

6.2.1:

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

<http://www.dhskcommercecollege.edu.in/webportal/6.2:StrategyDevelopmentandDeployment>

<https://personnel.assam.gov.in/documents/rules-regulations>

https://directorateofhighereducation.assam.gov.in/sites/default/files/swf_utility_folder/departments/dhe_medhassu_in_oid_4/menu/document/guideline_2.pdf

PROFILE OF DHSK COMMERCE COLLEGE:

Having started as a modest commerce stream within D.H.S.K. College in 1945, the inception of Dibrugarh Hanumanbax Surajmal Kanoi (D.H.S.K.) Commerce College as an independent entity occurred on June 15, 1960. It proudly stands as the pioneer of a comprehensive Commerce College within the entire North Eastern region of India. This college became the foundational home of Dibrugarh University, which commenced its operations here in 1965, maintaining its base until 1968. Aligned with the Dibrugarh University, the college is affiliated with the same.

The college premises comprise a multi-storied edifice that accommodates both academic and administrative functions, complemented by a newly erected three-storied annexed building and a well-stocked library. Upholding a significant social responsibility, the institution offers commerce education at both undergraduate and postgraduate levels, adopting both regular and distance learning modes, without any distinction among students and faculty. In accordance with its Vision and Mission, the college has contributed to the education landscape by nurturing countless commerce graduates, many of whom have ascended to esteemed and influential positions in society.



VISION

- **Inclusive Education:** Striving to provide commerce education that is accessible to all strata of society, fostering equitable opportunities for learning.
- **Quality Learning:** Committed to imparting education that not only imparts knowledge but also guides, motivates, and upholds the values of quality and excellence.
- **Collaborative Environment:** Cultivating an environment of cooperation and healthy competition among students, nurturing teamwork and personal growth.
- **Holistic Excellence:** Shaping students into creative, dedicated, and disciplined individuals, focusing on their mental, physical, and moral growth.
- **Empowerment through Education:** Advocating the inculcation of ethical values, synthesizing traditional and modern teaching approaches, and actively promoting education as a tool for women's empowerment.

MISSION

The mission of the D.H.S.K. Commerce College is to promote learning by both students and faculty to achieve excellence in education

CORE VALUES

Core values of an Academic Institution reflect its responsibility towards the issues of National as well as global concern. After completion of the degree, the students become not only a successful person but also a sincere and dutiful citizen of India. One of the important goals of Indian higher education is contributing to National Development. So the core values are indispensable part of Indian academic curriculum. This core value is reflected in different activities in Colleges which exhibit its capacity to adapt to changes; pursue the goals and objectives; and its role in human resource development. The D.H.S.K. Commerce College community is committed to the following set of Core Values.

- To be loyal, respectful to the constitution of our country.
- To create, maintain and uphold fraternity among different communities and culture.
- To impart quality education for development of human resource.
- To create awareness about environmental degradation.
- To motivate the students to engage themselves in the corporate life of the institution and contribute whole heartedly for its all-round development.

A BRIEF REPORT ON POST NAAC ACCREDITATION INITIATIVES: (2018 - 2023)

The period from 2018 to 2023 marked a transformative phase for DHSK Commerce College as it embarked on numerous initiatives following its NAAC accreditation. These endeavors were driven by a commitment to continuously enhance the college's facilities and educational offerings. The following report highlights the key post-accreditation initiatives undertaken by the college during this period.

Infrastructure Augmentation:

1. **Toilets Facilities:** In line with the commitment to student well-being, new and modern toilets facilities were constructed for both girls and boys in the second floor of the campus, catering to their comfort and hygiene needs.
2. **Common Rooms:** Recognizing the importance of conducive spaces for students' relaxation, new common rooms were constructed for both boys and girls, fostering a sense of community and engagement.
3. **Sanitary Napkin Vending Machine:** The college took a significant step towards women's empowerment by installing a sanitary napkin vending machine in the Girls' Common Room, facilitating easy access to hygiene products.
4. **Gym Facilities:** Separate gym facilities were established for both boys and girls, promoting a healthy and active lifestyle among students.

Campus Development:

5. **Playground at Banipur Campus:** A new playground was constructed at the Banipur campus, providing students with ample space for outdoor activities and sports.
6. **Library Expansion:** A new library was set up at the women's hostel located at Khalihamari, offering students convenient access to resources and fostering an environment of academic enrichment.
7. **Boys Hostel Construction:** The construction of a boys' hostel at the Banipur campus commenced, addressing the accommodation needs of male students.

Academic Innovations:

8. **PG CBCS Course:** In a bid to offer diverse educational pathways, the college introduced a postgraduate Commerce course with specialization in Finance and Marketing, effective from the academic year 2019-2020.
9. **Technology Integration:** The College's automation software was updated to streamline administrative processes and ensure smoother operations.
10. **ICT-enabled Classrooms:** More ICT-enabled classrooms were provided, enhancing the learning experience for students through interactive and technology-enhanced teaching methods.

Facility Enhancements:

DHSK COMMERCE COLLEGE: DIBRUGARH

11. **CCTV Surveillance:** To bolster campus security, additional CCTV cameras were installed in strategic areas, creating a safer environment for students and staff.
12. **Improved Wi-Fi Facilities:** The College upgraded its Wi-Fi infrastructure, providing students with faster and more reliable internet connectivity.
13. **Rainwater Harvesting:** Embracing sustainable practices, rainwater harvesting projects were implemented in both the main campus and the girls' hostel, contributing to water conservation efforts.
14. **Increased Student Intake:** The College expanded its capacity for B.Com. 1st semester classes in morning and day shifts, accommodating more students and facilitating access to quality education.
15. **Playground Enhancement:** The playground at the Banipur campus was improved to provide students with better recreational facilities.
16. **Staff Quarter Construction:** The construction of staff quarters commenced, aiming to enhance the living conditions of college staff members.

Social Initiatives:

17. **Students Welfare Fund:** In a bid to support economically weaker students, the college established a Students Welfare Fund, ensuring that no student is denied education due to financial constraints.
18. **Energy Efficiency:** To contribute to environmental conservation, the college replaced old electric bulbs with energy-efficient LED bulbs, reducing energy consumption.
19. **Women's Hostel Expansion:** The second-floor building of the women's hostel at Kalihamari was completed, expanding accommodation capacity.
20. **Parent-Teachers Association:** The formation of a Parent-Teachers Association facilitated greater collaboration between parents and educators, promoting holistic student development.

