



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

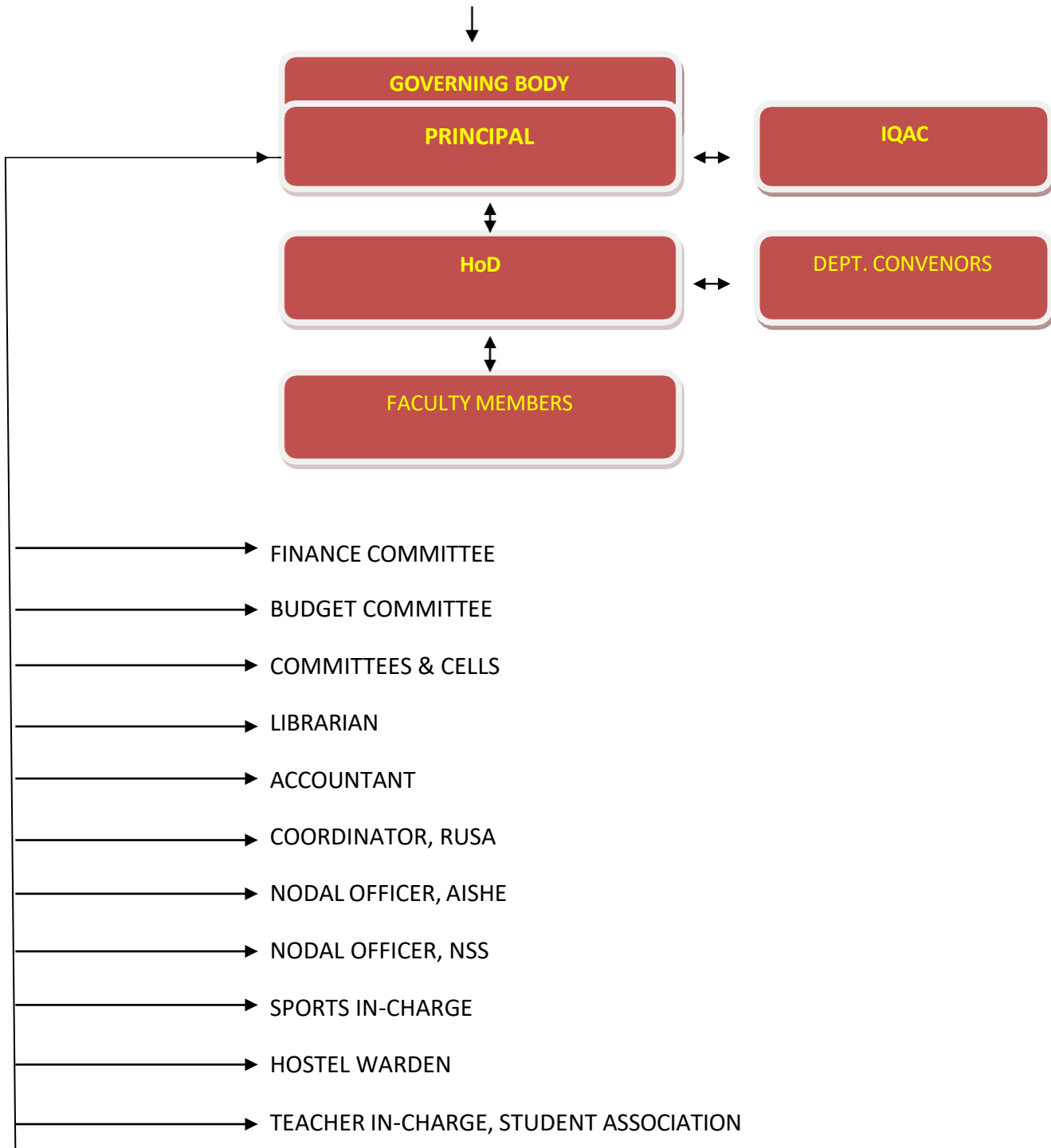
Administrative Set Up

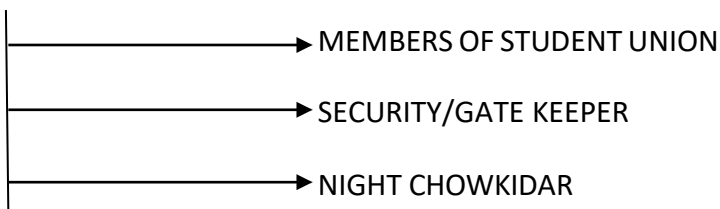
The administrative set up of the college is designed in a scientific way with maximum transparency for optimum result in a hierarchical manner where from top to bottom the responsibilities are distributed through notice and resolutions adopted in Governing Body Meeting.

