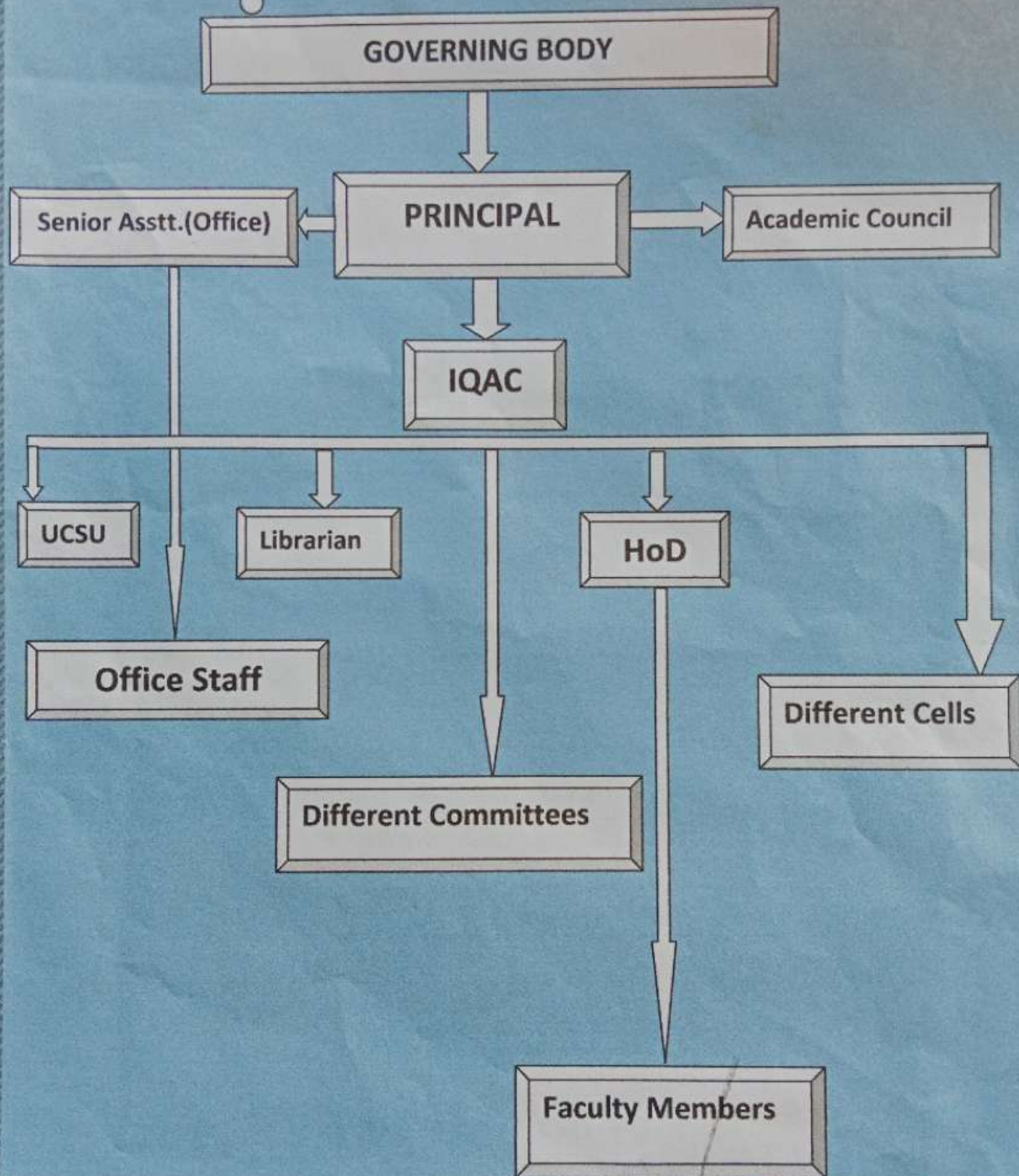


**Administrative Set-up
Udali College**





Udali College, Bamungaon



Hand book of Code of Conduct

CODE OF CONDUCT FOR STUDENTS:



