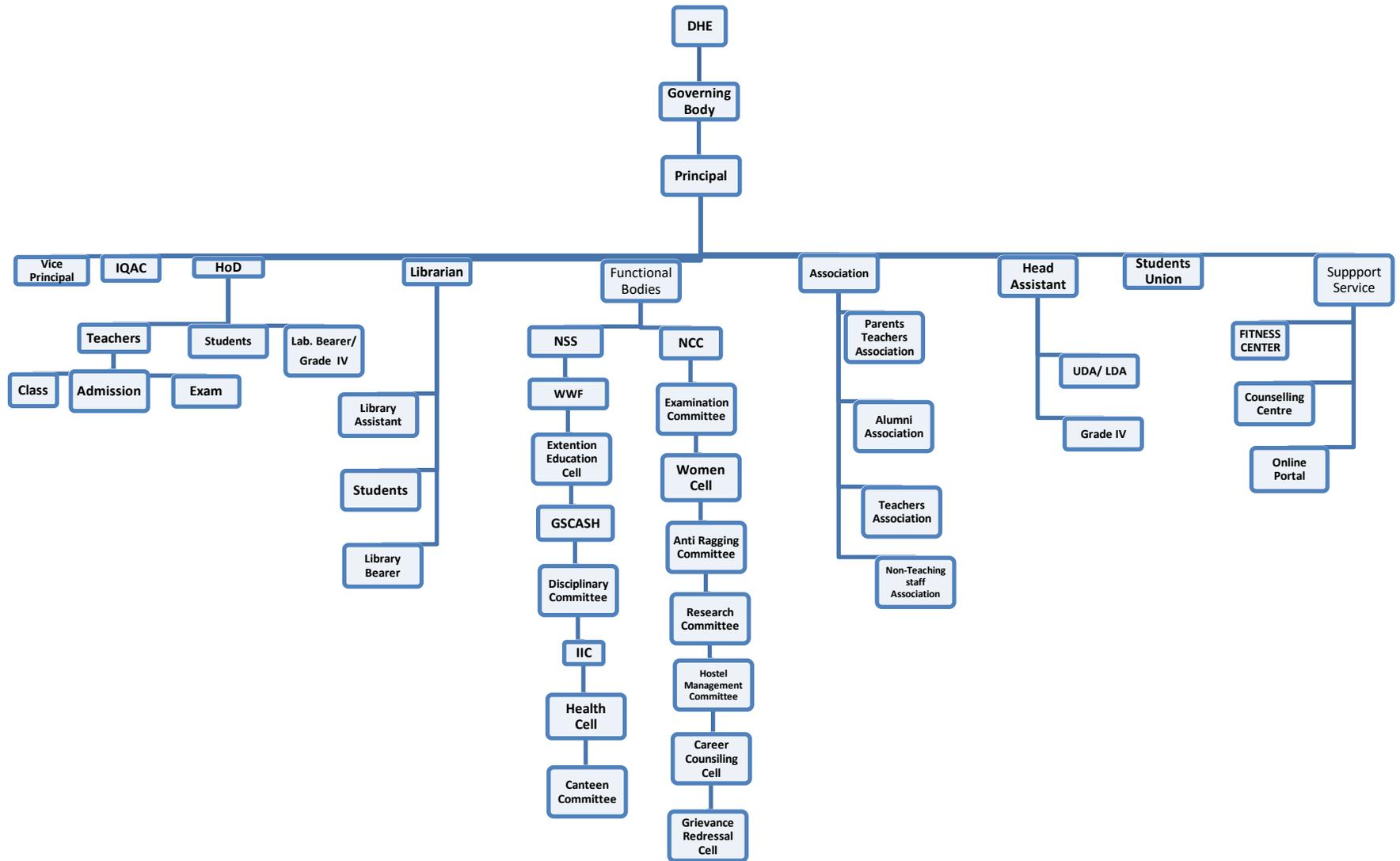


# ORGANOGRAM OF THE FUNCTIONING OF THE INSTITUTIONAL BODIES



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

\*\*\*\*\*

No.DHE/CE/GB/58/2016/78

Dated. Kahilipara, the 20-09-2016

Q R D E R

In exercise of the power conferred on vide Notification No.AHE.331/2008/33, dated Guwahati the 9<sup>th</sup> July/2009 and Govt. Notification No.AHE.331/2008/26, dated 18-06-2009, the undersigned as per provision of Rule 5 & 6 of the Assam Non-Govt. College Management (Amendment) Rules,2009 as amended, the Governing Body in respect of the S.B. DEORAH COLLEGE, GUWAHATI-7, situated in the District of KAMRUP and affiliated by the GAUHATI UNIVERSITY is hereby re-constituted with immediate effect.

