



# **GOLAGHAT COMMERCE COLLEGE**

**Jyoti Nagar, Golaghat, Assam 785621**

<https://golaghatcommercecollege.org>

**THIRD CYCLE NAAC ACCREDITATION 2022**

## **Criterion 6**

**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.**

*Submitted to*



**NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL**

## ***CRITERION 6***

### **Governance, Leadership and Management**

#### **Indicator- 6.2 Strategy Development and Deployment**

<b>Metric No</b>	<b>Sl. No</b>	<b>Content</b>	<b>Web link</b>
<b>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.</b>	1.	List of Committees and Cells	
	2.	Organogram	
	3.	Assam College Employees Provincialisation Rules	
	4.	Guidelines for Selection and Recruitment of Assistant Prof. and Librarian	
	5.	Performa for Promotion under CAS	
	6.	Press Advertisement regarding Recruitment	
	7.	Link to Recruitment Notice provided in the College Website	<a href="#">Click here</a>
	8.	Link to Office Memorandum of Promotion under CAS	<a href="#">Click here</a>

## Committees & Cells of Golaghat Commerce College

<b><i>Internal Quality Assurance Cell</i></b>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Pranjal Pratim Dutta, Department of Accountancy	Coordinator
Teachers to represent at all level		
3. 4.	Mrs. Anamika Hazarika Mr. Manash Pratim Sarmah	Criterion – 1 Members
5. 6.	Mrs. Moonmoni Baruah Mr. Shankar Jyoti Doley	Criterion – 2 Members
7. 8.	Dr. Jiban Jyoti Kakoti Mr. Harmeet Singh	Criterion – 3 Members
9. 10.	Mr. Rajesh Jaiswal Dr. Rinki Das	Criterion – 4 Members
11. 12.	Dr. Karabi Devi Mr. BhaskarKakati	Criterion – 5 Members
13. 14.	Mr. Biswajyoti Doley Ms. Sonashree Das	Criterion – 6 Members
15. 16.	Dr. Nabami Gogoi Ms. Himadri Gogoi	Criterion – 7 Members
17.	Dr. Sovarani Sarmah (Retd. Principal, Joya Gogoi College, Golaghat)	Member from the management
18.	Dr. Putul Saikia (Retd. Principal, D.R. College, Golaghat)	Senior administrative officers
19.	Dr. Ranjit Bordoloi (Principal, DKD College, Dergaon, Golaghat)	Senior administrative officers
20	Dr. Bibekananda Sarmah (Retd. Principal, JDSG College, Bokakhat)	Nominee from local society

21.	Mr. Basab Gogoi (Student nominee, General Secretary of the College)	Nominee from Students
22.	Mr. Amrit Hazarika (Alumni, Retd. Branch Manager, AGVB)	Nominee from Alumni
23.	Mr. Sunil Jalan (An Employer)	Nominee from Employers
24.	Mr. Manoj Jalan (An Industrialist)	Nominee from Industrialists
25.	Mr. Kula Bora (Stakeholder, Guardian Nominee)	Nominee from Stakeholders

***Academic Development Committee***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Vice – Principal	Convener
2.	IQAC Coordinator	Member
3.	All Head of the Departments	Member

***Research and Development Cell***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Rimarekha Buragohain	Member
4.	Mr. Bhaskar Kakati	Member
5.	Dr. Dipali Gogoi	Member

6.	Ms. Himadri Gogoi	Member
7.	Ms. Swadhinata Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Dr. Prodip Borah	Member

<i>College Development Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika, Vice -Principal	Convener
2.	Dr. Pranjal Pratim Dutta, IQAC Co-ordinator	Member
3.	Mrs. Moonmoni Baruah	Member
4.	Mrs. Neetima Sarmah	Member
5.	Dr. Devajit Dutta	Member
6.	Mrs. Jyotirupa Bora	Member
7.	Mr. Bhaskar Kakati	Member
8.	Anushwari Maheshwari (B.com 4 <sup>th</sup> Semester)	Member
9.	Prostuti Sarma (B.A. 4 <sup>th</sup> Semester)	Member

<i>Website Management Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Harmeet Singh	Convener
2.	Dr. Priyanka Bharali	Member
3.	Dr. Papari Nayak	Member
4.	Subir Paul (B.Com 4 <sup>th</sup> semester)	Member

<b><i>Library Monitoring Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Co-ordinator IQAC	Convener
2.	Dr. Jibanjyoti Kakoti	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Dr. Nabami Gogoi	Member
5.	Mr. Arindam Bora	Member
6.	Mrs. Nandini Baruah	Member
7.	Ms. Himadri Gogoi	Member
8.	Mr. Shankar Jyoti Doley	Member
9.	Ms. Maloti Bangthai	Member
10.	Nilanjan Singha (student union)	Member
11.	Anushwari Maheshwari (B.com 4 <sup>th</sup> Semester)	Member

<b><i>Grievance Redressal Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Hazarika (Vice-Principal)	Convener
2.	Mrs. Neetima Sarmah	Member
3.	Mr. Dibeyndu Palit	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Dr. Rinki Das	Member
7.	Mrs. Hamin Sultana	Member
8.	Mr. Manash Pratim Hazarika	Member
9.	Mr. Ankur Bora	Member
10.	Basab Gogoi (student union)	Member
11.	Silpa Dam (student union)	Member
<b><i>Advisory Board</i></b>		
1.	Vice-Principal	Member
2.	Dr. Jiban Jyoti Kakoti	Member
3.	Mr. Arindam Bora	Member
4.	Mrs. Meghali Saikia	Member
5.	Dr. Chinzakhum Vaiphei	Member