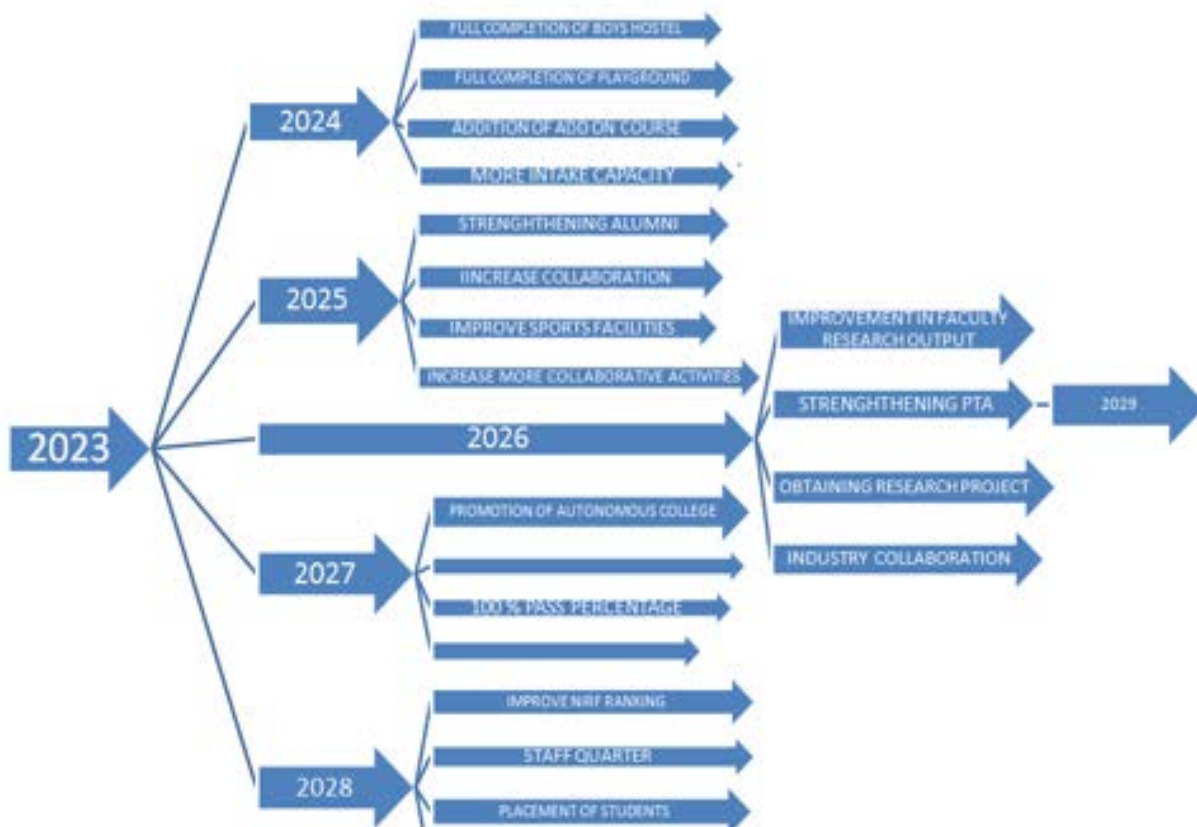
Enhanced Learning Environment:

21. **Air Conditioning:** Air conditioning units were installed in classrooms, providing students with a comfortable and conducive learning environment.

Thus the period from 2018 to 2023 witnessed DHSK Commerce College's relentless dedication to holistic development, innovation, and student welfare. These initiatives underscore the college's commitment to providing students with quality education, modern facilities, and a nurturing environment that fosters growth and excellence. These accomplishments are a testament to the college's vision for continuous progress and an enriched educational experience.

PERSPECTIVE PLAN FOR DHSK COMMERCE COLLEGE: 10 - YEAR OUTLOOK


Principal
D.H.S.K. Commerce College
Dibrugarh



DHSK Commerce College envisions a transformative journey over the next decade, aligning with the principles of the National Education Policy (NEP) and its commitment to academic excellence, holistic development, and societal impact. This strategic plan outlines the institution's trajectory for the coming years, integrating ongoing initiatives and introducing skill-based courses in accordance with the NEP's vision of fostering holistic learning and employability. The College is under continuous improvement with respect to infrastructure, academic, administration and other aspects during the last couple of years. This is the result of our institutional strategies and futuristic plans.

- There was a growing need to open an extra shift to cater the huge demands of student intake. But owing to limited infrastructure facilities this was not possible. In view of this the college authority discussed with its various stakeholders to carve out an effective plan. As a result, the college building was expanded step by step and at present it can enroll about 1500 students.
- Adopting the student centric approach with the help of students' feedback analysis the authority always tries to provide the basic amenities to the students.

- The college always encourages the faculty members for research works. Along with the central library of the college, each department has been equipped with departmental library. During the last five years six teachers have earned doctorate degree. The institute also publishes a peer-reviewed research journal viz., UTKARSH annually and published a book entitled “The Intellect” with ISBN number in 2022
- The IQAC has published research books with ISBN entitled as ‘The Intellect’ in 2022 and ‘Insight’ in 2023
- Being the first full-fledged commerce college of the entire north eastern region, with the cooperation of the all concerned the P.G. department of commerce started in the year 2019. It offers two year full time M.Com. Course (CBCS) under Dibrugarh University. Also we are expecting to introduce another undergraduate course in the upcoming years.
- As a part of academic collaborations, our college has signed MoU’s with University of Science and Technology Meghalaya, ICT Academy, IIM Kolkata, Gratia Technology Private Limited,
- The College has started the new academic session 2023 as per the National Education Policy and FYUGP
- The ‘DHSK Commerce College Alumni Association’ is registered under Societies Act, which vibrantly works to give their best to the college. Suggestions from the alumnus are always sought in various decision making processes.
- Due to the limitations of campus area, the college is planning to build a second campus situated at Banipur which is about 3.4 Kms from the main campus.

A few perspective plans to be started shortly are:

1. Infrastructure Development:

- a) **College Playground Development:** We aim to convert the Banipur Campus into a vibrant sports hub, nurturing physical well-being and promoting sporting prowess among students.
- b) **Boys' Hostel Construction:** Our plan includes constructing a modern boys' hostel at Banipur Campus, offering safe and comfortable accommodation for outstation male students.
- c) **Staff Quarters Creation:** The establishment of staff quarters at Banipur Campus will strengthen the sense of community among faculty and staff.

2. Skill-based Courses and NEP Integration:

a) **Skill-oriented Curriculum Enhancement:** In alignment with NEP's emphasis on skill development, DHSK Commerce College will introduce an array of skill-based courses across disciplines. These courses will empower students with practical skills to thrive in the evolving job market.

b) **Collaboration with Industry Partners:** We will forge partnerships with industries and organizations to design skill-based courses that align with real-world demands and technological advancements.

c) **Entrepreneurship Development:** NEP encourages entrepreneurship education. DHSK Commerce College will initiate courses that nurture entrepreneurial mindset, business acumen, and innovation.

3. Technology and Infrastructure Enhancement:

a) **RUSA 2.0 Multi-Storey Building:** With funding from RUSA 2.0, we will construct a modern multi-storey building featuring an auditorium, video conferencing hall, classrooms, and modern amenities, enriching the learning experience.

4. Quality Assurance and Accreditation:

a) **Strengthen IQAC:** The Internal Quality Assurance Cell (IQAC) will be fortified to ensure continuous improvement in line with NEP's commitment to enhancing educational quality.

b) **Innovation Cells:** Criteria-wise cells under IQAC will be established to focus on specific NEP objectives, thereby ensuring consistent quality enhancement.

5. Community Engagement and Outreach:

a) **Community Service Initiatives:** In line with NEP's emphasis on societal engagement, we will encourage students and staff to participate in community service projects, fostering empathy and social responsibility.

b) **Alumni Network Expansion:** A robust alumni network will facilitate mentorship, networking, and knowledge-sharing, reinforcing NEP's focus on lifelong learning.

6. Research and Innovation: These cells will encourage interdisciplinary research, innovation, and creative thinking, promoting NEP's emphasis on holistic education.