The term of the Governing Body would be permanent, only its members would have tenure as laid down against each member shown below:-

- a) President (Educationist) for terms of five years or before five years for reasons to be recorded in writing. He shall however continue beyond this period till his successor is appointed. :- Sri Sumanta Chaliha, Renowned Educationist
- b) Secretary, Ex-Officio :- The Principal of the College
- c) Vice - Principal :- Member Ex-Officio.
- d) Guardian Member for terms of three years or till their ward is a student of the college which ever is earlier :-
- i) Member Guardian (Nominated by D.H.E. Assam) :- --
- ii) Member Guardian (Nominated by D.H.E. Assam) :- --
- iii) Women Member Guardian (Nominated by D.H.E. Assam) :- --
- e) Member :- To be nominated by the University (three years).
- f) Member :- To be nominated by the University (three years).
- g) Member :- Teachers representative (one year)
- h) Member :- ( To be elected) – do – (one year).
- i) Member from Non-Teaching staff :- To be elected by the non-teaching employees of the College
- j) Member (Donor) :- To be elected among the Donors

Sd/- (P. Jidung)  
Director, Higher Education, Assam,  
Kahilipara, Guwahati-19.

Memo No.DHE/CE/GB/58/2016/78-A

Dated. Kahilipara, the 20-09-2016

Copy to :-

1. The Secretary to the Govt. of Assam, Education, (Higher) Department, Dispur, Guwahati-6 for favour of kind information.
2. The P.S. to the Hon'ble Minister, Education, Assam, Dispur, Guwahati-6. He is requested to bring to the notice of the Hon'ble Minister.
3. The President Concerned.
4. The Principal, S.B. DEORAH COLLEGE, GUWAHATI-7, DISTRICT-KAMRUP, for favour of information and necessary action.
5. The Registrar, GAUHATI UNIVERSITY, GUWAHATI, for information and necessary action.
6. The Guard File.

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



OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয়  
**S.B. DEORAH COLLEGE**

(Accredited with 'B' Grade by NAAC)

ULUBARI, GUWAHATI-781007

Ph.: 0361-2523172

E-mail : sbdeorahcollege@gmail.com, info@sbdeorahcollege.org.in

website : www.sbdeorahcollege.org.in

Ref.....

Date: 27/1/2020

NOTIFICATION

In view of election of 2(two) new teacher's representatives, the Governing Body of the College is notified as follows:

- |                          |   |                             |
|--------------------------|---|-----------------------------|
| 1. Mr. Sumanta Chaliha   | - | President                   |
| 2. Dr. D.Nath            | - | Principal/Secretary         |
| 3. Dr. N.Kalita          | - | Vice-Principal/Member       |
| 4. Prof. P.J.Das         | - | G.U. Representative         |
| 5. Prof. M.P.Bezbaruah   | - | "                           |
| 6. Mrs. D.Goswami        | - | Teacher's Representative    |
| 7. Md. M.Hussain         | - | "                           |
| 8. Mr. R.Mazumdar        | - | Guardian Member             |
| 9. Mr. K.Gogoi           | - | "                           |
| 10. Dr. D.Das, Librarian | - | Member                      |
| 11. Mr. N.Deka           | - | "                           |
| 12. Mr. P.D.Deorah       | - | Donor Member                |
| 13. Mr. S.Bhattacharyya  | - | Special invitee (Local MLA) |

  
(Dr. D.Nath)  
Principal



OFFICE OF THE PRINCIPAL

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website : www.sbdeorahcollege.org.in

Ref.....

