

FAKIRAGRAM COLLEGE

FAKIRAGRAM, KOKRAJHAR, B.T.R. (ASSAM) 783345

Phone – 03661-295600

E-mail: fakiragramcollege@rediffmail.com

Website: www.fakiragramcollege.ac.in



FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 6

Strategy Development and Deployment

6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

①: ...
of ...



Resolution No-4: Resolved that remuneration for invigilation duty be fixed @ 100/- per duty and Rupees 2500/- to be fixed as remuneration for A.O.C. Principal is authorized to appoint A.O.C. for Sessional Examinations.

Resolution No-5: Resolved that Answer Scripts to be printed with College logo in University style for Sessional Examinations.

Resolution No-6: Resolved that all Heads of the Department are responsible for holding classes regularly of respective Departments.

The Principal offered his presidential speech and declared the meeting is over.

Approved

Principal /c
Fakiragram College



Meeting of the Academic Council : (2) 4
held on 20.06.2015 in the office of the Principal

The meeting is held under the presidency of Mr. Chan Miah Ahmed, Principaller & President to the Academic Council. The following agenda are discussed and adopted resolution thereon.

Agenda of the Meeting:

1. Assessment of classes held during last semester session.
2. Steps to be taken for holding regular classes in the next session.
3. Misc.

Signature of the attended persons:

1. Adit Chandra Debra
2. Janowal Hussian
3. Manojan Roy
4. Prabir K. Samal
5. Jaya Dey
- 6.
- 7.
- 8.
9. Gayatri Das.
10. Manoj Kumar Brahma
11. Kuddus Ali

Resolution No-1

Assessment of classes during the last semester session is made and the attended persons expressed their views for improvement of academic environment of the college.

Academic Council Meeting :-
held on 11.03.2016 at 10.00 AM in the
conference Hall.



in the College Assembly. Teachers are to
engaged themselves in academic activities

Resolution 10-3:

It is resolved that the sessional exams
for 2nd, 4th and 6th semester classes is
to be scheduled from 01.04.2016. Heads
of the Department are to conduct the
examinations of respective Departments.

Resolution 10-4:

It is resolved that departmental
seminar may be organised classwise in
a suitable time so that students can
earn knowledge about seminar presentation.

After offering vote of thanks the
President declared the meeting is over.

Approved

11.3.16

Principal
Sakinagar College



Academic Committee Meeting - 4
held on 05.09.2016 at 4:00 P.M. in the
Principal's chamber.

The meeting is presided over by
Mr. Chan Miah Ahmed, Principal &
Chairman of the Academic Committee. The
following persons attended in the meeting.

Sign. of Attended persons:

1. Chan Miah Ahmed
2. Mamrianya B.
3. Aditi Chandra Deka
4. Sanowal Hussain
5. (Name illegible)
- 6.
- 7.
- 8.
9. Harriet Ali
10. Koushik Kumar Borah
11. Jaya Dey
- 12.

The attended members discussed various
issues related to academic activities and
adopted the following resolutions.

Resolution No- 1:

It is resolved that students of B.A.
Semester-I having 0% (zero percentage) of
class attendance will not be allowed to
fill up their examination forms for appearing
existing examination /2016 with a view to improvement
of academic environment.

Academic Committee Meeting
held on 02.09.2016 at 11:00 AM in the
Students' Club.



Resolution No-2:

It is unanimously decided that students of B.A. Semester-I having below 20% of class attendance will have to pay a fine of Rs. 1200/- (one thousand two hundred) only to fill up their examination forms for appearing at the ensuing examination/2016.

Resolution No-3:

Resolved that students of Semester -III & IV having below 20% of class attendance will have to pay Rs. 1000/- (Rupees one thousand) as fine.

The meeting ended with vote of thanks from the chair.

Approved

5.9.16
Principal
Fakirgram College

Resolution No-2:
It is decided that students of Semester-I having below 20% of class attendance will have to pay a fine of Rs. 1200/- to fill up their examination forms for appearing at the ensuing examination/2016.



Academic Committee Meeting: 5
held on 7.11.2016 at 12:30 p.m. in the
Chamber of the Principal

The meeting is presided over by
Mr. Chan Miah Ahmed, Principal & Chairman
of the Academic Committee.

Sign of attended persons

1. Sanomas Hursain

2. Badri Karanbar

3. Adit Chandra Deka

4. Prabir Kar. Sa.

5. Harun Ali

6. Manoranjan Bor

7. Joya Dey

8. Rajendra Pal. Ray

9. Chan Miah Ahmed

10. John Jubraj Dolong

The following resolutions are adopted in
the meeting.

Resolution no - 1

It is resolved that in case of the students
of Semester - III & IV candidate having class
attendance of 10% to 29% have to submit
an undertaking stating that he/she will
increase his/her class attendance in remaining
teaching days. On this condition they are
allowed to fill up their examination form.
But students having class attendance below

Academic Committee Meeting
held on 11.02.2017 at 10:00 P.M. in the
Chamber of the Principal



10% percentage will now also to be allowed with a fine of Rs. 1000/- and an undertaking as stated above.

Resolution No. 2:

It is unanimously resolved that in case of the students of semester - I students - having 10% to 29% of class attendance will also to be allowed to fill up the examination form on payment of a fine of Rs. 1000/- with an undertaking stating as mentioned under Resolution No. 1.

The president of the meeting requests all the attended members to cooperate with the college authority for creating a healthy academic environment and offer offering vote of thanks to the attended persons by the convener, the president declared the meeting is over.

Approved

[Signature]
Principal

[Faint, mostly illegible handwritten notes at the bottom of the page.]



6th Sitting of Academic Committee

held on 09/02/2017 at 12:30 p.m. in the IQAC room.

The meeting is presided over by Mr. Chan Miah Ahmed, Principal & Chairman to the Academic Committee.

Signs of the attended members

1. Chan Miah Ahmed
2. Mansurjan Roy
3. Adit Chandra Deka
4. Badal Karmakar
5. Brij Mohan Sharma
6. Hamid Ali
7. Manoj Kumar Borah
8. Sanowar Hussain
9. Chittaranjan Bargaraj
10. Pava Dey
11. Prabir K. Sen

The Principal welcomes all the attended members in the meeting. After a thorough discussion the following resolutions are adopted.

Resolution No-1

It is unanimously resolved that all the Head of the Departments be will take initiative for improvement of academic atmosphere in the college.

Resolution No-2:

Resolved that sms be given to all students for attendance of class attendance in the last week of Feb/2017.

Resolution No-3:

It is resolved that the students top ten students from each semester having more than 75% of class attendance be given a cash reward of Rs. 3000/-



Committee of Academic
... ..

Rs. (Rupees Three Thousand Only) with a view to encourage
class attendance among the students.

Resolution NO-1:

It is unanimously decided that students having
below 75% of class attendance will have to
pay fine as mentioned under:

- Semester-II:
- 0% to 9% discollegiate
 - 10% to 20% @ 2000/-
 - 21% to 30% @ 1000/-
 - 31% to 39% @ 500/-
 - 40% and above - No fine

Semester - IV & VI:

- 0% to 9% @ 1500/-
- 10% to 29% @ 1000/-
- 30% and above: No fine

After presidential speech and vote
thanks the President declared the meeting
over.

Approved
9/2/12
Principal
Fakirgram College

... ..
... ..
... ..



Academic Committee Meeting : 7
held on 12/4/17 at 1:00 p.m. in the IQAC office

The meeting is presided over by Mr. Chan Miah Ahmed, Principal/Chairman to the Academic Committee.

