



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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.)

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

NOTIFICATION

The 22nd December, 2005

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
AN
ACT

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.

It is hereby enacted in the Fiftysixth 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) 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.


Principal /c & Secretary
Barbhag College

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 to be provincialised. 3.

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:



Principal & Secretary
Barbhag College

Mode of pension to employees who retired/died prior to 1st January, 2005.

8. Employees who retire/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 pensionary 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.

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

Suits and Proceeding.

10. 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.

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Principal & Secretary
Barbhag College

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. 4. 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 take over the services of employees. 5. 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. 6. 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.


Principal & Secretary
Barbhag College


 অসম ৰাজপত্ৰ
 সত্যমেব জয়তে
THE ASSAM GAZETTE

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PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 অগ্ৰহাণ, 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 (1) of Section 12 of the Assam College Employees (Provincialisaton) 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 (Provincialisaton) 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 (Provincialisaton), 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. |


 Anjan
 Principal in & Secretary
 Barbhag College

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

**Principal In-charge & Secretary
Barbhag College**

- (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.

Allesha
A. Pradhan
 Principal /c/ & Secretary
 Barbhag College

- 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.

Allesha
N. Jassan
 Principal i/c & Secretary
 Barbhag College

- (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.

Allesha

R. J. J. J.
Principal I/c & Secretary
Barbhag College

DHE Circular 28/NOV/2020

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.

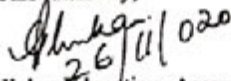
Ref: Govt. O.M No. AHE.407/2017/54 dated 25th November, 2020.

Sir,

With reference to the subject cited above, and in continuation to this office 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.

**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 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 3.0.0/4.0.0/4.40/4.4.1 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) as 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 positions (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 academician 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	0-24

DISTRIBUTION OF MARKS: Total 100

1) 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
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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 UGC 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.

(164)

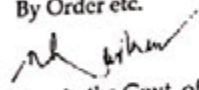
Memo No.AHE.407/2017/54-A

Dated Dispur, the 25th November, 2020.

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.


Joint Secretary to the Govt. of Assam
Higher Education Department.
25/11/20

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

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

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

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

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

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

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

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

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

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

Financial Transaction of Provincialised Colleges of Assam
DHE's Letter No. G(B)AC/95/2015/13, dated August 30, 2016

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

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

Compiled on: -

The 22nd August 2017


Principal & Secretary
BARBHAG COLLEGE

THE ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES
now called
**The Assam Provincialised Colleges and Assam Non-Government
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Assam Non-Government College Management (Amendment) Rules, 2001; dated 16/10/2001

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Financial Transaction of Provincialised Colleges of Assam

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

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

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

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

1. Short title, application and commencement. —

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

2. Definitions. —

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

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

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

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

- (a) "College" means a Provincialised Colleges and⁴ Non-Government College;
- (b) "Constitution" means the Constitution of India;
- (c) "Director" means the Director of Higher Education, Assam;
- (d) "Governing Body" means the body constituted under Rule 3;
- (e) "Governor" means the Governor of Assam;
- (f) "Management" means the body or group of persons administering the affairs of a⁵ College including academic affairs as well as the affairs relating to the assets and liabilities of the⁶ College in fair manner within the framework of established financial and administrative principles of the State Government from time to time;
- (g) "⁷ Colleges" means colleges for imparting⁸ Higher education in the post senior Secondary⁹ courses, established and situated in Assam affiliated by any Central or State University of Assam and receive the concurrence of the State Government;
- (h) "President" means the President of the Governing Body;
- (i) "State Government" means the Government of Assam;
- (j) "Secretary" means the Secretary to the Governing Body;

3. Constitution of the Governing Body¹⁰. —

- (1)¹¹ Every¹² College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body¹³.
- (2)¹⁴ ¹⁵Composition of the Governing Body: -
 - (i) The Governing Body shall consist of: -
 - (a) One President - who shall be an eminent person from the field of

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

⁴ In Rule 2(a) after the words "means a" the words "Provincialised Colleges and" be added.

[Amended vide Rule 3(1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁵ In Rule 2(f) and Rule 2(g) the words "Non-Government" be deleted.

[Amended vide Rule 3(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁶ In Rule 2(f) and Rule 2(g) the words "Non-Government" be deleted.

[Amended vide Rule 3(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁷ In Rule 2(f) and Rule 2(g) the words "Non-Government" be deleted.

[Amended vide Rule 3(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

⁸ In clause (g) for the word "imparting", the word "imparting" shall be substituted. [Rule 2(i)]

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

⁹ In Rule 2(g) the words "Post secondary" be substituted by the words "post senior Secondary".

[Amended vide Rule 3(3) of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹⁰ In the Principal Rules, in rule 3, in the heading for the word "Body", the word "Body" shall be substituted.

[Amended vide Rule 3 of the Assam Non-Government College Management (Amendment) Rules, 2001]

¹¹ Rule 3 be numbered as 3(1).

[Amended vide Rule 4 of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹² In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted.

[Amended vide Rule 4 of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹³ In Rule 3, the words "Non-Government" and the words "to be constituted by the Director" be deleted.

[Amended vide Rule 4 of the Assam Non-Government College Management (Amendment) Rules, 2009]

¹⁴ Rule 4 be amalgamated with Rule 3 and numbered as Rule 3(2). The number of all subsequent Rules be changed accordingly.

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

¹⁵ "Composition of the Governing Body - (1) The Governing Body shall consist of -

(a) One President,

..... Governing Body'

[Amended vide Rule 4 of the Assam Non-Government College Management (Amendment) Rules, 2001]

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

- (b) One Secretary - the Principal of the college shall be the ex-officio Secretary of the Governing Body.
Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;
- (c) The Vice-Principal - Member Ex-officio;
- (d) Two Members to be nominated by the affiliating University concerned - they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University;¹⁷
- (e) Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier;¹⁸
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body:
Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.
- (g) One member from the non-teaching staff to be nominated by the Principal to be elected by the non-teaching employees of the College¹⁹ annually from the date of constitution of the Governing Body;
- (h) Except in cases where is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- (i) **Local MLA as a permanent special invitee²⁰.**

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

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

(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 mbers of the subsequent clauses. "Three guardians of students studying in the college as members. They shall be sted by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward dent of the college whichever is earlier".
ded vide Rule 5(2)(c) of the Assam Non-Government College Management (Amendment) Rules, 2009]

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

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

in Provincialised Colleges and
on-Government College Management Rules 2001
ded up-to-date): The 30th August 2016.

Page| 3


Principal & Secretary
BARBHAG COLLEGE

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

4. ²⁵ **Tenure of the Governing Body. —**

The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body:²⁶ Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record²⁷ his views with reason thereof through a speaking order for the purpose.

5. **Taking over the management of a ²⁸ College. —**

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

*[to read as mismanagement]

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

²² Rule 4(3) be deleted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Accountability of the Governing Body. —

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

**[to read as upkeep]*

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

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

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

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

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

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

10. Disqualifications. —

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

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

11. Vacancy in the Governing Body. —

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

⁰ In Rules 6 & Rule 7 the words "non Government" be deleted.

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

¹ In the Principal Rules, in rule 7, after the existing provisions, the following shall be inserted, namely:-

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

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

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

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

12. Meeting of the Governing Body. —

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

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

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

14. Presiding over the meeting. —

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

³² In Rule 12(i) the word "Director" be deleted. It shall be substituted by the following words "appropriate authority as stated in Rule 3".
[Amended vide Rule 8 of the Assam Non-Government College Management (Amendment) Rules, 2009]

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

³⁴ In the Principal Rules, in rule 13, in sub-rule (2), in the second line, for the word "the" occurs between the word "with" and "consent", the word "Prior" shall be substituted.
[Amended vide Rule 6(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

³⁵ In the Principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely: -
"15. Presiding over the meeting - The meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to presided over the meeting".
[Amended vide Rule 7(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

15. Quorum. —

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

16. Secretary to make correspondence. —

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

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

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

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

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

18. Duties of the Governing Body. —

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

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

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

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

³⁷ In the Principal Rules, in rule 18- In the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely:- "Rs. 1, 00,000/- (One lakh)".
[Amended vide Rule 9(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

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

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

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

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

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

Grounds of suspension of Grants-in-Aid. —

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

the Principal rules, in rule 19, in clause (iv), for the existing provisions, the following shall be substituted, namely:-
"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]

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

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


Principal & Secretary
BARBHAG COLLEGE

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

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

20. Other functions of the Governing Body. —

The Governing Body is authorised: -

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

21. Submission of Annual Account: -

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

22. Interpretation: -

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

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

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

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

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

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

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

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

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

পঞ্জীকৃত নম্বৰ- ৭৬৮/৯৭

Registered No.768/97

অসম



ৰাজপত্ৰ

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

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

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

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

Principal & Secretary
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1. Short title, application and commencement :-

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

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

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

3. Constitution of the Governing Body :-

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


Principal & Secy
BARBHAG COLL

4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

(a) One President ;

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

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

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

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

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

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

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

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

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

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

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

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

5. Tenure of the Governing Body :-

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


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

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

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

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

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

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

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

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


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BARBHUIYA

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

12. Vacancy in the Governing Body :-

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

13. Meeting of the Governing Body :-

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

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

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


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

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

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

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

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

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

19. Duties of the Governing Body :-

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

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


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


Principal & Secretary
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time to time ;

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

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

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

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

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


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

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

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

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

GOVT. OF ASSAM
EDUCATION (HIGHER) DEPARTMENT: DISPUR

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 16th Oct/2001.