Date : .....  
20/10/2020

## NOTICE

The IQAC of the College is reconstituted with the following members:-

- |   |   |                            |
|---|---|----------------------------|
| 1. Dr. D.Nath, Principal                                      | - | Chairman                   |
| 2. Dr. A.Patowary, Asso. Prof.                                | - | Co-ordinator               |
| 3. Mrs. D.Goswami, Asso. Prof.                                | - | Member                     |
| 4. Dr. N.Bhuyan, Asso. Prof.                                  | - | "                          |
| 5. Dr. B.Baishya, Asso. Prof.                                 | - | "                          |
| 6. Md. M.Hussain, Asso. Prof.                                 | - | "                          |
| 7. Dr. B.R.Pathak, Asso. Prof.                                | - | "                          |
| 8. Mrs. A.Das, Assistant Professor                            | - | "                          |
| 9. Dr. J.Baruah, "  | - | "                          |
| 10. Dr. D.Das, Librarian                                      | - | "                          |
| 11. Prof. M.P.Bezbaruah                                       | - | Member from Governing Body |
| 12. Mrs. Anima Hazarika                                       | - | Member from Local Society  |
| 13. Mrs. C.Talukdar, Deputy Director, Higher Education, Assam | - | Member from Employees      |
| 14. Mr. Amrit Deorah  | - | Member from industrialists |
| 15. Mr. Jitu Borgohain  | - | Member from Alumni         |
| 16. President, S.B.Deorah College Students' Union             | - | Member from Students.      |

(Dr. D.Nath)

Principal  
S.B. DEORAH COLLEGE  
Ulubari, Guwahati-781007



OFFICE OF THE PRINCIPAL

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website : www.sbdeorahcollege.org.in

Ref.....

Date : 1/11/2022

## NOTICE

It is for information of all that the IIC, S.B.Deorah College is reconstituted as follows:-

- |                           |   |   |
|---------------------------|---|---|
| 1. Dr. Dharmendra Nath    | - | President   |
| 2. Dr. N. Bhuyan          | - | Vice-President  |
| 3. Dr. Dhruvajit Das      | - | Convener  |
| 4. Ms. R. Borgohain       | - | IPR Activity Coordinator  |
| 5. Dr. Pulak Talukdar     | - | Start Up activity Coordinator   |
| 6. Dr. Pallabi Baruah     | - | ARIIA Coordinator   |
| 7. Ms. Shrabanee Tarafdar | - | Social Media Coordinator  |
| 8. Dr. Jamini Buragohain  | - | IEDC Coordinator  |
| 9. Dr. Sagar Sarma        | - | Innovation Activity Coordinator/ Incharge of<br>Preincubation and Incubation Centre |
| 10. Dr. Jyotishman Gogoi  | - | Tinkering Lab Coordinator   |
| 11. Dr. R. Deka           | - | Internship Activity Coordinator   |
| 12. Dr. B. Baishya        | - | Member  |
| 13. Dr. Anjali Patowary   | - | Member  |
| 14. Mrs. Joyeeta Das      | - | Member  |
| 15. Dr. T.R. Baruah       | - | Member  |
| 16. Dr. Jushna Barua      | - | Member  |
| 17. Dr. D. Deka           | - | Member  |
| 18. Dr. S. Basumatary     | - | Member  |
| 19. Mr. A. Sarma          | - | Member  |

  
(Dr. D. Nath)  
Principal



OFFICE OF THE PRINCIPAL

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website : www.sbdeorahcollege.org.in

Ref.....

Date: 4/8/2020

NOTICE

The Women's Cell of the College is re-constituted with the following members.

- |                    |   |                |
|--------------------|---|----------------|
| 1. Mrs. Sikha Das  | - | Joint Convener |
| 2. Mrs. Gitali Das | - | "              |
| 3. Dr. B.R.Pathak  | - | Member         |
| 4. Mrs. T.R.Baruah | - | "              |
| 5. Mrs. J. Barua   | - | "              |

  
(Dr. D.Nath)  
Principal



OFFICE OF THE PRINCIPAL

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website : [www.sbdeorahcollege.org.in](http://www.sbdeorahcollege.org.in)

Date : 13/4/2024

NOTICE

An Equal Opportunity Cell is constituted with the following members to cater to needs of the diverse students belonging to various socio-economic categories. They will chalk out various plans and programmes as per UGC guidelines.