Sign. of attended members:

1. Chan Miah Ahmed, Principal
2. MA Nuranjan Roy, Head, Dept. of English
3. Adit Chandra Deka " ASM
4. Harmit Ali, Dept. of History
5. John John Antony
6. Chitranjan Bandyopadhyay
7. Jaya Dey
8. Bijit Mohan Sharma
9. Prabir Koc. Sen.
10. Madal Karimkhan
11. Sarawal Hussain, Dept. of Education

The attended members discuss regarding result position of Semester-I & Examinations 2016 and adopted the following resolutions:

Resolution No-1: Resolved that the HODs of the Departments be entrusted with the responsibility to look ~~after~~ ^{take} the classes of the respective department so that all the classes are held regularly as per class routine.

Resolution No-2: Resolved that special care be taken about the students so that pass percentage is increased. Students to be motivated more and more for study.

Resolution No-3: Resolved that Orientation Programme for



the students be arranged twice in a semester session to inspire them^{part} to create a reading habit amongst themselves.

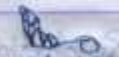
Resolution no - 4: Resolved that felicitation to the first class holders be given annually in the special Freshmen's Day by the college authority.

Resolution no - 5: Resolved that the name of the first class holders in the 6th Semester Examinations be focussed through wide publicity by the ISAC.

Resolution no - 6: Resolved that a selection list for admission be prepared each session on the merit basis.

After the Presidential speech the meet is declared over.

Approved


18/1/17

Principal
Fakragram College



ACADEMIC COMMITTEE MEETING

Held on 07.08.2017 at 2:30 p.m. in the Conference Room

The meeting is held under the presidentship of Mr. Chan Miah Ahmed, Principal, Fakiragram College

Agenda of the Meeting:

1. Introduction of Add on/Certificate Courses for the session 2017-18
2. Misc.

Signature of the attended members:

1. Chan Miah Ahmed
2. Sanowol Hossain
3. Manoj Kumar Roy
4. Arit Chandra Deka
5. Chitranjan Dasgupta
6. Homot Ali
7. Badal Kumar Das
8. Joya Dey
9. John Jubraj Doley
- 10.
11. Manoj Kumar Brahma

The Principal welcomes all the members of the Academic Committee and placed the agenda of the meeting for discussion. After elaborate discussion the following resolutions are adopted unanimously.

Resolution No. 1:

The meeting decided to introduce the following Add on/Certificate Courses in various subjects with minimum 30 hours duration for the academic session 2017-18 considering the greater interest of the students. The HODs of the Department are authorized to select Course Coordinator for the same.

List of Add on/Certificate Courses:

1. Content Writing on Short story and Novel in Bengali
2. Globalization, Economic Growth and Stability
3. Important Historical Places of Undivided Goalpara District
4. Women Entrepreneurship
5. Study of Bodo Culture in B.T.A.D
6. Assamese Grammar and Use –in writing with spelling system
7. Certificate Course in Communicative English
8. Natural Tourism Places of B.T.A.D. Area
9. Folk Religion and Tradition
10. Research Methodology in Education

Resolution No 2: Resolved that the Add on/Certificate Courses be conducted by the Course Coordinator.

The meeting ended with Vote of Thanks from the Chair.

Approved


Principal

Fakiragram College

Principal
Fakiragram College

Academic Committee Meeting : (8)
held on 6.9.17 in the Library

The meeting is presided over by Mr. Chan Miah Ahmed, Principal and Chairman to the Academic Committee. Discussion was made on the following agenda and adopted resolution thereon.

Agenda of the Meeting:

- ① Holding of 1st, 3rd and 5th Semester Sessional Examinations.
- ② Evaluation and notification of results of the Sessional Ex.
- ③ Misc.

Sign. of attended members

1. Chan Miah Ahmed
 2. Sanowar Hussain
 3. Manoranjan Gay
 4. ...
 5. Manuj Kumar Pradhan
 6. Harmita Devi
 7. Prabir K. San.
 8. Madal Karmakar
 9. Jaya Dey
 10. Smita Devi.
- John Jubay Islam

The attended members discussed on the agenda of the meeting and adopted following resolutions:

Resolution No. 1:

Resolved that sessional examination of 1st, 3rd and 5th Semester be held from 18th Sept to 23rd September/2017. Question setting and printing to be done by the respective departments.

Resolution No. 2:

It is resolved that after completion of

Academic Committee Meeting
held on 6.7.17 in the library



Mid-Sessional examinations results
will be notified within 10 (ten) days
by the respective departments.

Resolution no - 3

Resolved that initiative to be taken
by the Head of the Department for holding
regular classes in their respective Department.
Attendance of the students be counted
monthly and the Head of the Department
shall arrange to award attendance marks
to the students as per university rule.

After Presidential speech the
meeting is declared over.

Approved

6/7/17
Principal
Lakshminarayan College



Academic Committee Meeting: ⑨
Held on 26.03.2018 at 1:15 pm. in The Principal's Chamber

The meeting is presided over by Mr. Chan Miah Ahmed, Principal & Chairman to the Academic Committee
Agenda of the meeting:

- ① Holding of classes regularly.
- ② Holding of 2nd, 4th and 6th Sem. Sessional Exam/18
- ③ Publication of Departmental Wall Magazine.
- ④ Misc.

Sign. of the attendat members:

- ① Sanowir Hussain
- ② Manoj Kumar Pradhan
- ③ Adit Chandra Deka
- ④ Badal Kumar Das
- ⑤ Manoranjan Roy
- ⑥ Chan Miah Ahmed
- ⑦ Jaya Dey
- ⑧ Prabir K. S.
- ⑨ Haonol De.
- ⑩ John Jubraj Mondy

Attended members discussed the agenda of the meeting and after a thorough discussion following

Academic Committee Meeting
held on 26/04/18 at 10:30 AM in the
Library



All resolutions are adopted.

Resolution No: 1

It is resolved that all Heads of the Department be entrusted with the responsibility of looking after the classes of their respective departments so that all classes are held regularly.

Resolution No: 2

It is decided that 2nd, 4th and 6th semester sessional examination/2018 will be held from 7/4/18 to 13/4/18 as per programme to be prepared by the Principal.

Resolution No: 3

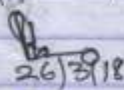
Resolved that publication of Department Wall Magazine be completed by the respective departments within 30th April/2018.

Resolution No: 4

Resolved that all faculties be instructed to arrive in the College before 10:30 a.m. and not to depart from College before 2:00 p.m. for greater interest of the students as well as the College.

The meeting ended with the vote of Thanks from the Chair.

Approved


26/4/18

Principal
Fakirgram College



ACADEMIC COMMITTEE MEETING

Held on 06.08.2018 at 2:00 p.m. in the Conference Room

The meeting is held under the presidentship of Mr. Chan Miah Ahmed, Principal, Fakiragram College

Agenda of the Meeting:

1. Introduction of Add on/Certificate Courses for the session 2018-19.
2. Misc.

Signature of the attended members:

1. Chan Miah Ahmed
2. Sanwar Hussain
3. Badal Kumar Barua
4. Adit Chandra Deka
5. John Johny Bora
6. Chittarajon Barua
7. Hasmet Ali
8. Manoj Kumar Roy
9. Manoj Kumar Roy
10. Jaya Dey
11. John Manoj Kumar Barua

The Principal welcomes all the members of the Academic Committee and placed the agenda of the meeting for discussion. After elaborate discussion the following resolutions are adopted unanimously.

Resolution No. 1:

The meeting decided to introduce the following Add on/Certificate Courses in various subjects with minimum 30 hours duration for the academic session 2018-19 considering the greater interest of the students. The HODs of the Department are authorized to select Course Coordinator for the same.