7. Student-Centric Approaches:

a) **Student Support Services Enhancement:** NEP's learner-centric approach will guide the development of comprehensive support services, ensuring students' holistic growth and well-being.

b) **Interdisciplinary Learning:** We will foster cross-disciplinary collaboration, nurturing the multidimensional competencies that NEP advocates.

8. Environmental Sustainability:

a) **Green Initiatives:** Incorporating eco-friendly practices and sustainability initiatives will align with NEP's emphasis on environmental consciousness and responsible citizenship.

9. Partnerships and Collaborations: Collaborating with industries and institutions will ensure that skill-based courses remain relevant to current market demands, fulfilling NEP's vision of employability.

10. Institutional Governance and Transparency: Transparent and effective governance structures will uphold NEP's principles of accountability and participatory decision-making.

11. Inclusive Education and Diversity:

a) **Inclusive Curriculum:** DHSK Commerce College will adopt an inclusive curriculum that caters to diverse learning styles and needs, in line with NEP's commitment to equal access to quality education.

b) **Cultural Sensitivity:** Promoting cultural sensitivity and awareness through coursework and events will reflect NEP's emphasis on fostering a pluralistic and harmonious society.

12. Lifelong Learning and Continuous Education:

a) **Continuing Education Programs:** The College will launch continuing education programs for professionals and individuals seeking upskilling, contributing to NEP's vision of lifelong learning.

b) **Open Learning Resources:** DHSK Commerce College will develop open educational resources to facilitate self-directed and lifelong learning, aligning with NEP's digital and open learning initiatives.

13. Research Ecosystem Enhancement:

a) **Research Incubation Centers:** Establish research incubation centers to promote innovative research projects, connecting students, faculty, and industry partners, in line with NEP's research-oriented focus.

b) **Interdisciplinary Research Hubs:** Foster interdisciplinary research collaborations that address complex societal challenges, promoting NEP's interdisciplinary approach.

14. Global Exposure and Collaboration:

a) **International Partnerships:** Collaborate with global institutions to provide students with international exposure, enriching their understanding of diverse cultures and perspectives as advocated by NEP.

b) **Student Exchange Programs:** Initiate student exchange programs to facilitate cross-cultural interactions and learning experiences in alignment with NEP's global engagement goals.

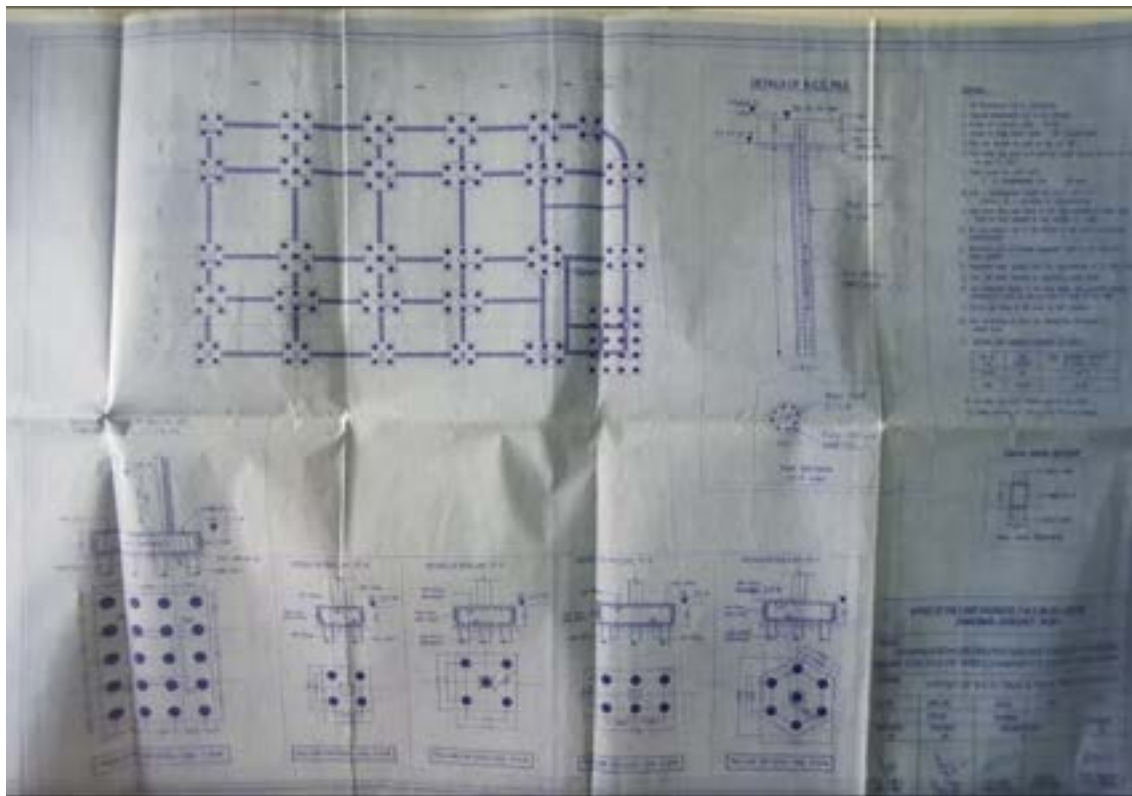
15. Alumni and Industry Integration:

a) **Industry-Academia Interaction:** Strengthen ties with industries to facilitate internships, projects, and guest lectures, aligning with NEP's emphasis on practical and experiential learning.

b) **Alumni Mentorship Programs:** Engage alumni as mentors to guide students in career choices and professional development, promoting NEP's holistic approach to education.