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

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

contd. 2/-


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

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

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

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

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

Amendment of Rule 13

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

contd. 3/-


Principal & Secretary
BARBHAG COLLEGE

Substitution
of Rule 15

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7. 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 preside over the meeting".

Substitution
of Rule 16

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

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

Amendment
of rule 18

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

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

" Rs. 1,00,000/- (one lakh)";

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

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

Amendment
of Rule 19

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

i) in clause (iv), for the 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 sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies,"

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

x) except scholarship money and students' union funds 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

contd. 4/-

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A. P. S. S.
Principal & Secretary
BARBHAG COLLEGE

// 4 //

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

Amendment
of Rule 21

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

Sd/-(P.C.Sharma),
Commissioner & Secy. to the Govt.
of Assam, Education Department-

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

Copy to :-

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

By order etc.

Sd/- illegible.

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


Principal & Secretary
BARBHAG COLLEGE



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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

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

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

NOTIFICATION

The 18th June, 2009

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

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


Principal & Secretary
BARBHAG COLLEGE



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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

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

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

NOTIFICATION

The 18th June, 2009

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

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


Principal & Secretary
BARBHAG COLLEGE

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


Principal & Secretary
BARBHAG COLLEGE

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

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


Principal Secretary & Secretary
BARBHAG COLLEGE

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 ward- is a student of the College, whichever is earlier.
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year. Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.
- (g) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body.
- (h) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.

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

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


Principal & Secretary
BARBHAG COLLEGE

Sd./- Illegible

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

No. AHE 331/2008/33 - A

Date 9th July, 2009.

Copy to :

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

By orders etc.,

Sd./- Illegible

Deputy Secretary to the Govt. of Assam
Higher Education Department

D. Dasgupta
Principal & Secretary
BARBHAG COLLEGE

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR GUWAHATI-6

No.AHE.331/2008/51

Dated Dispur the 30th August, 2013.

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

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

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

Sir,

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

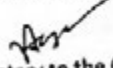
With a view to achieve these objectives, it is felt that public representatives that is the MLAs can play a very important role in this regard. The MLAs can also provide lot of financial and other assistance to the College authority from many other available and untapped sources.


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

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

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

Yours faithfully,


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




Principal & Secretary
BARBHAG COLLEGE

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,
Kahilpara, Guwahati-19.

Sub : Representation of Non teaching staffs in Governing Bodies.

Sir,

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

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

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

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

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

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

Yours faithfully,

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

R. Hazarika
Principal & Secretary
BARBHAG COLLEGE

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, M.A.MPHIL & AEL
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

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

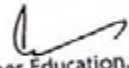
Sub:- Office Memorandum.

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

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith a Govt. O.M. No.AHE.311/2008/52, dated 05-11-2014 regarding constituting the structure of the Governing Bodies of colleges for taking necessary action from your end.

Yours faithfully


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

Dated Kahilipara, the 29-11-2014

Memo No.G(B) Misc.147/2014/18-A
Copy to :

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

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


Principal & Secretary
BARBHAG COLLEGE

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.331/2008/52

Dated Dispur the 5th November 2014.

OFFICE MEMORANDUM

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

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

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

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

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

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

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

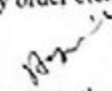
Dated Dispur the 5th November 2014.

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

Copy to :

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

By order etc.;


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


Principal i/c & Secretary
BARBHAG COLLEGE

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., LL.B., A.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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

Sub: Regarding financial transaction of Provincialized Colleges of Assam.

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

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


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

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

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

The matter may be treated as "Most Urgent".


Yours faithfully


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

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).
- 4) The President, Governing Body (all) Provincialized Colleges.
- 5) The ACB Branch of this Directorate.
- 6) Guard file.


Director of Higher Education, Assam
Kahilipara, Guwahati-19


Principal & Secretary
BARBHAG COLLEGE

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. Induraj, M.A., M.Phil., D.Ed.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To:

- ✓ 1) The President of Governing Body _____ College
2) The Principal _____, Assam
P.O. _____ District _____

Subj: Financial Transaction of Provincialized Colleges of Assam.

Ref.: This office Letter No. G(B)AC/95/2015/3, dated 27-04-2015,
Govt. Letter No. AHE.185/2015/2, dated 23-04-2015 and
Govt. letter No. AHE.185/2015/5, dated 11-08-2015.

Sir/Madam,

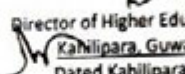
With reference to the subject cited above and in continuation to this office letter G(B)AC/95/2015/3, dated 27-04-2015 and Govt. letters No. AHE.185/2015/2, dated 23-04-2015, it is clarified that in respect of those provincialized Colleges where the post of Principal is lying vacant and the Senior most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

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

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

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


Yours faithfully


Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara, the 17th September, 2015

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

Copy to:-

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


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


Principal & Secretary
BARBHAG COLLEGE

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR GUWAHATI-6

G(B) 5
14/8

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.

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

Yours faithfully,

Principal Secretary,
Higher Education Department
Govt. of Assam

Dated August 11, 2015

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

Copy to :

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

Principal Secretary,
Higher Education Department
Govt. of Assam

Principal / Secretary
BARBHAG COLLEGE

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GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6

No.AHE.331/2017-22

Dated Dispur, the 18th August, 2017.

OFFICE MEMORANDUM

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

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

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

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

Memo No. AHE.331/2017-22-A

Dated Dispur, the 18th August, 2017.

Copy to :-

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

By Order etc.

Deputy Secretary to the Govt. of Assam
Higher Education Department

Principals
Principal i/c & Secretary
BARBHAG COLLEGE

Ans
upload on
in website
RBF

ASSAM EDUCATION SERVICE RULES, 1982*

(Assam Rule VI of 1982)

Notification No. ECL 94/77/212, dated 19th October, 1982. In exercise of the powers conferred under the proviso to Art. 309 of the Constitution of India the Governor of Assam is pleased to frame the following rules regulating the recruitment and conditions of service of persons appointed to the Assam Education Service.

PART I

1. Title and commencement.

- (1) These rules may be called "The Assam Education Service Rules, 1982."
- (2) These rules shall come into force with immediate effect.

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

- (a) 'Appointing Authority' means the Governor of Assam.

* Published in the Assam Gazette, Part II-A, dated 1-12-1982, pp. 2688-2701.

A. Jaisankar
Principal i/c & Secretary
BARBHAG COLLEGE

- (b) 'Commission' means the Assam Public Service Commission;
- (c) 'Director' means the Director of Public Instruction;
- (d) 'Government Degree College' means Cotton College, Diphu College, Haflong College and any other College as may be declared by the Government to be Government Degree College from time to time.
- (e) 'Government' means the State Government of Assam;
- (f) 'Member' means a member of the Assam Education Service;
- (g) 'Select List' means the select list as referred to in R. 12;
- (h) 'Selection Board' means the Selection Board as referred to in R. 13.
- (i) 'Service' means the Assam Education Service;
- (j) 'Year' means the Calendar Year.