<i>Examination Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika ( Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mr. Rajesh Jaiswal	Member
4.	Mrs. Neetima Sarma	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mr. Biswajyoti Doley	Member
7.	Mr. Bhaskar Kakati	Member
8.	Mr. Biren Bora (Office Staff)	Member

<i>Admission Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Anamika Hazarika ( Vice-Principal)	Convener
2.	Mrs. Moonmoni Baruah	Member
3.	Mrs. Neetima Sarma	Member
4.	Dr. Devajit Dutta	Member
5.	Mr. Arindom Bora	Member
6.	Dr. Dipali Gogoi	Member
7.	Mrs. Archana Nath	Member
8.	Mrs. Nandini Baruah	Member
9.	Mr. Parash Pratim Saikia	Member
10.	Ms. Swadhinata Gogoi	Member



***Anti-Ragging Committee***

<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Principal	Chairperson
2.	Mrs. Nandini Baruah	Convener
3.	Mr. Pronab Pathori	Faculty Member
4.	Mrs. Sarmila Dutta Tamuli	Faculty Member
5.	Dr. Karabi Devi	Faculty Member
6.	Mr. Sasanka Saikia	Faculty Member
7.	Ms. Reema Baruah	Faculty Member
8.	Dr. Rinki Das	Faculty Member
9.	Ms. Sonashree Das	Faculty Member
10.	Dr. Papari Nayak	Faculty Member
11.	Mr. Amrit Nagori	Representative of Local Media ( Member)
12.	Ms. Nayanmoni Doley	Representative of Non teaching Staff ( Member)
13.	Mr. Kula Bora	Representative of Parents ( Member)
14.	Nilanjan Singha	Student Representative (Member)
15.	Ruprekha Saikia	Student Representative (Member)

<b><i>Prevention against Sexual Harassment Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Hazarika	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Neetima Sarmah	Member
4.	Mrs. Jyotirupa Bora	Member
5.	Dr. Nabami Gogoi	Member
6.	Mrs. Bonti Kalita	Member
7.	Mrs. Julee Dutta	Member
8.	Ms. Reema Baruah	Member
9.	Ms. Swadhinata Gogoi	Member
10.	Mrs. Sneha Hazarika	Member
11.	Mrs. Nayanmoni Doley	Member

<b><i>Disaster Management Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Karabi Devi	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Basab Gogoi	Member (student)
6.	Miss. Shilpa Dam	Member(student)

<i>Purchase Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika Vice-Principal	Vice Chairperson
3.	Dr. Devajit Dutta	Member
4.	Mr. Arindam Bora	Member
5.	Mr. Bhaskar Kakati	Member
6.	Dr. Pranjal Pratim Dutta	Member
7.	Mr. Harmeet Singh	Member

<i>Sports Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Devajit Dutta	Member
3.	Dr. Chinzakhum Vaiphei	Member
4.	Mr. Manash Pratim Sarma	Member
5.	Mr. Srimanta Prasad Hazarika	Member
6.	Mr. Manash Pratim Hazarika	Member
7.	Mr. Shankar Jyoti Doley	Member
8.	Biplav Kumar (B.Com. 4 <sup>th</sup> Semester)	Member
9.	Nilanjan Saikia(B.A. 4 <sup>th</sup> Semester)	Member

<b><i>Entrepreneurship Career Guidance and Placement Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mr. Bhaskar Kakati	Coordinator
2.	Mrs. Rimarekha Buragohain	Member
3.	Mr. Pranab Pathori	Member
4.	Mr. Biswajyoti Doley	Member
5.	Dr.Junti Duarah	Member
6.	Ms. Himadri Gogoi	Member
7.	Mr. Harmeet Singh	Member
8.	Dr. Prodip Borah	Member
<b><i>Advisory ECGPC</i></b>		
1.	Principal	Chairperson
2.	Vice-Principal	Member
3.	Dr. Jiban Jyoti Kakoti	Member
4.	Mr. Arindam Bora	Member

<b><i>Construction Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Anamika Hazarika, Vice-Principal	Member
3.	Mr. Prasanta Bora, G.B. President	
4.	Dr. Devajit Dutta	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Mrs. Meghali Saikia	Member
7.	Dr. Biman Arandhara	Member
8.	Mr. Manash Pratim Sarma	Member
9.	Mr. Harmeet Singh	Member