1. Students must maintain a high standard of discipline, good conduct and follow rules and regulations of the college prescribed by the college authority.
2. Students must wear college uniform in the college premises even in college function also and must carry their identity cards while being in the college.
3. Mobile phones are strictly prohibited in class rooms. Mobile phones are not returnable if found ON in Class rooms. No request will be entertained in this regard.
4. Students must observe strict silence inside the College campus, Loitering in veranda is Strictly prohibited during class hours.
5. Moving bicycle, bike is strictly prohibited inside the college campus. Students must keep Their bicycles, bikes in the college area allotted for the purpose (Cycle Stand).
6. The college campus is no smoking. No Tobacco, No Gutkha, No Drugs, No Alcohol, No Cracker zone. Spitting, writing and sticking anything in the classroom or inside the college building is an offence.
7. All powers for maintenance of discipline are vested with the Principal and his decision shall be final in all such matters.
8. Ragging of any sort is strictly prohibited.
9. Any notice desired to be pasted or circulated by the students anywhere in the College premises shall require the approval of the principal. Nothing can be done in the college campus without the knowledge of and permission from the college authority.
10. Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of college dues, showing discourtesy to the teachers and office staff in any form etc. are some of the offences which may make students liable for disciplinary action like termination of scholarship, forced transfer and even expulsion from the college.
11. Minimum 75% attendance in each subject of a student is required to be eligible to in any final Examination.
12. Continuous absence for 25 days in a class is enough to debar the concerned students attending the class or from appearing in the Final Examination.
13. Scholarship holders with less than 75% attendance may be deprived of the scholarship.
14. Students should take proper care of the college property. Disciplinary action will be taken if anyone is found causing damage to the college property.

COLLEGE EXAMINATION:

1. In the present semester system 20% of total marks come from sessional Examination and rest 80% end semester evaluation.
2. The Students must appear the sessional examination conducted by the college. No application seeking exemption from appearing the sessional examination will be entertained. However, if any student fails to appear in the sessional examination, due to some genuine reasons, he /she will duly apply to the head of the department concerned and must appear in the sessional exam within 05 days from the completion of scheduled dates of each sessional exams.
3. Nobody will be allowed to appear in the final examination without appearing the sessional examination conducted by the college.
4. At the time of final examination of each semester the students must wear college uniform.

CODE OF CONDUCT FOR PRINCIPAL:

1. The Principal is responsible to abide by the Code or Professional Ethics for college teachers given by UGC and the other statutory Bodies from time to time.
2. The Principal is responsible for daily administrative activities of the college.
3. The principal should take initiative development activities of the college in consultation with the Governing Body.
4. The principal has the prime responsibility to maintain the academic atmosphere of the college.
5. The Principal ensures the discipline of the Teaching, non-teaching staff and students. The Grievance and Redressal and lateral Complain Committee of the college should inform the Principal if there arises any such complains.
6. The principal should take measures to ensure the collective responsibility of all staff and students in the college and thereby build mutual confidence amongst them.

CODE OF CONDUCT FOR DEPARTMENT & FACULTIES:

All the faculty members should abide by the following rules and regulations for the smooth functioning of the institutions. Nobody can violate these Rules and is subject to any disciplinary action against the departments and faculty members by the authority.

1. All faculties of the college should do his/her duty efficiently and diligently in academic and non- academic matters assigned by college authority.
2. All faculties should be present in their class in time. The deadline of entering the college campus at 10 A.M. and they can leave the campus only after 2 P.M. They hold the responsibility of maintaining the general discipline of the campus. If anything inappropriate is seen it should be reported to the principal. They have to do properly the special duties assigned by the principal from time to time.
3. Heads of the Departments (HoDs) are assigned all the responsibility of the Departmental activities.
4. Each Department should prepare departmental routine and implement the same as per college routine and Academic Calendar prepared by IQAC.
5. HoDs and all faculties should maintain Departmental Daily performance Index. It should be crosschecked by the Head of the institution once in a month.
6. All departments should organize Departmental meetings and all discussions should record in the Proceeding Books. All the decisions taken in the meeting should abide by the faculty members.
7. All faculties should follow the professional ethics for College Teachers given by UGC and the other statutory bodies from time to time.