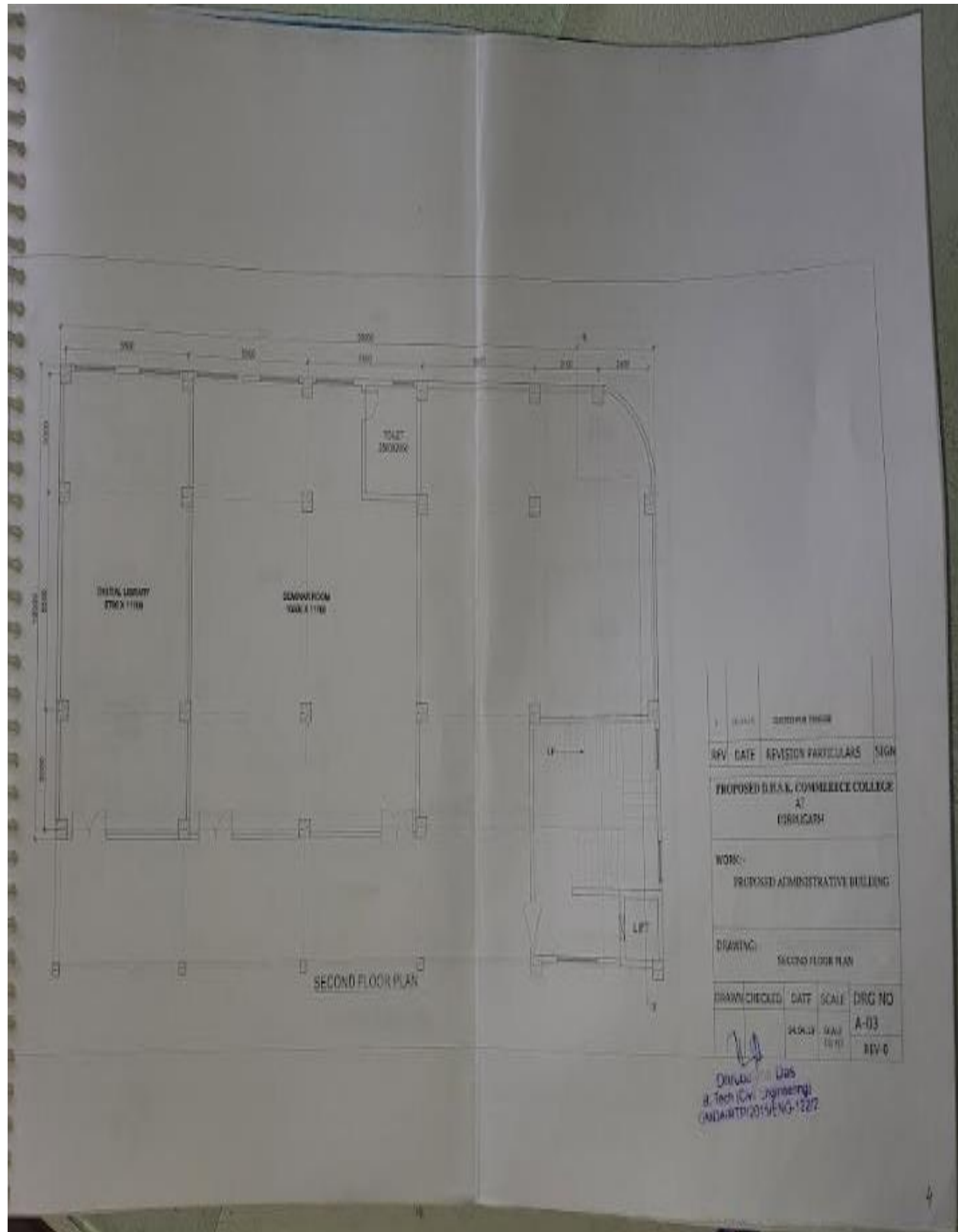
This expanded strategic plan envisions a holistic educational environment that integrates the principles of the National Education Policy. DHSK Commerce College remains committed to the transformative aspirations of NEP, fostering not only academic excellence but also the holistic growth, inclusivity, and societal impact that underlie the policy's vision for education in India.