<i>Women's Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Principal	Advisor
2.	Dr. Nabami Gogoi	President
3.	Ms. Himadri Gogoi	Secretary
4.	Ms. Swadhinata Gogoi	Asstt. Secretary
5.	Ms. Sonashree Das	Zonal Executive Representative
6.	Mrs. Anamika Hazarika	Member
7.	Mrs. Moonmoni Baruah	Member
8.	Mrs. Mandira Bora	Member
9.	Msr. Sabita Saikia	Member
10.	Dr. Karabi Devi	Member
11.	Dr. Junti Duarah	Member
12.	Dr. Dipali Gogoi	Member
13.	Mrs. Nandini Baruah	Member
14.	Dr. Rinki Das	Member
15.	Mrs. Sneha Hazarika	Member
16.	Ms. Maloti Bangthai	Member
17.	Mrs. Sharmila Dutta Tamuly	Member
18.	Mrs. Bonti Kalita	Member
19.	Mrs. Jyoti Rekha Bora	Member
20.	Dr. Priyanka Bharali	Member
21.	Dr. Papari Nayak	Member
22.	Ms. Sangita Das	Member
23.	Mrs. Tulumoni Gogoi	Member
24.	Mrs. Manoroma Saikia	Member
25.	Mrs. Julee Dutta	Member
26.	Mrs. Arundhati Phatowali	Member
27.	Mrs. Hamin Sultana	Member
28.	Ms. Reema Baruah	Member
29.	Ms. Liza Mahanta( Library Staff)	Member
30.	Ms. Shyamali Barpatra Gohain( Library Staff)	Member
31.	Mrs. Nayanmoni Doley ( office staff)	Member
32.	Mrs. Namita Dutta (Office staff)	Member

<i>Media Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Dipali Gogoi	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mrs. Julfiquera Begum	Member
4.	Mrs. Sabita Saikia	Member
5.	Mrs. Jyotirupa Bora	Member
6.	Dr. Karabi Devi	Member
7.	Dr. Chinzakhum Vaiphei	Member
8.	Mr. Ankur Bora	Member
9.	Ms. Maloti Bangthai	Member

<i>Waste Management Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Karabi Devi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mrs. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member

<b><i>Canteen Supervising Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Biman Arandhara	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Meghali Saikia	Member
4.	Mrs. Nandini Baruah	Member
5.	Mrs. Archana Nath	Member
6.	Mr. Atul Kumar Das	Member
7.	Mr. Manash Pratim Hazarika	Member
8.	Silpa Dam (students union)	Member
9.	Sourav Saikia (B.A. 4 <sup>th</sup> Semester)	Member

<b><i>Incubation Centre Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Mr. Arindam Bora	Member
3.	Dr. Dipali Gogoi	Member
4.	Dr. Karabi Devi	Member
5.	Ms. Sonashree Das	Member
6.	Mr. Mousum Gogoi (Students union)	Member
7.	Mr. Ankumoni Bora ( Students union)	Member

<b><i>Hostel Management Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Mrs. Sabita Saikia	Girls Hostel Warden
3.	Mrs. Julfiquera Begum	Girls Hostel Members
4.	Mrs. Nandini Baruah	Girls Hostel Member
5.	Dr. Devajit Dutta	Boys Hostel Warden
6.	Dr. Biman Arandhara	Boys Hostel Member
7.	Mr. Srimanta Hazarika	Boys Hostel Member
8.	Mr. Aftabor Rahman	Boys Hostel Member

<b><i>Intellectual Property Rights Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Pranjal Pratim Dutta	Convener
2.	Ms. Himadri Gogoi	Member
3.	Mr. Harmeet Singh	Member
4.	Ms. SimaSaikia (students union)	Member
5.	Mr. Nilanjan Singha (students union)	Member



<b><i>Prospectus Preparation Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Moonmoni Baruah	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Mr. Arindom Borah	Member
4.	Mr. Bhaskar Kakoti	Member
5.	Dr. Pranjal Pratim Dutta	Member
6.	Ms. Reema Baruah	Member
7.	Mr. Deepmoni Borgohain ( Office Staff)	Member

<b><i>Medical Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Chinzakhum Vaiphei	Convener
2.	Dr. Junti Duarah	Member
3.	Mr. Pronab Pathori	Member
4.	Silpa Dam (students union)	Member
5.	Mousum Gogoi (students union)	Member

<b><i>Mental Health and wellness Cell</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Ms. Reemarekha Buragohain	Convener
2.	Dr. Biman Arandhara	Member
3.	Mrs. Jyotirekha Bora	Member
4.	Mrs. Arundhati Phatowali	Member
5.	Basab Gogoi (students union)	Member

<i>Cultural Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Mandira Bora	Convener
2.	Mrs. Neetima Sarma	Member
3.	Dr. Devajit Dutta	Member
4.	Dr. Rinki Das	Member
5.	Ms. Sonashree das	Member
6.	Mr. Srimanta Hazarika	Member
7.	Sima Saikia (students union)	Member
8.	Nayan Pegu (students union)	Member

<i>NEP Task force Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Utpal Sarma, Principal	Chairperson
2.	Dr. Nabami Gogoi	Convener
3.	Dr. Pranjal Pratim Dutta	Member
4.	Mr. Arindom Bora	Member
NEP Task force Assisting members		
6.	Mrs. Nandini Baruah	Member
7.	Dr. Biman Arandhara	Member
8.	Dr. Chinzakhum Vaiphei	Member

<b><i>Campus Beautification Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Rimarekha Buragohain	Convener
2.	Ms. Mandira Bora	Member
3.	Mrs. Diparani Boruah	Member
4.	Mrs. Monurama Saikia	Member
5.	Mrs. Nandini Baruah	Member
6.	Mrs. Archana Nath	Member
7.	Mr. Pronab Pathori	Member
8.	Mrs. Tulumoni Gogoi	Member
9.	Dr.Junti Duarah	Member
10.	Mrs. Arundhuti Phatuwali	Member
11.	Ms. Swadhinata Gogoi	Member
12.	Ms. Sangita Das	Member
13.	Dr. Priyanka Bharali	Member
14.	Mausum Saikia (students union)	Member
<b>Advisory Bo-ard</b>		
1.	MrsAnamika Hazarika	Member
2.	Dr. Devajit Dutta	Member
3.	Mrs. Jyotirupa Bora	Member
4.	Mr. Bhaskar Kakati	Member
5.	Mr. Parash Pratim Saikia	Member

