



SATYA RANJAN
COLLEGE, KALAIN
A HAND-BOOK OF
CODE OF CONDUCT/
PROFESSIONAL ETHICS

**For Principal, Vice- Principal, Students,
Teachers, College Departments /Cells/
Committees, Non- Teaching / Library staffs,
Parents, Alumni, Guests etc.**

SATYA RANJAN COLLEGE

GUIDELINES FOR CODE OF CONDUCT / PROFESSIONAL ETHICS

This Handbook indicates the standard procedures and practices of Satya Ranjan College. The Institute has formulated Code of Conduct to improve the overall development and improvement of students, teachers & academic environment as a whole, whereby this organization's mission, values and principles will be clarified by linking them with standards of professional ethics. Our Motto is “Self-Discipline Is the Best Discipline”. The purpose of this code of conduct is to make the Students, Teachers, Non-teaching staffs, Library staffs, parents, Alumni, College Departments/Cells /Committees, Visitors to familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

CODE OF CONDUCT FOR THE PRINCIPAL & VICE PRINCIPAL

A) PRINCIPAL:

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.


Principal
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18. To encourage teaching and non-teaching staff for their professional development.

B) VICE-PRINCIPAL:

1. To act as a coordinator between staff and student.
2. To resolve conflicts among students, teachers, parents and other stakeholders of college.
3. To shoulder all the duties and responsibilities of the principal in absence of him/her.
4. To monitor and maintain a disciplined environment in the institution.
5. To conduct and participate in extension, co-curricular and extra-curricular activities, including the community service.
6. To act as a messenger of all the stakeholders of the institution.
7. To assist for the preparation of time tables, allocation of class rooms for various departments.

C) CODE OF CONDUCT / PROFESSIONAL ETHICS FOR TEACHERS

(https://www.ugc.gov.in/pdfnews/5323630_new_draft_ugcregulation-2018) :

1. Teachers should handle the subjects assigned by the head of the Department.
2. Teachers should complete the syllabus on time. Teachers shall try to produce good results in the subjects handled by them and are accountable for the same.
3. Teachers should help, guide, encourage and assist the students to ensure that the teaching -learning process is effective and successful. Value based education must be their motto.


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4. Teachers should treat other members of the profession respectfully, co-operate with each other and render assistance for professional betterment.
5. Teachers should maintain the decorum both inside and outside the classroom and set a good example to the students.
6. Teachers should carry out all the other activities like academic-curricular and organizational that may be assigned to them time to time.
7. Teachers should sign the attendance register while reporting for duty.
8. Teachers are encouraged to write text books, publish articles in reputed journals and present papers in seminars and conference.
9. Teachers are encouraged to take up research projects.
10. Teachers are encouraged to attend faculty development programmes, quality improvement programmes etc. to update their knowledge.
11. No teacher should involve himself /herself in any act of immoral activities on part which may cause impairment or bring discredit to the institution or management.
12. Teachers are expected to attend departmental academic association meeting, seminars etc. and also all the important occasional days of the college.
13. At the beginning of academic session teachers should aware the students about the respective subject, class and exam patterns, syllabus, etc.

D) CODE OF CONDUCT FOR OFFICIAL NON-TEACHING STAFFS:

1. To express loyalty to the College by being punctual and reliable in all duties.


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2. To maintain integrity by being honest in words and actions.
3. To maintain dignity by treating students with care and kindness, while upholding professional boundaries with students and staff.
4. To practise mutual respect, trust and confidentiality.
5. To adhere strictly to the official resumption/ closing time and must dress and appropriately. Non-teaching staff should remain present during duty hours. They should report for their duty at least 30 minutes in advance.
6. To refrain from using any unauthorised persons to perform official duties.
7. To display notices, mark sheets, attendance sheets, etc. pertaining to the students.
8. To involve themselves in curricular, co-curricular and extra-curricular activities.
9. Any other duties assigned by the principal / Vice Principal from time to time.
10. Must respect and maintain the hierarchy in the Administration.
11. To physically assist the teaching staff in creating an ideal academic environment inside the college.
12. To report any damage or missing of college properties to the HOD of the concerned subject or the principal.
13. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

E) CODE OF CONDUCT FOR THE LIBRARY STAFFS

1. To prepare and issue library cards to students and staff.


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2. To follow up return of books issued to students and staff members.
3. To maintain books/journal/papers issue & fine collection register and to orient the students to wisely use the library for academic purpose.
4. To catalogue and keep track of library materials digitally and manually.
5. To maintain day-wise records of visits of students and faculty members in the library.
6. To receive and subscribe to National/International journals, magazines, newspapers and highlight important articles and news.
7. To ensure discipline of the students inside the library. To make sure the handling- of the books is not improper.
- s. To regularly check and bind the books which are damaged or likely to be damaged.
9. Any other duties assigned by the principal/Vice Principal from time to time.

F) CODE OF CONDUCT FOR STUDENTS:

There are certain rules and regulations that the students of every institution should follow, Students have certain rights and responsibilities irrespective of all the disciplines. The following rules and regulations are to be followed by the students of Satya Ranjan College. Students violating any of the following are subjected to disciplinary action.

- I. Each student should behave sincerely in the college campus. They should behave politely with the teachers, non-teaching staff member and with fellow co-students. If the students face any problem. they should meet the concerned teacher, principal or vice-principal of the college.


