



Office of the Principal i/c  
**F.A. AHMED COLLEGE, GAROIMARI**  
P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137  
Website: [www.faacollege.org](http://www.faacollege.org):: E-mail: [faacollege1984@gmail.com](mailto:faacollege1984@gmail.com)

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## First Cycle NAAC Accreditation 2023

### Criteria-6 Governance, Leadership and Management

**Metric 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.

**Submitted to**



**THE NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL**

## **Criteria VI**

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

**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.**

1. Organogram of F.A. Ahmed College, Garoimari
2. Appointment Specimen
3. Assam College Employees (Provincialization) Rules, 2010
4. The Assam Venture Educational Institutions (Provincialization of Services) Act, 2011
5. Proforma for CAS Promotion & Recruitment



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**First Cycle NAAC Accreditation 2023**

**Criteria-6**

**Governance, Leadership and Management**

**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.**

Organogram of F.A. Ahmed College, Garoimari

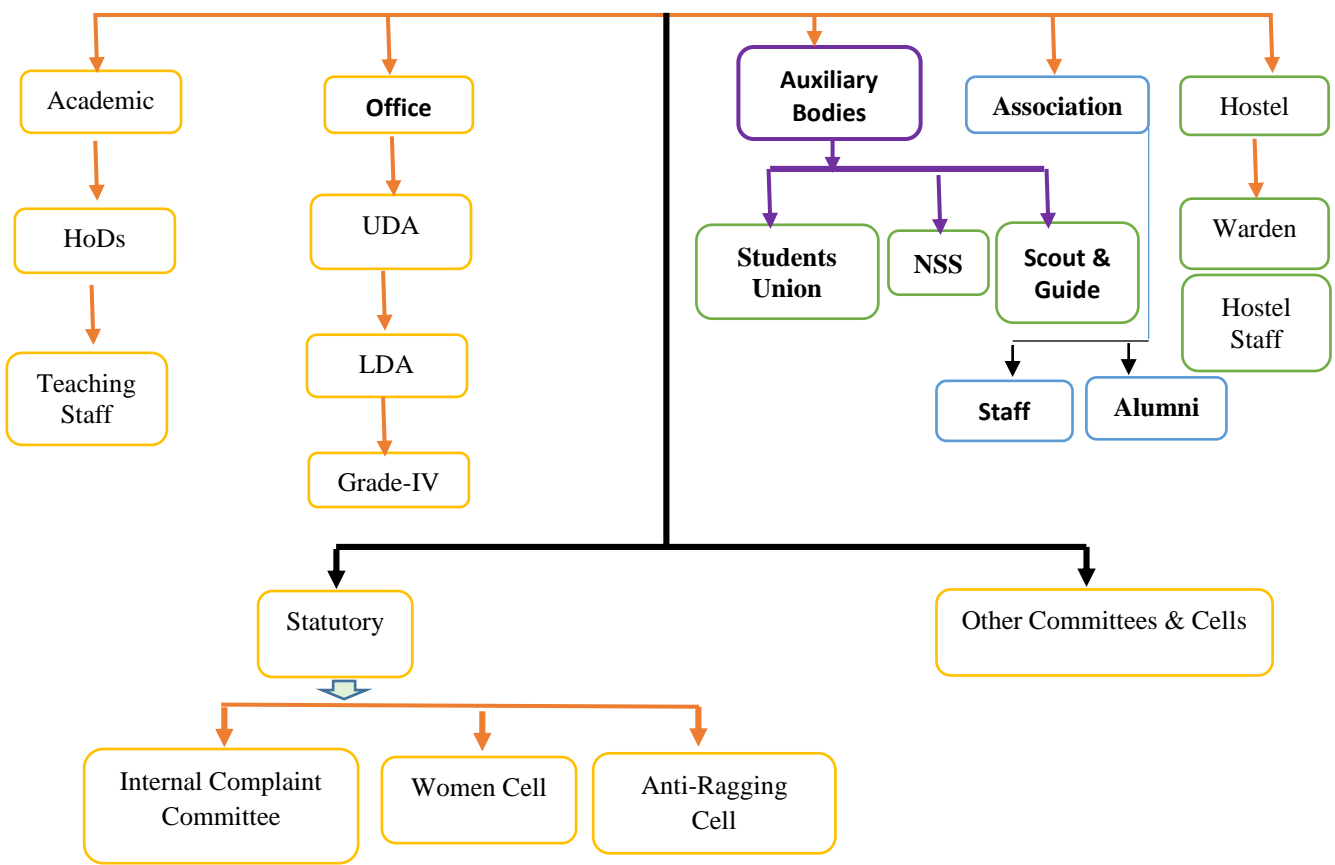
Governing Body



Principal



IQAC





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## First Cycle NAAC Accreditation 2023

### Criteria-6 Governance, Leadership and Management

**Metric 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.**

Appointment (Specimen) given by G.B. of the College

OFFICE OF THE PRINCIPAL & SECRETARY  
F. A. AHMED COLLEGE, GARAIMARI.