<i>OBC Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Nabami Gogoi	Convener
2.	Mrs. Rimarekha Buragohain	Member
3.	Mrs. Nandini Baruah	Member
4.	Ms. Himadri Gogoi	Member
5.	Dr. Prodip Bora	Member

<i>SC/ST Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Moonmoni Baruah	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Atul Das	Member
4.	Dr. Priyanka Bharali	Member
5.	Ms. Sangita Das	Member

<i>Minority Cell</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mrs. Julfiquera Begum	Convener
2.	Dr. Chinzakhum Vaiphei	Member
3.	Mr. Harmeet Singh	Member
4.	Mr. Aftaboor Rahman	Member

<b><i>Internal Complaint Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Mrs. Anamika Haarika (Vice-Principal)	Convener
2.	Mr. Rajesh Jaiswal	Member
3.	Dr. Biman Arandhara	Member
4.	Dr. Karabi Devi	Member
5.	Mr. Manash Protim Sarma	Member
6.	Mrs. Nayanmoni Doley	Member
7.	Simpi Bora (B.A. 2 <sup>nd</sup> Semester)	Member
8.	Ajay Sharma (B.Com 2 <sup>nd</sup> Semester)	Member

<b><i>Green Audit Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Nabami Gogoi	Convener
2.	Mr. Arindom Bora	Member
3.	Dr. Priyanka Bharali	Member
4.	Dr. Prodip Borah	Member
5.	Ms. Sangita Das	Member

<b><i>Gender Audit Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Ms. Himadri Gogoi	Convener
2.	Dr. Nabami Gogoi	Member
3.	Mr. Atul Das	Member
4.	Dr. Biman Arandhara	Member
5.	Dr. Rinki Das	Member
6.	Ms. Sonashree Das	Member
7.	Dr. Priyanka Bharali	Member
8.	Dr. Papari Nayak	Member
9.	Ms. Sangita Das	Member
10.	Ms. Swadhinata Gogoi	Member

<b><i>Skill Development Committee</i></b>		
<b><i>Sl.no</i></b>	<b><i>Name</i></b>	<b><i>Designation</i></b>
1.	Dr. Karabi Devi	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Dr. Nabami Gogoi	Member
4.	Dr. Junti Duarah	Member
5.	Mr. Manash Pratim Sarmah	Member
6.	Ms. Sonashree Das	Member
7.	Mr. Pranab Pathori	Member

<i>Yoga Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Srimanta Prasad Hazarika	Convener
2.	Mr. Biswajyoti Doley	Member
3.	Mr. Manash Pratim Sarma	Member
4.	Mrs. Sarmila Dutta Tamuly	Member

<i>Equal Opportunity Cell Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Biswajyoti Doley	Convener
2.	Dr. Karabi Devi	Member
3.	Ms. Himadri Gogoi	Member
4.	Ms. Sonashree Das	Member
5.	Ms. Malati Bangthai	Member
6.	Dr. Pradip Bora	Member
7.	Dr. Papari Nayak	Member

<i>Vermi-Compost Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Mr. Sasanka Saikia	Convener
2.	Mr. Srimanta Hazarika	Member
3.	Mr. Parash Pratim Saikia	Member

<i>Water Harvesting Project Committee</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Priyanka Bharali	Convener
2.	Dr. Prodip Borah	Member
3.	Dr. Papari Nayak	Member
4.	Ms. Sangita Das	Member

<i>Red Ribbon Club</i>		
<i>Sl.no</i>	<i>Name</i>	<i>Designation</i>
1.	Dr. Chinzakum Vaipei	Convener
2.	Dr. Papari Nayak	Member
3.	Dr. Priyanka Bharali	Member
4.	Mr. Srimanta Prasad Hazarika	Member

**Note: In every Committee and Cell the Principal of the College shall act as Chairperson.**

Principal  
Golaghat Commerce College  
Golaghat, Assam, India



# ORGANOGRAM OF THE INSTITUTION

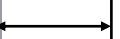
GOVERNING BODY



PRINCIPAL



VICE PRINCIPAL



IQAC



ACADEMIC

ADMINISTRATIVE

LIBRARY

SUPPORT SERVICES



HEADS OF DEPARTMENT  
  
TEACHING FACULTY MEMBERS

HEAD ASSISTANT  
OTHER OFFICE STAFF

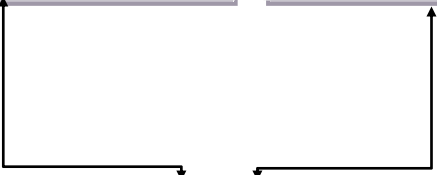
LIBRARIAN  
LIBRARY STAFF

NSS  
NCC  
COMMITTEES & CELLS-

- RESEARCH CMTE.
- GRIEVANCE REDRESSAL CELL.
- WOMEN'S CELL
- ANTI-RAGING CMTE.
- PREVENTION AGAINST SEXUAL HARRASMENT CMTE.
- ICC
- ENTREPRENEURSHIP CAREER GUIDANCE & PLACEMENT CELL
- OTHERS

EMPLOYEES THRIFT & CREDIT CO-OPERATIVE SOCIETY Ltd  
HOSTELS

STUDENTS





# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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

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

## NOTIFICATION

The 15th November, 2010

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

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

- Strength of Service.** 4. The Strength of each cadre in respect of each of the post for each of the colleges shall be as sanctioned by the Government from time to time.
- Method of Recruitment.** 5. 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;

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

**Disqualification**

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

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

- (ii) The existing employees shall be governed by the existing pension Rules of the Government ;
- Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;
- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;
- Leave** 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.