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2. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus.
3. Students should maintain their best behaviour in the college campus.
4. Students should not engage themselves in activities which leads to defamation of the College.
5. Students should abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
6. Uniform (dress code) and identity card is compulsory for each student in the campus. Only dresses of college uniform colour are allowed. Students should come clean and neatly dressed, It is essential to be noted that students should wear uniform in decent manner (avoiding shorts, sleeveless, skin-tight, etc.) that whichever may be distract them from Indian mainstream culture and ethics.
7. Students should park their vehicles at the allotted places.
8. Students should not roam around the campus and create nuisance at class hours.
9. Smoking, drinking, chewing gutka, spitting and throwing clutter is strictly prohibited in the college campus.
10. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited. Students should avoid clicking pictures, making videos and use of cell phone or any other gadgets without permission.


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11. Ragging or harassing juniors is strictly prohibited in the college premises and outside the campus as well. Students found indulging in such activities may be expelled from the college and legal action may also be taken against them.

12. Postering, using loud speaker without prior permission is strictly prohibited inside the college campus. Students are also strictly forbidden to make any noise during ongoing classes and reading room.

13. Every student help to keep college premises/campus/Class Room & desk-chairs clean and neat, everyone must use dust bin for garbage.

14. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.

15. Students shall not remain absent without notifying the concerned teachers. All absentees should submit leave applications (Regular & Medical) in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

16. After taking proper permission from authority students are allowed to organize any education trip and picnic- only.

21.If the students have any prejudices about the college, he/she should give complaint to the authority. Students should avoid publishing the same to any social media or newspaper. No student should participate in any activity against the college, society or the integrity of the Nation.

22. Students should also avoid caste and religion based unfair activities at college campus.


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23. Students should make an effort to participate in sports, Cultural and other extra-curricular activities.

24. At the time of examination, electronics devices are strictly prohibited. Copying in the examination or any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.

25. Students will not be allowed to constitute any board or association or political groups without the permission of the college authority.

26. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as serious cases of misconduct.

27. The authority has the right to allow or forbid any student from appearing in the examination who remain absent from class, internal test and term-end examination and also to those who misbehave in college campus. Every student must complete at-least 75% attendance in each semester. Students having low attendance will not be allowed to fill the examination form.

28. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library.

29. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

30. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.


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G) CODE OF CONDUCT FOR ALUMNI:

1. To attend maximum meetings organized by Alumni Association in the College.
2. To participate actively in the projects run by the College.
3. Provide suggestions and recommendations for betterment of the institute.

H) CODE OF CONDUCT FOR PARENTS

1. To participate and contribute in PTA meetings.
2. Provide suggestion or complain to the Principal.
3. Maintain contact with teachers regarding the progress of their wards.

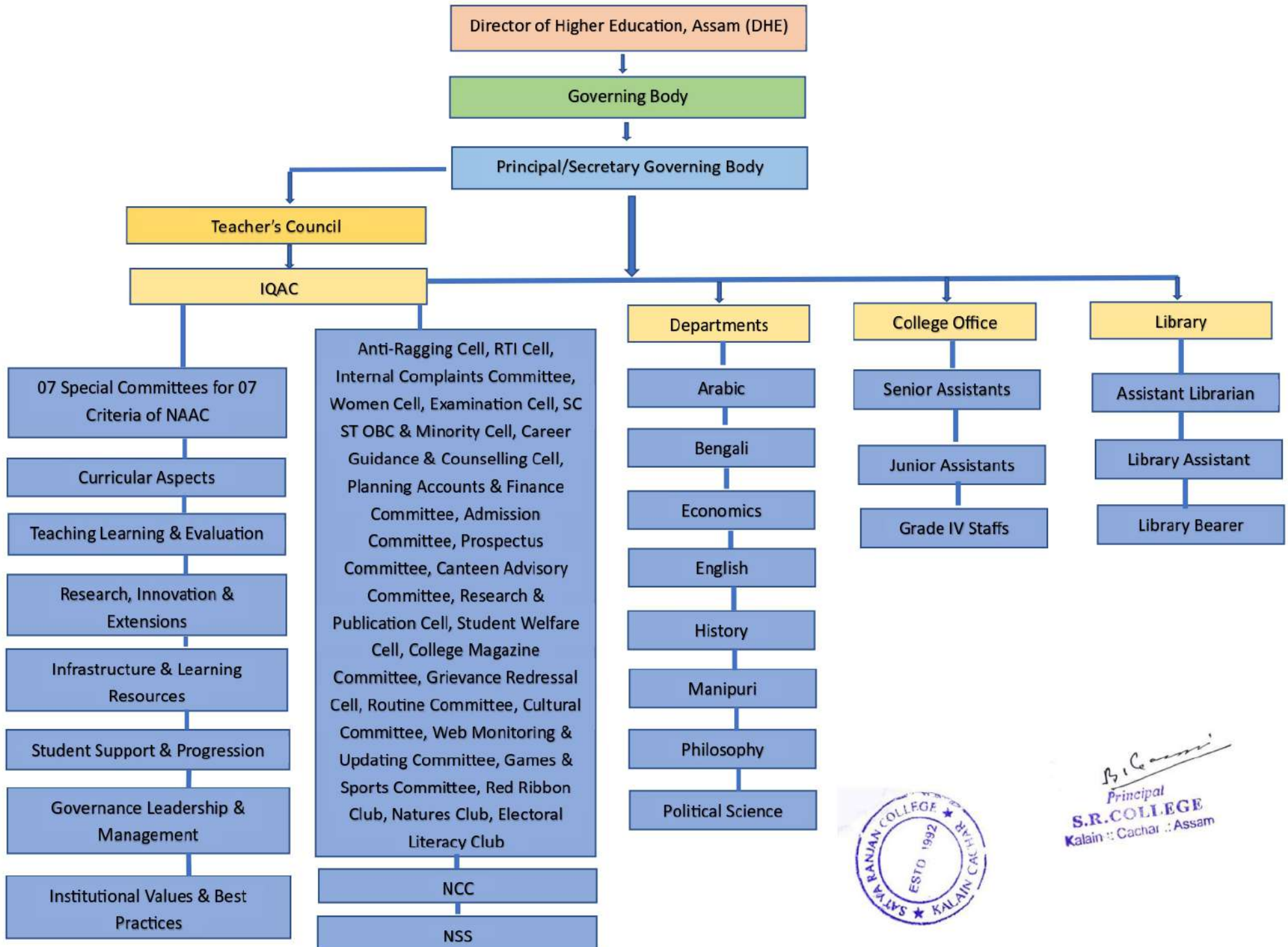
I) VISITORS AND GUESTS:

1. Visitors and Guests are expected to take prior appointments before meeting the Principal / Vice Principal.
2. Visitors and outsiders other than local guardians are not allowed to meet any student directly and they should take prior permission from college authority before doing so.


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DR. BLJIT GOSWAMI
PRINCIPAL
SATYA RANJAN COLLEGE
KALAIN, CACHAR, ASSAM

ORGANOGRAM OF SATYA RANJAN COLLEGE, KALAIN



S. Ranjan
Principal
S.R. COLLEGE
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Governing Body of the College

GOVERNING BODY OF SATYA RANJAN COLLEGE, KALAIN IS REGISTERED UNDER THE SOCIETIES REGISTRATION ACT XXI OF 1860

[\(View Certificate of Registration\)](#)

The management of the college depends upon the board of members called as Governing body -constituted under the provision of Assam Non-Government College Management (Amendment) rules, 2009. The Governing Body of the College is a permanent authority , but the members remain in office for a fixed tenure. The body is composed of persons nominated by the Govt. of Assam from among the panels of personalities which include President as well as Students guardian members. It has also representatives from teaching, non teaching staff of the college and donor members. The Affiliating University too nominates its representative to the Governing body. The local MLA is the special invitee member of the Governing Body meeting. The Governing Body of the College is responsible for the proper financial management including the upkeepment of the assets of the college and management of its academic affairs.

In pursuance of the Order No. DHE/PA/GB/Gov.Per 3/2020/537 dtd. 5th May, 2022 issued by the Office of the Director of Higher Education, Assam Sri Narayan Chandra Mazumder, Retd. Associate Professor, G C College has been appointed as the President, Governing Body from 5th May, 2022 for the period of 5 years. However, he shall continue to hold his office beyond this period till his successor has been appointed.

The following are the General Objectives of the Governing Body:

- ✓ To run the Educational Institution and to conduct Higher educational courses as well as for opening new courses & streams in the College.
- ✓ To introduce vocational, professional and Add-on courses in the institution to bring education within the reach of poor & backward children.
- ✓ To provide library facilities , publish books on educational, cultural, Economic & social subjects, organize discussions, debates, lectures workshop, conferences & seminars to impart knowledge & understanding among the students, faculties & the common people.
- ✓ To provide hostels & residential accommodation that may be considered necessary for the students , members of the GB association and staffs of the institution who would be eligible for it.
- ✓ To provide the best education available in some of the best Educational institutions in the country. Emphasis would be on character building, self discipline & the development of the creative & social faculties among the students.

- ✓ To produce well informed & well assured young children just the kind of children that our country needs.
- ✓ To ensure the best education available & affordable for all, and to create a healthy and suitable environment for the students and staffs of the Educational Institution.
- ✓ To work for the educational, infrastructural and Environmental upliftment of the institution.
- ✓ To create sense of brotherhood, co-operation, mutual harmony, love and affection amongst the people, current and ex students of the Educational institution.
- ✓ To publish Newsletters, Monographs, Books, leaflets, Magazines, Periodicals, Articles or any other publication in online/offline mode to enhance the academic awareness and also to highlight the activities and achievements of the Association time to time.
- ✓ To conduct , various activities such as get-together, sports and games, picnics, excursions, Educational & cultural programmes, celebration of National & International day of importance etc.
- ✓ To undertake activities such as career guidance & counseling program ,medical checkup camps, Cleaning Educational institution, Book Bank Collection drive, Blood donation camp, helping NSS, NCC activities of the institution and other similar programs for the benefit of the students and the common people of the society.
- ✓ To mobilize donations from the members and others for charitable purposes for the benefit of citizens of this country in the event of natural calamities like earthquake, flood, cyclone etc.
- ✓ To receive and collect any gifts, subscriptions and donations either in cash or in kind, or acquire by any other lawful ways and means and spend the same for the development of the college.
- ✓ To encourage common people to help poor students and to institute merit cum means based scholarships for the needy and deserving students of the institution.
- ✓ To maintain the standard of Higher Education and to implement the norms of the agencies like Department of Higher Education, Affiliating University (Assam University), UGC etc. from time to time.







