to the Government of Assam Higher Education Department



Memo No. AHE.250/2014/1-A

Dated Dispur, the 5th June, 2014

Copy to:-

1) The Director of Higher Education, Assam, Kahilipara, Guwahati-19, for information & necessary action. He is requested to instruct all the Principals of Government & Provincial Collages accordingly.

The Principal, ---

By order, etc.,

Deputy Secretary to the Govt. of Assam Higher Education Department





# GOVERNMENT OF ASSAM OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM KAHILIPARAIBBERGERIEGUWAHATI-781 019

No.G(B) Misc. 75/2014/4

Dated Kahilipara, the 06-06-2014

From:

Srt P. Jidung, Academyre, acc Director, I-ligher Education, Assam Kahilipara, Guwahati-19.

To:-

The Principal (all Govt./Provincialised Colleges of Assem)

P.O. ..... College/ Mahavidyalaya

Sub:-

Uniform Policy of Admission of Students Into the Colleges in different Streams

of Government and Provincialised Colleges of Assem.

Ref.;

Govt. O.M. No.AHE.250/2014/1. dated 05-06-2014.

Str.

No. All the Form of Students Into the Colleges in different Streams of Government and Provincialised Colleges of Assam.

Therefore, you are requested to follow the instruction scrupulously by all concerned starting with the admission for the academic year 2014-15. Any deviation from the above mentioned O.M. will be viewed scriously and will invite disciplinary actions.

Yours faithfully

Director, I-ligher Education, Assam Kehilipara, Guwahati - 19.

Memo No.G(B) Misc. 75/2014/4-A
Copy to:

Dated Kahilipara, the 06-06-2014

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

2) Guard file.

Director, I-ligher Education, Assam Kohilipara, Guwahati - 19.



# GOVERNMENT OF ASSAM DEPARTMENT OF PERSONNEL, PERSONNEL(B) DISPUR:::::GUWAHATI-06

ABP.07/2019/3 Fabruary, 2019

Dated Dispur, the 2nd

# OFFICE MEMORANDUM

Subject: Reservation for Economically Weaker Sections (EWSs) in posts and services and in Educational Institutions in the Government of Assam.

- 1. In pursuance of insertion of Clauses 15(6) and 16(6) in the Constitution vide the Constitution (One Hundred and Third Amendment) Act and in order to enable the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and Socially and Educationally Backward Classes, to receive the benefits of reservation on a preferential basis in posts and services in the Government of Assam and admission in Educational Institutions, it has been decided to provide 10% reservation to EWSs in posts and services in Government of Assam admission in Educational Institutions.
- 2. Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and OBC/MOBC and whose family has gross annual income below Rs. 6.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and sibling below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources, i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - (i) Agricultural Land more than 15 Bigha in rural area.
  - (ii) Residential land in rural area more than 1 Bigha.
  - (iii) Residential plot in notified Municipal Corporation/ Municipal Board/Town Committee Area more than 1.5 Katha.

3



- (iv) Residential Built up area more than 1000 Sq.ft.in notified Municipal Corporation/Municipal Board/Town Committee.
- 3. The income and assets of the families as mentioned in Para 2 Would be required to be certified by an officer not below the rank of Circle Officer. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process which will be prescribed subsequently.
- The reservation for EWSs will be effective in respect of all direct recruitment vacancies to be advertised or notified on or after 01.02.2019
- 5. In case all posts in State Government reserved for EWS are not filled up by candidates belonging to EWS category during the recruitment process due to shortage of eligible candidates, the balance posts will be filled up from candidates of unreserved category.
  - The reservation in admission for EWSs in respect of Educational Institutions will be effective from the academic year 2019-20 onwards.
  - In case all the seats reserved for EWSs in educational institutions are not filled up during the admission process due to shortage of eligible candidates, the balance seats would be filled up from the candidates of unreserved category.
  - Further detailed instructions for implementation of EWSs reservation would be issued by the concerned departments as may be necessary.

( Dr K K Dwivedi, IAS )
Commissioner& Secretary
Personnel Department
Government of Assam

## Copy for information and necessary action to:

- 1. The Chief Secretary, Govt, of Assam
- 2.All Additional Chief Secretaries, Principal Secretaries, Commissioner &Secretaries, Secretaries to the Govt. of Assam
- Assam Public Service Commission
- 4. CM Secretariat
- PS to all Ministers, Govt. of Assam.

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

No.D1 IE/EG/Misc/19/2019/6

Dated Kahilipara, the 26/12/2019

From: -

Smti G. Phukan, ACS

Director of Higher Education, Assam

Kahilipara, Guwahati-19.

The Principal,

All Provincialised & Govt. Colleges/Mahavidyalaya.

P.O: ...... Dist: .....

Sub :-

Matter relating to reservation for PwD in Higher Educational Institutions.

Ref :-

Govt. Letter No. AHE.1144/2019/2 Dated Dispur, the 6/12/2019

Sir,

With reference to the Covt. letter on the subject cited above, I have honour to forward herewith a Govt. letter alongwith relevant documents received from the Deputy Secretary to the Govt. of Assam, Higher Education Department which is self-exploratory and request you for taking necessary action on the matter with an intimation to the undersigned as sought for by the Govt.

This is for favour of your information and necessary action.

Yours' faithfully

Director of Higher Ed

Kahilipara, Guwahati-19.

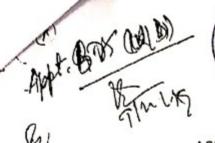
Dated Kahilipara, the 26/12/2019

Memo No.DHE/EG/Misc/19/2019/6

Copy to:

 The Jt. Secretary to Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.

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







# GOVERNMENT OF ASSAM HIGHER EDUCATION DEPARTMENT

ASSAM SECRETARIAT:::BLOCK'C' GROUND FLOOR
DISPUR:::GUWAHATI-6

email: higherednassam@gmail.com

No. AHE. 1144/2019/2

Dated Dispur, the 6th Decemmber,2019

From:

Smti. P.Gogoi, ACS

Deputy Secretary to the Govt. of Assam

Higher Education Department.

To

1. The Director of Higher Education, Assam

Kahilipara, Guwahati-19.

The Director of Technical Education, Assam Kahilipara, Guwahati-19.

Sub

Matter relating to reservation for PwD in Higher Educational Institutions.

Madam/Sir,

With reference to the subject cited above, I am directed to enclose herewith an extract of "The Rights of Persons with Disabilities Act, 2016" and request you to submit a report on the issue for taking further necessary action from this end.

Enclo : As stated.

Your faithfully,

Deputy Secretary to the Govt. of Assam
Higher Education Department.
Dated Dispur, the 6th Decemmber, 2019

Memo No.AHE. 1144/2019/2- A

Copy :P.S to Addl. Chief Secretary, Higher Education Department, Assam, for kind appraisal of Addl. Chief Secretary.

2019 E 0 9 DET 2019

By order etc,

sd/-

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

Principa

#### CHAPTER VI

#### SPECIAL PROVISIONS FOR PERSONS WITH BENCHMARK DISABELLITES

31. (1) Notwithstanding anything contained in the Rights of Children to Free and Compulsory Education Act, 2009, every child with benchmark disability between the age of six to eighteen years shall have the right to free education in a neighbourhood school, or in a special school, of his choice.

Free education for children with benchmark deathlities

(2) The appropriate Government and ,ocal authorities shall ensure that every child with benchmark disability has access to free education in an appropriate environment till he attains the age of eighteen years.



(2) The persons with benchmark disabilities shall be given an upper age relaxation of five year; for admission in institutions of higher education.

33. .. he appropriate Government shall-

(i) identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with the provisions of section 34;

 (ii) constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and

(iii) undertake periodic review of the identified posts at an interval not exceeding three years.

three years.

34. (1) Every appropriate Government shall appoint in every Government establishment, not less than four perfects, of the total number of vacancies in the cadre strength in each group of posts meant to be filled with persons with benchmark disabilities of which, one per cent, each shall be reserved for persons with benchmark disabilities under clauses (a), (b)

and (c) and one per cent for persons with benchmark disabilities under clauses (d) and (e), namely:--

(a) blindness and low vision;

(b) deaf and hard of hearing;

(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid
 attack victims and muscular dystrophy;

(d) autism, intellectual disability, specific learning disability and mental illness;

 (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities;

Provided that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time:

Provided further that the appropriate Government, in consultation with the Chief Commissioner or the State Commissioner, as the case may be, may, having regard to the type of work corried out in any Government establishment, by notification and subject to such conditions, if any, as may be specified in such notifications exempt any Government establishment from the provisions of this section.

(2) Where in any recruitment year any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reasons, such vacar.cy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the five categories and only when there is no person with disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with disability:

Identification of posts for reservation.

Deservation.





OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION : 455 AM : KCHILIPARA : GAULATI-19

NO.EX/Msc/2/819 ()

| th Oct/1984 Dtd.Kahilipara, the

From :

Dr.G.M.Telukdur, M.Sc.D. Fhil. Dy Director of Public Instruction, sam, Kahilipara, Gauhat 19

To

The 1. Principals Govt. & Non-Govt. Colleges (all) Assam.

I Its, oc. 23 of schools (all)

3. Jt. D.P.I. (H) Hoflong.

4. Govt. Sanskrit College, Gauhati.

5. crincipal Law C lleges all

6. Principal Govt. & Non-Govt. B.T. Colleges (all)

Sub:

Reservation of seats for candidates belonging to scheduled Caste/ Scheduled Tribes (Plains)/Scheduled Tribes (Hills) and other Backward Classes (including More other Backward Classes) in the Technical

Institutions etc.

Sir,

I am directed to forward herewith a copy of Govt. of Assam, Edn. Deptt. letter No.EH .88/84/2 dt.20th aug 84 along with its enclosurs No.4BP.131/84/18 dt. -20th June 84 and to say that the Govt. desire to follow the instruction strictly

laid down there of.

This may please be treated as most urgent ..