The College is established in 1972 and affiliated to Gauhati University. As a Provincialized institution under Government of Assam and as part of the Gauhati University, maximum of the administrative and Academic decision are coming from Government and the parent university. In this context, the Governing Body of the College and the Principal, through different government and University Portal, effectively engaged in achieving its vision and mission.



ORGANOGRAM





FUNCTIONS OF THE KEY ADMINISTRATIVE POSITIONS

Of the hierarchical administrative set up the functions of the major administrative positions are as follows:

ADMINISTRATIVE POSITIONS	FUNCTIONS AND RESPONSIBILITY
Governing Body of the College	<ul style="list-style-type: none"> • Take decision for opening new course and its approvals. • Review of Academic & other related activities. • Recommendations of the promotion of the Faculty members. • Responsibility of the new appointments and their approvals. • Recommendation of the Annual Budget and its approval. • Take decision on annual university affiliation. • Approval of annual expenditure.
Principal	<ul style="list-style-type: none"> • Engage in all the communications made by the Director of Higher Education, Government of Assam, AISHE, RUSA, and Parent University. • Arrange meetings with Faculty members, members of the Governing Body and prepare agenda for every academic session and prepare its follow up actions. • Conduct Internal & External Examinations as per the direction of the Parent University. • Ensure the effective preparations and implementation of the annual budget. • Engage in monitoring the departmental progress and provided guidance to preparations of the annual departmental reports. • Responsible for student support and

	<p>progression and academic excellence.</p>
Different Committees and Cells	<ul style="list-style-type: none"> • The Committees and Cells are formed in Institutional Level by incorporating Faculty Members, Office Staff and Librarian. • The Committee Convenors or Coordinator or Programme Officers are responsible for operation of the Committees. • The Committees looks after the Academic, Co-Curricular, Extra-Curricular, extension and outreach activities. • These committees are abide the rules and responsibilities entrusted to them
Head of the Departments (HoDs)	<ul style="list-style-type: none"> • HoDs are responsible for preparation of Departmental work Plan, Lesson Plan, organization of Departmental Meeting, organization of Education Tour/ Field Trip etc. • Keep coordination with Routine Preparation Committee, Academic Calendar Committee & Examination Committee for smooth running of the classes and in and end semester examination. • Identify the advanced and slow learners by organizing pre internal assessment examination. • The HoDs are responsible for organization of Remedial Classes for slow learners and material supply to advanced learners. • Responsible for organizing Guest Lecturer/Faculty & Student Exchange with MoU partner industries.
Departmental Convenors	<ul style="list-style-type: none"> • The Institution has Departmental Convenor for coordination & Cooperation in between the Departments. • The Convenors monitors the Time Table Convenor, Mentoring In charge, Internal Examination In charge etc.

Besides, the Institution has several Institutional Level Committees and Cells for smooth implementation of the Programme & policies adopted by the Institutions. The objectives and functions of the committees are designed and developed by the Head of the Institution.

COMMITTEES (INSTITUTIONAL LEVEL)

1. Academic Committee
2. Admission Committee
3. Anti-Ragging Committee
4. Construction Committee
5. Purchase Committee
6. Women Cell
7. Discipline Maintenance Committee
8. Library Committee
9. Research Cell
10. Mentoring Cell
11. Student Welfare Committee
12. Poor Fund Committee
13. Grievance Redressal Cell
14. ST/SC/OBC Students Grievance Redressal Cell
15. Anti-Drug & Tobacco Cell
16. Record Keeping Cell
17. Website Committee
18. Parent Teacher Association
19. Alumni Association
20. Career Counselling Cell
21. Anti-Sexual Harassment Cell
22. Academic Calendar Committee
23. Time Table Preparation Committee
24. Prospectus Committee
25. Hostel Committee
26. Canteen Management Committee
27. Feedback Committee
28. Student Help Desk
29. Election Committee
30. Budget Committee
31. Finance Committee
32. Examination Committee
33. Environmental Awareness Committee