Design for the upcoming multi-storied building at College Campus

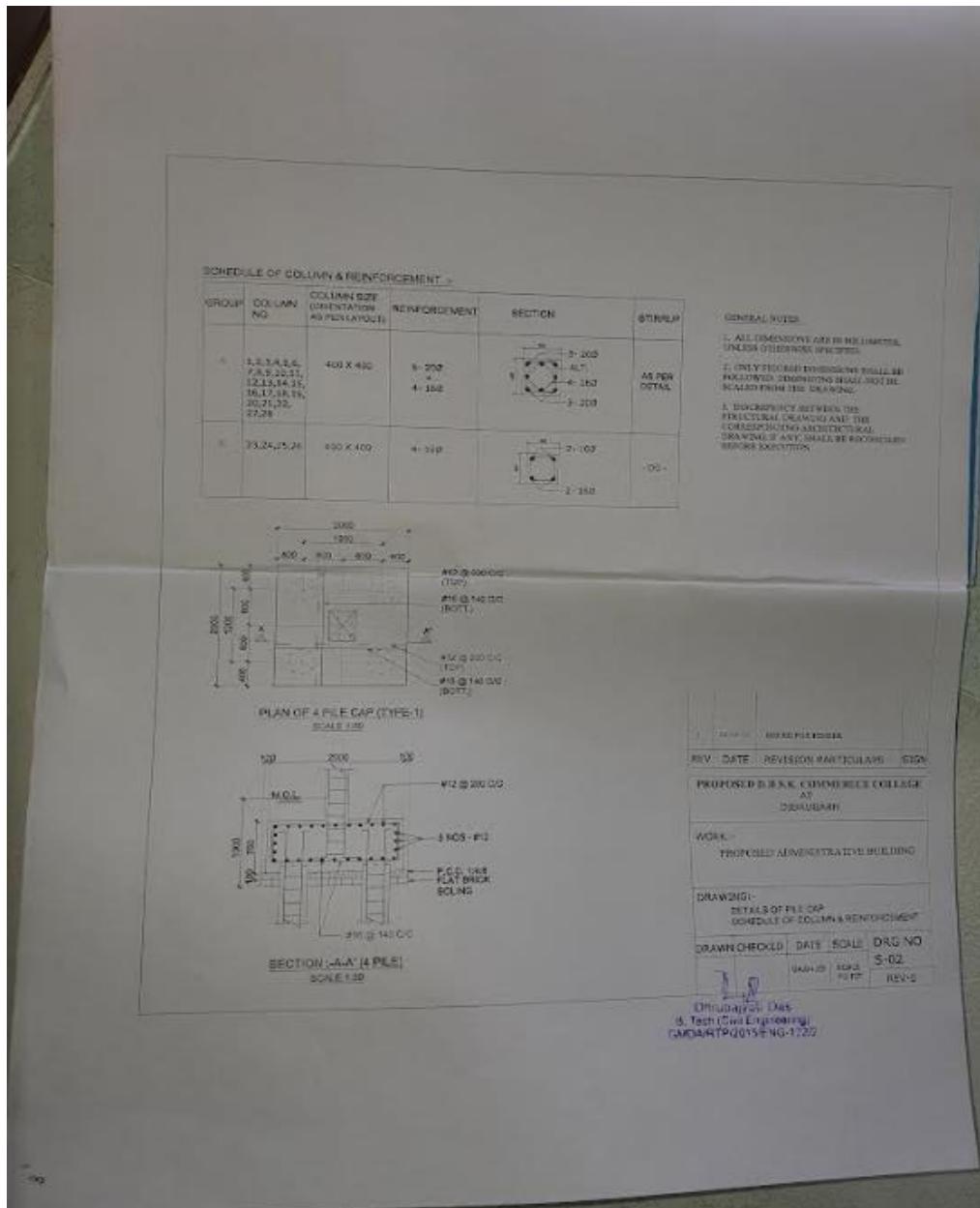


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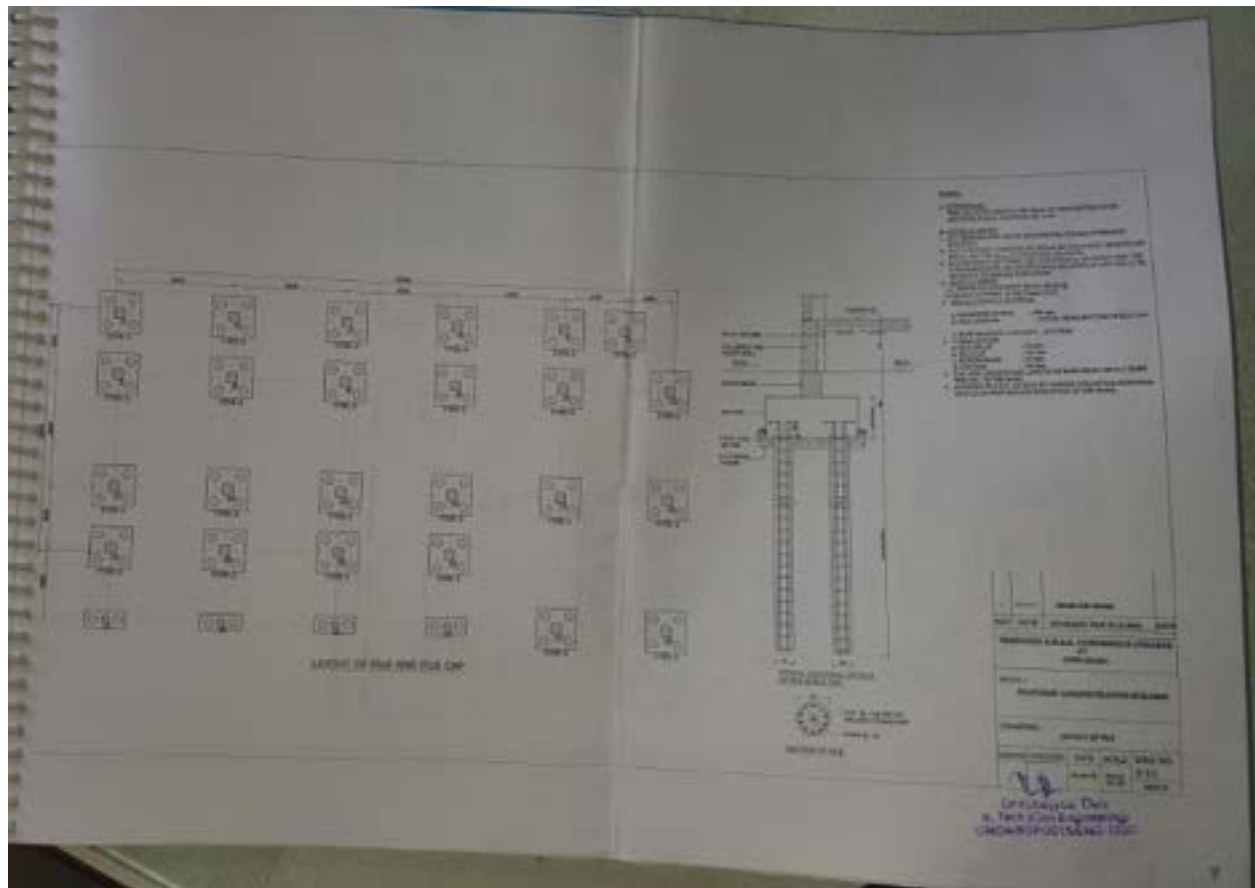
S. S. Lagana
Principal
D.H.S.K. Commerce College
Dibrugarh



S. S. Saha
Principal
D.H.S.K. Commerce College
Dibrugarh



S. S. Saha
Principal
D.H.S.K. Commerce College
Dibrugarh





Construction work on new building

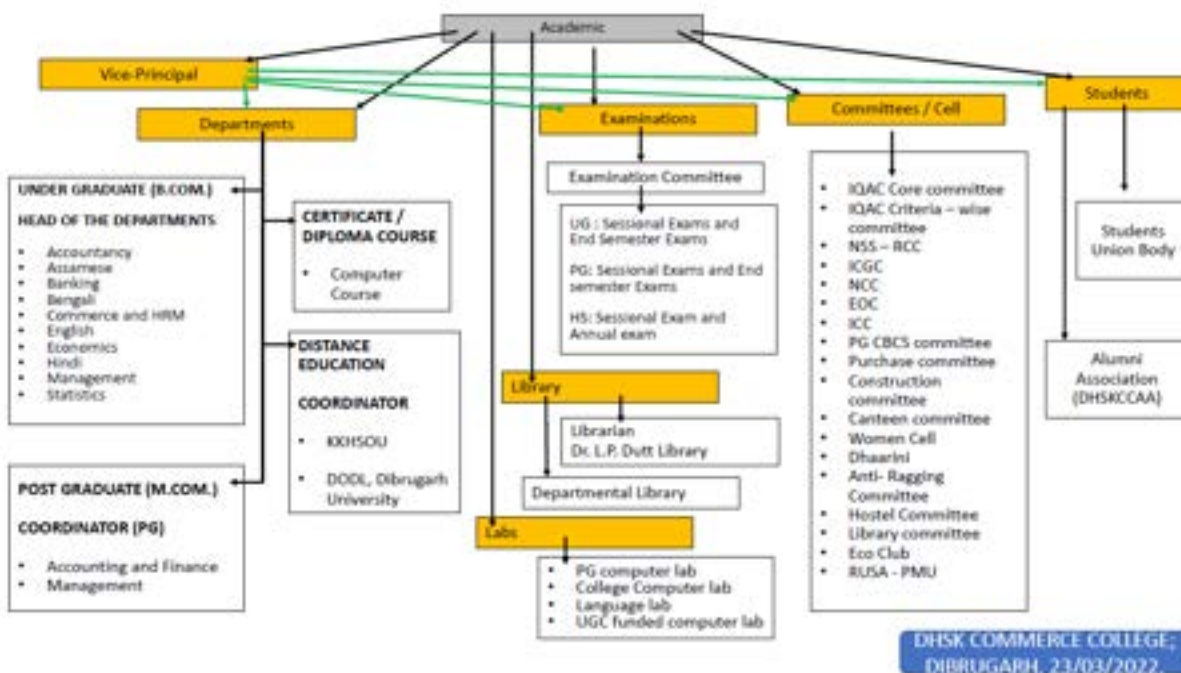
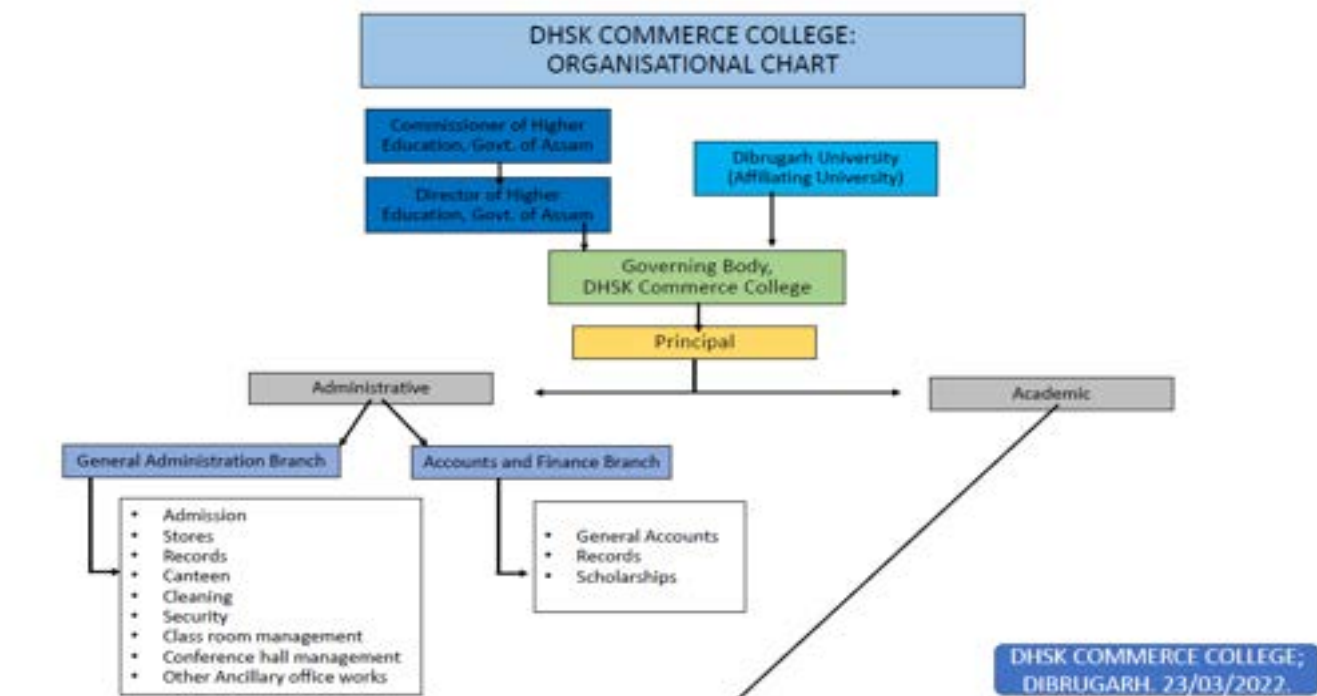