FUNCTIONS OF THE GOVERNING BODY

The Governing body of the College is a board of members vested with legal powers & duties for having control over the assets (movable and immovable properties) and to administer and govern the day to day affairs of the College. The following are earmarked as general functions of the Governing Body in respect to the management of the College :-

- ✓ To undertake financial management of the College, to utilize the Grants-in-Aid received from the State Government, University Grants Commission or from any other agencies 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;
- ✓ To deal with the discipline and conduct of the teaching and non teaching staffs of the College and to take appropriate decisions.
- ✓ To regulate and control the use of the grant properly in accordance with the terms and conditions of the grant and not for any other purpose or any other institution that may be made by the

agencies of State Govt. / Central Govt. or Private sector to the college specifically manage by the Governing Body for its development.

- ✓ To arrange for the maintenance of the College building, furniture and equipment as required, including playground, auditorium, libraries, ICT etc.;
- ✓ To grant leave to the teaching and non-teaching staffs subject to the existing leave rules to grant leave, other than casual leave.
- ✓ 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;
- ✓ To arrange for internal audit for all College funds and verification of stocks, furniture and other assets;
- ✓ To submit annual audited accounts preferably audited by a Chartered Accountant.
- ✓ 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;
- ✓ 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 of Higher Education, Assam and to the affiliating University concerned whenever required.
- ✓ 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;
- ✓ Except scholarship money and students union and alumni 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 or the Secretary alone may be granted to operate if decided by the Governing body as per Govt. instruction.
- ✓ With the approval of the Governing Body, the Secretary shall utilize the grants for the purpose for which it is sanctioned and submit the Utilization Certificate to the concerned sanctioning authority in time, with intimation to the Director of Higher Education, Assam.
- ✓ 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 at earliest from the date of the receipt of the grants;
- ✓ If any excess amount of Grants-in-Aid sanctioned towards the salary the excess amount shall be refunded to the Director of Higher Education by the Secretary immediately.
- ✓ To decide on the quantum of tuition fee and any other fund to be charged from the students.

NAME	OCCUPATION	DESIGNATION	PHOTO
Sri Narayan Chandra Mazumder	Retd. Associate Professor (G C College, Silchar)	President	
Dr. Bijit Goswami	Principal, S R College, Kalain	Secretary	
Sri Khalil Uddin Mazumder	Hon'ble MLA , Katigorah LAC	Special Invitee member	
Sri Haran Chandra Das	Senior Office Asstt., S R College, Kalain (Retd.)	Non-teaching staff Representative	
Dr. Amalendu Chakraborty	Asso. Prof., Dept. of French, AUS	VC Nominee (AUS)	
Dr. Apratim Nag	Asso. Prof., Dept. of Physics, G C College	VC Nominee (AUS)	

Smt. Shipa Choudhury

Asst. Prof., Dept. of History, S R College, Kalain

Teachers Representative, S R College



Sri Probir Das

Asst. Prof., Dept. of Bengali, S R College, Kalain

Teachers Representative, S R College



Sri Himangshu Das

Business

Guardian Representative



Sri Dipak Sen

Business

Guardian Representative



Smt. Rita Das

Social Worker

Guardian Representative (Women)



Sri Shanta Mohan Das

Business

Donor Member



অসম চৰকাৰ



GOVERNMENT OF ASSAM

CERTIFICATE OF REGISTRATION OF SOCIETIES ACT XXI OF 1860

UAIN : RFS-RS/2022/01173

UBIN: 282/244355/NOPAN/4/2022

Issue No. 919

Registration No. : RS/CA/243/Q/30 of 2022-2023

I hereby Certify that **GOVERNING BODY OF SATYA RANJAN COLLEGE, Office of the Principal Satya Ranjan College, P.O. Kalain, P.S. Katigorah, CACHAR, 788815** has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at GUWAHATI on this **10/06/2022**

VALID UPTO: **09/06/2025**

VALIDITY EXTENDED UP TO:

Place of issue: **GUWAHATI**

Date of issue: **13/06/2022**



SHRI ANIL CHANDRA DAS, ACS
REGISTRAR OF SOCIETIES
GUWAHATI, ASSAM

N.B.:- Registered number of Societies should not be stated as Government registered. It is registered under S.R.Act, XXI of 1860.

"Please read carefully the rules written overleaf."

****This is a computer-generated certificate and it does not require a signature. This certificate can be verified by Application Ref. No. or the QR Code printed on it.****

Different cells and committees of Satya Ranjan College : <http://srcollege.ac.in/extension-cells.html>



SATYA RANJAN COLLEGE

সত্যরঞ্জন মহাবিদ্যালয়

A Provincialised Degree College Under the DHE, Assam (Govt. of Assam)
Affiliated to Assam University, Silchar
An ISO 9001:2015 Certified Institution
" ন হি জ্ঞানের সদৃশং পবিত্রমিহ বিদ্যতে "