34. IQAC Monitoring Committee
35. Academic Audit Committee
36. Green Audit Committee
37. Energy Audit Committee
38. Village adoption Committee
39. Disaster Management Committee
40. Ek Bharat Srestha Bharat
41. All India Survey on Higher Education (Nodal Teacher)
42. Red Ribbon Club

DEPARTMENTAL CONVENORS

- | | |
|-------------------------------|---------------------------|
| 1. Dept. of Assamese | : Dr. Swapan Jyoti Nath |
| 2. Dept. of Bengali | : Dr. Jonaram Nath |
| 3. Department of Commerce | : Dr. Deepak Kumar sarkar |
| 4. Dept. of Economics | : Umme Salma |
| 5. Dept. of Education | : Chow Kotong Lungking |
| 6. Dept. of English | : Ashraful Alam Choudhury |
| 7. Dept. of History | : Rayhanul Ahmed |
| 8. Dept. of Philosophy | : Ajanta Bora Khargharia |
| 9. Dept. of Political Science | : Mainul Hoque Akanda |



LEAVE RULES

(REVISED)

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

By
G. C. Phukan
Advocate
Gauhati High Court

ASSAM LAW HOUSE

REPORT OF THE ASSAM PAY COMMISSION, 2008*

CHAPTER 5

LEAVE MATTERS

5.1. Present position.— In respect of the State Government employees, whether in a permanent or other capacity, the admissibility of leave of any kind is governed by the Leave Rules, 1934. Following are the categories of leave admissible to the Government employees :

1. Casual Leave : 15 days' Casual Leave is admissible to a regular Government employee in a calendar year.

2. Earned Leave : Provisions regarding Earned Leave are as follows:-

- (i) Government employees other than who are serving in the vacation departments are entitled to Earned Leave for 30 days in a calendar year. The maximum accumulation of Earned Leave is allowed upto 300 days;
- (ii) Earned Leave is credited to leave account of employees in two instalments of 15 days each on 1st January and 1st July every year;
- (iii) Government employees serving in vacation departments are entitled to 10 days' Earned Leave in lieu of 20 days Half Pay Leave. The maximum accumulation of Earned Leave for such employees is allowed up to 80 days.

3. Half Pay Leave : 20 days' Half Pay Leave is admissible for every completed year of service to an officer in permanent and temporary capacity.

4. Commuted Leave : Commuted Leave is granted only on medical grounds not exceeding half the amount of Half Pay Leave to the credit of an employee on the following conditions:-

- (i) He/She has to complete one year of service at the time of proceeding on leave;
- (ii) When Commuted Leave is availed of, twice the amount of such leave shall be debited against the Half Pay Leave due.

*. **Vide Resolution No.FPC.16/2007/16, dated 30/5/2008.**

5. Extraordinary Leave: Extraordinary Leave may be granted to an officer without allowances in the following circumstances:

- (i) In cases where no other leave is admissible by rule;
- (ii) Although other leave is admissible, the official concerned applies for Extraordinary Leave;

Except in the case of permanent employment, the duration of Extraordinary Leave on any occasion shall not exceed the following limit:-

- (i) Three months;
- (ii) Six months in cases where an employee has completed 3 (three) years of continuous service on expiry of leave of any kind due and has requested for such leave supported by a medical certificate;
- (iii) Eighteen months Special Leave for undergoing treatment for (a) Pulmonary Tuberculosis (b) Leprosy and (c) Cancer.

6. Special Disability Leave: 120 days Special Disability Leave is admissible to a Government employee who is disabled by injury caused during his duty or in consequence of his official position.

7. Maternity Leave : Provisions regarding Maternity Leave are as follows:-

- (i) A female Government employee with less than two serving children may avail Maternity Leave for a period not exceeding 135 days;
- (ii) Maternity Leave shall not be debited to the Leave account;
- (iii) Maternity Leave may be combined with leave of any other kind.

8. Study Leave : Twenty four months study leave with leave salary is admissible if duly certified to be in the interest of public service on completion of 5 years' service by the Government employee.