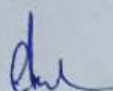
CODE OF CONDUCT FOR THE NON-TEACHING STAFF:

1. All the non-teaching staff should enter the college premise on or before 10 AM and they can leave the campus only after 4 PM or until the completion of official emergency.
2. They should maintain the academic atmosphere of the college through the works assigned to them.
3. They may not allow leaving the College campus during working hours without the permission of the Principal.
4. They should deal with students, staffs and colleagues with respect and in a good manner.
5. They should maintain discipline and justice in their official duties.

Teacher Unit Members

Teacher Unit, Udali College, Bamungaon, Nagaon

Sl No	NAME	Deptt	Mob No	E-mail id	Gender	Portfolio
1	Nazrul Islam	Economics	8099343117	nazrulislam80993@gmail.com	Male	President
2	Dr. Abdul Hamid Ahmed	History	7002515917	adrabdulhamid@gmail.com	Male	Vice-President
3	Ranjan Choudhury	English	9678149717	ranjanclj32@gmail.com	Male	Secretary
4	Rashna Boruah	Economics	7575952420	boruah018@gmail.com	Female	Asstt. Gen Sec
5	Anamika Paul	Bengali	9957428919	anamikapaul2113@gmail.com	Female	Exe. Member
6	Shajahan Badsah	Pol. Science	8638784778	sbadsah123.sb@gmail.com	Male	Exe. Member
7	Abdus Samad	Mathematics	9864253605	abdussamad2012@gmail.com	Male	Exe. Member
8	Dr. Abdul Wadud	Economics	8638278132	abwadud87@gmail.com	Female	Exe. Member
9	Junali Laskar	Assamese	9508471975	junali4321@gamil.com	Female	Exe. Member
10	Narayan Krishna Das	Geography	8638898759	dasn50457@gmail.com	Male	Exe. Member
11	Mizanur Rahman	Philisophy	8638125249	mr Rahman315@gmail.com	Male	Exe. Member
12	Mustak Ahmed	English	9864536374	mustaqueahmed58@gmail.com	Male	Member
13	Salma Akhtara	English	8473901088	salmauc2009@gmail.com	Female	Member
14	Dr. Bhaswati Roy Das	History	8876420320	roydasbhaswati12@gmail.com	Female	Member
15	Gitanjali Saikia	Assamese	8638505936	gitanjaliuc778@gmail.com	Female	Member
16	Devasree Sharma	Geography	9957829611	devasree1983@gmail.com	Female	Member
17	Pinki Takukder	Mathematics	7005927541	anamikapaul2113@gmail.com	Female	Member
18	Dr. Hifzur Rahman	Arabic	8638089904	hifzur095@gmail.com	Male	Member
19	M. H. Kabir	Arabic	8453274386	mkabir1982@gmail.com	Male	Member
20	Dr. Nur Zamal Hussain	Arabic	9707139524	nurzamal2011@gmail.com	Male	Member
21	Dr. Hasina Sultana	Arabic	9678716713	hasinaaus@gmail.com	Female	Member
22	Dildar Hussain	Education	9101268672	dh4674140@gmail.com	Male	Member
23	Ashique Ahmed	Education	7086720334	ashiqueahmed879@gmail.com	Male	Member
24	Nargis Ahmed	Education	8486661231	ahmednargis7@gmail.com	Male	Member
25	Makarim Hussain	Philosophy	7002829841	hussainmakarim@gmail.com	Male	Member
26	Abdul Motin	Philosophy	6000140359	abdulmotin261078@gmail.com	Male	Member
27	Dhanpal Chauhan	Hindi	7002594934	ghanpalchauhan2222@gmail.com	Male	Member
28	Dr. Shio Jee Chauhan	Hindi	9954899727	sc4467@gmail.com	Male	Member
29	Motilal Chauhan	Hindi	6000101545	motilalchouhan67@gmail.com	Male	Member
30	Sabnam Aftabi	Bengali	8099195688	sabnamaftabi@gmail.com	Female	Member
31	Mustak Hussain	Pol. Science	9365501156	hussainmustak19@gmail.com	Male	Member
32	Ahiduz Zaman	Pol. Science	7002934144	ahiduzzaman7364@gmail.com	Male	Member
33	Dr. Surya Newar	Pol. Science	9435240508	drsuryanewar@gmail.com	Male	Member
34	Motilal Chauhan	Hindi	6000101545	motilalchouhan67@gmail.com	Male	Member