List of Add on/Certificate Courses:

1. Fundamentals of Translation from English to Bengali
2. Understanding International Relations
3. Arts and Architecture in Ancient Assam
4. Taxation and its Calculation
5. Bio-data writing in Bodo language
6. Assamese language in Printing and Publishing Media
7. Cultural Tourism in B.T.A.D. Area
8. Certificate Course in Creative writing
9. Folk Art of Assam
10. Public Speaking

Resolution No 2: Resolved that the Add on/Certificate Courses be conducted by the Course Coordinator.

The meeting ended with Vote of Thanks from the Chair.

Approved


Principal

Fakiragram College

Principal
Fakiragram College

Academic Committee Meeting: ⑩

held on 14.09.2018 at 2:00 p.m. in the Conference Room

The meeting is held under the leadership of Mr. Chan Miah Ahmad, Principal & Chairperson to the Academic Committee.

Agenda of the Meeting:

- (1) Assessment of classes held during the month of August
- (2) Holding of B.A. Ist, 3rd and 5th Semester Sessional examination/2018.
- (3) AOB.

Sign. of the attended members:

1. Chan Miah Ahmad, Principal
2. Sanomas Hussain
3. Manoj Kumar Prabhakar
4. Manoj Kumar Prabhakar
5. Dr. Adit Chandra Deka
6. Jaya Dey
7. Acabire KR. An
8. Harmit A.
9. John Tibuaj Wang
- 10.

P/M:

Attended persons discussed the above mentioned agenda elaborately and adopted the following resolutions.

Resolution No. 1: An assessment on the classes held during the last month is made. All HODs expressed their opinion regarding the classes held during last month. After a thorough discussion it is resolved that stress to be

Academic Committee Meeting:
held on 14.09.2018 at 10:00 AM in the
Conference Room.



given on regularity of classes.

Resolution No. 2: It is unanimously resolved that B.A. 1st, 3rd and 5th Semester Sessional examinations/2018 to be held in the first week of October/18. The Principal is requested to issue a notice with the programme shortly. HODs are to conduct the same.

Resolution No. 3: Resolved that all Heads of the Department are requested to look into the classes of the respective Departments.

After a Presidential Speech and vote of Thanks the meeting came to an end.

Approved.


14/9/18
Principal
Eckiragram College

After the meeting, the Principal issued a notice regarding the sessional examinations to be held in the first week of October. The Heads of the Departments are requested to look into the classes of their respective departments. The meeting ended with a vote of thanks to the Principal.



Academic Committee Meeting : (11)
Held on 19/03/2019 at 2:00 p.m. in The Conference Room

The meeting is presided over by Mr. Chan Miah Ahmed, Principal & Chairman to the Academic Committee.

Agenda of the meeting:

- (1) Improvement of Academic atmosphere of the College
- (2) Increase students attendance in the classes.
- (3) Holding of B.A. 2nd, 4th and 6th Semester Sessional examination / 2019.
- (4) Misc.

Sign. of the attended members:

1. Chan Miah Ahmed, Principal
2. Manoj Kumar Brahma
3. Manojkumar Roy
4. Sanowar Hussain
5. Dr. Adit Chandra Jena
6. Jaya Dey
7. Prabir K. S.
8. Harmit A.
9. John Tubunglang
- 10.

The Principal welcomes the attended members in the meeting. All the above mentioned agenda are discussed in the meeting and adopted resolutions thereon as follows:

Resolution No: 1 - Resolved that the academic atmosphere of the College be improved. All faculty members must do their respective duties regularly



① : ...
... ..

So that all classes to be held as per programme notified. Various initiative be taken by the Heads of Department with a view to improve academic atmosphere of the College.

Resolution No-2: It is unanimously resolved that with a view to increase student's attendance in the classes 75% class attendance must be followed in case of the students of B.A. 2nd and 4th Semester having major. Students whose class attendance below 75% must produce a recommendation from the respective Heads of the Department at the time of form fill up for appearing examination / 2019.

Resolution no-3: Resolved that B.A. 2nd, 4th and 6th Semester sessional examination will be held from 8th April / 2019 as per programme ^{to be} notified by the Principal.

Resolution No-4: It is resolved that concern HODs will conduct their sessional exam/19 a done earlier.

With the vote of thanks the meeting come to an end.

Approved


Principal
Fakirgram College



ACADEMIC COMMITTEE MEETING

Held on 12.08.2019 at 1:30 p.m. in the Conference Room

The meeting is held under the presidentship of Mr. Chan Miah Ahmed, Principal, Fakiragram College

Agenda of the Meeting:

1. Introduction of Add on/Certificate Courses for the session 2019-20
2. Misc.

Signature of the attended members:

1. Chan Miah Ahmed
2. Sanomas Jinsam
3. Adit Chandra Deka
4. Manoraja Ray
5. Jaya Ray
6. Hasmat Ali
7. Chitrayan Baragayary
8. Badal Karimkar
9. John Jubraj Dhang
- 10.
11. Manoj Kumar Brahma

The Principal welcomes all the members of the Academic Committee and placed the agenda of the meeting for discussion. After elaborate discussion the following resolutions are adopted unanimously.

Resolution No. 1:

The meeting decided to introduce the following Add on/Certificate Courses in various subjects with minimum 30 hours duration for the academic session 2019-20 considering the greater interest of the students. The HODs of the Department are authorized to select Course Coordinator for the same.

List of Add on/Certificate Courses:

1. Rural Development Programme in Assam
2. Population, Income, Poverty and Policy
3. How to Write Bangla Feature and Short Story
4. Editing and Proof Reading in Bodo Language
5. Romantic Assamese Poetry and Poet with special reference to Poet Raghunath Choudhury.
6. Ethnic Tourism of B.T.A.D. Area.
7. The Folk and its Scope
8. Business English skills
9. Glimses on the Ahom Kings
10. Device and Strategies in Teaching
11. Spoken English

Resolution No 2: Resolved that the Add on/Certificate Courses be conducted by the Course Coordinator.

The meeting ended with Vote of Thanks from the Chair.

Approved

Principal

Fakiragram College

Principal

Fakiragram College



Academic Committee Meeting: (12)
held on 16/9/2019 in the Principal's Chamber
at 12:30 p.m.

The meeting is presided over by Mr. Chan
Miah Ahmed, Principal & Chairman of the Academic
Committee.

Agenda of the meeting:

- ① Holding of Sessional Examinations/2019
for 1st, 3rd & 5th Semesters.
- ② Improvement of Academic Environment in
the College.
- ③ Miscellaneous.

Sigs. of the attended persons:

1. Chan Miah Ahmed, Principal etc
2. Sanowar Hussain
3. Manoranjan Roy
4. Dr Hasmat Ali
5. Badal Karmakar
6. Smita Devi
7. John Jubraj Haung
8. Chittaranjan Baragary
9. Manoj Kumar Brahma
10. Joydoley
11. Prabir Kr. Sen

The convenor of Academic Committee Mr.

Sanowar Hussain welcomes the attended
members in the meeting and explains the
purpose of the meeting. After the
discussion the following Resolutions are
adopted in the meeting.

Resolution No- 1: It is unanimously resolved

Academic Committee Meeting
held on 14/9/19 at 11:30 P.M.



that the Sessional Examinations for B.A. 1st Sem, 3rd Sem and 5th Sem be held from 29/9/19 to 4/10/19. The marks pattern will be as university guideline.

Resolution No. 2 - It is resolved that academic atmosphere of the College be improved than this. All HODs are entrusted with the responsibilities to look after the classes of respective departments.