Engagement in Govt. initiatives



HOME|ABOUT|ADMINISTRATION|ACADEMICS|DEPARTMENTS|EXTENSION CELLS|FACILITIES|NAAC|STUDENT ZONE
CONTACT

Extension Cells & Committees





THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 339 দিশপুৰ, সোমবাৰ, 22 নবেম্বৰ, 2010, 1 আঘ্ৰায়ণ, 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 (1) 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. Recruitment shall be made in the manner prescribed hereinafter;
- (1) Appointment to the post of Principal shall be by direct selection. For this the Governing Body shall constitute a Selection Committee, which shall select a person on the basis of an interview from amongst eligible candidates who apply in response to an open advertisement in newspapers. The Governing Body shall recommend this candidate to the Director, who shall issue orders of appointment.
 - (2) For the post of Lecturer/Librarian appointment shall be made by direct recruitment with prescribed qualifications through open advertisement in two leading dailies atleast in two consecutive issues. In respect of Grade III and Grade IV posts the list of candidates shall be collected from the local employment exchange/Advertisement in newspaper.
 - (3) Appointment to Head Assistant shall be made by promotion from the cadre of Upper Division Assistants on the basis of seniority cum merit.
 - (4) Appointment to the post of Upper Division Assistant shall be made on promotion from Lower Division Assistants/Laboratory Assistants/Library Assistants on the basis of Seniority cum merit.
 - (5) The Post of Lower Division Assistant, Laboratory Assistant, Library Assistant shall be filled up by direct recruitment and from Laboratory Bearers/Library Bearers/Grade IV having qualification as prescribed in the ratio of 75:25.
 - (6) Placement of Lecturers/Librarians in Selection Grade/Senior Grade Scale of pay shall be done by the Governing Body as per Rules prescribed by the UGC and the State Government from time to time on the recommendations of the Departmental Promotion Committee.
 - (7) In all these cases, the Governing Body shall conduct the selection process and recommend to the Director, who shall issue orders of appointment.
- Assessment of Vacancies.** 6. Before the end of every year the Governing Body shall make an assessment of the likely number of vacancies to be filled up by promotion/direct recruitment in the next year in each cadre and determine which of these vacancies would go for reserved categories ;
- Direct Recruitment.** 7. (a) All appointment either by direct recruitment or by promotion shall be made by the Director on the basis of recommendations of the Governing Body based on the recommendations of the Selection Committee/Departmental Promotion Committee duly constituted;
- (b) The Director shall communicate his orders within thirty days;
- (c) The Selection Committee may hold such test of interview for all posts as may be considered necessary. For posts for which UGC has prescribed norms, no candidate shall be recruited without having the required norms;
- (d) All fresh appointments shall be made on receipt of police verification report.
- Age Limit and Qualification.** 8. The minimum and maximum age, academic qualification, physical fitness etc. for direct recruitment shall be the same as in Government Colleges in the corresponding Grades.
- General Procedure for Promotion.** 9. (i) The Governing Body shall furnish to Departmental Promotion Committee the following documents and information in respect of the persons to be considered for promotion. The number of persons to be considered for promotion shall be four times of the number of vacancies as assessed for filling up by promotion in that cadre. This shall be in order of seniority in the Gradation List;
- (a) The number of vacancies with reservations;

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

Selection Committee/ Departmental Promotion Committee.

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

Disqualification

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

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

- (ii) The existing employees shall be governed by the existing pension Rules of the Government ;
- Provided that the employees who joined on or after 1st day of February, 2005 shall not be covered by the existing Pension Rules of the Government. They shall be governed by such Pension Rules or Scheme as the case may be framed by the Government in respect of other similarly situated employees of the Government;
- (iii) The Director, Higher Education, Assam shall forward a college wise list of employees already retired or due to retire within the next calender year in the format as prescribed for government Degree College, so as to reach the Accountant General by 30th September every year;
- (iv) The College shall process all Pension cases and submit to the Director who shall sanction and authorize provisional Pension/Gratuity on the basis of these rules and the "Assam Service (Pension) Rules, 1969" as applicable;
- (v) The employees who have opted for pension scheme under the provision of Clause 8 of the Act will discontinue their C.P.F. contribution, open G.P.F. account with the Accountant General. Such employees will compulsorily subscribe to the Fund at the prescribed minimum rate of 6.25% of basic pay per mensem;
- (vi) The Pension shall be authorized from the date of coming into force of the Act i.e. 1st day of December, 2005;
- Leave** 22. The Governing Body of the College shall be authority to sanction all leaves excluding study leave for all its employees.
- Lien/deputation and Study Leave.** 23. Lien, deputation and study leave to the employees of the Assam Provincialised Colleges shall be granted by the Government for which proposals shall be routed through the Director. The norms applicable to Government Colleges would be applicable in their case.
- No Objection Certificate for Higher Studies and applying for jobs.** 24. The Governing Body shall issue No Objection Certificate to the college employees for applying for admission to course of higher studies and for other jobs.
- Authority for acceptance of Resignation/ Voluntary Retirement.** 25. The Director, on the recommendations of the Governing Body shall be the authority for accepting or rejecting requests for resignations and voluntary retirement.
- A.C.R.** 26. The Principal of the College shall be the recording officers and the Governing Body, will be the Reviewing and Accepting Authority for the Annual Confidential Report of all employees excepting Principal. In case of the Principal the President of the Governing Body shall be the recording authority and the Director of Higher Education, Assam shall be the Reviewing and Accepting Authority.
- Residual power of Appointing Authority** 27. The Governing Body of the College shall exercise all other powers of the Appointing Authority as per usual norms.