Principal
Udali College,
Bamungaon

স্মিতি নম্বৰ - ৭৬৮/৯৭

Registered No.-768/91



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং ৪৪২ দিশপুৰ, সোমবাৰ, ১৭ অক্টোবৰ, ২০২০, ২৭ অশ্বিন, ১৯৪২ (শক)
No. 442 Dispur, Monday, 19th October, 2020, 27th Asvina, 1942 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT::: LEGISLATIVE BRANCH

NOTIFICATION

The 19th October, 2020

No. LGL.112/2005/144.- The following Act of the Assam Legislative Assembly which received the assent of the Governor on 12th October, 2020 is hereby published for general information.

ASSAM ACT NO. XXIII OF 2020

(Received the assent of the Governor on 12th October, 2020)

THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION)
(AMENDMENT) ACT, 2020

AN
ACT

further to amend the Assam College Employees (Provincialisation) Act, 2005.

Preamble

Whereas it is expedient further to amend the Assam College Employees (Provincialisation) Act, 2005, hereinafter referred to as the principal Act in the manner hereinafter appearing;

Assam Act
No. XLVI
of 2005

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

Short title, extent
and
commencement.

1. (1) This Act may be called the Assam College Employees (Provincialisation) (Amendment) Act, 2020.
- (2) It shall have the like extent as the principal Act.
- (3) It shall come into force at once.

Amendment of
Section 8A.

2. In the principal Act, in section 8A, after the existing provision, the following proviso shall be inserted, namely :-

"Provided that the period of six months, within which the Government's share of Contributory Provident Fund was required to be refunded in respect of the retired/deceased employees under section 8 which was further extended for a period of six months under this section, vide the Assam College Employees (Provincialisation) (Amendment) Act, 2010, hereinafter referred to as the Amendment Act, 2010, shall further be extended for a period of six months from the date of commencement of the Assam College Employees (Provincialisation) (Amendment) Act, 2020, hereinafter referred to as this Amendment Act, and the intervening period from the date of expiry of the period of six months extended under the Amendment Act, 2010, till the date of commencement of this Amendment Act, shall also be deemed to have been extended for the purposes of Section 8."

S. M. BUZAR BARUAH,
Commissioner & Secretary to the Government of Assam,
Legislative Department, Dispur, Guwahati-6.



অসম ৰাজপত্ৰ
সত্যমেব জয়তে

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘ্ৰায়ণ, 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/P4-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. (1) These Rules may be called the "Assam College Employees (Provincialisation) Rules 2010".
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) They shall extend to the areas to which the Act applies. |
| Definitions | 2. In these Rules unless the context otherwise requires.
(a) "Constitution" means the "Constitution of India";
(b) "Governor" means the "Governor of Assam";
(c) "Act" means the "The Assam College Employees (Provincialisation), Act, 2005 (Assam Act, XLVI of 2005);
(d) "Board" means the "State Selection Board";
(e) "Selection Committee" means the Selection Committee Constituted under these Rules.
(f) "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules.
(g) "Director" means the Director of Higher Education, Assam";
(h) "UGC" means the "University Grants Commission", established under the UGC Act, 1956 (Central Act. No. 3 of 1956). |
| Class and Cadre. | 3. Each College shall be a separate entry for the purpose of cadres of employees. All Cadres and their class in the Assam Provincialised Colleges will be the same as in Government Colleges. |