Resolution No. 3: Resolved that all HODs are to conduct the sessional examinations / 2019 (Sept).

The meeting came to an end with the concluding suggestions from the Principal.

Approved

16/9/19

Principal
Fakirgram College



Academic Committee Meeting : (13)
held on 15.03.2020 in the Principal's chambers
at 2:00 p.m.

The meeting is presided over by
Mr. Chan Miah Ahmed, Principal cum chairman
to the Academic Committee.

Agenda of the meeting:

- ① 2nd, 4th and 6th Semester Sessional Exam/20
- ② Ouse

Sign. of the attended members.

1. Head of Department
2. Sarwan Kumar
3. Harmit De
4. Chittaranjan Bhangayitay
5. Prabir K. S.
6. Atit Chandra Deka
7. Manoj Kumar Brahma
8. Manoranjan Roy
9. John Tubun Wang

The Convener of the Academic Committee
welcomes the members attend in the meeting.
He also explained the objectives of the meeting.
After a long discussion the following resolutions
are adopted in the meeting.

Resolution No: 1 - Resolved that the
sessional examination of 2nd, 4th and
6th Semester will be started from
April 1, 2020 as per programme to be
notified by the principal. All Heads of

170



Academic Committee Meeting: (3)
Held on 15.03.2022 in the presence of members

of the department are to conduct the seasonal examination of their respective departments.

Resolution No. 2:

It is unanimously resolved that all faculty members be aware to complete the syllabus before commencement of the End Semester Examination.

The meeting came to an end with vote of thanks from the chair.

Approved

[Signature]

Principal
Fakiragram College

The members of the Academic Committee were present at the meeting. The meeting was held in the presence of the members of the committee. The meeting was held on 15.03.2022.

Resolution No. 1 - List of members of the Academic Committee. The members of the committee are: 1. Mr. ... 2. Mr. ... 3. Mr. ...



ACADEMIC COMMITTEE MEETING

Held on 09.10.2020 at 2:30 p.m. in the Conference Room

The meeting is held under the presidentship of Mr. Chan Miah Ahmed, Principal, Fakiragram College

Agenda of the Meeting:

1. Introduction of Add on/Certificate Courses for the session 2020-21
2. Misc.

Signature of the attended members:

1. Chan Miah Ahmed
2. Adit Chandra Deka
3. Sanowar Hussain
4. Badal Barman
5. Chittabayan Barogary
6. Hamot Ali
7. Manoj Kumar Roy
8. Jaya Dey
9. John Jubraj Manj
- 10.
11. Manoj Kumar Barman

The Principal welcomes all the members of the Academic Committee and placed the agenda of the meeting for discussion. After elaborate discussion the following resolutions are adopted unanimously.

Resolution No. 1:

The meeting decided to introduce the following Add on/Certificate Courses in various subjects with minimum 30 hours duration for the academic session 2020-21 considering the greater interest of the students. The HODs of the Department are authorized to select Course Coordinator for the same.

List of Add on/Certificate Courses:

1. English Language Teaching
2. The Importance of Folklore and its Studies
3. Acting in Drama
4. Tourist Places of BTC Area.
5. Historical Monuments of Kokrajhar and Dhubri District
6. How to Prepare Seminar Papers
7. Montessori Teaching Methods (Pre Primary and Primary Level)
8. Human Rights in Assam
9. Bodo Folk Songs and Folk Tales
10. Data Analysis and Use of IT Tools
11. Spoken English

Resolution No 2: Resolved that the Add on/Certificate Courses be conducted by the Course Coordinator.

The meeting ended with Vote of Thanks from the Chair.

Approved


Principal

Fakiragram College

Principal
Fakiragram College



ACADEMIC COMMITTEE MEETING

Held on 13.09.2021 at 3:00 p.m. in the Conference Room

The meeting was held under the presidentship of Mr. Chan Miah Ahmed, Principal, Fakiragram

Agenda of the Meeting:

1. Introduction of Add on/Certificate Courses for the session 2021-22
2. Misc.

Signature of the attended members:

1. Chan Miah Ahmed
2. Adit Chandra Deka
3. Samanta Dey
4. Manoj Kumar
5. John Odhraj Blang
6. Chitamban Barpajari
7. Hamet A.
8. Badal Karmonan
9. Jaya Dey
- 10.
11. Manoj Kumar Boahma

The Principal welcomes all the members of the Academic Committee and placed the agenda of the meeting for discussion. After elaborate discussion the following resolutions are adopted unanimously.

Resolution No. 1:

The meeting decided to introduce the following Add on/Certificate Courses in various subjects with minimum 30 hours duration for the academic session 2021-22 considering the greater interest of the students. The HODs of the Department are authorized to select Course Coordinator for the same.

List of Add on/Certificate Courses:

1. Poem Recitation Skills on Rabindranath Tagore
2. Indian Government and Politics
3. Growth and Development of Art and Architecture during Ahom Period
4. Self Help Groups and its revolution in BTR
5. Translation Work
6. Agro Tourism in B.T.A.D. Area
7. Spoken Bodo
8. Spoken English
9. Folklore in Modern World and its Globalization
10. Project Writing Skills
11. Human Rights in Assam
12. How to Write Bangla Feature and Short Story
13. Data Analysis and Use of IT Tools
14. Historical Monuments of Kokrajhar and Dhubri District
15. Bodo Folk Songs and Folk Tales

Resolution No 2: Resolved that the Add on/Certificate Courses be conducted by the Course Coordinator.

The meeting ended with Vote of Thanks from the chair.

Approved


Principal

Fakiragram college

Principal
Fakiragram College

Academic Committee Meeting

held on 07.11.2021 at 1:30 p.m. in the conference room.

The meeting is presided over by Dr. Chan Miah Ahmed, Principal cum Chairman to the Academic Committee.

Agenda of the meeting:

- 1) Regarding Syllabus of Badland University.
- 2) To increase students' attendance in the class.
- 3) Misc.

Sign. of the attended persons:

1. Badol Karim
2. Senoriat
3. Hasmat Ali
4. Chittaranjan Bandyopadhyay
5. Manoranjan Roy
6. Adit Chandra Deka
7. Manoj Kumar Brahma
8. Prabir K. Das
9. Chan Miah Ahmed
10. John Jubay Wang
- 11.

The convenor of the Academic Committee welcomed all the attended members in the meeting and explained the purpose of the meeting. After a thorough discussion the following resolutions are adopted.

Resolution No 1:

All the attended members discussed about the syllabus of various departments



under a cross semester system.
After a threaded based discussion
it is unanimously resolved that
if any suggestions/modifications/
alteration of syllabus is required
then respective HoDs are to
submit their observations on
syllabus to the Principal for
forwarding to the competent
authority of The Nadoland University
within a short span of time.

Resolution No: 2: Resolved that
all HoDs/faculties are to ^{keep} ~~take~~
interest in students' attendance.
All faculties are suggested to
adopt use smart classroom
at least one class in a week
for per faculty. Further, it is
resolved to keep direct contact
with the students/guardians for
greater interest of the students.

Resolution No: 3: Resolved that regular
classes be held as per programme
notified.

The meeting ended with vote of
Thanks from the Chair.

Approved


Principal
Fakiragram College

Academic Committee Meeting
held on 7th June 2022 in the Conference room
at 1.30pm.

The meeting is presided over by Dr. Chan Miah Ahmed, Principal & Chairman to the Academic Committee.

Agenda of the meeting:

1. Holding of the Sessional Exam/2022 for 6th Semester.

2. Improvement of Academic Environment.

Misc.