3. Class and cadre.

- (1) The service shall consist of the following:


Principal & Secretary
BARBHAG COLLEGE

(a) Class I -

- (i) Director of Public Instruction;
- (ii) Additional Director of Public Instruction/
Director of Elementary Education/Director
of Adult Education, herein after referred to
as Additional Director;
- (iii) Principal, Government Degree College;
- (iv) Principal, Science College;
- (v) Principal, State Institute of Education;
- (vi) Joint Director, Public Instruction/Joint
Director, Elementary Education/Joint
Director, adult Education/Joint Director,
Public Instruction, Hills/Joint Director,
Plains Tribal Education/Joint Director,
Vocational Education/Director, Institute
of Science Education, hereinafter referred
to as Joint Director;
- (vii) Principal, Government Law College;
- (viii) Deputy Director of Public
Instruction/Deputy Director, Elementary


Principal & Secretary
REHAG COLLEGE

Education/Deputy Director of Adult
Education/Inspector of Schools,
hereinafter referred to as Deputy Director;

- (ix) Principal, Post Graduate Training
Colleges;
- (x) Principal, Government Sanskrit College;
- (xi) Principal, Hindi Teachers' Training
College;
- (xii) Vice-Principal and Professor of
Government Degree Colleges including
non-technical Assistant Professors of
Engineering Colleges and Polytechnics,
hereinafter referred to as Professors;
- (xiii) Vice-Principal and Professor of Post
Graduate Training Colleges hereinafter
referred to as Professors;
- (xiv) Professors of Science College;
- (xv) Professors/Readers of State Institute of
Education and State Institute of Science
Education hereinafter referred to as
Professors;


Secretary
BARBHAG COLLEGE

- (xvi) Assistant Director, Vocational Guidance;
- (xvii) Assistant director, Planning and Co-ordination;
- (xviii) Lecturer of Government Degree College including non-technical Lecturers of Engineering Colleges and Polytechnics.
- (xix) Lecturers of Science Colleges;
- (xx) Assistant Inspector/Assistant Inspectress of Schools/Vigyan Mandir Officer.
- (b) Class II:
- (i) Lecturers of Post Graduate Training College;
- (ii) Lecturers of Government Sanskrit College;
- (iii) Lecturers of Government Law College;
- (iv) Lecturers of Hindi Teachers Training College;
- (v) Lecturers of State Institute of Education/State Institute of Science Education;


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(vi) Deputy Inspector of Schools/District
Social Education Officer;

(2) The service may also include -

- (i) any post equivalent to a post in any of the cadres mentioned in sub-R. (1); and
- (ii) any cadre or post declared by Government to be a cadre of the service.

Note. - Each of the post in the sub-R. (1) shall form independent cadre. Members of any cadre shall have no claim for appointment in higher cadre except in accordance with provisions of these rules.

COMMENTS

In Cl. (vi) the words "Joint Director, Vocational Education" were inserted by Notification No. B (2) H. 1228/92/14, dated 23-11-94 (A.G. II-A, dated 30-11-94, p. 619).

4. **Strength of service.** The strength of each cadre in the service shall be such as determined by the Government from time to time. The strength the cadres of the service on the date of commencement of these rules shall not be as shown in Schedule I.


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II. RECRUITMENT

5. **Method of recruitment.** Recruitment to the service shall be made in the manner prescribed hereinafter -

- (1) Recruitment to the post of Director of Public Instruction, Principal, State Institute of Education, Principal, Government Law College, Principal, Hindi Teachers Training College, Lecturers, Government Degree Colleges, Assistant Director, Lecturers, SIE/SISE shall be made by direct recruitment only with qualifications prescribed under R. 8:

Provided that if no suitable person is found to fill up the post of Director and if it is necessary to fill up the post urgently, but cannot be in accordance with the procedure laid down above or under the APSC (Limitation of Functions) Regulation, 1951, the appointing authority reserves the right to fill up the ~~post of Director temporarily from the members of the~~ Administrative Services of the State and such appointment shall not extend beyond the period of 2 years at a time. In such appointment prior consultation with the Commission shall not be necessary.

- (2) Recruitment to the post of Additional Director, Principal, Government Degree College, Joint Director,


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Principal, Science College, Principal, Post Graduate Training Centre, Principal, Government Sanskrit College and Professors of Government Degree College, Professors of Post Graduate Training Centre, Professor, Science College, Professors, State Institute of Education State Institute of Science Education, Assistant Director, Educational Planning and co-ordination, Deputy Inspector of Schools, shall be made by promotion in the manner prescribed in R. 11.

- (3) Recruitment to all other posts of the service shall be made:
- (a) by direct recruitment up to 75 percent with qualification prescribed under R. 8 in the cadre of Dy. Director and by promotion up to 25 percent in the cadre of Dy. Director from the select list of Assistant Inspector/Assistant Inspectress of Schools and Assistant Directors, Vocational Guidance and Assistant Directors, Planning and Co-ordination having five years experiences in the post and possessing at least Second Class Masters Degree.
- (b) by direct recruitment up to 75 percent with qualification prescribed under R. 8 on the basis of open competitive examination to be conducted by the Commission in the cadre of assistant Inspector/Assistant Inspectress of Schools, V.M.O. and by promotion up to 25 per cent in the cadre of


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Assistant Inspector/Assistant Inspectress of Schools
from amongst the Deputy Inspector of Schools/District
Social Education Officer.

6. Direct recruitment.

(1) Direct recruitment to the posts mentioned in sub-R. (1) of R. 5 shall be made by the Government on the basis of recommendation made by the Commission in accordance with procedure hereinafter provided -

(a) Before the end of each year the Government shall make an assessment regarding the likely number of vacancies to be filled up by direct recruitment during the next year and shall intimate the same to the Commission, together with the details about reservation for candidates belonging to Scheduled Castes and Scheduled Tribes or any other category as provided under R. 15.

(b) The Government shall simultaneously request the Commission to recommend a list of candidates for direct recruitment in order of preference.

(c) The Commission may hold such test or interview as may be considered necessary.


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- (d) The Commission shall furnish to the Government a list of candidates recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be approximately double the number of vacancies.
- (e) The Commission shall simultaneously publish the list in the Assam Gazette and such other place as the Commission may consider proper.
- (2) The list mentioned in Cls. (d) and (e) of sub-R. (1) of this rule shall remain valid for 12 calendar months from the date of recommendation.
- (3) In the event of the Commission being unable to recommend sufficient number of candidates to fill up the vacancies in a year it shall, in consultation with the appointing authority, repeat the procedure as mentioned hereinbefore under sub-R. (1) of this rule, for recommending a subsequent list in the year; provided that the appointing authority shall not make appointment of any candidate from the subsequent select list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.
7. A candidate for direct recruitment to the service shall be within the following age limits on the first January


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of the year of advertisement with candidates belonging to special categories like Scheduled Castes, Scheduled Tribes and any other category as laid down by Government from time to time:

- | | | |
|---|---------|----------|
| (i) Director of Public Instruction | Maximum | 50 years |
| (ii) Principal, State Institute of Education | Maximum | 40 years |
| (iii) Principal, Government Law College | Maximum | 40 years |
| (iv) Dy. D.P.I./Inspector of Schools. | Maximum | 40 years |
| (v) Principal, H.T.T.C. | Maximum | 40 years |
| (vi) Lecturer Government Degree Colleges | Maximum | 30 years |
| (vii) Assistant Director, Vocational Guidance | Maximum | 40 years |
| (viii) Assistant Inspector of Schools. | Maximum | 30 years |


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(ix) Lecturers of other Colleges. Maximum 30 years

(x) Lecturers of SIE/SISE Maximum 30 years

8. Academic qualification. The academic qualification of a candidate for direct recruitment shall be as prescribed by the appointing authority from time to time. The qualifications and experience prescribed as on the date of commencement of these rules, are given in Schedule II.

9. Physical fitness. A candidate for direct recruitment shall be -

(1) of sound health both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the due performance of his duties; and

(2) required to undergo necessary medical examination before appointment to the service.

10. Character. A candidate for direct recruitment shall procedure to the Commission certificates of good character from -

(a) the Principal Academic Officer of the University or College in which studied last;


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- (b) two respectable persons, who are well-acquainted with (but not related to) the candidate.

11. Recruitment by promotion. Recruitment to the posts mentioned in sub-R. (2) of R. 5 shall be made in the manner shown below:

- (a) The post of Additional Director shall be filled up from the select list of Joint Director/Principal S.I.E. and Director, State Institute of Science Education.
- (b) The post of Principal Government Degree College shall be filled up from the select list of professors of Government Degree College.
- (c) The post of Joint Director shall be filled up from the select list of Deputy Directors.
- (d) The post of Principal, Science College, Principal, Post-Grâduâtê "Trâining" College, Principal, Government Sanskrit College, shall be filled up from the select list of Professors and Readers of respective colleges as the case may be.
- (e) The post of Professors of Government Degree College shall be filled up from the lecturers of Government Degree College.


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- (f) The post of Professors of Science College, Post Graduate Training College, State Institution of Education and State Institute of Science Education shall be filled up from the select list of lecturers of respective Colleges as the case may be.
- (g) The post of Assistant Director, Planning and Co-ordination shall be filled up from the cadre of Statistical Officer, Information Officer and Research Officer/Planning Officer having 5 years experience.
- (h) The post of Deputy Inspector/Addl. Deputy Inspector and District School Education Officer shall be filled up from the select list of Sub-Inspector of Schools having 7 years experience.