9. Leave Encashment Benefits : Provisions regarding Leave Encashment are as follows:-

- (i) Cash payment of unutilized Earned Leave is admissible for 300 days at the time of retirement for all Government employees other than those serving in vacation department;

- (ii) In case of Government employees serving in Vacation Department, leave encashment benefit up to maximum 80 days of unutilized leave is allowed.

5.2. 6th CPC Recommendation.— The 6th Central Pay Commission has recommended as follows:—

- (1) The number of Casual Leave, Half Pay Leave and Earned Leave shall remain unchanged.
- (2) The Commission has recommended 12 days casual leave for physical disabled employees. The number of casual leave for this category of employees, therefore, will stand increased to 12 days.
- (3) From 1/9/1981, Principals, Head Masters and Teachers, working in schools and from 28/7/1984, Librarians, Laboratory Assistants and Watermen working in schools have not been allowed the facility of half pay leave. This facility needs to be restored for these categories as the present rules place them in difficulties in times of sickness, etc. These categories should be made eligible for half pay leave on par with other Central Government employees.
- (4) Maternity leave of 135 days is presently permitted to women employees for two children. Further leave up to a period of one year can be availed of in continuation of Maternity Leave. The Maternity leave should be increased from 135 days at present to 180 days and the period of leave which can be availed of in continuation of Maternity leave should be increased to 2 years instead of one year at present.
- (5) The concept of child care leave exists in countries like Japan & Netherlands where women employees are allowed leave to look after the needs of their children. A similar facility needs to be extended in Central Government as it will facilitate women employees to take care of their children at the time of need. All women employees having minor children may, therefore, be allowed total leave of upto two years (i.e. 730 days) for taking care of upto 2 children whether for rearing the children or looking after any of their needs like examination, sickness, etc. Child care leave should

also be allowed for the third year as leave not due. However, no child care leave shall be given for a child who is eighteen years of age or older.

- (6) No change is recommended with regard to Paternity Leave which is 15 days at present.

5.3. Decision of Government of India.— The Government of India has accepted the recommendations relating to disability, maternity leave, child care leave and extension of half pay leave facility to teachers.

5.4. Demands.— The Commission received various demands from different associations regarding leave matters as follows:-

- (1) Various associations of teachers have demanded increase in the number of Earned Leave admissible in a year from 10 to 30 just like other Government employees. They have also demanded enhancement in Leave Encashment facility from maximum 80 days presently to maximum 300 days as in the case of other Government employees.
- (2) Many associations have asked for unlimited encashment facility of unutilized Earned Leave instead of the present limit of 300 days. They have also demanded partial encashment during service period itself.
- (3) Employees of various departments have demanded increase in facility of Study Leave to increase their academic qualifications.
- (4) Maternity Leave may be increased to 180 days from 135 days at present.
- (5) Introduction of Child Care Leave on lines of 6th CPC recommendations.
- (6) Paternity Leave of 15 days may be allowed.

5.5. Analysis.— The Commission has taken following aspects into consideration while arriving at its recommendations:-

- (1) Presently, Principals of Central Government schools are allowed 30 days earned leave in a year along with 20 days half pay leave because they are supposed to be working even during vacations whereas other teachers are entitled to only 10 days of earned leave in a year and 20 days of half pay leave. Both Principal and teachers

are allowed leave encashment up to 300 days at retirement.

- (2) 6th CPC found no justification in increasing the number of days from the present 300 for leave encashment.
- (3) It is observed that principals, Headmasters of schools, colleges which come under vacation departments have to work even during vacations in view of increased workload and stress on improving quality of academic input. Principal and Headmasters of vacation departments may be allowed leave and leave encashment benefit in line with entitlement of Central Government employees working in vacation departments.
- (4) It is observed that Study Leave is very essential for teachers, lecturers and all those who are engaged in academic and educational fields. They need to improve their qualifications and stay updated about various developments in different branches of knowledge to impart better quality of academic input to the students.
- (5) Maternity leave may be increased up to 180 days in line with provision for Central Government women employees but provision of 2 years child care leave may hamper smooth running of Government office as number of women employees is approximately one lakh at present.
- (6) Casual Leave may be brought down to 8 days in line with provision for Central Government employees.
- (7) The Commission is of the view that demands for unlimited encashment of Earned Leave is not justified because it should not be considered as source of financial benefit. The basic purpose of Earned Leave is to ensure leave facility to the employee without any financial loss in terms of salary etc. In fact, the Commission encourages the employees to go on periodic leave which helped in better work-life balance and physical and mental rejuvenation which consequently leads to better productivity. The Commission also finds no rationale in unlimited accumulation of Earned Leave or partial encashment of Earned Leave during service period.