- | | | |
|----------------------------------|----|---|
| Strength of Service. | 4. | The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time. |
| Method of Recruitment. | 5. | <p>Recruitment shall be made in the manner prescribed hereinafter;</p> <p>(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.</p> <p>(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.</p> <p>(3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.</p> |
| Assessment of Vacancies. | 6. | Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ; |
| Direct Recruitment. | 7. | <p>(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;</p> <p>(b) The Director shall communicate his orders within thirty days;</p> <p>(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;</p> <p>(d) All fresh appointments shall be made on receipt of police verification report.</p> |
| Age Limit and Qualification. | 8. | The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades. |
| General Procedure for Promotion. | 9. | <p>(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;</p> <p>(a) The number of vacancies with reservations;</p> |

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

Selection
Committee/
Departmental
Promotion
Committee.

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

- (i) President of the Governing Body - Chairman
- (ii) Head of Department (Concerned) - Member
- (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
- (iv) Secretary of the Governing Body - Member Secretary.
- (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;

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

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

- (i) President of the Governing Body - Chairman
- (ii) Secretary of the Governing Body - Member Secretary
- (iii) Two heads of Department to be nominated by the President, Governing Body. - Member

- (C) Departmental Promotion Committee for all posts shall consists of the following :-

- (i) President of the Governing Body - Chairman
- (ii) Principal of the College - Member Secretary
- (iii) One senior most Head of the Department of the College. - Member

Disqualification

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 attempts to enlist support for his/her candidature directly or indirectly by any recommendation either written or oral or by other means shall be appointed.

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

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

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

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

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

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

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

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

H. M. CAIRAE,

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

Guide for College Teachers Appointment

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

No. DHE/PA/Order/16/2016/168

Dated Kahilipara the 26th November' 2020.

From: Smti. G. Phukan, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To,

✓ The Principal
All Govt. and Provincialised Colleges, Assam.

Sub: Guidelines for selection of Assistant Professors/Librarians in Provincialised Colleges and Govt. Model Colleges of Assam.

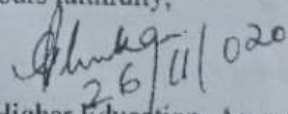
Ref: Govt. O.M No. AHE.407/2017/54 dated 25th November,2020.

Sir,

With reference to the subject cited above, and in continuation to this office's earlier letter No. DHE/PA/Order/16/2016/162 Dated Kahilipara the 18th November' 2020 and Govt. Office Memorandum No. AHE.407/2017/53 dated 17th November, 2020, I would like to enclose herewith a partially modified Govt. Office Memorandum mentioned under reference in connection with Guidelines for selection of Assistant Professors/Librarians in Provincialised Colleges and Govt. Model Colleges, Assam and request to follow this new guideline strictly for selection of Assistant Professors/Librarians in your College.

This Govt. Office Memorandum shall come into force with immediate effect.

Yours faithfully,


26/11/2020
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Memo No. DHE/PA/Order/16/2016/168 -A

Dated Kahilipara the 26th November' 2020.

Copy to :-

1. All Vice-Chancellors of University of Assam.
2. The P.S to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6.
3. The P.S to the Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.

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

(16)

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

No. AHE 407/2017/54

Dated Dispur, the 25th November, 2020.

OFFICE MEMORANDUM

Subject: Guidelines for Selection of Assistant Professors/ Librarians in Provincialised Colleges and Govt. Model Colleges of Assam.

In partial modification of Govt. OM vide No.AHE.407/2017/53, dated 17-11-2020 issued by Higher Education Department, the Government of Assam in Higher Education Department it is pleased to notify the following guidelines for selection of Assistant Professors/ Librarians in Provincialised Colleges and Govt. Model Colleges of Assam.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT PROFESSOR/ LIBRARIAN:

Qualifications for Direct Recruitment of Assistant Professor: (Reference: Clause 3.0.0/4.0.0/4.40.4.1 of the UGC Regulations, 30th June, 2010).