12. General procedure of promotion.

- (1) Before the end of each year the Government shall make an assessment of the likely number of vacancies to be filled up by the promotion in the next year in each cadre.
- (2) The appointing authority shall then furnish to the Selection Board the following documents and information with regard to as many officers in order of seniority as four times the number of vacancies as assessed under sub-R. (1) -

- (a) Information about the number of vacancies.
- (b) List of Officers in order of seniority eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion to be considered.
- (c) Character Rolls and other records of the officers listed.
- (d) Any other documents and informations as may be considered by the appointing authority or required by the Board.
- (3) The appointing authority shall simultaneously request the Board to recommend within one month a list of officers, found suitable for promotion in order of preference in respect of promotion to each of the cadres in which recruitment is to be made by promotion.
- (4) The Selection shall be made on the basis of merit-cum-seniority in each case of promotion.
- (5) The Board, after examination of the documents and information furnished by the appointing authority shall recommend to the appointing authority a select list of officers about double the probable number of


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vacancies in order of preference found suitable for promotion.

- (6) The appointing authority shall consider the select list prepared by the Board along with character rolls and other records and approve the list unless it considers any change necessary. If the appointing authority considers it necessary to make any change in the list received from the Board, it shall inform the Board of the change proposed and after taking into account the comments, if any, of the Board may approve the list finally with such modifications, if any, as may in its opinion, be just and proper.
- (7) The select list shall be sent to the commission for approval.
- (8) The select lists shall remain valid for 12 months from the date of approval by the Commission.
- (9) The promotion shall be in accordance with the list finally approved by the appointing authority.
- (10) The inclusion of candidates' name in a select list shall confer no right to promotion unless the appointing authority is satisfied after such equity as may be considered necessary that a candidate is suitable for promotion.


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13. Selection Board. The Selection Board as referred to in R. 12 shall consist of the following:

(1) Selection Board for considering promotion to the post of Addl. Director, Principal, Government Degree Colleges and Joint Director and Deputy Director -

- | | | |
|-------|--------------------------------|-------------------|
| (i) | Chief Secretary or his nominee | Chairman. |
| (ii) | Member, A.P.S.C. | Member. |
| (iii) | Secretary, Education | Member-Secretary. |

(2) Selection Board for considering promotion to other posts -

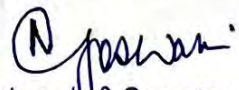
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|-------|--|------------------|
| (i) | A member of the Commission nominated by Chairman | Chairman. |
| (ii) | Secretary, Education | Member-Secretary |
| (iii) | D.P.I. Assam | Member. |

III - GENERAL PROVISIONS

14. Disqualification.

- (1) No person shall be eligible for appointment to the Service –
 - (a) unless he is a citizen of India, and
 - (b) if he has more than one wife living or in case of female candidate who has married a person who has one wife living; provided that the Government may, if it is satisfied that there are special grounds for doing so, exempt any person from the operation of this rule.
- (2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation either written or oral by other means shall be appointed to the service.

15. Reservation. There shall be reservation in favour of candidates belonging to Scheduled Caste, Scheduled Tribes in accordance with the provisions of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Service and Posts) Act, 1978 both in respect of direct recruitment and promotion.


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16. Probation. Subject to availability of permanent vacancy in the respective cadre, a member on appointment to the service shall be placed on probation for one year.

17. Confirmation . A member shall be confirmed on the basis of merit-cum-seniority, if he is considered fit otherwise for confirmation by the appointing authority:

Provided that Officers liable to undergo training and to pass departmental examination under any general rules or special orders of the Government shall be confirmed only after having successfully completed the training and passed the departmental examination.

18. Discharge. A member on probation shall be liable to be discharged from service or reverted to his next lower post or to his previous service to which he holds a lien, as the case may be, if his performance of the duty has not been satisfactory or if the appointing authority finds him unfit for holding the post.

19. Scale of pay. The scale of pay admissible to members of the different cadres of the service shall be such as shown in Schedule I, subject to such revision as may be made by the Government from time to time.

20. Fixation of initial pay. On promotion of a member from a lower to a higher cadre in service initial pay shall be fixed in accordance with principles governing such fixation under the


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Assam fundamental rules and subsidiary rules or any rules for the time being in force.

21. Increment.

- (1) The first increment of a member of the service appointed on a time scale shall accrue on the expiry of one year from the date of his probation, but further increment shall be admissible only on his confirmation.
- (2) A member of the service on confirmation shall draw pay at the rate corresponding to his position in the time scale but he shall not be entitled to any arrear in pay on account of withholding of due increments for the period prior to the date of his confirmation.
- (3) A member of the service appointed against a temporary vacancy a cadre shall be eligible to draw his usual increments in the times scale under the provisions of Assam Fundamental Rules and Subsidiary Rules subject to the condition that as and when placed on probation, he shall remain at the stage of pay in the time scale where he was on the date of probation till his confirmation.

22. Crossing of efficiency bar. A member of the service shall not be allowed to cross E. B. in the time scale of pay unless the appointing authority is satisfied about his ability and

integrity or he has passed the prescribed departmental examination.

23. Seniority.

- (1) *Inter-se* seniority of the members of the service belonging to each of the cadres shall be in the order in which their names appear in the select list prepared under R. 6 (d) or the list prepared under R. 12 (5) as the case may be, provided he joins his appointment within 15 days from the date of receipt of the order or within the extended period:

Provided that if a member is prevented from joining within this period by the 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.

- (2) If two persons are appointed on the recommendation of the Commission in two different batches, then the person who was recommended in the earlier batch shall be senior to the person who was recommended in the latter batch.
- (3) If two, or more persons are bracketed in the merit list of the Commission, the *inter-se* seniority of these

persons shall be determined according to the date of birth.

- (4) A member appointed by promotion against a vacancy occurring in a year shall be senior to a member appointed by direct recruitment of that year.
- (5) If the confirmation of a member of the service in a cadre is delayed on account of his failure to qualify for such confirmation he shall lose his position in order of seniority in that case *viz-a-viz* such of his juniors as may be confirmed in that particular cadre.

His seniority shall, however, be restored on his confirmation sub-sequently.

Note. (a) The period of appointment under A.P.S.C. (Limitation of Function) Regulation before regulation through commission shall always be ignored for the purpose of determining seniority.

- (b) The combined seniority of all lecturers belonging to different teaching departments of the colleges shall be determined according to relative preference of the commission and date of birth as the case may be.


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And date of appointment with due regard to their relative position in the respective departments as determined under sub-R. (1).

24. Gradation List. A gradation list of the members of the service shall be published cadre-wise every year indicating their relative seniority and date of birth, date of appointment etc.

25. Code of conduct. Every member of service shall maintain high standard of public services, discipline and conduct and scrupulously follow the general provisions of the Assam Service (Conduct) Rules as amended from time to time.

26. Transfer. Every member of the service shall be liable to be transferred at any time to any place in the interest of public service.

27. Other provisions. ~~Save as provided in these rules,~~ all matters relating to pay, allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules framed by Government from time to time.

Provided that in case of all teaching and non-teaching employees of Diphu Government College and Haflong Government College retiring on superannuation on attaining the age of 58 years and all Grade IV employees of the said


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Colleges retiring on superannuation on attaining the age of 60 years, the entire period of service from the date of appointment shall be counted towards pension and gratuity notwithstanding anything contained in the Assam Service (Pension) Rules, 1969.

Explanation. For the purpose of this proviso, 'period of service' means the period of continuous service and the 'date of appointment' means in relation to any employee, the date on which he joined the service of the said College on and from the date of its coming under *ad-hoc* system of grant-in-aid.

COMMENTS

This rule was substituted by Notification No. ECL 23/76/96, dated the 28th May, 1992.

28. Maintenance of Register. The Appointing Authority shall maintain such registers in suitable form as may be prescribed by Government from time to time with a view to recording the service particulars of the service.

IV - SPECIAL PROVISION

29. Relaxation. Where the Government is satisfied that operation of these rules may cause undue hardship in any particular case it may dispense with or relax the recruitment of that rule to such extent and subject to such condition as


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it may consider necessary for dealing with the case in a just and equitable manner:

Provided that the case of any person shall not be dealt with in any manner less favorable to him than that provided in any of these rules.

30. Interpretation. If any question arises relating to the interpretation of these rules it shall be referred to the Government in the Education Department whose decision therein shall be final.

31. Repeal and saving. Any rules, corresponding to these rules in force immediately before the commencement of these rules, are hereby repealed:

Provided that all orders made or actions taken under the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provision of these rules.