Yours faithfully,

Dy.Director of Public Instruction, Assam, Kchilipara, Gauhati-19 Dtd.Kahilipara, the 71 th Oct/1984

Meno No. EX/Misc/2/81/ () -Copy forwarded to .:-

1. The Secretary to the Govt. of Assam, Edn. Deptt. with reference to his letter No. EHH/88/84/2 dt.20/8/84 for information,

> Dy, Director of Public Instruction, Kohilipera, Gauhati-19.



(49

Fig. Mark mark market and the state of the

Copy of the Govt. of Assam(Personnel-B) Deptt. letter No.ABP.131/84/18 dt. 20th June 84, from Chief Secretary to the Govt. of Assam, to (1)All Commissioners and Secretaries to the Govt of Assam (2)All Special Secretaries to the Govt. of Assam, (3) All Secretaries to the Govt. of Assam.

Sub: Reserv tion of seats for candidates belonging to scheduled Castes/Scheduled Tribes Plains // Scheduled Tribes (Hills) and other Backward Classes (including More Other Backward Classes) in Technical Institutions etd.

shall be reservation of seats for candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes (including More Other Backward Classes) in Technical, Medical etc. Institutions under Education, Agriculture, Veterinary, Health & Family Walfare, Labour & Employment etc. Departments at the same percentage at which vacancies are reserved for them in appointments to public services. It is also hereby made clear that the reservation is in addition to the seats secured by members of these communities on the basis of merit. This may please be noted.

You are were that under the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) Act,1978 and under the personnel Department O.M. NO. ABP-338/83/14 dated 4-1-1984, the reservation in favour of Scheduled Castes and Scheduled Tribes and other Backward Classes is as follows:-

Members of Scheduled Caste
Members of Scheduled Tribes (Plains)
Members of Scheduled Tribes (Hills)
Members of Other Backward Classes
(including More Other Backward
Classes)

It is requested that necessary modification of fules, orders, etc., governing allotment of sects for admission to technical, medical etc. institutions may be made accordingly to be effective from the 1984 session of these institutions. Attention of the Departments of Blucation, Health & Family Welfare, Agriculture, veterinary, Labour & Employment in particular are drawn in this regard.

The above instructions should be scrupulously followed.

Receipt of this lacter may kindly be acknowledged.

Yours faithfully,
Sd/- 6.K. Palit
Chief Secretary to the Govt. of Assam
Dispur.
Dated Dispur, the 20th June/84.

Memo No.ABP-131/84/18-a Copy to:-

All Heads of the Departments

By order etc., Sd/- A.K. Palit Chief Secretary to the Govt. of Ass... Dispur.

37)







# THE ASSAM GAZETTE

# অসাধাৰণ EXTRAORDINARY প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত PUBLISHED BY THE AUTHORITY

নং 32 দিশপুৰ, বৃহস্পতিবাৰ, 27 জানুৱাৰী, 2022, 7 মাঘ 1943 (শক) No. 32 Dispur, Thursday, 27th January, 2022, 7th Magha, 1943 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LEGISLATIVE DEPARTMENT ::: LEGISLATIVE BRANCH

## NOTIFICATION

The 27th January, 2022

No. LGL.186/2021/10.—The following Act of the Assam Legislative Assembly which received the assent of the Governor of Assam on 24th January, 2022 is hereby published for general information.

ASSAM ACT NO. XLIV OF 2021

(Received the assent of the Governor on 24th January, 2022)

THE ASSAM SCHEDULED CASTES AND SCHEDULED TRIBES (RESERVATION OF POSTS IN SERVICES) (AMENDMENT) ACT, 2021





# AN ACT

to amend the Assam Scheduled Castes and Scheduled Tribes (Reservation of Posts in Services) Act, 1978.

#### Preamble

Whereas it is expedient further to amend the Assam Scheduled Assam Castes and Scheduled Tribes (Reservation of Posts in Services) Act, 1978, hereinafter referred to as the principal Act, in the manner hereinafter appearing;

Act No. XII of 1979

It is hereby enacted in the Seventy-second Year of the Republic of India as follows :-

#### Short title. 1. extent and commencement

- (1) This Act may be called the Assam Scheduled Castes and Scheduled Tribes (Reservation of Posts in Services) (Amendment) Act, 2021.
- (2) It shall have the like extent as the principal Act.
- (3) It shall come into force at once.

# Amendment of 2. section 5A

In the principal Act, in section 5A, for the existing clause (xi), the following provision shall be substituted, namely:-

"(xi) Every establishment shall prepare and notify the Roster Register for each cadre equivalent to the number of posts with the approval of the Seniormost Secretary of the Administrative Department:

Provided that the Administrative Department shall obtain the concurrence of Personnel Department and Welfare of Plain Tribes and Backward Classes Department for any clarification required regarding any interpretation of the provisions of reservation under the Act and rules framed thereunder while preparing the Roster Register"

### GEETANJALI DAS SAIKIA,

Secretary to the Government of Assam. Legislative Department, Dispur, Guwahati-6.

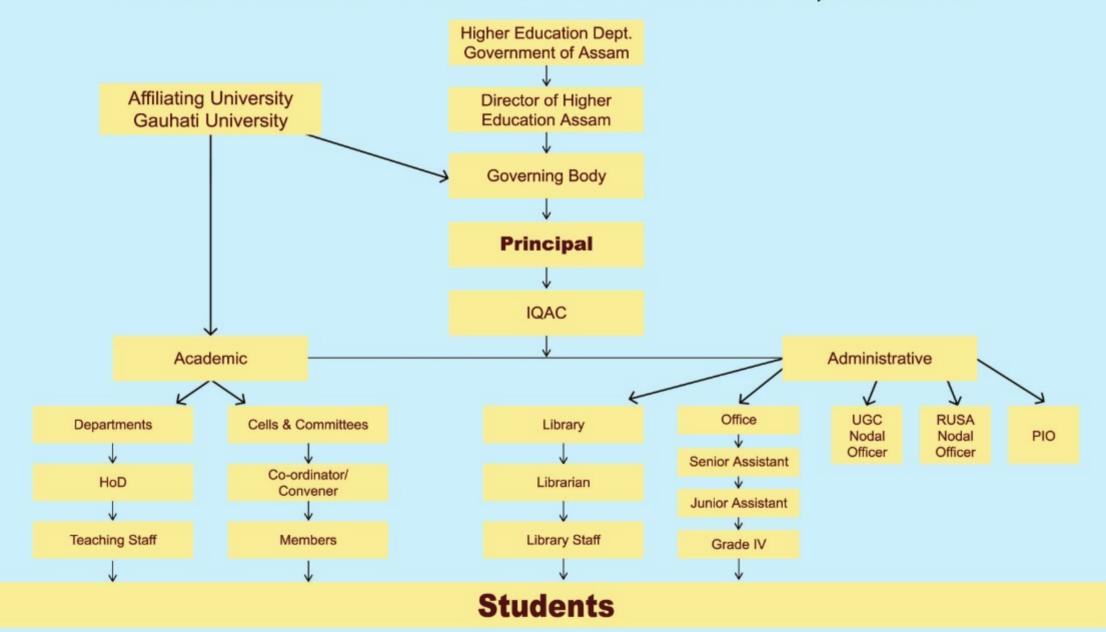
Guwahati: Printed and Published by the Director, Directorate of Printing & Stationery, Assam, Guwahati-21. Extraordinary Gazette No. 63 -200 - 10 - 27 - 01 - 2022. (visit at-dpns.assam.gov.in)



## **PRAMATHESH BARUA COLLEGE**

Gauripur, Dhubri, Assam, PIN-783331 NAAC Accredited with B Grade (2nd Cycle)

# ORGANOGRAM OF PRAMATHESH BARUA COLLEGE, GAURIPUR





# Internal Quality Assurance Cell PRAMATHESH BARUA COLLEGE

Gauripur, PO: Gauripur, Dist: Dhubri, Assam, PIN: 783331
(Affiliated to Gauhati University, Guwahati)
NAAC accredited with Grade-B

# HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non Teaching Staff)



Prepared by
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Pramathesh Barua College, Gauripur

#### INDEX NUMBER

Sr. No.	Particular	Page No.
1	Cover Page	1
2	Index Number	2
3	About the College	3
4	Vision & Mission of the College	4
5	Introduction	4
6	Code of Conduct for the College Students	5
7	Code of Conduct of College Library for the Students (Library Users)	7
8	Professional Ethics & Code of Conduct for the Principal	7
9	Professional Ethics & Code of Conduct for the Librarian	8
10	Professional Ethics & Code of Conduct for Non-Teaching Staff (including Library staff)	9
11	The Professional Ethics & Code of Conduct for the Teachers (As per UGC Notification-2018)	10
12	Code of Conduct / Professional Ethics for the Teachers (As per resolution of the Governing Body of Pramathesh Barua College, Gauripur)	13
13	Code of Conduct for the Head of the Teaching Departments of Arts & Commerce faculty of the college	16
14	Code of Conduct for Coordinators/Conveners of various Committees, Cells and Units	18

#### ABOUT THE COLLEGE:

Pramathesh Barua College (P.B. College), Gauripur began its tryst with destiny on the 1st day of June 1964 to put forward the intellectual and cultural ethos of Gauripur in the erstwhile Goalpara District of Western Assam. Named after the proud son of Gauripur, Rajkumar Pramathesh Chandra Barua, this institution of Higher Education took its strides with luminaries like Prof. Alokesh Ch. Barua, Dr. Birendra Nath Dutta and galloped to prosperity under some other academic administrators such as Dr. Krishna Kanta Bora, Prof. Jayanta Kumar Chakraborty, Prof Gajanan Prasad Kanu and Prof. Ganga Sankar Pandey. The College initially started with the support of the people of the region and financial assistance from the Zamindar family of Gauripur. This co-educational institution of higher education was subsequently taken over by the Govt. of Assam under deficit grant-in-aid system in 1969. It got permanent affiliation by the Gauhati University and was recognized under section 2 (f) in 1969 and 12 (B) of the UGC Act 1956 in the subsequent year.

The College imparts teaching in UG Degree in two streams of Arts and Commerce. Besides, the college has been teaching Higher Secondary (10+2 level) Courses in Arts and Commerce stream since inception. To face the emerging challenges in trade and commerce, the College started the Commerce Stream in 1979, which was first of its kind in Dhubri district. Besides, the college imparts value added and add-on courses related to skill development along with higher education in Arts & Commerce streams for UG Classes.