1. Dr. D.Nath, Principal ----- Chairperson
2. Dr. T R Baruah, Asstt. Professor ----- Convenor
3. Mrs. J.Das, Asso. Professor ----- Member
4. Dr. B R Pathak, Asso. Professor ----- ,,
5. Dr. J.Buragohain, Asstt. Professor ----- ,,
6. Dr. J. Gogoi, Asstt. Professor ----- ,,

  
(Dr. D. Nath)  
Principa



OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয়  
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website : www.sbdeorahcollege.org.in

Date : 13/4/2021

NOTICE

A Committee named "Gender Sensitization Committee Against Sexual Harassment" (GSCASH) is constituted with the following members for redressing of any related complain.

1. Dr. D.Nath, Principal ----- Chairman
2. Mrs. D.Goswami, Vice-Principal ----- Convener
3. Dr. N.Bhuyan, Asso. Professor ----- Member
4. Dr. B.Baishya, Asso. Professor ----- ..
5. Dr. A.Patowary, Asso. Professor ----- ..

  
(Dr. D.Nath)  
Principal



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OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয়  
**S.B. DEORAH COLLEGE**

ULUBARI, GUWAHATI-781007

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Ref.....

Date : 25/07/2019

SBDCSU ELECTION, 2019-20

ELECTION NOTICE-10

It is notified that the following candidates are declared elected as office bearers of SBDCSU, 2019-20.

- ✓ 1. President : i. Jonom Chakma, BA 3rd Sem, Roll No.05
- ✓ 2. Vice-President : i. Prarthana Bora, BA 5<sup>th</sup> Sem, Roll No.39
- ✓ 3. General Secretary : i. Pronesh Nunisa, B.Sc 1<sup>st</sup> Sem, Roll No.13
- ✓ 4. A.G.S. : i. Namdibe Newme, B.Sc 1<sup>st</sup> Sem, Roll No.150
- ✓ 5. Cultural Secretary : i. Siddhartha Bezbaruah, BA 1<sup>st</sup> Sem, Roll No.100
6. Girls' Common Room : i. Silvia Ramhlunmanii, BA 1<sup>st</sup> Sem, Roll No.10
- ✓ 7. Boys' Common Room : i. Debashish Ghosh, BA 1<sup>st</sup> Sem, Roll No.107
- ✓ 8. Outdoor Games : i. James Moriju, B.Sc 1<sup>st</sup> Sem, Roll No.131
- ✓ 9. Social Service Secretary : i. Deb Narzary, BA 1st Sem, Roll No.258

(Jnanendra Kalita)

Returning Officer



OFFICE OF THE PRINCIPAL

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website : www.sbdeorahcollege.org.in

Date : 18/2/2020

Ref.....

NOTICE

The following teachers are hereby engaged as In-charge of the port-folios of SBDCSU mentioned against their names for the session 2019-20.

- |                        |   |                              |
|------------------------|---|------------------------------|
| 1. Mrs. D.Goswami      | - | General Secretary            |
| 2. Mrs. S.Das          | - | Cultural Secretary           |
| 3. Mr. J.Kalita        | - | Magazine Secretary           |
| 4. Dr. J.Buragohain    | - | Debate & Symposium Secretary |
| 5. Mrs. R.Baruah       | - | Girls' Common Room Secretary |
| 6. Mr. S.Bhattacharjee | - | Boys' Common Room Secretary  |
| 7. Mrs. T.R.Baruah     | - | Indoor Games Secretary       |
| 8. Mr. S.Rahman        | - | Outdoor Games Secretary      |
| 9. Md. M.Hussain       | - | Social Service Secretary     |

  
(Dr. D.Nath)  
Principal

(161)