5.6. Recommendation.- After considering all the relevant factors, the Commission recommends as follows:-

- (1) Number of Casual Leave admissible to an employee may be 8 days in a year instead of present limit of 15 days. This limit may be enhanced to 12 days in case of physically disabled employees.
- (2) Enhancement in Earned Leave facility only for principals and headmasters working in schools and colleges to 30 days in a year from the present limit of 10 days. Present limit of 10 days may continue in case of teachers and other employees of vacation department.
- (3) Enhancement in the benefit of encashment of Earned Leave for all the employees of vacation departments from the present limit of 80 days to 150 days.
- (4) Accumulation of Earned Leave may be allowed up to maximum of 300 days for the State Government employees except those working in Vacation Departments and the same may be encashment only after retirement. The other provisions regarding Earned Leave may remain the same.
- (5) Extension of Half Pay Leave facility to the principals, teachers and other staff of schools and colleges on par with other Government employees.
- (6) Introduction of Special Study Leave for academic staff, provisions of which are as follows:-
 - (i) This leave may be granted to principals, teachers and other academic staff of academic institutions including institutions like DIET, SCERT etc. to acquire higher academic qualification like B.Ed., Ph.D. etc.
 - (ii) This leave may be granted up to maximum period of 4 years in which 3 years shall be with leave salary and 1 year shall be without leave salary.
 - (iii) This leave can be taken up to 2 times for maximum of 2 years at a time with exception of Leave for Ph.D. in which case it may be availed up to maximum of 4 years.
 - (iv) There shall be a gap of minimum 5 years between grant of two study leaves.
 - (v) Study Leave under this facility shall not be granted after 45 years of age.



LEAVE RULES, 1934

- (vi) An employee can avail this facility only after completion of 5 years of service.
- (vii) The grant of Special Study Leave is subject to smooth functioning of the school or college in the absence of the school or college in the absence of the concerned employee as well as functional utility of the degree course for imparting better teaching.
- (viii) The concerned employee shall have to execute a bond with the State Government for mandatory service for 10 years after the completion of degree course. Breach of provisions of the bond should result in non admissibility of any retirement or other benefit.
- (7) All other provisions regarding Study Leave may remain the same.
- (8) Enhancement in the present limit of Maternity Leave to 180 days from 135 days at present. Maternity Leave may be combined with leave due of any other kind up to a period of 6 months in addition to 180 days.
- (9) Introduction of 15 days Paternity Leave up to maximum of 2 children. Leave under this facility shall not be debited to leave account.
- (10) Current provisions regarding Commuted Leave, Extraordinary Leave, Special Disability Leave, Leave without pay etc. may continue.

Key
19/7/12
Dated Dispur the 5th July, 2012

NO.AHE.177/2012/5

OFFICE MEMORANDUM

Subject: Guide lines for adopting Rotation in Headship of Provincialised Colleges of Assam.

As
18/7/12
With a view to enable the Provincialised College teachers to share responsibilities relating to its internal management within the framework of U.G.C and MHRD's recommendations, a Committee is constituted to ensure that the College authority shall discharge its function towards implementation of rotation in Headship amongst the different disciplines of Colleges and to look after the other allied matters with the following members:

1. President Governing Body of the College, - Chairman,
2. Principal of the College - Member-Secretary.
3. Vice Principal or Senior most faculty - Member
member of the College in absence of Vice Principal.