The college has already undertaken two assessment and accreditation cycles of NAAC, and accredited with grade 'B' in both the cycles. The majority of the students admitted in this College hailing from the rural, agricultural and economically backward for them the higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent academic environment that promotes learning.

(Dr. Kalyan Das)
Principal & Chairperson of IQAC
Pramathesh Barua College, Gauripur

#### MISSION STATEMENTS:

Pramathesh Barua College is essentially conceived as an avant-garde premier institution of Higher Education to affirm responsiveness to social accountability in the face of dynamic and competitive world. Its mission include-

- To provide "inclusive education" to reach the unreached;
- To weave a symbiotic academic culture of the indigenous and the global;
- To expand development skills and generate employability;
- To collaborate with stakeholders to make "quality" the defining element of its "relevance" and "functionality"; and
- To nurture the spirit of democracy, peace, and progress in society.

#### VISION STATEMENTS:

- To create opportunity for access of affordable quality education, while equipping students with knowledge and skills in their chosen disciplines.
- To inculcate values, identify hidden talents, provide opportunities for students to realize their full potential.
- To work for equity in learning process among the Socio-economic disadvantaged groups including gender.
- To evolve Holistic Educational Eco-System reviving the heritage of Indian Knowledge System in consonance with 21st Century Skill requirement and changing global knowledge landscape.
- To shape students into future leaders, entrepreneurs and above all good human beings.

#### MOTTO OF THE COLLEGE:

"Education is the manifestation of the perfection already in man"

#### INTRODUCTION:

The Institution has formulated Code of Conduct as per the administrative standards and performance of norms laid down by the UGC/Affiliating University/Higher Education Department, Govt. of Assam/ Director of Higher Education, Assam/ College Management to improve overall development of students, teachers and other stake holders by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of the institute depends on the academic performance as well as on the behavior of the students and other stakeholders. The Motto Pramathesh Barua College is "Education is the manifestation of the perfection already in man", a very famous quotation of Swami Vivekananda. The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

#### 1. CODE OF CONDUCT FOR THE STUDENTS:

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Higher Secondary Level and Under Graduate Level are being introduced to the following code of conduct which must be followed by every student of the college.

- Classes start from 9.00 AM and may continue up to 5.00 PM on all the six days of a week except holidays declared by the affiliating university and the Govt. of Assam.
- No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
- As per Gauhati University, Guwahati Regulation 75% attendance is mandatory to appear in semester end examination.
- 4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
- Students should greet the teachers when they see them/across them for the first time, in a day, in the college.
- Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
- 7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform
- All students should come to college wearing college uniform. Every student must avoid exaggerated fashions.
- No students are allowed to keep fashionable/cool/unusual/coloured hair style.
- Eatables/ snacks / beverages (drinks) are not allowed inside the College.
- 11. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college and action will be taken as per UGC guidelines.
- 12. If any student/students is/are affected by the ragging in the college premises or outside of the college, She/he/they must inform immediately to the Principal/ Discipline & Anti-Ragging Committee Coordinator of the college.
- Consuming Alcohol, Gutka and Smoking is strictly prohibited in the premises and out of the college.
- 14. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
- 15. No student should spit in the classrooms, conference hall, library or any other place of the college premises used for academic environment.
- 16. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room/library and conference hall.

- 17. During the conduct of lectures, students should not loiter in and around the college premises. Students are liable to punished in terms of academic awards and legal offence for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
- Use of mobile phones in the classrooms, library etc. is strictly prohibited.
- 19. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in classroom.
- Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
- 21. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
- 22. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
- 23. Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study-room of the library, computer lab and Language Lab.
- Furniture in the classrooms should not be moved or displaced.
- 25. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
- 26. Writing on walls, pillars, bath rooms, and furniture or white boards is strictly prohibited.
- 27. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
- Any type of malpractice is strictly prohibited in Unit Test/Sessional Examinations/College/University Examinations.
- 29. No function/program/ birth day in the college campus or classroom will be allowed without prior permission of the Principal of the college.
- To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
- 31. Students are prohibited from doing anything inside or outside the college that will interfere with its orderly administration or affect its reputation. No outside influence, political or any other should be brought into the college directly or indirectly.
- 32. In case of any kind of problem or need of medical emergency in the college, student should report to the HOD/concerning teacher who will help them solve their problem.
- Each student should park his/her vehicle at the parking place of the college.
- 34. A student must not knowingly provide any false information or make misrepresentation to the college office. In addition, the forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

## 2. CODE OF CONDUCT OF COLLEGE LIBRARY FOR THE STUDENTS OF THE COLLEGE:

- 1. Every staff / student of the college is eligible for membership of the Library
- Silence must be observed in the Library.
- Personal belongings are not allowed inside the Library.
- The Library can be utilized by the students and staff from 9.00 A.M. to 5.P.M. on working days.
- Misbehavior in the library/in study-room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerned student/s.
- 6. All students should sign the entry register of the Library, before entering.
- Students must handle the book/s very carefully.
- All students should note that defaced books will not be accepted at the time of returning the book to the library.
- If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
- 10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued to him/her.
- Members/students are not permitted to underline, write in, folding / tearing of pages of the books.
- 12. The borrowed books should be returned on or before due date, if not, overdue charge of Rs.1.50 per day for students will be collected.
- 13. If the due date falls on holidays, return can be done on the following working day without fine.
- 14. A student who has lost Borrower's Card shall make a written report to the Librarian of the college and a duplicate Borrower's Card will be issued on payment of Rs. 50/-
- 15. All final year students should return their Borrower's Card and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Admit Card of University Examination.

#### 3. PROFESSIONAL ETHICS & CODE OF CONDUCT FOR THE PRINCIPAL:

- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the college.
- The Principal is to chalk out a policy and plan to execute vision and mission.
- The Principal is to keep the co-ordination in all college works.
- The Principal is to provide guidance, leadership, direction to the all stakeholders.
- The Principal is to oversee and monitor the administration of the academic programs and general administration of the college.

- To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- Observance and implementation of directives issued by Higher Education Department, Government of Assam/ UGC/ Director of Higher Education, Assam / Affiliating University and other concerned authorities.
- 8. To maintain Assessment Reports of the Teaching and Non teaching staff of the college.
- To manage the Teaching and Non-teaching staff (supporting staff) follows the Code of Conduct of the Institution.
- 10. Assessing reports/Academic dairy /Monthly Teaching Plan/ Monthly Course Completion Reports/Plan of Action and Action Taken Reports of IQAC/Teachers/Head of the Departments/Conveners/Coordinators of various Cells and Units.
- Assessing the Academic Syllabus/ Learning Outcomes of the Students/ Course Outcomes/ Course Attainment of the Students etc.
- To assess the Feedback Forms of various stakeholders (Students/Teachers/Adm. Employees/Alumni/Guardians) and take proper action for rectifying the issues.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
- 14. A Service Book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
- 15. To encourage the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- To encourage overall physical and cultural development of students fraternity through various extracurricular activities.
- 17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with optimum utilization of their potential in curricular and extracurricular activities.
- To encourage Teaching and Non-teaching staff for their professional development.
- 4. CODE OF CONDUCT FOR LIBRARIAN: [BASED ON UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018]
- Discourage and not to be involved in plagiarism and other non ethical behavior in teaching and research;
- Maintain good co-operative atmosphere towards the employee of library and other teaching and non-teaching staff.
- Committed to work and involve in all academic and non academic and co-curricular activities of the institution.
- Maintain equal considerations irrespective of caste, creed, religion, race, gender or sex in his/her professional endeavour.

#### 5. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF INCLUDING LIBRARY STAFF:

- Every one of the Non-teaching staff members of the college shall discharge his/her duties
  efficiently and diligently to match with the administrative standards and performance of norms
  laid down by the U.G.C/Affiliating University/Higher Education Department, Govt. of Assam/
  Director of Higher Education, Assam/ College Management circulated from time to time.
- To maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- 3. To be punctual in attendance of the office on every working day.
- 4. To assist in carrying out functions relating to the administrative responsibilities of the college and the university such as:
- (a) Assisting in appraising applications for admission,
- (b) Advising and counseling the students
- (c) Conducting the university and college examinations, including all types of Examination works.
- To respect the right and dignity of the student while assisting/helping/guiding them in any office works etc.
- To speak respectfully and behave politely with everyone of the institute such as the Principal, Teachers, Students, Visitors, Parents etc.
- To deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
- 10. Co-operate with the authorities for the betterment of the institutions keeping in view of the interest and in conformity with dignity of the profession.
- Should adhere to the Professional Ethics and Code of Conduct of the institution.
- 12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
- Every employee should behave and perform fair and committed to the best interest of the college.
- 14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- 15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- 16. Every employee possesses his/her identity as an employee of the college in the society. Therefore, no employee should act in any manner that violates the norms of decency or morality

in his/her conduct or behavior inside or outside of the College Campus. Everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.

- 17. Any employee should not indulge in any organised anti-institutional activity, and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- 18. To avoid conflicts between their professional work and personal interest.
- 19. No one of the non-teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
- 20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
- To report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 22. Should adopt a humane approach in dealing with students who are physically challenged.
- 23. To be punctual & careful in availing professional opportunities for career development.
- 24. No one shall meet/approach directly to any member of the Management/ Governing Body of the College for their personal or any issue or matter of the college. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the college in written form.
- Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
- 26. No one of the Non-teaching staff of the college shall leave headquarter without permission of the Principal.

## 6. THE PROFESSIONAL ETHICS AND CODE OF CONDUCT FOR THE TEACHERS (AS PER UGC NOTIFICATION-2018):

Introduction: The College is providing the following guidelines of UGC for maintaining the Professional Ethics for the Teachers. The Guidelines are adopted from UGC Notification (New Delhi, the 18th July, 2018) i.e. UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

(Source: https://www.ugc.ac.in/pdfnews/5323630\_New\_Draft\_UGCRegulation-2018)

#### CODE OF PROFESSIONAL ETHICS

#### I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have

already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

#### II. TEACHERS AND THE STUDENTS:

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs:
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

#### III. TEACHERS AND COLLEAGUES:

#### Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
   and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### IV. TEACHERS AND AUTHORITIES:

#### Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-meetings covering both teachers and the non-teaching staff.