Construction work on new building



Construction work on new building

Administrative Setup and organization structre of DHSK Commerce College



DHSK COMMERCE COLLEGE: ORGANISATIONAL CHART

Commissioner of Higher
Education, Govt. of Assam

Director of Higher
Education, Govt. of Assam

Dibrugarh University
(Affiliating University)

Governing Body,
DHSK Commerce College

Principal

Administrative

Academic

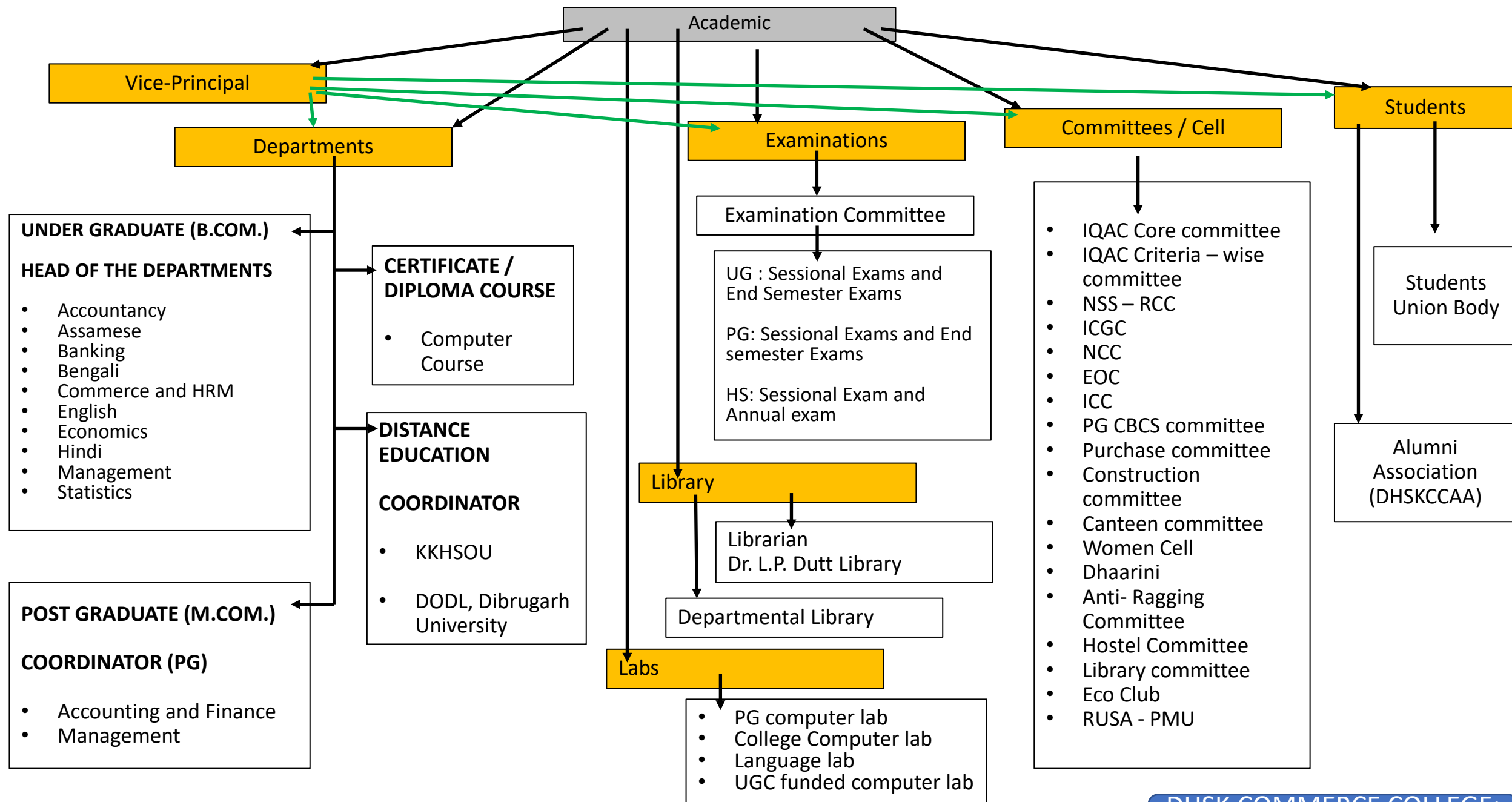
General Administration Branch

Accounts and Finance Branch

- Admission
- Stores
- Records
- Canteen
- Cleaning
- Security
- Class room management
- Conference hall management
- Other Ancillary office works

- General Accounts
- Records
- Scholarships

DHSK COMMERCE COLLEGE;
DIBRUGARH. 23/03/2022.



DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

NOTIFICATION

(Ref.no. DSKCC/IQAC/2022/16.7.2022)

Hon'ble Governing Body of D.H.S.K. Commerce College on its meeting held on 15.7.2022 has re-constituted the **IQAC Committee** and **Criteria-wise Cells** for 2022-23 with immediate effect. The honorable GB has requested all the conveners and members to perform their duties as per revised NAAC's guidelines for timely submission of Annual Quality Assurance Report (AQAR – 2021-22) and SSR 2022-23.