Sign. of the attended Person.

1. Chan Miah Ahmed
2. Prabir K. Gu.
3. Sanwar Hussain
4. Manoj Kumar Brahma
5. Chittaranjan Baragayary
6. Adit Chandra Deka
7. Jaga Dey
8. Jyoti Palang
9. Badal Kumar
10. Harmit Ali

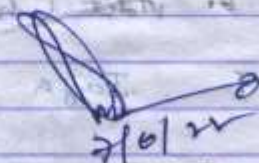
with the warm welcome is extended to the all
concerned members by the convenor of the academic
committee, and holding valuable discussion about
the improvement along with the discussion examples
for the six semester students following resolution
is taken of.

Resolution No. 1 Resolved that the sessional examination
of 6th semester will be started from 13-06-2022 as
per programme to be notified by the principal. All
heads of the department are to conduct the
sessional examination of their respective departments.

Resolution No. 2. It is further resolved
that all faculty members have to initiate with
their responsible activities for their assigned academic
affairs for the improvement of good long term academic
environment to the college.

with the valuable speech delivered by
the principal the meeting is come to an end.

Approved



Principal
Fakirgram College



Academic Committee Meeting

held on 17.10.2022 at 1:00 p.m.

venue: Conference Room

The meeting is presided over by
Dr. Chan Miah Ahmed, Principal cum
Chairman to the Academic Committee.

Agenda of the meeting:

- ① Holding of Sessional Examination of US Ist, 3rd & 5th Semester / 2022.
- ② Academic Environment Improvement.
- ③ Misc.

Sign. of the Attended Members:

- ① Chan Miah Ahmed
- ② Manoranjan
- ③ Sanowar Hussain
- ④ Hasmat Ali
- ⑤ Badol Karanata
- ⑥
- ⑦ Manoj Kumar Brahma
- ⑧ Jaya Dey
- ⑨ John Jubraj Wang
- ⑩
- ⑪

At the outset the Principal welcomes all the members present in the meeting. Initiating the discussion, the Principal elaborated that the Academic Committee Meeting is expected to improve the academic environment of the college. After a three-hour discussion the following decisions are taken unanimously.

PTA



Resolution No. 1: Resolved that the 1st, 2nd, 3rd and 5th Semester Sessional Exams be held from 01.11.2022 to 5.11.2022. The programme of the examination to be notified by the Principal.

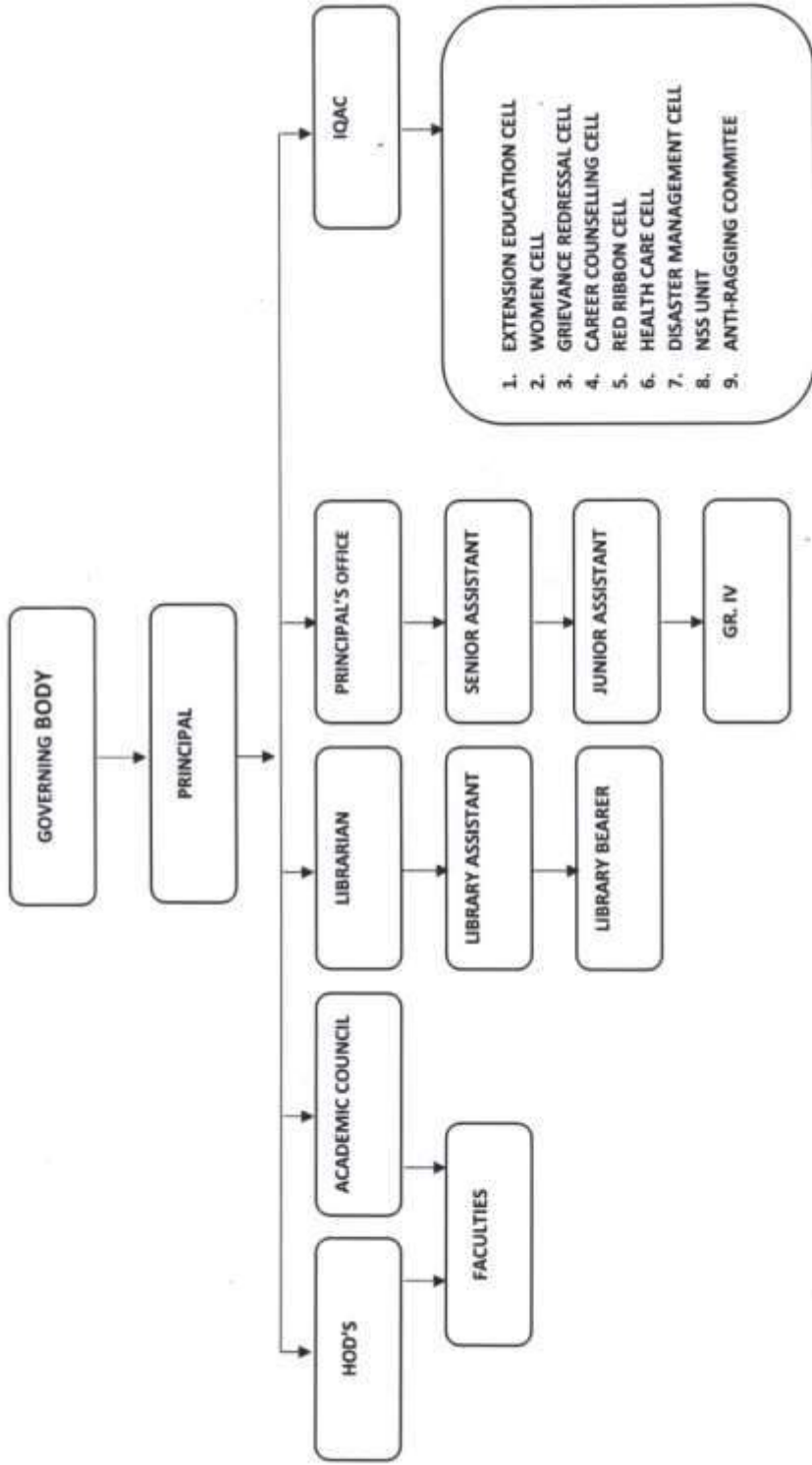
Resolution No. 2: All Heads of the Department are entrusted with the responsibilities of look into the matter of holding regular classes of respective department and other related academic works.

Resolution No. 3: It is resolved that faculty members are to extend necessary cooperation with the HoD for improvement of academic matters of the Departments.

The meeting ended with the vote thanks from the Chair.

Approved


17/10/22
Principal
Fakiragram College



Principal

Fakiragram College

Principal i/c

Fakiragram College

Service Rules

পঞ্জীকৃত নম্বৰ - ৭৬৮/৯৭

Registered No.-768/97



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং ৬৬ দিশপুৰ, বৃহস্পতিবাৰ, ৩ ফেব্ৰুৱাৰী, ২০২২, ১৪ মাঘ ১৯৪৩ (শক)
No. 66 Dispur, Thursday, 3rd February, 2022, 14th Magha, 1943 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

PERSONNEL (B) DEPARTMENT ::: DISPUR ::: GUWAHATI-6

NOTIFICATION

The 13th January, 2022

No.ABP.48/2009/70.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following rules for regulating the reservation of posts in the State services and posts Grade-III and Grade-IV, for Ex-servicemen, namely-

1. **Short title, commencement and period of operation.**

- (1) These rules may be called the Assam Ex-servicemen (Reservation of Posts in State Services and Posts of Grade-III and Grade-IV) Rules, 2021.
- (2) They shall be deemed to have come into force with immediate effect and in perpetuity.