#### VI. TEACHERS AND GUARDIANS:

#### Teachers should:

(i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

#### VII. TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life:
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

(Source: https://www.ugc.ac.in/pdfnews/5323630 New Draft UGCRegulation-2018)

# 7. CODE OF CONDUCT / PROFESSIONAL ETHICS FOR THE TEACHERS (AS PER RESOLUTION OF THE GOVERNING BODY OF PRAMATHESH BARUA COLLEGE, GAURIPUR):

Following code of conduct/code of professional ethics for the teachers of Pramathesh Barua College, Gauripur have been guided, suggested, approved & resolved by the Resolution No. 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023.

- 1. Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the Higher Education Department, Government of Assam/ UGC/ Director of Higher Education, Assam / Affiliating University/Governing Body of the college and other concerned authorities from time to time.
- Maintain their professional knowledge & skills and keep updated himself/herself professionally for the proper discharge of duties assigned to him/her.
- Every teacher should apply their knowledge and experience for overall development of the students of the college.
- The Teacher should behave and perform fair and committed to the best interest of students of the college.
- The teacher should be sincere, dedicated and academically focused.
- Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- 7. Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.

- The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
- 9. The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in **mentoring** the students so as to make the students not only academically brilliant, but a confident, competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college.
- Every teacher should inform the college discipline/code of conduct to the students time to time and encourage/compel them to follow accordingly.
- 11. The teacher should devote his time and energy to develop and improve his academic and professional competence.
- 12. Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular and extension activities organized by the Departments/Committees/Cells/Units of the College.
- Teacher should assist the College/University Examinations, Evaluation works, Moderation etc.
- Examination evaluation/valuation, Practical examination should be fairly evaluated by the Teachers.
- 15. Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
- 16. The teacher should not demand/force for any assistance or money from the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc. The deviation will attract disciplinary action.
- 17. The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
- 18. No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
- 19. The teacher should maintain the positive relationship with all colleagues & students of the college.
- 20. The teacher possesses his/her identity as a teacher/Employee of the college in the society. Therefore no teacher should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus. Every teacher should maintain the reputation, discipline & culture of the College at the public places/ in the society.
- The teacher should inculcate a feeling of pride among the students for their Parents,
   Teachers, Society, and Institution & Nation.
- Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college.
- 23. The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.

- Avoid conflicts between their professional work and personal interest.
- 25. No teacher should by act or deed degrades, harass or insult any person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- 26. The teacher shall not ordinarily remain absent from work without prior permission of the Principal or grant of leave.
- 27. The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- 28. The teacher should adopt a humane approach in dealing with students who are physically challenged.
- 29. To be punctual & careful in availing professional opportunities for career development.
- 30. Every teacher should be conscious about his/her academic development & be careful, attention for his/her placement date, fulfill /complete the required eligibilities for their due placement.
- 31. The teacher shall firstly submit his/ her placement file to the IQAC & after reviewing the file will be forwarded to the Placement Scrutiny Committee of the college. After verifying, the file will be forwarded to the IQAC by the Placement Scrutiny Committee and IQAC will forward that file to the Principal for further needful action.
- 32. Academic dairies are provided to every teacher by the college at commencement of the academic session. Every teacher should regularly fill/record in it, his/her daily lectures/daily performance & other necessary information/etc. & submit it to the Principal Office for month-wise reviewing by the principal, at the last date (excluding Sunday/holiday) of the every month in working hours. After reviewing and signature by the Principal, it will be returned to the teacher.
- 33. The teacher should not be careless for filling the Academic dairy, every teacher keep his/her academic dairy updated with the signature of the Principal.
- 34. No teacher shall meet/approach directly to any member of the Governing Body of p.B. College for their personal or any issue or matter. He/She should put/forward the issue/matter through the Principal to the Governing Body of the college in written form.
- 35. Every teacher should respect the functional superiority of those set in authority over him/her by the Management/Principal.
- 36. The teacher should not interfere/ speak any personal matter/issue of his/her colleague teacher among the students in the class/ inside or outside of the college, always speak respectfully of their colleagues.
- The teacher shall be punctual in attending the National Anthem & Prayer held in the college.
- 38. No teacher shall leave the college campus during 9.00 AM to 5.00 PM during duty hours without prior permission of the Principal.
- 39. No teacher shall leave headquarter without permission of the Principal.
- 40. Every teacher should follow the 'teacher's dress code' as directed by the Principal and the Higher Education Department, Govt. of Assam or any other competent authority from time to time.

# 8. CODE OF CONDUCT/ NATURE OF WORK/DIRECTIONS/GUIDELINE FOR THE ALL HEAD OF THE TEACHING DEPARTMENTS OF ARTS & COMMERCE FACULTY OF THE COLLEGE:

The Head of the Teaching Departments of P.B. College, Gauripur will follow the code of conduct/code of professional ethics as guided, suggested, approved & resolved by Resolution No 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023.

- To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the Principal and organize the planned events accordingly.
- To prepare the Semester-wise/ annual Time Table of the Arts & Commerce faculty/ Department.
- 3. To guide/direct the faculties of the department to prepare Semester-wise/subject wise Monthly Teaching Plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
- To manage the periods/Lectures & keep watching for smooth conducting of classes.
- 5. Organise/take student feedback (Two times) after one month of commencement of the teaching and at the end of the every semester, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
- Every departmental meeting should be organized under the (Ex-officio) Chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom,etc.).
- Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
- Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
- To maintain the updated minutes book of the Departmental Meetings and submit it to the Principal time to time.
- 10. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their 'Students' Executive Body' at the beginning of the session to inspire them to conduct/organize the departmental programs/activities.
- Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
- Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
- 13. Use ICT up to the maximum level of possibility for teaching learning process.

- 14. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
- 15. Organize "Industrial/Environmental study Tour" for the students. After the tours, evolution/output/benefit report of the tour & produce is to be prepared and submitted to the Principal and also keep one hard copy of it with departmental document file.
- To organise guest lectures on various subjects for the students, with kind permission of the Principal.
- 17. To organise Student Centric programs in first academic session as well as second academic session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.
- 18. Whatever approved expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/activities/events to the Principal.
- 19. To keep all documental records of the Programs/activities/meetings (just as: Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.
- 20. Provide the subject notes/question papers/study material etc. to the students.
- Redress the grievance of the students, if any, relating to course completion at Teaching Department Level & Counsel them as needed fully.
- 22. All teaching departments of Arts and Commerce faculty should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the IQAC in hard & soft copies, before or up to the 31st March of each academic year.
- 23. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s, the Head of the concerning Teaching Department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.
- 24. HoD of Arts and Commerce faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to summit it to the Principal Office for month wise reviewing & assigning by the principal, at the last date of the every month in working hours.

Note: (Beside the above Code conduct/Directions/guidelines, if any further information requires the Teachers/HoD will be communicated from time to time by the Office of the Principal for specific purposes.)

# 9. CODE OF CONDUCT FOR THE COORDINATORS/CONVENERS OF THE COMMITTEES/CELLS/UNITS (SUCH AS EXTENSION CELL/ NSS/ N.CC/ SPORT/ CULTURAL UNITS ETC.):

The following Code of Conduct / nature of work / directions / Guideline for Coordinators / Conveners of other than teaching departments of P.B. College, Gauripur as guided, suggested, approved & resolved by Resolution No. 29 Misc (ix) of Governing Body meeting which was held on 30.08.2023 for knowing his/her duties, responsibilities, nature of work for smooth functioning.

- 1. All Co-ordinators/Conveners are to prepare yearly "Plan of Action" at the beginning of the academic session, for their Department/Cell/Committee, for the current session & conduct the Students' Centric programs/activities/efforts according to planned programmes/activities, by using their innovative ideas.
- 2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee, apart from indicated programs in the College Annual Calendar for each session.
- 3. Whatever approved expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/activities/events to the Principal of the college.
- 4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under the Ex-Officio Chairmanship of the Principal, before the program. And 'Minutes Book' of each meeting must be maintained by the Coordinator/Head/Convener in proper manner.
- 5. For creating and maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organized by the Concerning Dept./Cell/Committee & must be kept all records just as- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.
- 6. And it is necessary to all to submit the month wise reports of the organized program/activity/event to the Principal at the end of every month in hard copy. Also to submit the 'Consolidated Annual Report' of all Programs/activities/events to the IQAC in hard & soft copies, before or up to the 31st March of every academic year.
- 7. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head/Coordinator/Director of concerning dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.
- 8. Coordinator/Head/Convener should not organise any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organized under the Ex-officio Chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
- Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.

- 10. Whatever approved expenses of the programs/events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/activities/events to the Administrative staff officer.
- 11. To keep all documental records of the Programs/activities/meetings (just as: Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

(Dr. Kalyan Das)
Principal & Chairperson of IQAC
Pramathesh Barua College, Gauripur

Principal
P. B. College, Gauripur

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

No.DHE/CE/AC/NET/SLET/911/2022/202

Dated Kahilipara, the 23/09/2022

#### ORDER

In exercise of the authority conferred under provision of Rules, 7(a) of the Assam College Employees (Provincialization) Rules,2010 and on the basis of the recommendation of the Selection Committee and the Governing Body's resolution No.3(d), dated 30-07-2022 of the Governing Body of P.B. College, Gauripur, District-Dhubrl, the following person is hereby appointed as Assistant Professor with the following terms and conditions mentioned below:

Name of the person(s)	Designation	Department	The Post against which the appointment is made	Scale of pay
Mehzabeen Sultana, U.R., as per R.P. No.3,(NET)	Assistant Professor	Economics	Vice Dr. A.H. Talukdar, retired.	Rs.57,700-1,82,400/-

This has the approval of Govt. vide ECF No.225547, dated 16-09-2022.