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

\*\*\*\*\*

No.DHE/CE/UGC/Circular/136/2017/81

Dated Kahilipara the 16-11-2018

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

To : ✓ The Principal (all),  
Govt./Provincialised Colleges of Assam


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

Ref. : Govt. Office Memorandum No.AHE.407/2017/44, dated 08-11-2018.

Sir/Madam,

With reference to the subject cited above, I have the honour to forward herewith copy of Govt. Office Memorandum No.AHE.407/2017/44, dated 08-11-2018 regarding guidelines for Selection of Assistant Professors/Librarians in Provincialised Colleges of Assam for favour of kind information and necessary action.

Yours faithfully,

  
16/11/18  
Director of Higher Education, Assam  
Kahilipara, Guwahati - 19.

Memo No.DHE/CE/UGC/Circular/136/2017/81-A  
Copy forwarded to:

Dated Kahilipara the 16-11-2018

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

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



GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR : GUWAHATI-6

Reg  
Circulate to  
all B.O  
also to DHE  
18 add  
2 D Bk  
12/11/18

No. AHE.407/2017/44

Dated Dispur, the 8<sup>th</sup> November, 2018.

OFFICE MEMORANDUM

**Subject: Guidelines for Selection of Assistant Professors/Librarians in Provincialised Colleges of Assam.**

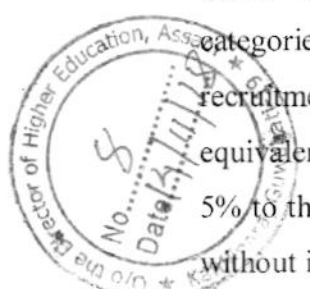
In cancellation of Government O.M. No.AHE.262/2012/13 dated 25-06-2012 and No.AHE.407/2017/23 dated 05-01-2018 or any other previous O.M. in this regard, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians 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) at 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 4.401, candidates who are, or have been awarded a Ph.D. Degrees 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 Schedules Caste/ Schedules 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 Master's 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).

404  
15/11/18





CA

**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 College 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;
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 a 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.

UGC guidelines for standardized marking procedure of all counts in terms of concrete marks against each item is 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' – Fall	0-0.49	0-24

**DISTRIBUTION OF MARKS:****1) Academic Record (70 marks)**

i) HSLC or equivalent examination (10% of the total percentage of marks)	10 marks
ii) HSSLC or equivalent examination (13% of the total percentage of marks)	13 marks
iii) Degree a) 22% of the total percentage of marks in Hons/Major subjects for Hons/Major students. b) 22% of the total percentage of marks in General course students without Hons/Major	22 marks
iv) Master Degree (25% of the total percentage of marks)	25 marks

**2) Research Contribution and Experience (25 marks)**

i) Ph.D from 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 OM No. AHE.293/2008/147,dated 09/07/2012)	9 marks
ii) M. Phil 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 is not recognised as per Govt. of Assam OM No. AHE.293/2008/147,dated 09/07/2012)	3 marks
iii) Research paper/ article in the concerned subject/domain published in journal/Research book/Proceeding volume with ISSN/ISBN/Impact factor (1marks for each publication in ISSN/ISBN documents published in UGC recognized journal subject to maximum of 2 marks)	2 marks
iv) Research paper /article in the concern subject/domain publish in impact factor journal existing in the data base of Scopus, Web of Science/Web of knowledge (2 Marks for each publication subject to maximum of 4 marks)	4 marks
v) 1 Marks for each chapter/article in the concern subject published in research/text book with ISBN subject to maximum of 2 marks (In case of text book, the relevant textbook must be approved by a competent academic authority such as University)	2 Marks.
vi) Presentation of research papers in the concerned subject/domain in international /national/regional level seminar/ workshop. a) 1 marks for each presentation (oral/poster) in international seminar/workshop. b) 0.5 marks for each presentation (oral/poster) in national/regional seminar/workshop) (volume of abstract along with the certificate must be produced to substantiate the claim. As per UGC regulation, if a paper presented in conference/seminar is published in the Proceedings, the marks would accrue for the publication and not under presentation).	2 Marks
Vii) Teaching/Library Management Experience in the concern subject/domain (1 marks for each completed year of service after acquiring UGC norms in provincialised /Govt./Affiliated Degree college/Libraries of Govt. Institutes subject to Maximum of 03 marks).	3 Marks

3) **Interaction with Selection Committee (5 Marks):**

i	a) 5 Minutes presentation in a class room situation using latest technology (ICT)	2 Marks
	b) Very brief interaction in the concerned subject	3 Marks

All candidates must have proficiency in local languages.

Sd/-

( Smti. K. Gohain, IAS)  
Secretary to the Govt. of Assam  
Higher Education Department.