2. **Definitions**

In these rules, unless the context otherwise requires :-

- (a) "Armed Forces of the Union" means the Naval, Military and Air Forces of the Union.
- (b) "Ex-servicemen" means a person,
 - (i) who has served in any rank (whether as a combatant or as non-combatant), in the Regular Army, Navy and Air Force of the Indian Union, and
 - a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension;

or

b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;

or

c) who has been released from such service as a result of reduction in establishment;

or

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

Or

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(c) "Reserved vacancies" means vacancies occurred against the posts for being filled up by Ex-servicemen. It also includes the vacancy to be filled up against prescribed percentage referred in rule 4 to meet the adequate representation of the Ex-servicemen.

3. Application

These Rules shall apply to all State Services and Posts borne in Grade III and Grade IV.

4. Reservation of vacancies

(1) Two percent of the posts in each of the categories of Grade III and Grade IV shall be reserved for being filled up by Ex-servicemen:

Provided that if in any year any vacancy reserved for Ex-servicemen is not filled up due to non-availability of Ex-servicemen category candidate and if the post cannot be allowed to remain vacant on ground of maintaining efficiency in public service delivery, the Appointing Authority may, with full justification refer the vacancy to the Personnel Department for considering any de-reservation on case to case basis.

- (2) Out of two percent reservation referred in sub-rule (1), in appointment of Grade-III and Grade-IV post in respect of Ex-servicemen, one-fourth or 25% will be reserved for the disabled ex-servicemen (disability arising in service) and family of the deceased ex-servicemen killed in action and rest three-fourth or 75% will be reserved for other Ex-servicemen.
- (3) Out of the two percent reservation referred in Sub-rule(1), in appointment of Grade-III and Grade-IV posts in respect of Ex-Servicemen, if any ex-servicemen belonging to Scheduled Castes or Scheduled Tribes or Other Backward Classes or More Other Backward Classes is selected, his selection shall also be counted against the overall quota of reservation that shall be provided for the Schedule Castes or Schedule Tribes or Other Backward Classes including More Other Backward Classes in accordance with the orders as are issued in this behalf by the State Government from time to time.

5. Special provision regarding age limits:-

The upper age limit for entry into Government services for Grade-III and Grade-IV posts in respect of Ex-servicemen shall be relaxed by two years over the general age limit i.e. upto 42 (forty two) years:

Provided that the upper age limit in respect of Ex-servicemen who belongs to Scheduled Caste/ Scheduled Tribes and Other Backward Classes/ More Other Backward Classes shall be relaxed by five years and three years over their general age limit of 42 (forty two) years i.e. upto 47 (forty seven) years and 45 (forty five) years respectively.

Provided further that this special provision relating to upper age limit may be changed in respect of the Ex-servicemen if the upper age limit for candidates in general is changed.

6. Special provision regarding educational qualification:-

- (1) For appointment to any reserved vacancy in the Grade IV posts, every Ex-servicemen who has put in not less than three years service in the Armed Forces of the Union shall be exempted from the prescribed educational qualification.

Explanation:- In computing, for the purpose of this sub-rule, the period of service which a person has put in the Armed Forces of the Union, any period during which he served in a civil Department of the Government of India, shall be included.

(2) For appointment to any reserved vacancy in Grade IV posts, the Appointing Authority, at its discretion, may relax the minimum educational qualification if any, prescribed in respect of such posts if they are otherwise eligible for appointment to such posts.

(3) For appointment to any reserved vacancy in Grade III posts, a matriculate Ex-servicemen who has put in not less than 15 years of service in the Armed Force in the Union and who has obtained the Indian Army Special Certificate of Education or the corresponding Certificate in the Navy or the Air Force may be considered for appointment to the posts for which the essential educational qualification prescribed is graduation and where technical or professional work experience is not essential.

7. Amendment of Recruitment Rules

All rules regulating the recruitment of persons to Grade-III and Grade -IV posts and services under the State Government shall be subject to the provision of these Rules and shall be construed accordingly.

8. Interpretation

If any question arises relating to the interpretation of these Rules, the decision of the Government in Personnel Department shall be final.

9. Repeal and Savings

The Ex-servicemen (Reservation of vacancies in the State services and posts Class- III and Class- IV) Rules, 1986 and the rules corresponding to these rules and in force immediately before commencement of these rules are hereby repealed:

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

NIRAJ VERMA,

Principal Secretary to the Government of Assam,
Personnel Department.

THE ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES

now called

The Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001

(as amended up-to-date)

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

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

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

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

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

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

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

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

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

Financial Transaction of Provincialised Colleges of Assam

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

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

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

Compiled on: -

The 22nd August 2017

THE ASSAM NON-GOVERNMENT COLLEGE MANAGEMENT RULES

now called

The Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001 (as amended up-to-date)

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

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

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

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

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

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

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

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

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

Financial Transaction of Provincialised Colleges of Assam

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

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

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

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

1. Short title, application and commencement. —

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

2. Definitions. —

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

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

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

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

- (a) “College” means a Provincialised Colleges and⁴ Non-Government College;
- (b) “Constitution” means the Constitution of India;
- (c) “Director” means the Director of Higher Education, Assam;
- (d) “Governing Body” means the body constituted under Rule 3;
- (e) “Governor” means the Governor of Assam;
- (f) “Management” means the body or group of persons administering the affairs of a ⁵ College including academic affairs as well as the affairs relating to the assets and liabilities of the ⁶ College in fair manner within the framework of established financial and administrative principles of the State Government from time to time;
- (g) “⁷ Colleges” means colleges for imparting⁸ Higher education in the post senior Secondary⁹ courses, established and situated in Assam affiliated by any Central or State University of Assam and receive the concurrence of the State Government;
- (h) “President” means the President of the Governing Body;
- (i) “State Government” means the Government of Assam;
- (j) “Secretary” means the Secretary to the Governing Body;

3. Constitution of the Governing Body¹⁰. —

- (1)¹¹ Every ¹² College affiliated to any Central or State University of Assam and duly concurred by the State Government, shall be governed by Governing Body ¹³.
- (2)¹⁴ ¹⁵Composition of the Governing Body: -
 - (i) The Governing Body shall consist of: -
 - (a) One President - who shall be an eminent person from the field of

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

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

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

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

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

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

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

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

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

⁸ In clause (g) for the word “importing”, the word “imparting” shall be substituted. [Rule: 2(ii)]

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

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

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

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

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

¹¹ Rule 3 be numbered as 3(1).

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

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

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

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

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

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

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

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

(a) One President; Governing Body”.

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

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

- (b) One Secretary - the Principal of the college shall be the ex-officio Secretary of the Governing Body.

Provided that if circumstance so demands, the Director may nominate Vice-Principal or the senior most member from the teaching staff of the College to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval;

- (c) The Vice-Principal - Member Ex-officio;
- (d) Two Members to be nominated by the affiliating University concerned - they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University;¹⁷
- (e) Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier;¹⁸
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year from the date of constitution of the Governing Body:

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

- (g) One member from the non-teaching staff ~~to be nominated by the Principal~~ **to be elected by the non-teaching employees of the College**¹⁹ annually from the date of constitution of the Governing Body;
- (h) Except in cases where is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.
- (i) **Local MLA as a permanent special invitee**²⁰.