Terms and conditions:-

- The appointed Assistant Professor will be entitled to enjoy regular U.G.C. scale of pay of Rs.57,700-1,82,400/- with other allowances as per rules as admissible.
- The appointee concerned will have to furnish an undertaking before joining in the college as
  prescribed by the Finance (Budget) Department vide its letter No.BW.3/2003/Pt./11/1, dated
  25-01-2005 regarding introduction of "New Pension" Rules along with the joining report.
- This appointment letter is issued in anticipation of receipt of satisfactory PVR and the undersigned reserves the right to cancel the appointment order in case of receipt of unsatisfactory PVR.
- 4. If the selected candidate or anyone of his family member has been enjoying the benefit under "Orunodoi" Scheme they have to surrender the benefit of the Scheme by giving undertaking at the time of joining.

Sd/- Dharma Kanta Mili, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara, the 23/09/2022

Memo No.DHE/CE/AC/NET/SLET/911/2022/202 -A Copy for information and necessary action to:-

- The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- The Principal, P.B. College, Gauripur, District-Dhubri, with reference to his letter No.PBC/Admin/Forward/DHE/2022-23/1050, dated 01-08-2022. He is directed to certify confirming that there is no court case against the said post / incumbent. While accepting the joining report, the authority should allot routine works/ academic activities as per job chart and report compliance.
- 3. The Treasury Officer, Dhubri Treasury.
- The person concerned (Mehzabeen Sultana). He/She is directed to submit the undertaking on the new pension policy along with the joining report to the Principal.
- 5. The 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.DHE/CE/AC/NET/SLET/917/2022/223

Dated Kahilipara, the 23/09/2022

#### ORDER

In exercise of the authority conferred under provision of Rules, 7(a) of the Assam College Employees (Provincialization) Rules, 2010 and on the basis of the recommendation of the Selection Committee and the Governing Body's resolution No.3(a), dated 30-07-2022 of the Governing Body of P.B. College, Gauripur, District-Dhubri, the following person is hereby appointed as Assistant Professor with the following terms and conditions mentioned below:

Name of the person(s)	Designation	Department	The Post against which the appointment is made	Scale of pay
Dr. Jyotsna Devi, OBC, as per R.P. No.2, (NET, SLET, Ph.D.)	Assistant Professor	Assamese	Vice Dr. Gita Sarkar, retired.	Rs.57,700-1,82,400/-

This has the approval of Govt. vide ECF No.225736, dated 16-09-2022.

Terms and conditions:-

- The appointed Assistant Professor will be entitled to enjoy regular U.G.C. scale of pay of Rs.57,700-1,82,400/- with other allowances as per rules as admissible.
- The appointee concerned will have to furnish an undertaking before joining in the college as prescribed by the Finance (Budget) Department vide its letter No.BW.3/2003/Pt./11/1, dated 25-01-2005 regarding introduction of "New Pension" Rules along with the joining report.
- This appointment letter is issued in anticipation of receipt of satisfactory PVR and the undersigned reserves the right to cancel the appointment order in case of receipt of unsatisfactory PVR.
- 4. If the selected candidate or anyone of his family member has been enjoying the benefit under "Orunodoi" Scheme they have to surrender the benefit of the Scheme by giving undertaking at the time of joining.

Sd/- Dharma Kanta Mili, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara, the 23/09/2022

Memo No.DHE/CE/AC/NET/SLET/917/2022/223-A
Copy for information and necessary action to:-

- The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2. The Principal, P.B. College, Gauripur, District-Dhubri, with reference to his letter No.PBC/Admin/Forward/DHE/2022-23/1247, dated 01-08-2022. He is directed to certify confirming that there is no court case against the said post / incumbent. While accepting the joining report, the authority should allot routine works/ academic activities as per job chart and report compliance.
- 3. The Treasury Officer, Dhubri Treasury.
- The person concerned (Dr. Jyotsna Devi). He/She is directed to submit the undertaking on the new pension policy alongwith the joining report to the Principal.
- 5. The Guard File.

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

## CLASSIFIEDS

spen Fire No.

### **ADVERTISEMENT**

## Pramathesh Barus College

In pursuance of DHE latter no DHE CE Mac 45 2021 PMS passed to 02 2022 2001-1945 desect 09 to 2002 suphishings are entally if the tomat prescribed by the DEL Assam with complete bed as a superior of the eligible candidates for tilling superior of the superior of the superior of the Assistant Professors 1. Assambs — 2 theo; Nos — Roster Part No. 52. — Rost

- Reserve for ST(P) 2 Reserve for - OBC

- Roster Port No. 21 Roster Point No. 03.
- Naserve for UR 2 Specialization in Conomittee 4. Accountancy (Com) - 01 (one) Nos.
- Figure Port No. 7.

- Riginar Poet No. 7.
- Reserve by - UR-4
Education groundcare will be asper Goor. ON No. APE-2399
2021-88 dened 24-07-2002
identicals averaged in the
college website www.
pbeolibege Jin. net; The
candidate must have
profesency in oosal language
in service condidates must
apply through proper dramel
with SIGS colorade from the
competent authority. The app
of the candidates must

component surfaces, must not be round than 30 years as on on on 2002 with the releasion 3 years for OSCAMOSC and 10 years for PWD Applications with all relevant documents along with nor-refundable Demand Dright of Rs 1500.00 only

Draft of Re training of Principal dram in textur of Principal Parameters Serve College, Sampler payable at State Same of India Gaurgoon (PS Code Training (PS Code must read Branch (IFS Cook 55(000001416) must reach the undersigned within 15 days from the date of publication of this advertisement.

SITUATION WANTED WANTED TEACHERS

The man sequitable care and the property of the care and the care and

Brahmagertz Madiniayia, So-Mile 26 March 2002, Time 10 am six 6 pm d cut No. 9/10/15/10/27, solovist/4/28 SU-9/SPRENETS/2 Suris from hone for femalis-eum mentily salary Bis 100006 - 60 0000 - working in Line Errodications.

#### **ADVERTISEMENT**

ADVERTISEMENT

\*\* pursuince of DNE Letter
No. DNECEMBOR 2021

\*\*PUT Select danages: Ne Britania 2022

\*\*Exposition of the Stream

\*\*prescribed by the DHE.

\*\*Assess along with compares

\*\*So-Data and at technorisal

\*\*Spin HSLC pheards by

\*\*Dream of the

\*\*Spin HSLC pheards by

\*\*Dream of the

\*\*Spin HSLC pheards by

\*\*Spin HSLC pheards by

\*\*Spin HSLC pheards by

\*\*Spin HSLC pheards

\*\*Spin HSLC phearts

\*\*Spin HSLC pheards

\*\*Spin HSLC pheards

\*\*Spin HSLC phearts

PWD)

2. Chemistry: 1 Poet
B.P.-30. Reservation: 5194,
Series & Conditiona:
1 Equations Qualification
and the Salection
Propodure of the size of the proposition
for article 229-2021-88
dated 24-01-2022
2. Age of the candidate
should not be more than
30 years as 9-31-31-3102
with reservation of 5 years
and proposition of 5-31-3102
with reservation of 5-31-3102

- should not be more than by years as not 50 12 2020; with resuscion of 5 years or 50,551. 3 years for 50,551. 3 years for FRO annotates. The conditions must never harmanent Residential. Contices PRC, and must envire conditions must never service conditions. Eventual PRO, and must envire conditions must envire conditions of service conditions. The service with apply minoright proper channel em. NOC starward from the stonesm authority. Application, accompanied with Nison refundable persystems of the frequent of Premitigal. Place Kammud College, playster at PRIS. Bentate Channal (FSG-PLNISOD32730), and if must resent the stiffied of the undersigned within 15 days from the date of publication of the started publication date of publication of this advertisement incomplete applications will be rejected and no excuse of postal delay will be accepted. The date of interview will

Sci (Narayin Gosmani) Procipal in Fits Kannup College Batheta Charati

REQUISE A COMMERCIAL MANAGER FOR A EMORPHNG MAIN IN GENERALI GRANIFIE A THE MEN WITH CAP O VEARS IN SERVICE POSTERIOR WHATEAPP EMBARI Maria Contract

FACULTY MONES BECONDARY SCHOOL BOTH GOWNES WICAMEY MOTHS

Applications are made, post of the framery is good of the framery for the framery are the framery and the framery for the fram

Age lend for more in years as on the Age of Experience of the Age of the Age

CDSV#NP90000

ADVERTISEMENT

Memorandum No. ArE 239 2021 68 guard 24 51 2022

Age of the candidate should not be more than 38 years as on 01.01.2022 with releasing as per Govt.

## Area Beles Manager N.O. Bongaigeon Medical Representative

94350-72483 dgp ncpw@yahoo.com

Town Leader protein for Retind SVPOCUMENTA

Wanted B Core Graduate, must be fluent in English, with home Computer knowledge and good communication skill fee revome pacrowshato@gmail 5V.9/20061502

A Centre of Encolence in Sudies, Sport & Success Chandaman - Managhar BTC Ursanny - 783370 Cortact for -47 943239300 Email reality-dischool@gmail.com Reality Invites Bright Educational Team REGUIRED - 15K to 25K - 15K to 25K - 15K to 25K - 15K to 25K - 15K - 15K to 25K - 15K - 15K

- 30K 1GT All Subyects 22K to

Jan.
PGT-AI Subjects 19K to 49K
Actively feacher Arts and Creats, Macc & Dance
Sports 900 & Goacher
Sports 900 & Goacher
Sentemony (male & Israelie). Football,
Basketsall, Cencer
Operator, Worder (male & Afrecities perfectly Drivers for School Stuses
All the applicants must have mismum too years of argentience with excellent English communication salids.
Peace somewheat of superience and carelient English communication salids.
Peace some your CV at restriction of the CV-V-V-LINIOSTITE.

Educate Publishers involve considers for walk in mercine for sairs and Marketing (Exp preferred): for North East Region. Salary best of Industry Date of Interview 08:03:2022 Time: 11:00-15:00 Bits. Venue Hotel Acotto (Fallam Banast

Enteriors additional earning apportunity recognition for actual people and benevives at Guwatati Contact 7002)

parametrality of the Printer of the Comments of the Control of the Contr

## LUMDING COLLEGE Lumding, Hojal, Assum

Required packaging cum Delivery bey-salary segminish with meal and accommodation MASS-01796.