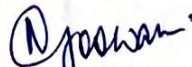

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SCHEDULE I
[Under Rule 4]

		Scale of pay	Perma- nent	Tempo- rary	Total
1.	D.P.I.	- 1600- 2100	1	--	1
2.	A.D.P.I./DEE/DAE*	- 1400- 1900	1	2	3
3.	Principal, Govt. Degree College	- 1200- 1900	2	1	3
4.	Principal, Science College	- 1200- 1900	--	1	1
5.	Principal, SIE	- 1300- 1800	--	1	1
6.	Joint D.P.I.	- 1150- 1675	5	1	6
7.	Director, SISE	- 1150- 1675	--	1	1
8.	Principal, Govt. Law College	- 1150- 1675	--	1	1
9.	DDPI/Inspector/ Inspectress	- 900-1525	13	8	21


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10.	Principal, PGTC	-	900-1525	--	2	2
11.	Principal, Govt. Sanskrit College	-	900-1525	--	1	1
12.	Principal, HTTC	-	900-1525	--	1	1
13.	Professors of Govt. Degree Colleges (Including of Engineering Colleges and Polytechnic)	-	700- 1600+ Spl. pay	110	--	110
14.	Professors of Science College	-	700-1600	--	3	3
15.	Vice-Principal and Professors of PGTC	-	700-1425	--	4	4
16.	Professors/Readers of SISE and SIE	-	700-1425	--	3	3
17.	Assistant Director of Vocational Guidance Bureau	-	700-1425	--	1	1
18.	Assistant Director,					


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	Planning and Co-ordination	- 700-1425	--	1	1
19.	Lecturers of Govt. Degree Colleges including Non-Technical Teachers of Engineering and Polytechnics	- 700-1600	144	56	200
20.	Assistant Inspector/ Inspectress of Schools.	- 525-1325	18	3	21
21.	Lecturer of Science Colleges	- 700-1600	--	15	15
22.	Lecturer of PGTC	- 500-1225	--	16	16
23.	Lecturer of Govt. Sanskrit Colleges	- 500-1225	--	9	9
.....					
24.	Lecturer of Govt. Law Colleges	- 500-1225	--	2	2

In addition there are 6 posts of part-time Lecturers

25.	Lecturer of HTTC	- 500-1225	--	4	4
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26.	Lecturer of SISE/SIE	-	500-1225	--	9	9
27.	Deputy Inspector	-	500-1225	21	6	27
28.	Additional Deputy Inspector	-	500-1225	17	1	18

(10 post of District Social Education Officer are kept in abeyance)

* The post of Director, Adult Education is now kept in abeyance.


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SCHEDULE II

[See Rule 8, 5 (1)]

1. *Director of Public Instruction.* First Class or High Second Class Master Degree in Arts/Science/Commerce from any recognised Indian University or its equivalent and at least 10 years teaching experience with at least 5 years administrative experience.

Members of Assam Education Service having minimum 5 years administrative experience will be eligible to apply to the post provided they are within prescribed age limit.

2. *Principal, S.I.E.* Second Class Master Degree in Arts/Science and a Degree or Diploma having in teaching or equivalent qualification with at least 10 years experience in teaching or educational administration specially in elementary education.

3. *Inspector/Inspectress of Schools and Deputy D.P.I.*
Second Class Master Degree having uniformly brilliant career and possessing teaching experience in schools and colleges for ten years or administrative experience for at least 10 years of which 5 years must be in teaching.


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4. *Principal, Government Law College.* At least High Second Class (B+) Master Degree in Law or any equivalent Degree of a foreign University with at least 10 years experience as a teacher in a College, or University or as an educational administrator. In special cases of outstanding merit or administrative ability the length of service may be relaxed up to 5 years.
5. *Principal H.T.T.C.* High Second Class Master Degree in Hindi with 5 years teaching and administrative experience.
6. *Lecturer, Government Degree College.* A consistently good academic record with (a) 1st Class or High 2nd Class (B+) at the Master's Degree in the concerning subjects and (b) an M. Phil Degree or a recognised Degree beyond Master's level or published work indicating the capacity of a candidate for independent research work.
7. *Assistant Director vocational Guidance Bureau.* At least 2nd Class Master Degree in Arts/Science/Commerce with three years experience in teaching or educational administration. Certificate or diploma in Education and vocational guidance will have preference.
8. *Assistant Inspector of Schools.* M.A., B.T. or M. Sc., B.T. with at least 7 years experience as teacher in Secondary Schools or at least 5 years experience as Teacher in Government Aided or Government College or M.A., B.T. or M. Sc., B.T. with at least 5 years experience as teacher in Secondary


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Schools and two years experience as Sub-Inspector of Schools, or M.A., B.T. or M. Sc., B.T. and serving as Deputy Inspector of Schools or Additional Deputy Inspector of Schools.

9. *Lecturer of other Colleges.* At least 2nd Class Master's Degree with honours in the subject concerned in a Degree Course.
10. *Lecturers in S.I.E.* First or High School Class Master's Degree in subject concerned with at least First Class or High Second Class or High Second B.T. Degree. Preference will be given to candidates having experience in the line of elementary education or teaching.
11. *Lecturers in S.I.S.E.* 1st Class or High Second Class Master's Degree in subject concerned with honours in the Degree course. Preference will be given to the candidates having B.T. Degree or 3 years teaching experience in Secondary Schools.

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7.1 LEAVE RULES

7.1.1. Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supercede the leave provisions of the Government of India.

Applicability

These leave rules shall be applicable to all the permanent employees of this Institute with retrospective effect from 1.1.2004, as far as Earned Leave (EL) and Half Pay Leave (HPL) are concerned. Other kinds of leave will be effective from the date as approved by the Board.

Guidelines for carrying over the Earlier Leave Accounts

The EL account of a staff member as on 31.12.2003 shall be carried forward and credited to his/her EL account in the Institute subject to the prescribed limit of accumulation of leave. The maximum limit at that time was 240 days for EL. Then an advance credit of 15 days on 1st January and 15 days on 1st July will be made. If a staff member is having 133 days EL at credit as on 31.12.2003 and if he/she has not availed of any EL or vacation during the period 1.1.2004 to 30.6.2004, then on 1.7.2004 his/her EL account will have $133 + 15 + 15 = 163$ days at credit. Other details regarding EL are available in section 7.1.7.


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- ii. There is no provision for unearned leave on medical certificate, usually called medical leave in Government of India. Only HPL/Commuted Leave is available which can be availed of on medical grounds.

Since the HPL is calculated at the rate of 20 days for each completed year of service and credited in advance at the rate of 10 days on 1st January and 10 days on 1st July, HPL in credit of an employee is calculated as follows:

If the number of years of service put in by the employee is 'n' as on 31.12.2003 and the number of days of Medical leave availed up to 31.12.2003 is 'm', then, the number of days of half pay leave at the credit on 31.12.2003 is '20n - 2m'. If this number becomes negative, it is made as zero. From 1.1.2004, onwards, the half pay leave is credited at the rate of 10 days on 1st January and 1st July every year. Other details regarding HPL are available in section 7.1.9.

Illustration: 1

If an employee has put in a service of 8 years and 7 months on 31.12.2003, and he/she has availed Medical Leave for 34 days upto 31.12.2003, then the number of days of HPL at credit as on 31.12.2003 is $160 + 12 - 68 = 104$. On 1.1.2004 HPL at credit is 114

For 8 years : 160 days of HPL plus for 7 Months : 12 days of HPL
[(7/12) × 20 = 12] (rounded off to the nearest integer) minus for

Medical Leave of 34 days : 68 days of HPL = 104 days of HPL

Illustration: 2

If an employee has put in a service of 34 years and 1 month on 31.12.2003, and he/she has availed Medical Leave for 427 days upto 31.12.2003, then the number of days of HPL at credit as on 31.12.2003 is zero (since $682 - 854$ is negative)

- iii. The EL accumulation at the Institute, including the leave accumulated prior to 1.1.2004 (under State Government service), shall be eligible for encashment at the time of retirement subject to limits prescribed in these rules. The leave encashment availed prior to 1.1.2004 shall not be taken

into account for the purpose of the ceiling of number of days for which encashment is admissible at the time of retirement from this Institute. For example, if a staff has encashed 40 days of EL before 1.1.2004, and if he/she has accumulated 300 days EL as on the date of his/her retirement on or after 1.1.2004, he/she will be entitled to encashment of 300 days of EL at the time of his/her retirement from the Institute, provided no encashment of EL has been done for the purpose of LTC on or after 1.1.2004.

- iv. As on date, the maximum limit for accumulation of EL is 300 days and there is no limit for accumulation of HPL.

The Administrative Section under the control of Registrar shall maintain leave account for each staff. Staff of NITT can refer his/her leave account in the month of January every year with prior intimation. Administrative section should send the leave accounts of staff to individual member once in a year.

7.1.2 General Principles Regarding Grant Of Leave

Applicability

The provisions contained in these rules shall apply to all employees of the National Institute of Technology, Tiruchirappalli.

Right to leave

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.
- iii. Leave will not be granted to staff under suspension.

Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to the Board by the Director and to the Director/Registrar by the other members of staff. (Refer Appendix :7.1.1)

- ii. Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated by the Director. Normally, the Registrar will regulate the leave accounts of the staff members (Faculty and Non-faculty).
- iii. The Board may sanction leave other than Casual Leave to the Director. The Director can avail himself of Casual Leave on his own authority.

Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

Grant of leave beyond the date of retirement and in the event of resignation

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Director may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

Conversion of one kind of leave into another kind

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

Special provision for conversion

The staff who have applied for Medical Leave on or after 1.1.2004 but were sanctioned only EL can apply for conversion of EL to HPL/Commuted leave within 30 days after the notification by the Registrar for this effect.

Rejoining duty on return from Leave on medical grounds

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

Rejoining duty before the expiry of leave

Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

Maximum period of absence from duty

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. A member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

General

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

7.1.3 Kinds of Leave:

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- i. Casual Leave. (CL)
- ii. Special Casual Leave.(SCL)
- iii. Special Leave
- iv. Earned Leave (EL)
- v. Vacation (Only for academic staff)
- vi. Half Pay Leave (HPL)
- vii. Commuted Leave
- viii. Leave Not Due (LND)
- ix. Extra-ordinary Leave (EOL)
- x. Maternity Leave
- xi. Adoption Leave
- xii. Paternity Leave
- xiii. Hospital Leave
- xiv. Sabbatical Leave
- xv. Study Leave

7.1.4 Casual Leave (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of Restricted holidays declared by the Government of India.
- ii. CL can be combined with Special Casual Leave/Vacation/Restricted Holidays but not with any other kind of leave.

- iii. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.
- iv. CL should not be granted for more than 5 days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. LTC can also be availed during CL.
- vii. CL cannot be combined with joining time.
- viii. Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
- ix. Half-day's CL should be debited to the CL account for each late attendance. However, late attendance upto one hour for not more than two occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.
- x. Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL can not be combined with EL. However, if due to sickness other compelling grounds he/she is not able to attend the next day combining with EL can be permitted as an exception.

7.1.5.- Special Casual Leave (SCL)

- i Special Casual Leave, not counting towards ordinary Casual Leave, may be granted to a member of the staff when he/she is:
 - a) Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his/her private interests are not at issue.

- b) Deputed to attend a reference library of another Institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute.
 - c) Required to be absent for any other purpose approved by the Board of Governors.
- ii. SCL may also be granted for other purposes, as approved by the Board from time to time. The Special CL can be granted up to a maximum of 15 days in a calendar year. In case it exceeds the 15 days' limitation, the cases of those staff have to be placed before the Board for further consideration. SCL may be granted for donating blood to recognized Blood Banks on working day (for that day only).
- iii. The Director is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which SCL can be granted. The Director is also empowered to examine the possibility of advising the staff members to fix up programmes like conduct of Viva-Voce for Ph.D on Saturdays or on holidays
- iv. The additional purposes for which the SCL can be granted, are specified below:
- a) To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
 - b) To conduct Ph.D. Viva or an Examination
 - c) To present a paper in a conference or just to attend a conference.
- v. Faculty members deputed by the institute in connection with the institute work will be treated as on duty and the period will not count towards SCL
- vi. The absence of the faculty members in their efforts towards funds raising and building of corpus funds etc. will be regulated under SCL.

- vii. SCL shall be granted for other academic purposes from time to time subject to the approval of the Board.
- viii. For participation in Sports Events, SCL is admissible up to a maximum of 30 days in a calendar year like Coaching or Training camps of all India coaching or training schemes.
- ix. To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible
- x. SCL may also be granted to re-employed disabled Military Pensioners when called upon to attend Resurvey Medical Board to assess their disability element.
- xi. SCL is admissible upto a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events.
- xii. SCL may also be granted to sportsperson getting seriously injured or being hospitalized during Sporting events subject to the overall ceiling of 30 days in a calendar year.
- xiii. SCL is admissible to 30 days in one calendar year for participation in cultural activities like dance, drama, music, poetic symposium etc., of an All India, or Inter-state character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf. SCL will not be admissible for practice or for participation in cultural activities organized locally.
- xiv. SCL is admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Govt. of India / Govt. Sponsored Bodies subject to maximum of 15 days in a calendar year.
- xv. SCL upto a maximum of 15 days in a year is admissible for visit in connection with the consultancy and sponsored research activities.
- xvi. SCL upto a maximum of 12 days in a year is admissible to the office bearers of recognized Unions/ Association to attend meetings.

- xvii. SCL shall be granted to the staff of the Institute when they are unable to attend office due to natural calamities/bandh etc. subject to the approval of the authorities. SCL granted to be reported to the Ministry.
- xviii. Combination of Casual Leave or regular leave (ex. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.
- xix. LTC can also be availed of during special casual leave.
- xx. For Family Planning:

a) Male Employee:

- i. Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for second time due to failure of the first, another 6 days will be admissible on the production of medical certificate.
- ii. Maximum of 21 days for undergoing recanalization operation.
- iii. Maximum of 7 days if his wife undergoes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.

b) Female Employee:

- i. Maximum of 14 days admissible for tubectomy/laparoscopy. If she undergoes the said operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.
- ii. Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP).
- iii. Admissible for one day on the day of IUCD/IUD insertion/re-insertion.
- iv. Maximum of 21 days admissible for undergoing recanalization operation.
- v. Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

7.1.6 Special Leave:

Special leave may be granted when a staff member wishes to attend conferences/seminars/symposia/practical training etc. in or out of India upto 15 days in a calendar year

7.1.7 Earned Leave (EL)

- i. The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.
- ii. The credit will be reduced by 1/10th of EOL and or period of *dies non* during the previous half-year, subject to a maximum of 15 days.
- iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.
- iv. EL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- v. EL can be accumulated up to 300 days (including the number of days for which encashment has been allowed along with LTC)
- vi. When the credit of EL at the start of any half year, results in the total accumulation of EL being more than 300 days, the 15 days EL for that half year shall be kept separately and set off against the leave availed during that half year. Any portion of this separately credited leave not availed within the half year, shall be accumulated with the previous EL to the credit of EL account, provided the total accumulated EL does not exceed 300 days. Such procedure may be restored to in cases where the earned leave at the credit of the Institute employee on the last day of December or June is 300 days or less but more than 285 days.
- vii. The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.

- viii. EL may be taken at a time up to 300 days as leave preparatory to retirement.
- ix. EL upto 300 days at a time may be granted to Group A and B Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Nepal, Bhutan, Burma, Sri Lanka and Pakistan.
- x. Encashment of EL while availing LTC upto 10 days on each occasion and a maximum of 60 days in the entire service are permissible. At least equal number of days of EL should be availed of along with encashment. The encashment so availed will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
- xi. For leave encashment HRA, CCA and special increment for small family norms are not taken into account.

7.1.8 Vacation

- i. Teachers including Librarians and Physical Directors can avail 60 days vacation in an academic year partly in winter and partly in summer period or entire 60 days in summer period. Other employees are not eligible for vacation.
- ii. A new faculty joining in the summer vacation period is not eligible for vacation during that summer.
- iii. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.
- iv. The duration of winter vacation period and summer vacation period will be notified by the Registrar.

v. Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combined should not exceed 180 days at a time.

vi. If a staff member avails of any vacation half of that period will be debited from his/her EL account

For example, if a staff member avails 40 days vacation in an academic year, 20 days will be deducted totally from his/her EL account in the respective half year EL account. It is equivalent to say that if a staff member avails of 40 days vacation in a year, only $[30 - (40/2)] = 10$ days EL benefit will accrue for that year in his/her account, instead of 30 days

7.1.9. Half Pay Leave (HPL):

i. The Half Pay Leave admissible to a member of the staff in respect of each completed year of service shall be 20 days. Service includes periods of duty and leave including extraordinary leave with or without Medical certificate, but does not include periods of suspension treated as *dies non*, overstayal of leave/joining time unless otherwise regularized.

ii. HPL is credited in advance at the rate of 10 days on the 1st January and 1st July every year.

iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 5/3 days for each completed calendar month of service.

iv. The advance credit will be reduced by 1/18th of the period of *dies-non*/suspension treated as *dies-non* during the preceding half-year, subject to a maximum of 10 days.

v. HPL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end of the

calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.

- vi. HPL may be availed of either on medical certificate or on private affairs.
- vii. Encashment of HPL is explained under Retirement Benefits.