H. M. CAIRAE,

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



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
LEGISLATIVE DEPARTMENT ::: LEGISLATIVE BRANCH :: DISPUR

NOTIFICATION

The 16th May, 2018

No. LGL. 243/2017/7.— The following Act of the Assam Legislative Assembly which received the assent of the **Governor on 9th May, 2018** is hereby published for general information.

ASSAM ACT NO. XVIII OF 2018

(Received the assent of the Governor on 9th May, 2018)

**THE ASSAM EDUCATION (PROVINCIALISATION OF SERVICES OF
NON-TEACHING STAFF OF VENTURE EDUCATIONAL INSTITUTIONS)
ACT, 2018.**

**AN
ACT**

to provincialise the services of the non-teaching staff of the Venture Educational Institutions in the State of Assam.

Preamble

Whereas it is expedient to provincialise the services of the non-teaching staff of the Venture Educational Institutions in the State of Assam;

It is hereby enacted in the Sixty-ninth Year of the Republic of India as follows:-

Short title, extent and commencement.

1. (1) This Act may be called the Assam Education (Provincialisation of Services of Non-teaching Staff of Venture Educational Institutions) Act, 2018.
- (2) It extends to the whole of Assam.
- (3) It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of the Act or for different category of educational institutions.

Definitions

2. (1) In this Act, unless the context otherwise requires,-
 - (a) "Base School" means either an existing provincialised or a Venture Educational Institution identified for the purpose of provincialisation of services of teachers and/or tutors under the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017, within the radius of 1 km in case of Lower Primary schools, within the radius of 3 kms in case of Upper Primary schools, within the radius of 5 kms in case of High Schools or High Madrassas and within the radius of 7 kms in case of Higher Secondary schools or Senior Secondary Schools and which posses satisfactory norms and standards in relation to enrollment of students, adequate infrastructure and having DISE Code for the year 2009-2010 or before;
 - (b) "District Scrutiny Committee" means the District Scrutiny Committee constituted under section 7 for each District to recommend names of Venture Educational Institutions along with the names of non-teaching staff whose services are considered eligible for provincialisation under this Act;

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2017

- (c) "DISE Code" means District Information System for Education Code prepared by the Sarba Sikhsa Abhijan, Assam and as available in the records of the National University of Educational Planning and Administration, New Delhi;
- (d) "employee" means and includes all serving non-teaching staff of Venture Educational Institutions who have been appointed and joined in the concerned Venture Educational Institution before the 1st day of January, 2011 and whose services are being or would be provincialised under this Act;
- (e) "non-teaching staff" means and includes the Librarian, Assistant Librarian, Sr. Assistant, Junior Assistant, Library Assistant, Laboratory Assistant, Laboratory Bearer, Grade-IV as specified in the Schedule;
- (f) "provincialisation" means taking over the liabilities for payment of fixed salaries and gratuity, pension, leave encashment etc. as admissible, under the existing rules to the Government servants serving under the Government of Assam;
- (g) "Provincialised School" or "Provincialised College" means an existing provincialised school or college or a Venture Educational Institution wherein the services of teachers and tutors are provincialised under the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017;
- (h) "Schedule" means the Schedule appended to this Act;
- (i) "State Government" means the State Government of Assam in the concerned Education Department i.e. Elementary Education Department in case of Primary and Upper-Primary Schools; Secondary Education Department in case of Secondary, Higher Secondary Schools and Senior Secondary Schools, Higher Education Department in case of Degree Colleges;
- (j) "State Level Scrutiny Committee" means the State Level Scrutiny Committee constituted under section 7 to cause physical verification of the institutions as recommended by the District Scrutiny Committee for final recommendation in the matter of provincialisation;

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(k) "Venture Degree College" means a Degree College imparting education beyond Class XII stage established by the people of the locality prior to 1.1.2006 and which has also received affiliation at least for 1st year degree class from the concerned University and concurrence from the State Government on or before 1.1.2006 and whereof the services of non-teaching staff have not been provincialised under any Act enacted by the State legislature so far;

(l) "Venture High School" means High School imparting education up to class X and established by the people of the locality prior to 1.1.2006 which has received permission from the State Government and recognition from the Board of Secondary Education, Assam on or before 1.1.2006 and whereof the services of the non-teaching staff have not been provincialised under any Act enacted by the State legislature so far;

(m) "Venture Higher Secondary School" means a Higher Secondary School imparting education up to Class XII and established by the people of the locality prior to 1.1.2006 which has received permission from the State Government on or before 01.01.2006 and whereof the services of non-teaching staff have not been provincialised under any Act earlier enacted by the State legislature so far;

(n) "Venture Senior Secondary School " means a Venture Senior Secondary School (erstwhile Junior College) established by the people of the locality prior to 1.1.2006 which has received concurrence from the Government and permission from the Assam Higher Secondary Education Council on or before 01.01.06 and whereof the services of non-teaching staff have not been provincialised under any Act earlier enacted by the State legislature so far;

(o) "Venture ME School" including "Venture ME Madrassa" means an Upper-Primary School imparting education from class VI up to class VIII and established by the people of the locality prior to 1.1.2006 which has received recognition from the competent authority on or before 01.01.2006 and captured in the DISE Code up to 2009-10 and whereof the services of the non-teaching staff have not been provincialised under any Act enacted by the State legislature so far:

Provided that the DISE Code shall have to be issued on or before 2009-10 and DISE Code issued thereafter shall not be considered for the purpose of provincialisation of services of any employee of the institution;

(p) "Venture Upper Primary School" means a School imparting education from class VI up to class VIII and established by the people of the locality prior to 1.1.2006 which has received recognition from the competent authority on or before 01.01.2006 and captured in the DISE Code up to 2009-10 and whereof the services of the non-teaching staff have not been provincialised under any Act enacted by the State legislature so far;

(q) "Venture Educational Institutions" means and includes Venture Degree College, Venture Higher Secondary School, Venture Senior Secondary School, Venture High School, Venture High Madrassa, Venture ME School, Venture ME Madrassa, Venture Upper Primary School and Venture Lower Primary School situated within the State of Assam whereof the services of the non-teaching staff have not been provincialised under any Act enacted by the State Legislature so far:

Provided that the educational institutions which are running professional courses and private institutions run with the fees received from the students shall not come within the purview of the definition of Venture Educational Institution under this clause.

- (2) Words and expressions used in this Act and not defined but defined in the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017, shall have the same meanings respectively assigned to them in the said Act. Assam Act No. XXV of 2017

Eligibility criteria for selection of educational institution for provincialisation of services of non-teaching staff.

3. Subject to the provisions of Article 30 of the Constitution of India, the Venture Educational Institutions which have been considered for provincialisation of services of teacher/tutors under the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017 shall be eligible for being considered for provincialisation of services of their non-teaching staff. Assam Act No. XXV of 2017

Non-teaching staff to be Government Servants.

4. (1) Subject to fulfillment of all other provisions of this Act, the services of the non-teaching staff of all Venture Educational Institutions eligible under section 3 shall be deemed to have been provincialised on the date of publication of the provincialisation order by Notification in the Official Gazette for the provincialisation of services of teacher/tutor of that school/college, and they shall become employees of the State Government with effect from such date. Further their services shall also be utilized in the base school where the services of teachers/tutors of that school are utilized:

Provided that where the numbers of the non-teaching staff serving in such Venture Educational Institutions exceed the numbers as specified in the Schedule, the provincialisation of the services of the employees shall be on the basis of seniority of service in the respective category in the concerned educational institutions. The State Government shall have no such liability whatsoever in regard to such excess employees.

- (2) The employee to be provincialised under this Act,-
- (i) must have been working in the concerned Venture Educational Institution that have been recognized by the competent authority on or before 01.01.2006;
 - (ii) must have minimum educational and professional qualifications as laid down under relevant Service Rules as on 01.01.2011;
 - (iii) must have rendered at least six years continuous service as on 1.1.2017 from the date of joining in the concerned Venture Educational Institution which must be on 31.12.2010 or prior to that date.

Educational and Professional qualification of non-teaching staff.

5. The services of non-teaching staff in a Venture Educational Institution from the Elementary level up to the Degree Level, shall be considered for provincialisation subject to fulfillment of the eligibility criteria required for the respective post.

Terms and conditions of service.

6. (1) Subject to the provisions of this Act and the Rules made thereunder, all rules including service rules and rules of conduct and discipline which are applicable to State Government servant of corresponding

ranks, shall be applicable to all employees of educational institutions whose services have been or to be provincialised under the provisions of this Act.

- (2) The non-teaching staff whose services have been provincialised under this Act shall get fixed pay as specified in the Schedule with effect from the date of provincialisation of their services, as if they are fresh appointees and they cannot claim any benefit whatsoever in respect of past services rendered by them before provincialisation and in respect of pension, they shall be governed by the New Pension Scheme applicable to the State Government employees of the corresponding rank. However their fixed salary shall not be less than the minimum wages fixed by the Government from time to time under the provisions of the Minimum Wages Act, 1948.

Central
Act No.
11 of
1948

- (3) Depending upon the revision of minimum wages fixed by the Government from time to time under the Minimum Wages Act, 1948, the Government may revise the fixed salary of the provincialised non-teaching staff by notification in the Official Gazette, so that their fixed salary shall not be less than the minimum wages fixed by the Government under the Minimum Wages Act, 1948 and on such notification having been issued, the Schedule shall be deemed to have been amended.

Central
Act No.
11 of
1948

- (4) The non-teaching staff, who have completed sixty years of age as on the date of coming into force of this Act, shall be deemed to have retired with effect from that date and they shall have no claim whatsoever from the State Government as regards their pay, allowances and retirement benefits for services already rendered by them in such educational institutions before the date of provincialisation.
- (5) The non-teaching staff whose services have been provincialised under this Act shall hold personal posts to be created for provincialisation of their services. These posts shall be outside the cadre which shall stand abolished on cessation of services by the concerned employee due to retirement, death, resignation or any other reason whatsoever.