PRICO05225/1

Pull in interview for Pri-blood Tracher, School Stender & Doy Car Amedian Florightin, Fakmangare, Society 22, Date 1160 MOZ. 2 M 150m to 12 noon # 17th 1956s, 34350 83648 Lightic tracks. complete Biodelis area at testimoritals front ACLC onwell allow pitch a bard dah of the 1500 (Pulpers Prince) and the 1500 (Pulpers Pulpers Pu

recordy expand recepts from Compts Wirter, C Verages, Office Boy- Off 1929

PIQUIRED A FULL TIME
1200 OCATE FOR A
REAL ESTATE FIRM
13PERIENCED IN LAND
1411 PERCHASELEANNO.
1612 DELIGENCE ETC.
1001 ACT. 8630 79173.

to/ Al triving posts in a Firm at levelate I. Accounted whole

diswing posts in a Firm at lowards 1. Automoses should not assume past experience (5.10) peer 2. Sales Bacuston to moducal apopulossi 8 and mutuables Ostovill have past experience in the social successive description of supplies a unsupprated only dust in a contact at 91277-90224 type-statistic for channel years and state of Glindware appraisant of Glindware appraisants. Bornas, Monthly Jenes et Qualifornia Hills Caralla, Interviel Gordan Hills of the Hill ad Onan India (Hindware) Malignes Branch, Baropers East, Near Ply meet Ph. No. 1014 (2014). 15 (10) (2014).

EIGURED AN ELECTRICAL ENGINEER FOR TRANSFORMER SUNTESTITEMENCE SUNDEM 5 YEARS, CONTACT NO. 97878.

relization as per Gorf.
Norma
The candidates must have
Permanent Resident
Centificate Office in service
candidates must Apply
Resign proper Channel and
NOC obtained from the
concerned authority
No TACA admissible
Soli- De M. Gogol
Principer & ServingsTrigglising,
Dianugan-TRESTY
Assam

Toward In the between the and the March, 2022 william these are 4 Migan a mail bitartings great

Noormati, Governati - Tirittisi Nartec Teacher of Chemistry and Physics in Assam Janya **Edwar Vormat Coverat** application forms, 19-03-2022

school vebsite www.assamjatiyabidyalay.com The anticator from extusive for AUS to be countoaced from

the school vebate. Such filed-in form to be sent to email of Jobsassamjatiyatidyalay@g mail.com. No application will be accepted in the school office.

List of eigible candidates for witer test will be published in the school website or

25 to 2022 Secretary **Management Committee** Assam Jadya Bidyalay

Urginsly required natural people. VRS. House wifes and Businessman Please contact-9707266133

SV#NP000000 Required Ex-Accountant with Expenement reducty experience preferred; Ph. 94/2259/29 9357796677 5V@c.../I

VACANCY

SALES MANAGER Experience of 10 years in Automobile industry with capabilities of earling a term in SALES EXECUTIVE

Location and positions are SALES TELECALLER

operance of 3 years unduring sales throu-pecaling and followings

Charles Santage PARTIES. 6. TRANS.
AND DELED CAMPON ATE
PROFITOR PROMISE PROMI

Regional Franci Machanical

Flacini and Advantini S

Faculti all Advantini S

Faculti all Advantini S

Remonimodani Guerrial

Machanicani Machanical

Machanicani Salahani Machanicani

Machanicani Salahani Machanicani

Machanicani Salahani Machanicani

Machanicani Salahani

Machanicani

1. (PR.AN)C FIELD Want , hough think the property of the prope PROPERTY OF A STATE OF

CHAPTER PROCESSOR AND PARTY OF THE MAN AND PARTY OF THE PARTY

CRECENTY REQUIRED
EXPERIENCED NALES
EXPECTIVE FOR
MARKETINA, OF CONS.
THE CTRYS MACHINERY &
EQUIPMENT FOR MOTH
EAST REGION. CALL
MINISTER OR EMAIL
MINISTER

Required Mostewers Transel. HECK travel and B.Ed tractum encie Branch Compr.

#### For Booking Classified Advertisements

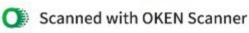
from your Doorstep Online Booking.

Pay parkages for inquiries finds a factor grown process for the per leaders for the leaders for the leaders for the per leaders for the leader



Steen A Mill Hadde and Device SMC/Marketty as a Cern Device or Grewdon, Parette are mine Ractives Officiate A repute Sanity of Cowalisti anomalizati.

Acceptant Boy DCS (NOT CALL ASSESSMENT TOWN TO THE



RR764R9536

SV/P/ZP000659/4

#### ADVERTISEMENT

#### Pramathesh Barua College,

Gauripur, Dhubri, Assam - 783331

In pursuance of DHE's letter no. DHE/CE/Misc/49/ 2021/Pt/5 dated 09.02.2022 applications are invited in the format prescribed by the DHE. Assam with complete biodata and all testimonials from HSLC onwards from eligible candidates for filling up the following vacant sanctioned posts Assistant Professors.

- 1. Assamese 2 (two) Nos.
- Roster Point No. 15.
- Roster Point No. 02.
- Reserve for ST(P) 2,
- Reserve for OBC/ MOBC-1
- 2. Management (Com) 01 (one) Nos.
- Roster Point No. 17 Reserve for - OBC/MOBC-
- 3. Economics 2 (two) Nos.
- Roster Point No. 21,
- Roster Point No. 03,

Reserve for-OBC/MOBC-6 Reserve for - UR - 2 (Specialization Economatrics)

- 4. Accountancy (Com) 01 (one) Nos.
- Roster Point No. 7.
- Reserve for UR-4

Education qualification and selection procedure will be as per Govt. OM No.AHE.239/ 2021/68 dated 24.01.2022 (details available in the college website www. pbcollege.in.net). The candidate must have proficiency in local language. In service candidates must apply through proper channel with NOC obtained from the competent authority. The age of the candidates must not be more than 38 years as on 01.01.2022 with the relaxation 3 years for OBC/MOBC and years for PWD candidates.

Applications with all relevant documents along with non-refundable Demand Draft of Rs 1500.00 only drawn in favour of Principal. Pramathesh Barua College, Gauripur payable at State Bank of India, Gauripur (IFS Code Branch SBIN0007416) must reach the undersigned within 15 days from the date of publication of advertisement.

N.B. Those who applied earlier need not to apply again

(Mofizur Rahman Jodder) Principal I/c & Secretary P.B. College, Gauripur Contact No. + 917002341603

Wanted Computer Science post 1. Marketing Manager, 2 Teacher. Contact: St. Joseph's Sales Marketing, 3. Supervisor. School, Beltola, Guwahati. Ph. 4 Computer Operators, 5 Peon, 6. Guard. Venue: Hotel Brahmapotra Madhokayla, Six Mile, 7th March 2022, Time: 10 am to 5 pm. Cont No. 9707321727, 8099332428. SV/P/SP003973/2

> Work from home for females earn monthly salary Rs. 10000V-- 60,000/- working in Live Broadcasting application. Guwahan 6001080210. SV/P/ZC005288/1

#### ADVERTISEMENT

In pursuance of DHE's Letter No. DHE/CEMisc/49/2021 Pt/5 Dated Kahilipara, the 9th February, 2022 applications are invited in the format prescribed by the DHE. Assam along with complete Bio-Data and all testimonials from HSLC onwards for direct recruitment of the following vacant sanctioned post of Assistant professors at Pub Kamrup College, Baihata Chariali.

- 1. Philosophy: 1 Post R.P.-01, Reservation- (UR-PWD)
- 2. Chemistry: 1 Post R.P.-30, Reservation- ST(H) Terms & Conditions:
- 1. Educational Qualification and the Selection Procedure will be as per Govt. office memorandum No.AHE.239/2021/68 dated 24.01.2022.
- 2. Age of the candidates should not be more than 38 years as on 01.01.2022 with relaxation of 5 years for SC/ST, 3 years for OBC/MOBC & 10 years for PWD candidates.
- The candidates must have Permanent Residential Certificate (PRC) and must know local language. The service candidates must apply through proper channel with NOC obtained from the concern authority.
- Application, accompanied with Non - refundable Draft Demand Rs.1.500/- (Rupees one thousand five hundred) only drawn in favour of Principal. Pub Kamrup College, payable at PNB. Baihata Chariali (IFSC-PUNB0032720) and it must reach the office of the undersigned within 15 days from the date of publication of advertisement. this Incomplete applications will be rejected and no excuse of postal delay will be accepted.
- The date of interview will be intimated over e-mail/ whatsapp/regd. /Speed post. The candidate should provide Contact no., e-mail id, whatsapp no.

Sd/ (Narayan Goswami) Principal i/c Pub Kamrup College Baihata Chariati Kamrup (Assam). PIN-781381 RR764R9536

SV/P/ZP000659/4

#### ADVERTISEMENT

#### Pramathesh Barua College,

Gauripur, Dhubri, Assam - 783331

In pursuance of DHE's letter no. DHE/CE/Misc/49/ 2021/Pt/5 dated 09.02.2022 applications are invited in the format prescribed by the DHE. Assam with complete biodata and all testimonials from HSLC onwards from eligible candidates for filling up the following vacant sanctioned posts Assistant Professors.

- 1. Assamese 2 (two) Nos.
- Roster Point No. 15.
- Roster Point No. 02.
- Reserve for ST(P) 2,
- Reserve for OBC/ MOBC-1
- 2. Management (Com) 01 (one) Nos.
- Roster Point No. 17 Reserve for - OBC/MOBC-
- 3. Economics 2 (two) Nos.
- Roster Point No. 21,
- Roster Point No. 03,

Reserve for-OBC/MOBC-6 Reserve for - UR - 2 (Specialization Economatrics)

- 4. Accountancy (Com) 01 (one) Nos.
- Roster Point No. 7.
- Reserve for UR-4

Education qualification and selection procedure will be as per Govt. OM No.AHE.239/ 2021/68 dated 24.01.2022 (details available in the college website www. pbcollege.in.net). The candidate must have proficiency in local language. In service candidates must apply through proper channel with NOC obtained from the competent authority. The age of the candidates must not be more than 38 years as on 01.01.2022 with the relaxation 3 years for OBC/MOBC and years for PWD candidates.