7.1.10 Commuted Leave:

- i. Commuted Leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- ii. Commuted Leave can be taken without medical certificate:
 - a. upto a maximum of 180 days in the entire service if utilized for an approved course of study certified to be in public interest by the Director.
 - b. upto a maximum of 60 days by a female staff if it is in continuation of maternity leave.
 - c. upto a maximum of 60 days by a female staff with less than two living children if she adopts a child less than one year old.
- iii. Commuted Leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of staff returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.
- iv. If commuted leave is taken, twice the number of days availed should be debited in the HPL account.
- v. Where the staff granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as HPL and excess leave salary shall be recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, no such recovery should be made.

- vi. Commuted leave may be granted at the request of the staff even when EL is available.

7.1.11 Leave Not Due (LND)

- i. Leave Not Due may be granted only on medical grounds to a permanent staff with no HPL at his/her credit.
- ii. Temporary staff with minimum of one year service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the staff proceeds on leave is likely to last till his/her return.
- iii. LND is granted only if the leave sanctioning authority, i.e. Director, is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- iv. LND may be granted without medical certificate to a female staff in continuation of maternity leave, or for adoption of a child.
- v. The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.
- vi. LND during the entire service is limited to a maximum of 360 days.
- vii. LND will be debited against the half pay leave that the staff earns subsequently and in fact LND is HPL taken in advance..
- yiii. ~~LND cannot be granted in the case of Leave preparatory to retirement~~
- ix. When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation/retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

7.1.12. Extra-Ordinary Leave (EOL)

- i. Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- ii. The period of EOL shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt as to whether the EOL taken was for prosecuting higher studies or not, the decision of the Board shall be final.
- iii. Except in the case of permanent staff, the duration of EOL on any one occasion shall not exceed the following limits:
 - a. Three Months
 - b. Six months, where the staff has completed 3 years continuous service on the date of expiry of the leave admissible to him/her under the rules and his/her request for such leave is supported by Medical Certificate.
 - c. Eighteen months, where the staff is suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic or under a specialist.
- iv. EOL may also be granted to regularized periods of absence with out leave retrospectively.
- v. Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at this Institute. It may be availed of for any one of the following purposes:
 - a. EOL for regular appointment.
 - b. EOL along with or without leave at credit for carrying out research at higher levels in R & D organizations, universities, etc.

- e. EOL with or without leave at credit for the purpose of availing of research fellowships and other similar activities.
 - d. EOL along with or without leave at credit for pursuing higher studies leading to the award of a degree.
 - e. At any given time EOL (including leave at credit) availed of will be for a minimum period of six months. However, for availing of academic fellowship, the Institute may permit EOL for a period of upto 90 days.
- vi. EOL granted to staff members for short-term / long-term assignments in India or abroad may be regulated on Foreign Service Terms (FST) for the limited purpose of annual increments and terminal benefits. Pension and leave salary contribution as per rules shall be paid either by the employer or by the staff members concerned to NITT during the period of Foreign Service. These contributions will entitle the staff member to count his period of Foreign Service towards Pension, Annual Increment and Earned Leave/HPL. However, such period of EOL will not count towards continuity of service for Sabbatical Leave eligibility.
- vii. For the staff members who do not wish to utilize Foreign Service terms, extra-ordinary leave may be granted under the existing rules and they will not be eligible for counting of service and will not earn leave for that period and will also not be eligible for notional increment.
- viii. The period of EOL availed for the purpose of prosecuting higher studies leading to award of degrees or for the purpose of research fellowships (not salaried jobs) will count for annual increments and qualifying service for terminal benefits as well. EOL availed of for all other purposes will not be counted for terminal benefits unless they are regulated on Foreign Service terms.
- ix. A staff member will be eligible to avail himself of a maximum of 5 years of EOL without pay and allowance during the entire period of his service

at this Institute (including periods of service elsewhere if these are taken into account for retirement benefits).

- x. For all purposes other than for prosecuting higher studies leading to the award of a degree, a staff member will be eligible for EOL at the rate of one year for every 5 years of qualified service put in at this Institute. If a staff member has joined NITT after previous service at other NITs / Central Universities, a maximum of 2 years can be added towards the qualifying service for the purpose of working out the eligibility for long leave other than Sabbatical Leave, provided such services at other NITs / Central Universities were transferred to this Institute.
- xi. On any single occasion a staff member can avail himself of EOL (including leave at credit that may be attached) for a maximum of 2 years or the eligible period as per 1:5 norms, whichever is less.
- xii. There must be a minimum interval of 3 years between two consecutive periods of long leave.(i.e.) whose duration exceeds 6 months including sabbatical leave.
- xiii. The eligible period of EOL (excluding leave at credit) shall be calculated as follows:
- a. total period of service from the date of joining the Institute = n years
 - b. total period of Special Leave and Sabbatical Leave already availed of (excluding leave at credit) = a years.
 - c. Total period of EOL availed of other than for higher studies and on medical grounds and excluding leave at credit = b years
 - d. EOL availed of for higher study = c years
 - e. Eligible period of EOL (excluding leave at credit) is $[n - (7a - 6b - c)]/5$ or 5 years whichever is less.
The above period may be rounded off to a month.

- xiii. Whenever senior faculty/professors of the Institute go on deputation to a higher position in an Institute of National importance, he/she can be allowed for a maximum of 5 years and in all other cases they should not be allowed for more than two years at a stretch. After completing the first term in service ranging from 3 to 5 years depending upon the nature of the initial contract, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office.
- xiv. The faculty requests on EOL for taking up assignments within India/Abroad will be considered based on the following:

An internal committee will be formed by the Director to look into the EOL requests of the faculty member. The committee will take in to account that at any time, only one faculty members per department could be spared on long leave (EOL), so that the teaching activity would not be affected. Faculty appointed as Director / Vice-Chancellor to Government Institutions, would not be counted for the said upper limit of one faculty per department. Long leave shall be sanctioned only for appointments to Institutions of comparable (to NITT) or superior standing. It is essential to ensure that the faculty members add value to NITT, upon their return from such appointments. The Director shall be empowered to take a final decision in this matter (10th BoG dt. 23.12.2006).

7.1.13 Maternity Leave:

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of upto 135 days from the date of its commencement.
- ii. Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.

- iii. Maternity Leave shall not be debited to the leave account.
- iv. Maternity Leave may be combined with leave of any other kind except Casual Leave.
- v. Any leave (including commuted leave upto 60 days and leave not due) may be taken without medical certificate up to one year in continuation of Maternity leave.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.

7.1.14 Adoption Leave

A female member of the service on her adoption of a child may be granted leave of the kind due and admissible (including commuted leave without production of medical certificate for a period not exceeding 60 days and leave-not-due) upto one year subject to the following conditions:

- (i) The facility will not be available to an adoptive mother already having two living children at the time of adoption
- (ii) The maximum admissible period of leave of the kind due and admissible will be regulated as under.
 - a. If the age of the adopted child is less than one month, leave upto one year may be allowed;
 - b. If the age of the child is six months or more leave upto six months may be allowed.
 - c. If the age of the child is nine months or more leave upto three months may be allowed.

7.1.15 Paternity Leave

- i. Male staff with less than two children may be granted 15 days Paternity Leave during the confinement of his wife for childbirth.
- ii. The Paternity Leave can be availed upto 15 days before or upto six months from the date of delivery of the child.

- iii. Paternity Leave shall not be debited to the leave account.
- iv. During paternity leave, leave salary equal to last pay drawn is admissible.

7.1.16 Hospital Leave:

- i. Hospital Leave is admissible to Group C staff whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs and the like or performance of hazardous tasks and all Group D staff.
- ii. Hospital Leave may be granted to staff under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such staff, the nature of whose duties exposes them to such illness or injury and whose appointing authority is director.
- iii. Hospital Leave may be granted on leave salary, either average or half average, as the authority granting it may consider necessary.
- iv. The staff eligible for Hospital Leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- v. Hospital Leave is not debited against the leave account and may be combined with any other leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 28 months.
- vi. Leave salary for the first 120 days will be pay last drawn and for the remaining period, it will be equal to leave salary during half-pay leave.