The Internal Quality Assurance Cell, DHSK Commerce College: 2022-23

SL No	Name	Designation	IQAC Designation
1.	Dr. KM Bhagawati	Principal	Chairperson
2.	Mr. Sailen Gogoi	Associate Professor; HoD-Accountancy	Member from Management
3.	Dr. B. Bhagawati	Associate Professor; HoD- Commerce	Teacher Member
4.	Dr. TP Upadhyaya	Associate Professor; HoD-Banking	Co-ordinator
5.	Dr. N. Dutta	Assistant Professor; HoD - Assamese	Teacher Member
6.	Dr. Joydev Gogoi	Associate Professor; HoD - Management	Teacher Member
7.	Dr. Mintu Kr Das	Assistant Professor; HoD-Stats & Maths	Teacher Member
8.	Dr. Ajit Goswami	Assistant Professor	Asst. Coordinator/ Teacher Member
9.	Dr. Bidisha Mahanta	Assistant Professor	Asst. Coordinator/ Teacher Member
10.	Dr. K. Goswami	Professor, Dibrugarh University	Dibrugarh University Nominee
11.	Mr. Mausum Bharali	Entrepreneur	Nominee from Local Society
12.	Mr. Dhruvborshi P. Sen	Advocate, Dibrugarh	Nominee from Local Society
13.	Ms. SS Gogoi	Librarian, DHSK Com College	Nominee from Library
14.	Mr. Amrit Phukan	Student	Student Member (2021-22)



(Dr. TP Upadhyaya)
IQAC Coordinator
DHSK Commerce College



(Dr. KM Bhagawati)
Principal
DHSK Commerce College
Dibrugarh

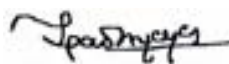
DHSK COMMERCE COLLEGE: DIBRUGARH: ASSAM

NOTIFICATION

(16.7.2022)

Conveners & Members of Criteria - wise Cells for AQAR & SSR: 2022-23

CRITERIA	WEIGHTAGE	CONVENER	MEMBERS
AQAR & SSR Part - A & Extended Profile		Dr. TP Upadhyaya	Dr. Ajit Goswami
1. Curricular Aspects	100	Dr. Bhupesh Bhagawati	Dr. Anita Baruwa Prof. Bharati Lalung Mr. Raju Baruah
2. Teaching-learning & Evaluation	350	Dr. Bidisha Mahanta	Dr. SR Doley Dr. Ipsita Bhattacharyya Dr. Kasturi Saikia Ms. MB Bhowmick
3. Research, Innovations & Extension	110	Dr. Swapna Nath	Dr. Chitra Roy Prof. Pallavi Kashyap Mr. Amrit Saikia
4. Infrastructure & Learning Resources	100	Dr. Joydev Gogoi	Prof. Sailen Gogoi Ms. SS Gogoi Ms. Prema Chutia
5. Student Support & Progression	140	Dr. Jacob Konwar	Prof. Luku Morang Prof. K. Haloi Prof. Prasenjit Gogoi Mr. Amrit Phukan (GS)
6. Governance, Leadership & Management	100	Dr. Mintu Kr. Das	Prof. Bani Kachari Prof. Borsing Hanse Mr. Subrata Roy
7. Institutional Values & Best Practices	100	Prof. Pankaj Sahu	Dr. N. Dutta Dr. (Ms)Tulika Mattack Ms. Padma Chetia


IQAC Coordinator
DHSK Commerce College




Principal
DHSK Commerce College
Dibrugarh



DHSK COMMERCE COLLEGE: DIBRUGARH

GOVERNING BODY OF D.H.S.K. COMMERCE COLLEGE

Members list of the Governing Body of D.H.S.K. Commerce College: 2021-22

- | | |
|----------------------------------|--|
| 1. Sri Gopal Chandra Sarma | : President |
| 2. Dr. Khanindra Misra Bhagawati | : Secretary & Principal |
| 3. Sri Prasanta Phukan | : Special Invitee (MLA of Dibrugarh LAC) |
| 4. Prof. Kumud Chandra Goswami | : Dibrugarh University Nominees: |
| 5. Prof. Paramananda Deka | : Dibrugarh University Nominees: |
| 6. Sri Sailen Gogoi | : Member & Vice-Principal |
| 7. Dr. Tanka Prasad Upadhyaya | : Member from Teaching Staff |
| 8. Dr. Swapna Nath | : Member from Teaching Staff |
| 9. Ms. Sangeeta Sensua Gogoi | : Member (Librarian) |
| 10. Smti. M.B. Bhowmick | : Member from Office Staff |
| 11. Sri Dhaniram Dutta | : Guardian Member: |
| 12. Sri Prodip Hatibaruah | : Guardian Member: |
| 13. Mrs. Chapma Roy Sanyal | : Guardian Member: |



Khanindra Misra Bhagawati
Principal

DHSK Commerce College

Dibrugarh
Principal
D.H.S.K. Commerce College
Dibrugarh

অসম ৰাজপত্ৰ
सत्यमेव जयते
THE ASSAM GAZETTE

অসাধাৰণ
EXTRAORDINARY
প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত
PUBLISHED BY THE AUTHORITY

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

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

NOTIFICATION

The 15th November, 2010

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

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

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

- (b) List of employees in order of seniority eligible for promotion (separate list for promotion to the different cadres shall be furnished) indicating the cadre to which the case of promotion has to be considered;
- (c) Character Rolls and other records of the persons listed;
- (d) Any other documents and information as may be required by the Selection Committee;
- (ii) The Governing Body shall request the Departmental Promotion Committee to recommend the list of employees found suitable for promotion in order of preference within one month in respect of promotion to each of the cadre in which appointment is to be made by promotion;
- (iii) The Selection shall be made on the basis of seniority cum merit in each case of promotion;
- (iv) The Departmental Promotion Committee after examination of the documents and information furnished by the Governing Body shall recommend a select list of candidates equal to the probable vacancies in order of preference/merit found suitable for promotion;
- (v) The Select list shall remain valid for 12 months;
- (vi) The promotion shall be in accordance with the list prepared by the Departmental Promotion Committee;

**Selection
Committee/
Departmental
Promotion
Committee.**

10. (A) Committee for selection of candidates for appointment on direct recruitment of lecturers and librarians shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Head of Department (Concerned) - Member
 - (iii) Two nominees of the Vice-Chancellor of the affiliating University (out of whom one should be subject expert) - Members
 - (iv) Secretary of the Governing Body - Member Secretary.
 - (v) Two subject experts not connected with the college to be nominated by the President of the Governing Body out of a panel of names approved by the Vice-Chancellor of the affiliating University;
- Two third majority will constitute the quorum with mandatory presence of University expert nominee;
- (B) Committee for selection of candidate for appointment of direct recruitment of all other posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Secretary of the Governing Body - Member Secretary
 - (iii) Two heads of Department to be nominated by the President, Governing Body. - Member
- (C) Departmental Promotion Committee for all posts shall consist of the following :-
- (i) President of the Governing Body - Chairman
 - (ii) Principal of the College - Member Secretary
 - (iii) One senior most Head of the Department of the College. - Member

Disqualification

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

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

- (ii) The existing employees shall be governed by the existing pension Rules of the Government ;

Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;

- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;

- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;

- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;

- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;

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| Leave | 22. | The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees. |
| Lien/deputation and Study Leave. | 23. | Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case. |
| No Objection Certificate for Higher Studies and applying for jobs. | 24. | The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs. |
| Authority for acceptance of Resignation/ Voluntary Retirement. | 25. | The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement. |
| A.C.R. | 26. | The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority. |
| Residual power of Appointing Authority | 27. | The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms. |

H. M. CAIRAE,

Additional Chief Secretary to the Government of Assam,
Education (Higher) Department, Dispur, Guwahati-6.

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

No. DHE/CE/Misc/49/2021/113

Dated Kahilipara, the 29-01-2022

From:- Sri Dharma Kanta Mili, A.C.S.
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

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

Sub: Forwarding of Govt. Office Memorandum regarding selection of Assistant Professor/Librarian.

Ref: Govt. O.M. No.AHE.239/2021/68, dated 24-01-2022.

Sir,

In inviting a reference to the subject cited above, I would like to forward herewith Govt. O.M. No. AHE.239/2021/68, dated 24-01-2022 which is self explanatory and to request you to follow the Govt. Office Memorandum while selecting new incumbent for the post of Assistant Professor and Librarian of your college.