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6

No. AHE.407/2017/53

Dated Dispur, the 17<sup>th</sup> November, 2020

OFFICE MEMORANDUM

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

In cancellation of Government O.M. No. AHE.407/2017/44, dated 08-11-2018 or any other previous O.M. in this regard, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/ Librarians in Provincialised 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, 30<sup>th</sup> 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 Master's 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 master's 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 19<sup>th</sup> 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<br>(10% of the total percentage of marks)   | 10 marks |
| ii) HSSLC or equivalent examination<br>(14% of the total percentage of marks) | 14 marks |

|  |          |
|--|----------|
| <p>iii) Degree</p> <p>a) 25% of the total percentage of marks in Hons/Major subjects for Hons/Major students.</p> <p>b) 25% of the total percentage of marks in General course Subjects without Hons/Major</p> | 25 marks |
| <p>iv) Master Degree in the Concerned Subject</p> <p>(30% of the total percentage of marks)</p>  | 30 marks |

2) Research Contribution and Teaching Experience (20 marks)

|   |                             |
|---|-----------------------------|
| <p>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).</p>   | 9 marks                     |
| <p>ii) M.Phil. Degree in the concerned subject from UGC recognized university.</p> <p>(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).</p>  | 2 marks                     |
| <p>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).</p>  | 1 mark<br>(per paper 0.5)   |
| <p>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 subject to maximum of 4 marks)</p>   | 3 marks<br>(per paper 1)    |
| <p>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)</p>   | 1 mark<br>(per article 0.5) |
| <p>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/Librarians of Govt. Institutions/H.S. Classes of Provincialised Schools, subject to Maximum of 2 marks).</p> <p>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 these months teaching experience will be counted.</p> | 2 mark<br>(per paper 0.5)   |

|   |        |
|---|--------|
| 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.407/2017/53-A

Dated Dispur, the 17<sup>th</sup> 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 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.



✓

**GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06**

No.AHE.162/2012/PU46

Dated Dispur the 13<sup>th</sup> November, 2013

**OFFICE MEMORANDUM**

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

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

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before ~~30-06-2010~~ **31-12-2013**

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before ~~31-12-2008~~ **31-12-2006**, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C) and Refresher Course (R.C) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before ~~31-12-2008~~ **31-11-2013**

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

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

- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
- iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
- iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the Librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
- v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11 dated 21-02-2011.
- vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- Completed minimum 5 years of continuous service in the senior scale;
  - Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012. 31-12-2013
  - Consistently satisfactory performance in the works appraisal reports.
  - Recommendation of the D.P.C. constituted by the College;
  - The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
  - The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- Completed minimum 5 years of continuous service in the senior scale;
  - Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012. 31-12-2013
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- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1<sup>st</sup> January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008. 13-11-2013
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1<sup>st</sup> January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008. 13-11-2013

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

Sd/-

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

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam

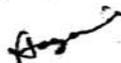
Higher Education Department

(Contd.-3)

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

By order etc.;

  
Deputy Secretary to the Govt. of Assam  
Higher Education Department

  
23/11/13

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR : GUWAHATI-6

No.AHE.162/2012/P/47

Dated Dispur the 13<sup>th</sup> November, 2013

OFFICE MEMORANDUM

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

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ librarians / Non-Technical faculties of Engineering College/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009: 13-11-2013

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

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

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

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

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

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

(A) COMPOSITION:

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

(B) DUTIES & FUNCTIONS:

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

8. The quorum for these committees mentioned above shall be three including the one subject expert/ university nominee need to be present.

9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.

10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.

12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.

14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

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

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

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

DURATION

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

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

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) Appendix III.
- ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
- iii) Screening cum Verification process for recommending promotion.

(Appendix III Table III)

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

**DURATION:** 5 years

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

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

**Duration:** 3 years

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

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

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

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

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

Commissioner & Secretary to the Govt. of Assam

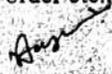
Memo No.AHE.162/2012/P/47-A

Dated Dispur the 13<sup>th</sup> November,2013

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9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.:

  
Deputy Secretary to the Govt. of Assam  
Higher Education Department



**THE  
ASSAM SERVICES  
(DISCIPLINE AND APPEAL)  
RULES, 1964**

*ALONGWITH*

DEPARTMENTAL PROCEEDINGS

*AND*

THE  
ASSAM CIVIL SERVICES (CONDUCT)  
RULES, 1965

2012

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# THE ASSAM SERVICES (DISCIPLINE AND APPEAL) RULES, 1964

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