The duties and responsibilities of the Committee will be related to functions as detailed in following paras:

1. To ensure that the College can have HOD in all the Department of the College for smooth functioning of the Department.
2. To ensure that the HOD is made/Selected amongst the Associate Professors of respective Departments in order of seniority. If Associate Prof. is not available in the Department, the senior most Assistant Professor of the concerned Department can function as HOD with the approval of Governing Body.
3. The Headship will be for a period of 3 years and it will be rotated at a regular interval of 3 years by the College authority. On expiry of 3 year term of a HOD the next senior most Associate Professor in the department shall be the HOD of the concerned department. There will be no rotation amongst the Assistant Professors of the Department automatically. If in a College only Assistant Professors are available in a department, or there are only one or two Assistant Professors, the Governing Body of the College will appoint from the eligible candidates i.e Assistant Professors, a HOD of that Department. However, performance of the HODs will have to be reviewed every year by the Committee and if the performance of a HOD is not found satisfactory, the Committee will have the power to recommend to remove the HOD from the Headship to the Governing Body and the G.B's decision shall be final.
4. The faculties who avail study leave under UGC FIP scheme or avail any leave having the duration of 6 month or more at a stretch, shall not be considered for Headship.
5. The Committee shall exercise power to recommend for appointment of Headship and also for removal of the Headship as mentioned in the foregoing paras of the Office Memorandum.
6. Govt. will not provide any financial assistance for discharging duties as HOD of any department in a College.

Sd/- (H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

Dated Dispur the 5th July, 2012.

Memo NO NO.AHE.177/2012/5 -A

Copy to:

1. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and follow-up action.
2. The Director of Education, BTC, Kokrajhar, BTAD, Assam.
3. All Principals of the Provincialised Colleges of Assam (both General and BTC area) for follow up action
4. Officer-on-Special Duty to Hon'ble Minister Education, Assam for information of the Hon'ble Minister Education, Assam.

By Order etc,

18/7/12
Officer-on-Special Duty
Higher Education Department,
Govt of Assam

24/8/12

Rotation of HOD

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

No. :- G(B)Misc.25/2012/19

Dated Kahilipara, the 07-08-2012

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

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


Sub:- Govt. Office Memorandum.

Ref.: Govt. O.M. No.AHE.AHE.177/2012/5, dated 05-07-2012

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copy of Govt. Office Memorandum No.AHE.177/2012/5, dated 05-07-2012 in connection with guidelines for adopting rotation of Headship of Provincialised Colleges of Assam for favour of information and necessary action.

Yours faithfully,


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

Dated Kahilipara, the 07-08-2012

Memo No. :- G(B)Misc.25/2012/19-A
Copy to:

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

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

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.

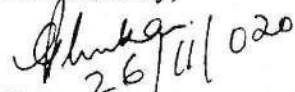
Ref: Govt. O.M No. AHE.407/2017/54 dated 25th November,2020.

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.

167

**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 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	25 marks

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

2) Research Contribution and Teaching Experience (18 marks)

i) Ph.D. in the concerned subject from UGC recognized university (Marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET. Off campus Ph.D. is not recognized as per Govt. of Assam O.M. No.AHE.293/2008/147, dated 09-07-2012).	9 marks
ii) M.Phil. Degree in the concerned subject from UGC recognized university. (Marks will be awarded only if a candidate has M.Phil. Degree in addition to eligibility requirement of NET/SLET/SET. Off campus M.Phil. Degree is not recognized as per Govt. of Assam O.M. No.AHE.293/2008/147, dated 09-07-2012).	2 marks
iii) Research paper/ article in the concerned subject/ domain published in journal/ Research book/ Proceeding volume with ISSN/ISBN/Impact factor (0.5 marks for each publication is ISSN/ISBN documents published in UGC recognized journal subject to maximum of 1 mark).	1 mark (per paper 0.5)
iv) Research paper/article in the concerned subject/ domain published in impact factor journal existing in the data base of Scopus, Web of Science/ Web of knowledge (1 mark for each publication)	3 marks (per paper 1)
v) 0.5 Marks for each chapter/ article in the concerned subject published in research/ text book with ISBN subject to maximum of 1 mark (In case of text book, the relevant text book must be approved by a competent academic authority such as University) ✓	1 mark (per article 0.5)
vi) Teaching/ Library Management experience in the concerned subject/ domain (1 mark for each completed year of service after acquiring 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.

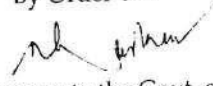
Memo No.AHE.407/2017/54-A

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