Applications with all relevant documents along with non-refundable Demand Draft of Rs 1500.00 only drawn in favour of Principal. Pramathesh Barua College, Gauripur payable at State Bank of India, Gauripur (IFS Code Branch SBIN0007416) must reach the undersigned within 15 days from the date of publication of advertisement.

N.B. Those who applied earlier need not to apply again

(Mofizur Rahman Jodder) Principal I/c & Secretary P.B. College, Gauripur Contact No. + 917002341603

Wanted Computer Science post 1. Marketing Manager, 2 Teacher. Contact: St. Joseph's Sales Marketing, 3. Supervisor. School, Beltola, Guwahati. Ph. 4 Computer Operators, 5 Peon, 6. Guard. Venue: Hotel Brahmapotra Madhokayla, Six Mile, 7th March 2022, Time: 10 am to 5 pm. Cont No. 9707321727, 8099332428. SV/P/SP003973/2

> Work from home for females earn monthly salary Rs. 10000V-- 60,000/- working in Live Broadcasting application. Guwahan 6001080210. SV/P/ZC005288/1

#### ADVERTISEMENT

In pursuance of DHE's Letter No. DHE/CEMisc/49/2021 Pt/5 Dated Kahilipara, the 9th February, 2022 applications are invited in the format prescribed by the DHE. Assam along with complete Bio-Data and all testimonials from HSLC onwards for direct recruitment of the following vacant sanctioned post of Assistant professors at Pub Kamrup College, Baihata Chariali.

- 1. Philosophy: 1 Post R.P.-01, Reservation- (UR-PWD)
- 2. Chemistry: 1 Post R.P.-30, Reservation- ST(H) Terms & Conditions:
- 1. Educational Qualification and the Selection Procedure will be as per Govt. office memorandum No.AHE.239/2021/68 dated 24.01.2022.
- 2. Age of the candidates should not be more than 38 years as on 01.01.2022 with relaxation of 5 years for SC/ST, 3 years for OBC/MOBC & 10 years for PWD candidates.
- The candidates must have Permanent Residential Certificate (PRC) and must know local language. The service candidates must apply through proper channel with NOC obtained from the concern authority.
- Application, accompanied with Non - refundable Draft Demand Rs.1.500/- (Rupees one thousand five hundred) only drawn in favour of Principal. Pub Kamrup College, payable at PNB. Baihata Chariali (IFSC-PUNB0032720) and it must reach the office of the undersigned within 15 days from the date of publication of advertisement. this Incomplete applications will be rejected and no excuse of postal delay will be accepted.
- The date of interview will be intimated over e-mail/ whatsapp/regd. /Speed post. The candidate should provide Contact no., e-mail id, whatsapp no.

Sd/ (Narayan Goswami) Principal i/c Pub Kamrup College Baihata Chariati Kamrup (Assam). PIN-781381

Ph. 03662 281436 Website:www.pbcollege.co.in Email: <u>pbcollegefeedback@gmail.com</u>

\*\*\*\*\*\*\*\*\*\*\*\*\*

#### OFFICE OF THE PRINCIPAL



## PRAMATHESH BARUA COLLEGE, GAURIPUR

Gauripur, Dhubri, Assam, 783331
NAAC ACCREDITATION GRADE "B" (CYCLE-II)

No.PBC/Admin/Information/2024-2025/

Date:

#### E-Governance Policy

#### Scope of the E-Governance Policy is shown as follows:

- General Administration
- Finance and Accounts
- Examination
- Admission and Support
- Library
- 6. ICT Infrastructure

#### Objectives of the E-Governance Policy:

- To implement e-governance for transparency in administration,
- 2. To promote transparency and efficiency in administration,
- 3. To make easy and quick access to information,
- To promote ICT enabled classes,
- To create wifi enabled campus,
- To establish paperless environment in the college
- To accelerate the library facility quickly.

#### Policies of E-Governance:

Website: The existing official website will be updated as per needs. One can get the bird's eye view about the college going through the website. Under the system, there is a separate management system both for administration and teaching staff of the college to customize the data. Head of each department can customize their departmental input independently. The staff of the college uses the departmental interface to apply for leaves and waits for its approval by the authority of the institution. Teachers can upload the teaching materials and asynchronous video classes to the students. Students can use the website for their admission.

**Digital Campus System (DCS):** The College will procue Online College Automation Software in the campus. The college will be benefitted in the matter of administration, admission and support system, finance and accounts. The system reflects the e-governance in the college.

Internet: The College will install high speed internet connections. The college has a plan to have LAN Broad Band connection in RUSA building, in the office of the Principal, in the conference hall and in the library building. The campus will be equipped with WiFi facility.

Account Management System: The College will procure a Management Software in the Accounts section of the college which will be used for students' admission. The College Management Software will be used for the students to apply for the certificates. The college uses finance software of the Finance Department of Govt of Assam (<a href="https://finassam.in">https://finassam.in</a>) for budget allocation, salary bill making, etc.

Library Management: Alokesh Chandra Barua Central Library of the college will subscribe the Remote Access Online Resources through N-LIST of INFLIBNET, Gandhinagar. The library will procure Integrated Library Management System software using SOUL 2.0 software. The circulation system of the library will be fully computerized.

**Feedback:** IQAC of the college will use online system to collect feedback from the students like Students Feedback and Students Satisfaction Survey, feedback from the faculty members, non-teaching staff and Allumni.

**Biometric Attendance System:** The College has a plan to install a Biometric Fingerprint Attendance Device to track the attendance of the faculty members and non-teaching staff of the college.

Online Class Management System: Considering the needs of learning of the students from remote village areas, the college will set up Online Class Management Committee to initiate the classes for the students online. The committee shall undertake to give training to the teaching staff regarding online class system through Google Classroom like creating online class, providing lesson materials, rubrics for giving assignment, online class test, feedback and online attendance system.

Examination System: The institution will make use of Integrated University Management System of Gauhati University for university registration, examination form fill up and accessing to quick result of various semester examinations. The university portal is used to upload internal and practical examination marks of the students by the college.

**Staff Training:** The college will undertake to give training to the teaching and non-teaching staff time to time to make technically sound.

E-Waste Management: The College has a plan to sign a MoU with a farm deals in sales and services for disposing of E-Waste materials of the college.

**Bulk-SMS:** The college will use Bulk-SMS system to send the messages and notices to the students regarding admission, examination and other academic matters.

ICT Tools: ICT tools are very essential to promote e-governance in administration and in the classrooms. The college shall procure adequate number of computers in the library, administrative

offices, departments, language lab and computer lab. Scanners machine, printers, projectors can also be procured in the college for the ICT classes and in the programmes organized time to time. The college has a plan to purchase SWIPE machine for payment by the students. Also the college will purchase PVC I-Card printer.

**Software**: Software like College Management Software, Online College Management Software, Page Maker, Photoshop, MS-Office, etc will be installed in the college. The college has a plan to procure anti-virus software for each computer in the college.

Sd/-(Dr. Gopal Ch. Barman) Coordinator IQAC

#### POLICY OF CAREER GUIDANCE & COUNSELLING CELL PRAMATHESH BARUA COLLEGE

Gauripur, Dist: Dhubri, Assam, PIN: 783331

The role and activity of the Higher Educational Institutions (HEI) are drastically changing in the age of globalization. Nowadays, the role of HEI is not limited to producing graduates and degree holders, but it has to play a vital role in the development of its human resources so that they can contribute to the upliftment of the society and take active participation in the nation-building process. Under the impact of Globalization, job markets as well as career potentialities have widened for the youth, but due to a lack of proper knowledge and guidance students are not able to harness their goals. Considering the fact seriously, the IQAC of P.B. College, Gauripur has introduced a Career Guidance and Counselling Cell.

#### Objectives:

The main objectives of the career counseling and Guidance Cell are:

- To facilitate all-round development of the student.
- 2. To help students in the proper choice of course
- To help the students in the proper choice of career.
- To help the students in the vocational development.
- To develop readiness for choices and changes to face new challenges.
- To minimize the mismatching between education and employment and help in the efficient use of manpower.
- To help students in the period of turmoil and confusion
- 8. To help in checking weakness and strength
- 9. To ensure the proper utilization of time spent outside the classroom
- 10. To wake up to their deficiencies of them.

#### Formation of Committee:

Career Guidance and Counselling Cell is constituted of the following members:

Principal : Chairperson
 One Faculty Member : Convener

3. Two/three Members from the

Teaching Staff : Members
4. One Non-teaching Staff : Member

By considering all the objectives and goals, the Career Guidance & Counseling Cell since its inception has always tried to undertake some deliberate measures as well as activities, so that these goals and objectives can be achieved. The Career Guidance & Counseling Cell aims at enhancing the quality and skillful education for the students and endeavors to give the students full exposure and make them well-equipped to meet the demands of the competitive job market.

Sd/-(Dr. Gopal Ch. Barman) Coordinator IQAC

#### POLICY ON ENVIRONMENT AND ENERGY USAGE

### PRAMATHESH BARUA COLLEGE

Gauripur, Dhubri, Assam



Prepared by INTERNAL QUALITY ASSURANCE SELL (IQAC)
PRAMATHESH BARUA COLLEGE, GAURIPUR
PIN- 783331
www.pbcollege.co.in

#### Principles of the Environment and Energy Usage Policy

The policy has been formulated and implemented by the college to cut down on usage of energy and minimize the impact of energy use on environment in and around the campus. It is believed that the policy if implemented will contribute largely to the conservation of environment and increase awareness amongst students and faculty members towards the conservation of energy and efficient use of energy. All the stake holders of the college shall take up individual responsibility as well as contribute to the institute's initiatives in conservation of energy.

#### Objectives of the Policy:

- To create awareness amongst students and staff as well as the local community with regard to the efficient use of energy, environment protection etc.
- 2. To inculcate the habit of switching off lights when not in use
- 3. To promote use of LED/ CFL bulbs in place of tube lights
- To promote use solar lights whenever possible
- To ensure that future constructions should use natural light and air and reduce dependency on use of AC/fans
- To switch off computers when not in use.
- 7. To practice the 3 'R's i.e Reduce, Reuse and Recycle in both letter and spirit
- 8. To ensure conservation of water and avoid wastage
- 9. To work towards efficient waste management
- To conserve bio diversity of the campus
- 11. To regularly hold awareness programs amongst students to raise awareness about cleanliness and conservation.