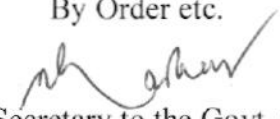
Memo No.AHE.407/2017/44-A

Dated Dispur, the 8<sup>th</sup> November, 2018.

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 Hon'ble Education Minister, Assam, Dispur, Guwahati-6.
5. P.S. to Principal Secretary, Higher Education Department, Dispur, Guwahati-6.
6. P.S. to Secretary, Higher Education Department, Dispur, Guwahati-6.
7. All Registrars of Universities of Assam.

By Order etc.

  
Joint Secretary to the Govt. of Assam  
Higher Education Department



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

No.G(B) UGC/API/1359/2014/ 16

Dated Kahilipara, the 13-10-2014

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

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

Sub:- Placement in Senior Scale, Selection Grade Scale and Associate Professor Scale  
i.e. stage promotion from one stage to another stage.

Ref.:- *This office letter No.G(B)UGC.132/2010/Pt/54, dated 06-01-2014.*

Sir,

In continuation to this office letter mentioned under reference on the subject cited above, I would like to forward herewith a format for Assessment of API for necessary stage promotion in respect of Assistant Professors and Librarians of Colleges.

In this regards, it may be stated here that this format is applicable only for Assistant Professors and Librarians who are eligible to get stage promotion after 13-11-2013.

Yours faithfully



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

Memo No.G(B) UGC/API/1359/2014/  
Copy to :

Dated Kahilipara, the 13-10-2014

- 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.

**Name of the Institution.....**  
**PBAS Proforma for Promotion under CAS**

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (In Block Letters) :
2. Father's Name/Mother's Name:
3. Department :
4. Educational Qualification:
5. Current Designation & Grade Pay:
6. Date of last Promotion :
7. Which position and grade pay are you an applicant for under CAS?
8. Date of eligibility for promotion:
9. Date and Place of Birth:
10. Sex:
11. Marital Status:
12. Nationality :
13. Indicate whether belongs to SC/ST/OBC category:
14. Address for correspondence (with pin code)
15. Permanent Address (with pin code)

Telephone No:

Email:

**16. Academic Qualifications ( HSLC till Post Graduation):**

Examination	Name of the Board/ University	Year of Passing	Division/ Class/ Grade	Subject
HSLC				
Intermediate (10+2)				
B.A/ B.Sc./ B.Com/ B.Mus/ Others				
M.A/M.Sc./M.Com/ M.Mus/ Others				
Other Examination If any.				

**17. Research Degree (S)**

Degrees	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc/D.Litt			

**18. Appointments held prior to joining this institution**

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

**19. Posts held after appointment at this Institution**

Designation	Department	Date of actual Joining		Grade
		From	To	

20. Period of teaching experience :

P.G. Classes (in years) ;  U.G. Classes (in years)

21. Research Experience excluding years spent in M.Phil/Ph.D. (In years)

22. Field of Specialization under the Subject/Discipline ( If Any)

a) .....

b) .....

Academic Staff College Orientation/Refresher Course/ Summer School/any other course attended:

Name of the Course	Place	Duration	Sponsoring Agency

### **PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see detail instructions of this PBAS proformas before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

(From ..... to .....)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course	Level	Mode of teaching	Hours per week allotted	% of classes taken as per documented record

Lecture (L), Seminar (S), Tutorial,(T), practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score can be given)	
(b)	Teaching Load in excess of UGC norm (max score:10)	

(ii) Reading / Instructional materials consulted and additional knowledge resources provided to students.

Sl.No.	Course/paper	Consulted	Prescribed	Additional resource provided
<b>API score based on Preparation and imparting of knowledge/instruction as per curriculum &amp; syllabus enrichment by providing additional resources to students (max.score:20)</b>				API Score

ii) Use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.

Sl.No	Short Description	API Score
	<b>Total Score (Max Score:20)</b>	

(iii) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	<b>Total Score (Max:25)</b>			

4

This is to certify that Dr/Mr/Ms. .... Assistant/associate Prof of .  
 .... College attended all the allotted classes . He/ She gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the student He/She carried out Semester/Annual Examination work as per duties allotted.

Signature of HOD  
 Department:





**B (i) Articles/ Chapters published in Books**

Sl.No.	Title with page nos.	Book editor & publisher	Title,	ISSN/ISBN No.	Whether peer reviewed.	No.of co-authors	Whether you are the main author	API Score

**ii) Full Papers in Conference Conferences Proceedings**

Sl.No.	Title with page nos.	Details of conferences publication	ISSN/ISBN No.	No.of co-authors	Whether you are the main author	API Score

**iii) Books published as single or as editor**

Sl.No	Title with page nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No.of co-authors	Whether you are the main author	API Score

**iii) Ongoing and completed Research Project and Consultancies  
(c) (I &II) Ongoing project /Consultancies**

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed project/ Consultancies

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether policy document/patent as outcome	API Score

(D) Research Guidance

Sl.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M.Phil or equivalent				
Ph. D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

(E) (ii) papers presented in Conferences, Seminars, Workshops, Symposia

Sl.No.	Title of the paper presented	Title of conference/Seminar	Organized by	Whether international/national/state/regional/college or university	API Score

E. (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

Sl.No.	Title of Lecture/Academic Session	Title of Conference/Seminar etc	Organized by	Whether international / national	API Score

**E.( iv). SUMMARY OF API SCORES**

Sl.No.	Criteria	Last academic Year	Total-API Score for assessment period	Annual Av. API Score for Assessment Period.
i.	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc			
	Total I +II			
lii	Research and Academic Contribution			

**PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl.No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

***Signature of the Faculty with Designation***  
***Place*** :  
***Date*** :

All the documents submitted by Dr/Mr/Ms/ .....  
Assistant/Associate Prof., ..... College are verified and found  
authentic. The API scores mentioned above are correct.