¹⁶ In Rule 4(i)(a), after the words, "one President" to be recorded in writing".
[Amended vide Rule **5(2)(a)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹⁷ In Rule 4 (i) (d), after the words "the affiliating University concerned" the following words be added "they shall have a term of 3 years. They shall however continue beyond this period till new persons are nominated by the University".
[Amended vide Rule **5(2)(b)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

¹⁸ Rule 4(i)(e) and 4(i)(f) be deleted. They may be substituted with the following rule, numbered as Rule 4(i)(e) with changes in the numbers of the subsequent clauses. "Three guardians of students studying in the college as members. They shall be nominated by the Director, Higher Education. One of them shall be a lady. Their term shall be for three years or till their ward is a student of the college whichever is earlier".
[Amended vide Rule **5(2)(c)** of the Assam Non-Government College Management (Amendment) Rules, **2009**]

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

²⁰ State Govt. has decided that the Director of Higher Education should request all the president of the Governing Bodies of the Provincialised Colleges to invite the local MLA to participate in the Governing Body meetings as a permanent special invitee.
[Govt. letter No. AHE. 331/2000/51, dated 30/08/2013]

(2) The minimum number of members of the Governing Body shall be ten and shall not exceed ~~twelve~~ thirteen²¹.

(3) —~~deleted~~²².

(3) The President of Governing Bodies of Colleges shall be an eminent person from the field of Education. He shall be a non-political person. He should not have contested any election including panchayat /municipality/local bodies election or should not be an office bearer of any political party or should not have any affiliation /membership to any political party.²³

(4) He shall be appointed by the Director of Higher Education and shall have a term of five years. He shall however continue beyond this period till his successor is appointed. The Director may however remove him any time during the term of five years for reasons to be recorded in writing.²⁴

4.²⁵ **Tenure of the Governing Body. —**

The Governing Body shall be a permanent authority. Its members would have tenures as provided. This would, however, not affect the permanent nature of the said body:²⁶

Provided that if the Director is satisfied at any time that a particular Governing Body is not functioning in the best public interest, the Director may suspend a Governing Body and appoint an Administrator, who shall exercise the powers of the Governing Body during the period. The Director shall record²⁷ his views with reason thereof through a speaking order for the purpose.

5. **Taking over the management of a²⁸ College. —**

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

*[to read as mismanagement]

²¹ With the inclusion of Local MLA as a permanent special invitee the maximum number of members becomes 13.

[Govt. letter No. AHE. 331/2000/51, dated 30/08/2013]

²² Rule 4(3) be deleted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Accountability of the Governing Body. —

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

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

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

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

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

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

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

10. Disqualifications. —

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

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

11. Vacancy in the Governing Body. —

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

³⁰ In Rules 6 & Rule 7 the words "non Government" be deleted.

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

³¹ In the Principal Rules, in rule 7, after the existing provisions, the following shall be inserted, namely:-

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

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

15. Quorum. —

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

16. Secretary to make correspondence. —

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

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

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

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

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

18. Duties of the Governing Body. —

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

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

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

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

³⁷ In the Principal Rules, in rule 18- In the first paragraph, for the letters, words, figure and brackets "Rs. 50,000/- (Fifty thousand)", the following letters, words, figure and brackets shall be substituted, namely:-"Rs. 1, 00000/- (One lakh)".

[Amended vide Rule 9(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

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

[Amended vide Rule 9 of the Assam Non-Government College Management (Amendment) Rules, 2009]

³⁹ In the Principal Rules, in rule 18- In the Provision, in the first line, after the word "Concerned" and before the words "the Governing Bodies", the following shall be instead, namely:- "Who are not brought under deficit system of grants-in-aid".

[Amended vide Rule 9(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴⁰ In the first line of Rule 19 the words "Non Governing" and the words "receiving deficit Grants-in-aid" be deleted.

[Amended vide Rule 10(1) of the Assam Non-Government College Management (Amendment) Rules, 2009]

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

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

19. Grounds of suspension of Grants-in-Aid. —

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

⁴¹ In the Principal rules, in rule 19, in clause (iv), for the existing provisions, the following shall be substituted, namely:-
“(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt, with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies.”
[Amended vide Rule 10(i) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴² In the Principal rules, in rule 19, for clause (x), the following shall be substituted, namely: -“(x) except scholarship money and students union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the Governing Body may appoint one Treasurer from amongst the members for the purpose of joint operation of the College funds”.
[Amended vide Rule 10(ii) of the Assam Non-Government College Management (Amendment) Rules, 2001]

⁴³ The following new clause in Rule 19 be inserted as Rule 19 (xiv) :-
“(xiv). To decide on the quantum of tuition fee and any other fund to be charged from the students”.
[Amended vide Rule 10(2) of the Assam Non-Government College Management (Amendment) Rules, 2009]

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

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

20. Other functions of the Governing Body. —

The Governing Body is authorised: -

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

21. Submission of Annual Account: -

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

22. Interpretation: -

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

@ @ @ @ @

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

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

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

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

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

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

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

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



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

ব্ৰাহ্মণত্ৰ্যব্ৰাহ্মণ

ব্ৰাহ্মণত্ৰ্যব্ৰাহ্মণ
PUBLISHED BY
AUTHORITY

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

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

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

1. Short title, application and commencement :-

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

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

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

3. Constitution of the Governing Body :-

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

4. Composition of the Governing Body :-

(1) The Governing Body shall consist of :-

(a) One President ;

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

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

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

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

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

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

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

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

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

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

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

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

5. Tenure of the Governing Body :-

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

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

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

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

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

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

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

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

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

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

12. Vacancy in the Governing Body :-

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

13. Meeting of the Governing Body :-

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

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

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

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

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

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

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

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

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

19. Duties of the Governing Body :-

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

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

to the Teaching and non-teaching staff of the College ;

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

time to time ;

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

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

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

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

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

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

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

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

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

GOVT. OF ASSAM
EDUCATION(HIGHER) DEPARTMENT:DISPUR

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 16th Oct/2001.

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

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

contd. 2/-

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

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

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

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

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

Amendment of § Rule 13

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

Substitution
of Rule 15

7. In the principal Rules, in rule 15, for the existing provision, the following shall be substituted, namely :-

" 15. Presiding over the meeting - The main meeting of the Governing Body shall be presided over by the President and in the absence of the President, the other members present may select or elect one of them to preside over the meeting".

Substitution
of Rule 16

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

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

Amendment
of rule 18

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

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

" Rs. 1,00000/- (one lakh)" ;

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

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

Amendment
of rule 19

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

i) in clause (iv), for the existing provisions, the following shall be substituted, namely :-

"(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Govt. with scrupulous compliance of the University Grants Commission guidelines and State Government instructions and policies;"

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

x) except scholarship money and students' union fund all other funds of the College shall be jointly operated by the Secretary and the President, where the President is not willing to operate the funds jointly, the

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

Amendment
of Rule 21

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

Sd/-(P.C.Sharma),

Commissioner & Secy. to the Govt.
of Assam, Education Department-

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

Copy to :-

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

By order etc.

Sd/- illegible.