7.1.17 Sabbatical Leave:

- i. The Sabbatical Leave is a special facility to the academic staff members in order to enable them to update their knowledge and experience so that

they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the BOG through proper channel.

ii. Sabbatical Leave shall be admissible to a permanent member of the academic staff:-

- a. After the completion of 6 years of continuous service, or more in the Institute,
- b. Where he/she avails of Special Leave, after the completion of 6 years service or more in the Institute after his/her return from such Special Leave,
- c. The continuous service will commence from the date of joining the Institute or from the date of rejoining on return from Sabbatical Leave/Special Leave/EOL without leave salary except EOL granted on medical grounds.
- d. In any case, sabbatical leave shall not exceed three times (inclusive of Special Leave in case such leave has been granted) during the entire service of such a member.

iii. Sabbatical Leave may be granted for one or more of the following purposes, namely:-

- a. to conduct research or advanced studies in India /abroad;
- b. to write text books, standard works and other literature;
- c. to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
- d. to visit or work in a University, Industry or Government research laboratory in India and Abroad; and
- e. any other purposes for the academic development of the staff as approved by the Board.

iv. The grant of Sabbatical Leave shall be subject to the following conditions, namely:-

- a. The period of Sabbatical Leave shall not exceed one year at a time inclusive of vacations, if any but the Board may grant in addition any other leave upto a maximum of 120 days which the staff might have earned during the service at the Institute;
- b. Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to any traveling allowance or any extra allowance in India or Abroad;
- c. No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.
- d. Academic staff shall not undertake during the period of Sabbatical Leave, any regular appointment under any other organization in India or abroad. He/She shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment;
- e. Academic staff availing himself /herself of sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of 3 years on return to duty and it is reduced to 2 years in cases where the staff member is unable to serve the Institute for a period of 3 years on the expiry of Sabbatical leave due to superannuation.
- v. Sabbatical Leave shall not be granted for less than 6 months at a time and splitting of Sabbatical Leave is not permissible and cannot be utilized in parts
- vi. If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilised and the eligibility criteria would apply afresh from the date of reporting back from such leave.

- vii. The faculty member shall specify the places he proposes to visit, the nature of work he proposes to do and how this would contribute to his academic development.
- viii. While recommending the leave, the Head of the Department/Centre has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned during his absence.
- ix. A staff member having a long term project may request for permission to avail himself of Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available to take care of the project.
- x. At any point of time, in a Department a maximum of 15% of the sanctioned strength of the academic staff members of the Department (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and the other members of the Faculty will share the work. This 15% rule will not apply in the case of staff members who are 55 or more years old.
- xi. No other type of leave except leave at credit EL/HPL up to a maximum of 120 days will be permitted as an extension of Sabbatical Leave.
- xii. A staff member who does not have the required period of service in the Institute on his return, may, however, be eligible for leave at credit such as EL and HPL for visit abroad to accept academic responsibilities.
- xiii. The Board may constitute a sub-committee as Standing Committee to look into the proposals received from the faculty/scientific staff

for sabbatical leave and EOL (Long Leave) to recommend to the Board for further consideration and approval:

The constitution of the Board Standing Committee may be;

- | | |
|--|------------------------|
| 1. Director | :Chairman(Ex-officio) |
| 2.A Nominee from BOG | :Member |
| 3.Professor representing
Engineering Stream | :Member |
| 4.Professor representing
Science Stream | : Member |
| 5.Dean (Academic) | :Member(Ex-officio) |
| 6.Dean (Administration) | :Member Ex-officio) |
| 7.Registrar | :Member(Ex-officio) |
| 8.Deputy Registrar (Admn) | :Secretary(Ex-officio) |

The term of membership will be two years for Sl.No.2,3,4.

The terms and reference of the Board Standing Committee:

- a. To scrutinise requests of faculty members and to make recommendation to the Board regarding the applications for long leave (EOL) /Sabbatical Leave/other Long Leave for going abroad or within India to take up any assignment or academic work.
- b. To examine the request of faculty members seeking financial assistance for attending international conferences, abroad including scrutiny of research papers published by them.
- c. To go into the rules/norms for financial assistance as well as revision of the format of the proforma for applying assistance.

7.1.18 Study Leave:

- i. Study Leave is granted to staff with not less than five years of service for undergoing a special course consisting of higher studies

or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability.

- ii. Course should be certified to be of definite advantage to the Institute from the point of view of public interest.
- iii. The competent authority to grant leave should approve the particular study or study tour.
- iv. The official on his/her return should submit a full report on the work done during study leave.
- v. Study leave is not admissible
 - a. for studies out of India if facilities for such studies exist in India;
 - b. to an official due to retire within three years on return from the study leave;
 - c. to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
- vi. Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.
- vii. Study leave shall not be debited to the leave account. Study leave may be combined with any other leave due, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
- viii. Requisite Bonds in the prescribed forms are required to be executed by the official before proceeding on study leave. The bond amount will be decided by the BOG .
- ix. Before grant of study leave for study outside India, Finance Ministry's agreement for release of foreign exchange is necessary.

- x. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- xi. Leave Salary:
- a. Outside India: Pay last drawn plus Dearness Allowance, HRA, CCA and in addition, Study Allowance admissible;
 - b. In India: Leave salary will be equal to pay last drawn plus DA, HRA and CCA. No study allowance admissible.
 - c. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the conditions that the leave salary will not be less than that admissible during half pay leave.

Interpretation of Rules:

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all.

APPENDIX: 7.1.1

PROCEDURE FOR PROCESSING APPLICATIONS FOR VARIOUS TYPES OF LEAVE.

Sl. No.	Type of leave	Sanctioning authority	Through	Request for leave must be received at least
1.	Sabbatical Leave / Study leave/ EOL (Long Leave)	BOG	Head of Dept./Centre / Dean	4 months in advance
2.	For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop/ Symposium	Board / Director / Board Standing Committee	Head of Dept./Centre	2 months in advance.
3.	On duty/ Special Leave (Short leave) / Leave not due(LND)	Director/ authority nominated by Director	Head of Dept./Centre	15 days in advance
4.	Vacation/EL/HPL/Commutated Leave/ Maternity leave/ Adoption leave / Paternity leave/EOL (Short)/Hospital leave	Registrar	Head of Dept./Centre	15 days in advance (except on Medical Grounds)
5.	CL/SCL	HOD / Head of Centre		

APPENDIX: 7.1. 2

LEAVE RULES AT A GLANCE

S. No.	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave).	8 days per year	Personal work etc.	Maximum 5 days at a stretch excluding intervening prefix, suffix holidays.
2.	Special Casual Leave for Consultancy/ sponsored /Project	15 days per year.	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend: <ul style="list-style-type: none"> * National / Int.national conferences within India/ Abroad to present paper/ chairing a session (No paper credits) * committee meetings (not treated as on duty) * Ph.D Viva 	
4.	On Duty (Holidays can be prefixed/ suffixed)	Duration of Conference plus upto a maximum of two days.	To attend: <ul style="list-style-type: none"> * National / Int. National conferences within India/ Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific academic research activities at the instance of MHRD / AICTE with/without Institute finance. * Meetings of AICTE without Institute finance. 	
5.	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
6.	Commutated Leave (based on medical certificate)	-	Medical grounds Study purpose	Twice the amount of commuted leave granted will be debited against HPL. Commutated upto 180 days during the entire service.(EL and Commuted Leave together should not exceed 240 days).
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

Formula for calculating EL:

Non-Vacation Staff :

30 days per year (15 days for every six months)

Vacation Staff:

No of days on duty during vacation period / 2

No.	Type of Leave	Duration	Purpose	Remark
8.	Vacation (it can be suffixed and prefixed with holidays EL/HPL)	As notified by Registrar	--	Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period. New faculty join in the summer vacation is not eligible for summer vacation.
8.	Extraordinary Leave (EoL) (eligible after 5 years continuous service) 1:5	5 years during the entire service and limited to 2 years on one occasion.	<ul style="list-style-type: none"> • Short / long term assignments in India/ abroad • Higher studies. • Research activities • Fellowship • Sickness / medical certificate 	EOL of 1 year for 5 years of qualifying service.
Formula for calculating eligible period of EOL: Total period of service from Date of joining : n years Total period of Sab. Leave (excluding leave at credit) : a years Total period of EoL availed (other than leave on medical, higher studies & leave at credit) : b years EOL availed for study leave : c years Eligible period of EOL = $(n - a \times 7 - b \times 6 - c) / 5$ years or 5 years whichever is less (may be rounded off)				
9.	Maternity Leave	Maternity: 135 days Miscarriage: 45 days	Maternity/ miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Adoption Leave	2 months to one year depending upon the age of child	Adopt the child	Only to female employees Not to be debited to Leave account. Can be combined with any other leave except CL.
11.	Paternity leave	15 days	Take care of the child and wife	Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Hospital Leave	--	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 28 months.
11.	Leave Not Due	360 days	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later.
12.	Sabbatical Leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 year at a time incl. Vacation (In addition, eligible for 120 days leave at credit.)	<ul style="list-style-type: none"> • Research work, writing text books & visiting industrial concerns of Govt, University, Industry or Govt Research Laboratories in India/Abroad. 	To furnish a Bond to serve the Institute for 3 years on return to duty.
13	Study Leave	Maximum 24 months 28 months including vacation, . 36 months for Ph.D .	To acquire higher qualification	Minimum 5 years of service
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.				
Duration of Leave			Period of service to be put in the Institute	
More than 1 month and upto 8 months			One year	
Above 8 months and upto 15 months			Two years	
Above 15 months			Three years	