- (i) Good Academic Record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale whenever grading system is followed) at the Masters Degree level in a relevant subject from an Indian university or an equivalent degree from an accredited foreign university;
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET;
- (iii) Notwithstanding anything contained in sub-clause (i) and (ii) to this Clause 4.40.1, candidates who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ College/ Institutions;
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted;
- (v) A relaxation of 5% may be provided at the graduate and masters level for the Scheduled Caste/ Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching/ librarian positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks (clause-3.4.1);
- (vi) A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Masters Degree prior to 19th September, 1991 (Clause-3.5.0);
- (vii) The period of time taken by candidates to acquire M.Phil. and/ or Ph.D. Degree shall not be considered as teaching/ research experience for appointment to the position (Clause-3.9.0).

SELECTION COMMITTEE SPECIFICATION FOR ASSISTANT PROFESSOR IN COLLEGES INCLUDING PRIVATE COLLEGES: (Clause-5.1.0 and 5.1.4).

- (a) The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:
 1. Chairperson of the Governing Body of the College or his/ her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee;
 2. The Principal of the College;
 3. Head of the Department of the concerned subject of the college;

(Contd-2)

4. Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert. In case of College notified/ declared as minority educational institutions, two nominees of the Chairperson of the College from out of Panel of five names preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of subject experts suggested by the relevant statutory body of the college of whom one should be as subject expert;
 5. Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned in case of colleges notified/ declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
 6. An academicians representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) To constitute the quorum for the meeting five of which at least two experts from out of the three subject experts shall be present.

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

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

Grade	Grade Point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A' - Very Good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D' - Below Average	1.50-2.49	35-44
'E' - Poor	0.50-1.49	25-34
'F' - Fail	0-0.49	1-24

DISTRIBUTION OF MARKS: Total 100

II Academic Record (79 marks)

i) HSLC or equivalent examination (10% of the total percentage of marks)	10 marks
ii) HSSLC or equivalent examination (14% of the total percentage of marks)	14 marks
iii) Degree	25 marks
a) 25% of the total percentage of marks in Hons/Major subjects for Hons/Major students.	
b) 25% of the total percentage of marks in General course Subjects without Hons/Major	

iv) Master Degree in the Concerned Subject (30% of the total percentage of marks)	30 marks
--	----------

2) Research Contribution and Teaching Experience (18 marks)

i) Ph.D. in the concerned subject from UGC recognized university (Marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET. Off campus Ph.D. is not recognized as per Govt. of Assam O.M. No.AHE.293/2008/147, dated 09-07-2012).	9 marks
ii) M.Phil. Degree in the concerned subject from UGC recognized university. (Marks will be awarded only if a candidate has M.Phil. Degree in addition to eligibility requirement of NET/SLET/SET. Off campus M.Phil. Degree is not recognized as per Govt. of Assam O.M. No.AHE.293/2008/147, dated 09-07-2012).	2 marks
iii) Research paper/ article in the concerned subject/ domain published in journal/ Research book/ Proceeding volume with ISSN/ISBN/Impact factor (0.5 marks for each publication is ISSN/ISBN documents published in UGC recognized journal subject to maximum of 1 mark).	1 mark (per paper 0.5)
iv) Research paper/article in the concerned subject/ domain published in impact factor journal existing in the data base of Scopus, Web of Science/ Web of knowledge (1 mark for each publication)	3 marks (per paper 1)
v) 0.5 Marks for each chapter/ article in the concerned subject published in research/ text book with ISBN subject to maximum of 1 mark (In case of text book, the relevant text book must be approved by a competent academic authority such as University)	1 mark (per article 0.5)
vi) Teaching/ Library Management experience in the concerned subject/ domain (1 mark for each completed year of service after acquiring UCC norms in provincialised/ Govt./ Affiliated Degree college/ Libraries of Govt. Institutes/Higher Secondary Classes of Provincialised Schools, subject to Maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case a minimum of 3(three) months teaching experience will be counted.	2 marks
3) NCC (C) certificate holder	1 mark
4) Gold medal in any event of University/Youth festival conducted by Universities having affiliating colleges (certificate must be submitted along with the application)	1 mark
5) Representing Assam in any Olympic Sports event at the National level. (certificate must be submitted along with the application)	1 mark