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



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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

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

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

NOTIFICATION

The 18th June, 2009

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

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

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

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

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

GOVT. OF ASSAM
HIGHER EDUCATION DEPARTMENT

No. AHE 331/2008/33

Dated 9th July, 2009

OFFICE MEMORANDUM

The Assam Non-Government College Management Rules, 2001 have been amended by the Assam Non-Government College Management (Amendment) Rules 2009 which have been notified by the Notification No. AHE 331/2008/26 dated 18.06.2009. Apart from other things, this amendment has changed the structure of the Governing Body of Colleges. The Governing Body will no longer have a tenure but would be a permanent body, only its members would have a tenure as laid down. The composition of the Governing Body has also been changed. The Governing Body will now consists of the following:

- (a) One President - who shall be a eminent person from the field of Education, to be appointed by the Director, Higher Education for a term of 5 (five) years.
- (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body; provided that if circumstances so demand, the Director may nominate the Vice-Principal or the senior most members from the teaching staff of the college to act as the Secretary in lieu of the Principal of the College, for a period of six months, and beyond that period with the State Government's prior approval.
- (c) Vice-Principal – Ex-Officio Members.
- (d) Two Members to be nominated by the affiliating University concerned who shall have a tenure of 3 (three) years but would continue beyond this period till new persons are nominated by the University.
- (e) Three Members who are the guardians of the students studying in the College, one of whom shall be a lady. They shall be nominated by the Director, Higher Education and shall have a term of three years or till their wards is a student of the College, whichever is earlier.
- (f) Two teachers to be elected annually by the teachers from amongst themselves for a period of one year. Provided that the teachers so elected shall not be eligible for being re-elected for the third successive term.
- (g) One member from the non-teaching staff to be nominated by the Principal annually from the date of constitution of the Governing Body.
- (h) Except in cases where there is a life member in Governing Body in pursuant to any agreement to the context, the donors providing Rs. 50,000/- or more shall elect one member among themselves to the Governing Body for a period of one year.

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

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

This order will not be applicable to Colleges where there is a judicial order or contrary.

Sd./- Illegible

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

No. AHE 331/2008/33 – A

Date 9th July, 2009.

Copy to :

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

By orders etc.,

Sd./- Illegible

Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR GUWAHATI-6

No.AHE.331/2008/51

Dated Dispur the 30th August, 2013.

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

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

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

Sir,

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

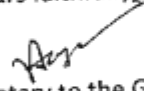
With a view to achieve these objectives, it is felt that public representatives that is the MLAs can play a very important role in this regard. The MLAs can also provide lot of financial and other assistance to the College authority from many other available and untapped sources.


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

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

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

Yours faithfully,


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



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

NO.AHE 452/2013/6

Dated Dispur the 19th Sept. 2013.

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

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

Sub : Representation of Non teaching staffs in Governing Bodies.

Sir,

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

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

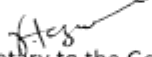
As per the existing rules in Provincialised colleges, the Principals have been empowered to nominate member of non teaching employees to the Governing Bodies.

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

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

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

Yours faithfully,


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

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

Dated Kahilipara, the 29-11-2014

No.G(B) Misc.147/2014/18

From:- Sri P. Jidung, *MA, M.PHILL.B.AES*
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

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


Sub:- Office Memorandum.

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

Sir,

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

Yours faithfully


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

Dated Kahilipara, the 29-11-2014

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

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

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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.331/2008/52

Dated Dispur the 5th November 2014.

OFFICE MEMORANDUM

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

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

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

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

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

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

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

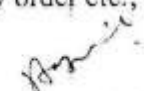
Memo No.AHE.331/2008/52-A

Dated Dispur the 5th November 2014.

Copy to :

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

By order etc.;


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

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

No. G(B)AC/95/2015/13

Dated Kahilipara, the 30-08-2016

From:- Sri P. Jidung, B.A., MPhil, L.L.B., AES
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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

Sub: Regarding financial transaction of Provincialized Colleges of Assam.

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

Sir,

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

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

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

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

The matter may be treated as "Most Urgent".

Yours faithfully



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

Memo No. G(B)AC/95/2015/13 -A

Dated Kahilipara, the 30-08-2016

Copy to:

- 1) The Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of the Hon'ble Minister Education, Assam.
- 3) The Treasury officer (all).
- 4) The President, Governing Body (all) Provincialized Colleges.
- 5) The ACB Branch of this Directorate.
- 6) Guard file.



Director of Higher Education, Assam
Kahilipara, Guwahati-19

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

No.G(B)AC/95/2015/6

Dated Kahilipara, the 17th September,2015

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

To,

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

Sub: Financial Transaction of Provincialized Colleges of Assam.

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

Sir/Madam,

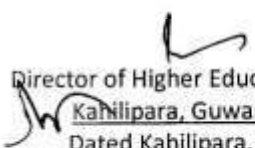
With reference to the subject cited above and in continuation to this office letter G(B)AC/95/2015/3, dated 27-04-2015 and Govt. letters No. AHE.185/2015/2, dated 23-04-2015, it is clarified that in respect of those provincialized Colleges where the post of Principal is lying vacant and the Senior most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

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

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

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

Yours faithfully


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

Dated Kahilipara, the 17th September,2015


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

Copy to:-

1. The Commissioner and Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06.
2. P.S. to the Hon'ble Minister, Education, Assam, for the kind appraisal of the Hon'ble Minister, Education, Assam.

~~3. The Director of Higher Education, Assam, for the kind appraisal of the Hon'ble Minister, Education, Assam.~~
Information

4. All officers of this Directorate.
5. The Registrar of this Directorate.
6. All Branch Superintendents of this Directorate.
7. The Guard file.


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

G(B) → 5
14/8

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

No. AHE.185/2015/5

Dated August 11, 2015

From : Shri P.K. Borthakur, IAS
Principal Secretary, Higher Education
Govt. of Assam, Dispur.

To : ✓ Shri P. Jidung
Director of Higher Education, Assam
Kahilipapra, Guwahati-19

Sub : **Financial transactions of the provincialized colleges of Assam**

Ref : 1) Your letter No. G(B)AC/95/2015/4, dated 29th April, 2015
2) Petition submitted by Assam College Principals' Council to
Hon'ble Minister, Education - dated 9-5-2015.

Sir,

In inviting a reference to the above, it is clarified that in respect of those provincialized colleges where the post of Principal is lying vacant and the senior most qualified faculty member is acting as the DDO, financial transactions on behalf of the Principal may be carried on by the said authorised DDO.

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

Yours faithfully,

Principal Secretary,
Higher Education Department
Govt. of Assam

Dated August 11, 2015

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

Copy to :

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

Principal Secretary,
Higher Education Department
Govt. of Assam

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

No. G(B)AC/95/2015/3

Dated Kahilipara, the 27th Apr./2015

From :- Shri P. Jidung, *M.A. M. Phil., LL B., A.E.S.*
Director of Higher Education, Assam,
Kahilipara, Guwahati-19.

To,

✓ 1. President of Governing Body.....College.

2. The Principal.....College, Assam
P.ODist:.....

Sub :- Financial Transaction of Provincialised colleges of Assam.

Ref :- Govt. letter No. AHE.185/2015/2 Dtd:- 23rd April/2015.


Sir/Madam,

With reference to the subject cited above, I would like to say that all Financial Transactions of Provincialised colleges will jointly be operated by the President of Governing Body and the Principal of respected colleges.

You are therefore directed to follow the aforesaid instruction strictly with immediate effect.

This issues on the strength of the Govt. instruction vide letter No. AHE.185/2015/2 Dtd:- 23rd April/2015 under reference.

Yours Faithfully



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

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

Dated Kahilipara, the 27th April/2015.

Copy to :-

1. The P.S to Hon'ble Minister, Education, Assam for kind appraisal of the Hon'ble Minister.
2. The Commisioner & Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6 for information with reference to Govt. letter No. AHE.185/2015/2 Dtd:- 23/4/2015.
3. The Sr. FAO, O/o the D.H.E., Assam.
4. The Registrar, O/o the D.H.E., Assam.
5. The Asstt. Director I/C of Planning Branch, O/o the D.H.E., Assam


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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.371/2017/22

Dated Dispur, the 18th August, 2017.

OFFICE MEMORANDUM

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

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

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

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

Memo No.AHE.371/2017/22-A

Dated Dispur, the 18th August, 2017.

Copy to :-

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