The matter may be treated as **Most Urgent**.

Yours faithfully

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

Dated Kahilipara, the 29-01-2022

Memo No. DHE/CE/Misc/49/2021/113-A

Copy to:-

- 1) The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
- 2) The P.S. to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6, for kind appraisal of Hon'ble Minister Education, Assam.

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

College Establishment -
29.1.2022

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

162

No. AHE.239/2021/68

Dated Dispur, the 24th January 2022.

OFFICE MEMORANDUM

Subject : Guidelines for selection of Assistant Professor/Librarians in provincialised, Govt. and Govt. Model Colleges of Assam.

In partial modification of Govt. O.M vide No. AHE.407/2017/54, dated 25/11/2020 issued by Higher Education Department, the Government of Assam in Higher Education Department is pleased to notify the following guidelines for selection of Assistant Professors/Librarians in provincialised colleges and Govt. Model Colleges of Assam.

ELIGIBILITY QUALIFICATION :

Qualification for Direct Recruitment of Assistant Professor (Reference Clause 3.0.0/4.0.0/4.40/4.4.1 of the UGC Regulations 30th June 2010).

- (i) Good Academic record as defined by the concerned University with at least 55% marks or an equivalent grade in a point scale at the Master Degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.
- (ii) Besides, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding, anything contained in sub clause (i) and (ii) to the clause 4.40.1, of the UGC Regulations 30th June, 2010 candidates who have a Ph.D Degree in accordance with the University Grant Commission (Minimum standards and procedure for award of Ph.D Degree Regulation, 2009) shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- (iv) NET/SLET/SET shall also not be required for such Master programmes in disciplines for which NET/SLET/SET is not conducted.
- (v) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled caste/Scheduled Tribe/ Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility. The 5% relaxation will not include any grace (clause-3.4.1)
- (vi) The period of time taken by Candidates to acquire M.Phil and /or Ph.D Degree shall not be considered as Teaching/research experience for appointment to the positions (clause-3.9.0).

SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

- (a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :
1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
 2. The Principal of the College.
 3. Head of the Department of the concerned subject of the college.

4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of College notified/declared as Minority Educational Institution, the Chairperson of the College will nominate two persons from a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of subject experts suggested by the relevant statutory body of the College of whom one should be a subject expert.
5. Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of colleges notified/declared as minority educational institution, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the college out of panel of five names, preferably from minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
6. If any of the candidates belongs to SC/ST/OBC/Minority/Women/Differently-abled categories and there is no member representing these communities in the Selection Committee, the Vice-Chancellor shall nominate an academician representing SC/ST/OBC/Minority/Women/Differently-abled categories.
- (b) To constitute the quorum for the meeting five members shall have to be present of which at least two experts from out of the three subject experts shall be present.

CONVERSION OF GRADE POINT INTO PERCENTAGE :

Conversion UGC's guidelines for standardized marking procedure of all Counts in terms of concrete marks against each item are as below:

It is hereby clarified that where the University/College/Institution declares result in grade points which are on a scale of seven, the following mechanism shall be applied by the Selection Committee for conversion of grade points to equivalent percentages.

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A'- Very good	4.50-5.49	65-74
'B'-Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'-Below Average	1.50-2.49	35-44
'E'-Poor	0.50-1.49	25-34
'F'-Fail	0.049	0.24

DISTRIBUTION OF MARKS: Total 100

I) Academic Record (72 marks)

i) HSLC or equivalent examination	Maximum 9 marks
ii) HSSLC or equivalent examination	Maximum 9 marks
iii) Degree	Maximum 24 marks

iv) Master Degree in the concerned subject	Maximum 30 marks
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Marking for Academic records will be calculated as mentioned below:

Sl. No.		Candidates Score in qualifying examination				
		Column-1	Column-2	Column-3	Column-4	Column-5
1.	10 th	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
2.	12 th	85% and above=9	75% to less than 85% = 8	65% to less than 75%=7	50% to less than 65%=5	Less than 50%=2
3.	Graduation	90% and above=24	80% to less than 90%=22	65% to less than 80%=17	50% to less than 65%=12	Less than 50%=7
4.	Post Graduation	90% and above=30	80% to less than 90%=27	65% to less than 80%=22	55% (50% in case of SC/ ST/ OBC (non-creamy layer)/(PWD) to less than 65%=17	

In case of Graduation and Post-graduation, CGPA grade will be converted to marks by the formula adopted by respective University.

II. Research Contribution and Teaching Experience (22 marks)

5.	Ph.D. in the concerned subject from UGC recognized University (marks will be awarded only if a candidate has Ph.D. Degree in addition to eligibility requirement of NET/SLET/SET). Off-campus Ph.D. is not recognized as per Govt. of Assam OM No. AHE.293/2008/147 dated 09/07/2012	13 marks
6.	M.Phil./M.Tech. Degree in the concerned subject from UGC recognized university. Off campus M.Phil is not recognized.	2 marks
7.	(i) Research paper/ article in the concerned subject/domain published in journal/Research Book/Proceeding volume with ISSN/ISBN/ (0.5 marks for each publication in ISSN/ISBN documents published in UGC recognized journals subject to maximum of 2 marks.	2 marks (per paper 0.5)
	(ii) Research paper/article in concerned subject/domain published in impact factor journal existing in the database of scopus, Web of science/Web of knowledge (1 mark for each publication subject to maximum of 2 marks)	2 marks (Per paper-1)
	(iii) 0.5 marks for each chapter/article in the concerned subject published in research/textbook with ISBN subject to maximum of 1 mark (in case of textbook, the	1 mark (per article 0.5)

	relevant textbook must be approved by a competent academic authority such as University	
8.	Teaching /Library management experience in the concerned subject/domain (1 mark for each completed year of services after acquiring UGC norms in provincialised /Govt./Affiliated Degree College/Libraries of Govt. institute/Higher Secondary Classes of provincialised Schools. Subject to maximum of 2 marks). However, if the period of teaching experience is less than one year then the marks shall be reduced proportionately. In this case, a minimum of 3 (three) months teaching experience will be counted.	2 marks
EXTRA CURRICULAR ACTIVITY : 3 MARKS		
9.	NCC having 'C' certificates	1 mark
10.	Gold medal in any event of University/Youth festivals conducted by Universities having affiliated colleges (certificate must be submitted along with the application).	1 mark
11.	Representing Assam in any Olympic sports event at the National Level (certificate must be submitted along with the application).	1 mark

IV) Interaction with Selection Committee (Interview)- 3 marks.

All candidates must have proficiency in local Language.

Instruction contained in this O.M. will come into force from the date issue of the O.M.

Sd/-

(B. Nath, ACS)

**Secretary to the Govt. of Assam
Higher Education Department.**

Memo No. AHE.239/2021/68-A,

Dated Dispur, the 24th January,2022.

Copy to:

1. All Vice-Chancellors of Universities of Assam.
- ✓ 2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
3. P.S. Hon'ble Minister, Education, Assam
4. P.S. to the Principal Secretary to the Govt. of Assam, Education Department, Dispur.
5. P.S. to Secretary to the Govt. of Assam, Higher Education Department.
6. All Registrars of Universities of Assam.

By Order etc..

[Signature]

**Additional Secretary to the Govt. of Assam
Higher Education Department.**