Sd/-(Dr. Gopal Ch. Barman) Coordinator IQAC



## ভ্রাহটি ক্রিকিলালয়

### Gauhati University

Email: registrar a gauhati ac in : website www.gauhati.ac in



## Standard Operating Procedure (SoP) Dated: 21.04.2021

Consequent upon the announcement of a series of restrictions by the Assam State Disaster Management Authority vide order No. ASDMA.28/2021/11 dated 20th April, 2021, the following SoP is hereby notified for Gauhati University with immediate effect.

- 1. Entry for visitors is restricted.
- 2. Visitors are required to obtain permission from the concerned Department/Officials for any purpose.
- 3. All gatherings/assemblies without permission is prohibited.
- 4. All kinds of sports activities, freshman social, farewell and cultural activities are prohibited.
- All are requested to frequently use the hand wash facility available at the entry of the departments and
  offices.
- All the departments and faculty members are requested to go for online teaching as convenient using the departmental facilities.
- 7. Use of face mask is mandatory.
- Any person with covid symptoms is advised to self-isolate himself/herself with information to the
  controlling officer(s) and get himself/herself tested and report to the controlling officer about the
  result.
- 9. All students who are going to complete their ongoing examinations or have completed the examinations are informed to vacate to the Hostels immediately after the completion of the examinations. The Chief Warden or the respective Wardens is/are requested to ensure this.
- All visitors coming to the University will undergo thermal scanning at the entry points. The Security
  Officer i/c, G.U. is requested to make necessary arrangements for the purpose.
- 11. Bookings of all the Halls for outsider organisations will not be entertained. In case of official meetings/stakeholder meetings, if any, will be allowed only on requirement basis and if allowed necessary social distancing as per the set protocol is to be followed.
- 12. If any one is found Covid positive in any department/office, the Estate Officer, G.U. will make immediate arrangement for sanitisation of such places on receipt of information.
- All Wardens are requested to be vigilant so that all relevant protocols of Covid-19 are followed in the Hostels.
- No reduction of manpower is notified at this moment.
- No accommodation to guests coming from states other than the North-Eastern states will be allowed in the GU Guest House.

These measures will continue until further notification.

Issued with the approval of the Hon'ble Vice Chancellor, G.U.

Registrar Gauhati Universi

Principal
P.B. College, Gauripur

PHONE: 03662281436 FAX: 03662281108 Email:pbcollegefeedback@gmail.com Website:www.pbcollege.in.net

#### OFFICE OF THE PRINCIPAL

## PRAMATHESH BARUA COLLEGE: GAURIPUR

GAURIPUR, DHUBRI, ASSAM.783331 NAAC ACCREDITED GRADE "B" (CYCLE-II)

No. PBC/Admin/Notice/2021-2022/

Date:

From: Mr. M.A. Sarkar, M.Sc. Principal i/c & Secretary P.B. College, Gauripur.

As per the discussion and decision of the Academic Council's meeting dated 29th April'2021, the online Class Management Committee prepared the online class routine for TDC 2nd, 4th & 6th Semester classes for the Session 2020-2021 and the faculty members of the College are hereby requested to take their classes accordingly through online mode with effect from 7th May'2021. The HODs are also requested to distribute the Classes among their departmental faculty members and to maintain the records of holding the classes and to submit the same to the undersigned fortnightly. The online class routine will be uploaded by the Coordinator of the Committee by 6th May'2021 and for queries in this regard, are requested to contact with the coordinator.

(Mr. Mansur Ali Sarkar)

Principal i/c P.B. College, Gauripur Date: 06/05/2021

No. PBC/Admin /Notice/2021-2022/204-212 Copy forwarded for information & necessary action to:

- The DHE, Kahilipara, Ghy, Assam
- The Registrar, Gauhati University, Ghy-14
- 3. President, G.B., P.B. College, Gauripur
- 4. Academic in-charge, P.B. College, Gauripur.
- Co-ordinator, IQAC, P.B. College, Gauripur.
- Head Assistant, P.B. College, Gauripur.
- Accountant, P.B. College, Gauripur.
- Notice Board.
- Guard File.

B. College, Gauripur



Fat: 03662 281108 fimali: phrotiegefeedbackiegmail.com



OFFICE OF THE PRINCIPAL

## PRAMATHESH BARUA COLLEGE, GAURIPUR Gauripur, Dhubri, Assam, 783331

NAAC ACCREDITED GRADE "B" (CYCLE-II)

No.PBC/Admin/Notice/2020-2021/

From: Dr. A.H. Talukdar, M.A., Ph.D.

Principal I/e

P.B. College, Gauripur

Date:

#### NOTICE

DATE: 03-08-2020

An Online class management committee is hereby constituted with the following members. The committee shall plan out the whole matters of management of all the classes of this college, such as preparation of class Routine, arrangement of the technological support etc. If necessary the committee shall hold a teachers training programme to train up the teachers in this respect.

The members of the committee are requested to take up the matter urgently.

### Members of the Committee:

6. Sinc Fart Hoone Sarkar, Computer Teacher - Mem	<ol> <li>Sri. Dulal Ch. Karmakar, Assistant Professor in Economics</li> <li>Dr. Gopal Ch. Barman, Assistant Professor in English</li> <li>Sri Buddhadev Basumatary, Assistant Professor in Pol. Science</li> </ol>	- Convenor - Member - Member - Member - Member - Member - Member
---	--	--

Sd/- (Dr. A.H. Talukdar) Principal i/c P.B. College, Gauripur Date: 03-08-2020

Memo No. PBC/Admin/Notice/2020-2021/

Copy forwarded for information & necessary action to -

- 1. President, Governing Body, P.B. College, Gauripur
- Academic in-charge, P.B. College, Gauripur
- Coordinator, IQAC, P.B. College, Gauripur
- 4. All HOD, P.B. College, Gauripur
- 5. Convenor/Member, Online Class Management Committee, P.B. College, Gauripur
- 6. Head Assistant, P.B. College, Gauripur
- 7. Guard File

P.B. College, Gauripur

Ph. 03662 281436 Fax: 03662 281108 Email: pheolicgefeedbacksegmall.com



### OFFICE OF THE PRINCIPAL

## PRAMATHESH BARUA COLLEGE, GAURIPUR Gauripur, Dhubri, Assam, 783331

NAAC ACCREDITED GRADE "B" (CYCLE-II)

No.PBC/Admin/Notice/2020-2021/

From: Dr. A.H. Talukdar, M.A., Ph.D.

Principal I/c

P.B. College, Gauripur

Date:

Date: 03-08-2020

#### NOTICE

DATE: 03-08-2020

An Online class management committee is hereby constituted with the following members. The committee shall plan out the whole matters of management of all the classes of this college, such as preparation of class Routine, arrangement of the technological support etc. If necessary the committee shall hold a teachers training programme to train up the teachers in this respect.

The members of the committee are requested to take up the matter urgently.

#### have of the Committee

Sri Buddhadev Basumatary, Assistant Professor in Follows     Dr. Kalyan Das, Associate Professor in English     Sri Achyut Krishna Borah, Assistant Professor in Management     Seri Bergin Sultana Assistant Professor in Pol. Science	<ul><li>Member</li><li>Member</li><li>Member</li><li>Member</li><li>Member</li><li>Member</li></ul>
---	---

Sd/- (Dr. A.H. Talukdar) Principal i/c P.B. College, Gauripur

## Memo No. PBC/Admin/Notice/2020-2021/

Copy forwarded for information & necessary action to -

- 1. President, Governing Body, P.B. College, Gauripur
- 2. Academic in-charge, P.B. College, Gauripur
- 3. Coordinator, IQAC, P.B. College, Gauripur
- 4. All HOD, P.B. College, Gauripur
- 5. Convenor/Member, Online Class Munagement Committee, P.B. College, Gauripur
- Head Assistant, P.B. College, Gauripur
- 7. Guard File

P.B. College, Gauripur

FAX: 03662261106 Emall:pheoliegolenduaca@gm Website word altsoffens, in net

## OFFICE OF THE PRINCIPAL

# PRAMATHESH BARUA COLLEGE: GAURIPUR

GAURIPUR, DHUBRI, ASSAM.783331

NAAC ACCREDITED GRADE "B" (CYCLE-II)

No. PBC/Admin/Office Order/2021-2022/

Date:

From: Prof. M.A. Sarkar, M.Sc.

Principal i/c P.B. College, Gauripur.

Office Order Date: 03-05-2021

In view of Covid-19 situation in the district and also the press released by the Registrar, Gauhati University dtd, 27-04-2021, an online Class Management Committee is hereby constituted with the following members of the College for smooth conducting of even Semester classes.

## Members of the Committee:

	Members of the Comme	i- in oburge	: Chairperson
1.	Mr. M.R. Joddar, Academ	ic -in-charge	: Convenor
2.	Mr. Dulal Ch. Karmakar		: Member
3.	Dr. G.C. Barman		: Member
4.	Mr. B.D. Basumatary		: Member
5.	Mr. A. K. Borah		: Member
6.	Mrs. Parvin Sultana		: Member
7.	Mr. M.H. Sarkar	1 - 1	: Member
8	Dr. Ashikur Rahman	47	

The committee is requested to chalk out the programme for holding the online classes with immediate effect.

> (Mr. Mansur Ali Sarkar) Principal i/c

P.B. College, Gauripur Date: 03/0

No. PBC/Admin /Office Order/2021-2022/ 19.6 - 202 Copy forwarded for information and necessary action to:

- 1. President, G.B., P.B. College, Gauripur
- 2. Academic in-charge, P.B. College, Gauripur
- 3. Co-ordinator, IQAC, P.B. College, Gauripur
- 4. Person concerned
- Head Assistant, P.B. College, Gauripur
- 6. Accountant, P.B. College, Gauripur

3 7 Guard File

P.B. College, Gauripur