***Signature of the Principal***  
..... College

Convener, IQAC Cell  
.....College

N.B : The individual PBAS proformas for CAS promotion duly filled along with all enclosures, will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or selection Committee for Promotion.

### Instructions for Filling up Part 8 of of the PBAS Proforma

Part B of the proforma is based on appendix-III, table-1 of the UGC Regulations 2010

B (I) is based on API scoring for Category 1 of the Table. Details information for 2013-14 or assessment year is to be provided.

B (II) is based on Category II of the Table. Details information for 2013-14 or assessment year is to be provided.

B (III) is based on Category III of the Table. Details information for the entire assessment period is to be provided. The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenues of activities and their API scores are given provide choice/opportunity to **the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the table-1 of the UGC Regulations.**

The self-assessment scores are further to be based on the indicators/activities given below:

#### CATEGORY: I **Teaching, Learning and Evaluation Related Activities**

(i) (a)

Lectures/Seminars/Practical's/Tutorials/Contact classes taken should be based on verifiable records. No. score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for period of leave where alternative teaching arrangements have been made. Maximum score of 50 if there is 100% performance.	Max Score: 50
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(b)

If teacher has taken classes exceeding UGC norm, then two points to be assigned for	Max. Score: 10
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(ii)

Imparting of knowledge/instruction as per curriculum with the prescribed material (Text Book/ Manual etc0, syllabus enrichment by providing additional resources to students (100% Compliance=20 points)	Max Scores:20
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(iii) Use of participatory and Innovative Teaching Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Maximum Score
Updating of course, design of curriculum, 95 per single course)	10

Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc, (a) Interactive Courses: 5 points/each (b) Participatory Learning modules:5 points/each (c) Case studies;5 points/each	10
Use of ICT in T/L process with computer-aided methods like PowerPoint/Multimedia/Simulation/software's etc, (Use of any one of these in addition to chalk & Board : 5points	10
Developing and imparting Remedial/Bridge Courses (each activity :5 points)	10
Developing and imparting soft skills/communications and creations in music, performing and visual arts and other traditional areas (each activity : 5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music performing and visual arts and other traditional areas (each activity ;5Points0	10
Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop/Training course :10points each (b) Popularization program :5points each	10
Maximum Aggregate Limit	20

(i) Examination Related work

Indicators	Max. Score
College/University end semester/annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripe-5 points question paper setting – 5points. (100% compliance=20points)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance =10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% a compliance =10 points)	10
Maximum Aggregate Limit B (iv)	25

**CATEGORY :II Co-curricular, Extension and professional Development Related Activities**

(i) Extension and Co-Curricular & Field based Activities

(ii)

Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 point each)	10
Positions held/Leadership role played in organization linked with extension work and National service Scheme (NSS), NCC,NSO or any other similar activity (each activity 10 points)	10
Students and staff Related Cultural and Sports Programmes, campus	10
Publications (departmental level 2 points, institutional level 5 points	
Community work such as value of national Integration, environment, Literacy, democracy, socialism, Human rights, Peace, Scientific temper, flood or, drought relief, small family norms etc (5 points each)	10
Maximum Aggregate Limit	20

**(iii) Contribution to Corporate Life and Management of the Institution**

Contribution to Corporate life in University/College through meeting, popular lectures, subject related events, articles in college magazine and University volumes ( 2 points each)	10
Institutional Governance responsibilities like, Vice principal, Dean director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 point each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5points each)	10
Responsibility for, or participation in committee for students welfare, Counseling and Discipline (5 each)	10
Organisation of Conference/Training as Chairman/Organization Secretary/Treasurer ; (a) International (10 points); national/regional (5 points) (b) As member of the organization committee (1 point each)	10
Maximum aggregate Limit	15

**(iv) Professional Development related Activities**

Indicators/Activities	Maximum Score
Membership in Profession related committee at state and national level a. At national level;3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, Institutional governance (each activity:5points)	10
Membership/Participation in State/ Central Bodies/Committees on Education, Research and national Development (5 each)	10
Publication of articles in newspapers, Magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
Maximum Aggregate Limit	15

**\*\*\* Teachers on Leave**

5. FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates' uninterrupted and satisfactory progress of work for which he/ she has been duly engaged. In case the candidate avails earned leave/ maternity leave/ study leave/ any other leave during the period of assessment, he/ she shall have to produce necessary orders etc. from appropriate authority duly counter signed by the principal to get the benefit of API score for the period in leave. The





PBAS proforma for promotion under CAS must be filled up the college teachers in every year. The authority will verify and finalize the API scores and will keep ready for DPC, in due time.