All candidates must have proficiency in local language.

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

Sd/-(Shri Preetom Saikia, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department.

(Contd -4)

(164

Memo No. AHE 407/2017/54-A

Dated Dispur, the 25th November, 2021

Copy to:

- 1) All Vice-Chancellors of Universities of Assam.
- ✓ 2) The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and follow-up action.
- 3) The Director of Education, BTC, Kokrajhar, BTAD, Assam, for information and follow-up action.
- 4) P.S. to the Hon'ble Education Minister, Assam, Dispur, Guwahati-6.
- 5) P.S. to the Principal Secretary, Higher Education Department, Dispur, Guwahati-6.
- 6) P.S. to the Commr. & Secretary, Higher Education Department, Dispur, Guwahati-6.
- 7) P.S. to the Secretary, Higher Education Department, Dispur, Guwahati-6.
- 8) All Registrars of Universities of Assam.

By Order etc.

nk bhaw

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

3/11/20

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

GC.132/2010/Pt./54

Dated Kahilipara, the 06-01-2014

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

To:- The Principal,

..... College/ Mahavidyalaya

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

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

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

Sir,

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

Yours faithfully


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

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

Dated Kahilipara, the 06-01-2014

Copy to:

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


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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/75

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

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

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

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

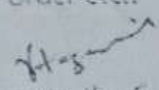
Sd/- (H.K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department.

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

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&T), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.:


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/76

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

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

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

instead of

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

CAREER ADVANCEMENT SCHEME (CAS) TIME SPAN

Duration:

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

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

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

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

Dated Dispur the 27th December, 2013

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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.162/2012/Pt/47

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

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

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

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

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

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

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

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

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

(A) COMPOSITION:

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

(B) DUTIES & FUNCTIONS:

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

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

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

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

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

DURATION

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

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

- i) Minimum API scores indicated in the appropriate Academic Performance Indicator (API) system tables

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

DURATION: 5 years

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

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

Duration: 3 years

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

APPENDIX-III TABLE-II(B)				
		Assistant Professor/equivalent cadres Stage 1 to Stage 2 (AGP Rs.6000/- to Rs.7000/-)	Assistant Professor equivalent cadres Stage 2 to Stage 3 (AGP Rs.7000/- to Rs.8000/-)	Assistant Professor equivalent cadres Stage 3 to Stage 4 (AGP Rs.8000/- to Rs.9000/-)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	75/Per year
II	Co-curricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	15/Per year
III	Minimum total average annual Score under Categories I and II	100 (I+II) Per year	100 (I+II) Per year	100 (I+II) Per year
IV	Research and Academic contribution (Category III)	5/Per year 20/25/30 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 (4 years period for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SLET/SLT; 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SLET/SLT; and 6 years for the teachers who does not have Ph.D./ M.Phil Degree in the relevant subject at entry level)	10/Per year 50/Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	15/Per year 45/Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (3 years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion	Contribution to Research- 20 marks Assessment of domain knowledge and teaching practices-60 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No.FPC.16/99/11, dated 18th September, 1999.

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

Sd/-

Dated Dispur the 13th November, 2013

Memo No. AHE.162/2012/PV47-A

Copy forwarded for information to:

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

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department

40

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/46

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

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

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

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010. (13/11/2013)

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008. (13/11/2013)

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

1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

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

1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the

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

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

Dated Dispur the 13th November,2013

Copy forwarded for information to:

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

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department