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|---|---------|---|---------------------------|
| District Scrutiny Committee and State Level Scrutiny Committee. | 7. (1) | The District Scrutiny Committees and State Level Scrutiny Committee as constituted under section 13 of the Assam Education (Provincialisation of Services and Re-organisation of Educational Institutions) Act 2017, in each district and at the State level shall scrutinize service records and other related issues of the non-teaching staff of Venture Educational Institutions for the purpose of provincialisation of their services under this Act. The list of the non-teaching staff whose services shall be provincialised under this Act, shall be finalized in the manner prescribed under the aforesaid Act. | Assam Act No. XXV of 2017 |
| Appellate authority. | 8. | The State Level Scrutiny Committee shall be the appellate authority in respect of any recommendation of the District Scrutiny Committee and the State Government in the concerned administrative department shall be the Appellate Authority in respect of any recommendation of the State Level Scrutiny Committee. | |
| Offences and Penalties. | 9. | Whoever provides misleading, incorrect or false information to and suppresses material information from or abets the providing or suppression of such information to, the District Scrutiny Committee or any other authority under this Act, shall commit an offence under this Act which shall be punishable with imprisonment for a term which may extend to two years. | |
| Offences to be cognizable and non-bailable. | 10. | Offences committed under this Act shall be cognizable and non-bailable under the provisions of the Code of Criminal Procedure, 1973. | Central Act No. 2 of 1974 |
| Trial of cases | 11. (1) | Offences under section 10 shall be triable by a Judicial Magistrate of the competent jurisdiction under the Code of Criminal Procedure, 1973. | Central Act No. 2 of 1974 |
| | (2) | Cases under this section shall be tried summarily under the Code of Criminal Procedure, 1973. | |
| Suit and proceedings. | 12. | No suit, prosecution or other legal proceeding shall lie for anything in good faith done under this Act, except with the previous sanction | |

- of the State Government.
- Power of interpretation and removal of difficulties.**
13. (1) If any difficulty arises in interpretation of any provisions of this Act, the interpretation of the State Government shall be final.
- (2) If any difficulty arises in giving effect to the provisions of this Act, the State Government may, by order do anything not inconsistent with the provisions of this Act and the rules framed thereunder, which appear to be necessary or expedient for the purpose of removing the difficulty.
- Creation of personal post and maintenance of reservation policy.**
14. For the purpose of provincialisation of services of the non-teaching staff under this Act, the Government shall create and sanction such number of ex-cadre posts which shall be personal to the incumbents. These personal posts shall stand abolished on cessation of the services of the teachers for any reason whatsoever including retirement, resignation, death etc. Since these are personal as well as ex-cadre posts, the present cadre strength of the concerned service shall not be impacted in any way due to creation of these posts.
- Power to make rules.**
15. (1) The State Government may, by notification published in the Official Gazette, make rules for carrying out the provisions of this Act.
- (2) Without prejudice to the generality of the foregoing provisions, such rules may provide for all or any of the following matters, namely:-
- (i) prescribing service conditions and specifying the duties and responsibilities of all non-teaching staff whose services have been provincialised under this Act;
 - (ii) preparation and maintenance of service records of the non-teaching staff whose services have been provincialised;
 - (iii) prescribing the scope of work, emoluments and remuneration, and other terms and condition of service of non-teaching staff provincialised under this Act.
- (3) All rules made by the State Government under this Act shall, as soon as may be after they are made, be laid before the Assam Legislative Assembly while it is in session, for a total period of not less than fourteen days which may be comprised in one session or two or more successive sessions and shall, unless some later date is

appointed, take effect from the date of their publication in the Official Gazette subject to such modifications or annulments as the Legislative Assembly may, during the said period agree to make, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder.

Savings

16.

Notwithstanding the repeal of the Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011 as amended vide the Assam Venture Educational Institutions (Provincialisation of Services) (Amendment) Act, 2012 and the Assam Venture Educational Institutions (Provincialisation of Services) (Amendment) Act, 2013, by the Assam Education (Provincialisation of Services of Teachers and Re-organisation of Educational Institutions) Act, 2017, all the non-teaching staff of the Venture Educational institutions, whose services were provincialised prior to 23.09.2016, shall continue in their services and their cases shall be reviewed as per the eligibility norms set forth for Provincialisation under this Act.

Assam Act No. XVII of 2011; Assam Act No. XXI of 2012; Assam Act No. XX of 2013 Assam Act No. XXV of 2017

Schedule

[See sections 2(s), 4(1) and 6(2)]

Fixed salary admissible for non teaching staff

Category of Institution.	Category of post held by the employee in the institution prior to provincialisation.	Maximum number of posts to be provincialised in each institution.	Fixed monthly salary for the first three years.	Fixed monthly salary from fourth year onwards.
Degree College.	Assistant Librarian	1	12600	14000
	Senior Assistant	2	12400	13800
	Junior Assistant	2	10600	11800
	Laboratory Assistant for Science Stream.	1	10600	11800
	Library Assistant	1	10600	11800
	Laboratory Bearer for Science Stream.	1 in each stream	8700	10000
	Grade-IV	6	8700	10000

Senior Secondary School/Higher Secondary School.	Senior Assistant	1	12400	13800
	Junior Assistant	1	10600	11800
	Library Assistant	1	10600	11800
	Laboratory Bearer for Science Stream (Subject having practical classes).	3	8700	10000
	Grade-IV	3	8700	10000
High School/High Madrassa.	Junior Assistant	1	10600	11800
	Grade-IV	1	8000	10000
Upper Primary School (ME School/ME Madrassa).	Grade-IV	1	8000	10000

S. M. BUZAR BARUAH,

Commissioner & Secretary to the Government of Assam,
Legislative Department, Dispur, Guwahati-6.