Leave availed

Sl.No.	Type	From	To	Whether approved or not

## NECESSARY INFORMATION

### 1) Assessment API

- (a) Assessment API for Less than 1 Year: The PBAS based on the API scores will be assessed for 1 year only with the minimum API scores. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2014, API scores for one year will only be required for assessment.
- (b) Assessment API for 2 years: The PBAS based on the API scores will be assessed for 2 years only with the minimum API scales. If a teacher is eligible for CAS Promotion from 14-11-2013 to 13-11-2015, API scores for 2 years will only be required for assessment.
- (c) Assessment for full duration: The PBAS on API score will be required for assessment only with the minimum API scores category wise as mentioned in the Appendix Table.

### 2) Duration for Promotion:

#### From stage 1 to stage 2

- i) 4 years with Ph.D. (Awarded as per UGC guidelines)
- ii) 5 years with M.Phil Degree (Awarded as per UGC guideline)
- iii) 6 years regular service without Ph.D./M.Phil.  
Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I + II.
- iv) There must be a screening Committee for assessment of the API points in each Colleges as per UGC guideline.
- v) One OC and One RC/ Research methodology Course of 2/3 weeks duration without Ph.D.
- vi) With Ph.D. one OC.

#### From stage 2 to stage 3

- i) 5 years.
- ii) There must be a screening committee for assessment of the API points in each colleges as per UGC guidelines.
- iii) One Course/ Program from among the categories of Refresher Course, methodology workshops, Training- Learning Evaluation Programs, soft skills Development programs and faculty Development programs of 2/3 week duration.

#### From stage 3 to stage 4

- i) 3 years.
- ii) There must be a selection committee for final assessment of the marks for consideration for CAS promotion out of which the candidate must have obtained 50% of marks in the expert assessment, if, however on final assessment candidate do not either fulfill the minimum criteria under Rows III and IV of Table (A) and II (B) or obtain less than 50% in the

- expert assessment, they will be reassessed only after a minimum period of one year.
- iii) One Course/ Program from among the category methodology workshops, training, teaching-learning evaluation technology programs, soft skills development programs and faculty development programs of 1-week duration.
- iv) At least 3 publication in the entire period as Assistant Professor. However in the case of College teachers and exemption of 1 publication will be given to M.Phil holders and an exemption of 2 publications will be given to Ph.D. holder.
- v) Total marks = 100
- I) 20% - Contribution to research.
  - II) 60% - Assessment of domain knowledge and teaching practices.
  - III) 20% - Interview performance.

**Minimum API scores required:**

**From stage 1 to stage 2**

- I) Category I -75/ per year out of 125
- II) Category II-15/ per year out of 50  
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III- average 5 point per year.  
With Ph.D. (for assessment period) = 20  
With M.Phil (for entire assessment period) = 25  
Regular service without Ph.D., M.Phil (for entire assessment period) = 30

**For stage 2 to stage 3**

- I) Category I – 75/ per year out of 125.
- II) Category II – 75/ per year out of 50.  
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III – average 10 point per assessment year.

**For stage 3 to stage 4**

- I) Category I : 75/ per year out of 125
- II) Category II : 15/ per year out of 50  
Minimum total average annual score under category I and II must not be less than 100 per year.
- III) Category III : average 15 point per assessment year.

## Advertisement for Recruitment published in Newspaper

### **ADVERTISEMENT**

In pursuance of DHE's letter No. DHE/CE/Misc/12/2020/4, Dated Kahilipara the 6th February, 2020 applications are invited in the format prescribed by the DHE, Assam along with complete Bio-data and all testimonials from HSLC onwards from eligible candidates having latest UGC norms for direct recruitment of the following vacant sanctioned posts of Assistant Professors at Golaghat Commerce College, Golaghat.

1. **Assistant Professor, Assamese (1) Unreserved (Roster Point 46)**
2. **Assistant Professor, Economics (1) ST(P) (Roster Point 45)**
3. **Assistant Professor, Banking (1) SC (Roster Point 8)**
4. **Assistant Professor, Management (1) unreserved (PWD) (Roster Point 1).**
5. **Assistant Professor, Statistics ( 1) OBC/MOBC (Roster Point 6)**

The Educational Qualification and Selection Procedure will be as per Govt. office memorandum No. AHE.407/2017/44 dated 08.11.2018 (available in DHE, Assam's website)

Candidates have to acquire qualification on the last date of submitting applications. Eligibility like M.Phil./Ph.D/Seminar papers/Publications can be acquired and submitted on date of interview and not beyond. The age of the candidates should not be more than 38 years as on 01.01.2020 with relaxation of 5 years for SC/ST/PWD candidates and 3 years for OBC/MOBC candidate.

Salary will be as according to UGC scale of pay and other allowances as per rule.

The candidates, must have 'Permanent Resident Certificate (PRC and must know local languages. In service candidates must apply through proper channel with NOC obtained from the authority concerned.

Each application must be accompanied with a non-refundable draft of Rs. 2000/- (Rupees Two Thousand) only drawn in favour of Principal, Golaghat Commerce College, Golaghat and must reach the office of the undersigned within 15 days from the date of publication of this advertisement.

Incomplete application will be rejected and no excuse of postal delay will be accepted.

**Sd/- (Mr. Anup Kumar Das)  
Principal/Secretary  
Golaghat Commerce College  
Golaghat, Assam, PIN-785621  
Contact No. 91011-75456  
Email:  
principalgcc1972@gmail.com**