P. O. TUKRAPARA, VIA-AG-GUMI.  
DIST. KAMRUP : ASSAM,  
PIN-781117

Memo No. FAAC/APH/97/32-33/93-94

Dated...16-8-93.

To

*Schab.*  
*Abdul Arwal Shahab.*  
*Vill. P.O. Bhowria Bihā*  
*Kamrup, Assam.*

F.A. Ahmed College  
P.O. Tukrapara, Kamrup

Sub : APPOINTMENT LETTER.

Sir,

The undersigned is pleased to inform you that, you have been selected for appointment as a lecturer in the department of Arabic F.A. Ahmed College, Garaimari, Kamrup, Assam, at a consolidated pay of Rs. 500/- (Rupees Five hundred only. ) P.M. as per resolution No. 2 of the Governing body meeting held on 14-8-1993.

You are hereby asked to join the new assignment on or before 1st Sept/93, and report the undersigned.

*[Signature]*  
16/8/93  
Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
P.O. Tukrapara, ASSAM.

Copy to :-

- 1) President F.A. Ahmed College Garaimari.
- 2) Guard Book.

*[Signature]*  
Principal/Secretary,  
F.A. Ahmed College,

OFFICE OF THE PRINCIPAL & SECRETARY  
F. A. AHMED COLLEGE, GARAIMARI.

P. O. TUKRAPARA, VIA-AG-GUMI.  
DIST. KAMRUP : ASSAM,  
PIN-781137

Memo No. FAAC/17/34-35/93-94

Dated...16-8-93...

To

Md. Hagarat Ali.  
Vill. P.O. Garaimari  
Kamrup... Assam.

Sub : APPOINTMENT LETTER.

Sir,

The undersigned is pleased to inform you that, you have been selected for appointment as a lecturer in the department of Arabic F.A. Ahmed College, Garaimari, Kamrup, Assam, at a consolidated pay of Rs. 500/- (Rupees Five hundred only) P.M. as per resolution No. 2 of the Governing body meeting held on 14-8-1993

You are hereby asked to join the new assignment on or before 1st Sept/93 and report the undersigned.

sdf  
Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
ASSAM.

Copy to :-

- 1) President F.A. Ahmed College Garaimari.
- 2) Guard Book.

16/8/93  
Principal/Secretary,

OFFICE OF THE PRINCIPAL & SECRETARY  
F. A. AHMED COLLEGE, GARAIMARI.

P. O. TUKRAPARA, VIA-AG-GUMI.  
DIST. KAMRUP : ASSAM,  
PIN-781137

no No. FAAC/

Dated...13/2/96...

To

...Abdul Alim.  
Vill. & P.O. ... Takimari  
... Dist. ... Goalpara.

Sub : APPOINTMENT LETTER.

Sir,

The undersigned is pleased to inform you that, you have been selected for appointment as a lecturer in the department of Assamese (B) F.A. Ahmed College, Garaimari, Kamrup, Assam, at a consolidated pay of Rs. 850/- (Rupees Eight hundred fifty only.) P.M. as per resolution No. 7 of the Governing body meeting held on 11-2-1996

You are hereby asked to join the new assignment on or before 23rd Feb/96 and report the undersigned.

~~13/2/96~~  
Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
ASSAM.

Copy to :-

1) President F.A. Ahmed College Garaimari.

13/2/96



OFFICE OF THE PRINCIPAL & SECRETARY  
F. A. AHMED COLLEGE, GARAIMARI.

P. O. TUKRAPARA, VIA-AG-GUMLI.

DIST. KAMRUP : ASSAM,

PIN-781137

Memo No. FAAC/ Apptt/11/24-24/95-96

Dated... 15.06.96  
15.06.96

To

... Sydul Haque Choudhary  
... Vill. S.P.O. Bhoujivita  
... P.O. Chhaygaon Dist. Kamrup (Assam)

Sub : APPOINTMENT LETTER.

Sir,

The undersigned is pleased to inform you that, you have been selected for appointment as a lecturer in the department of Education F.A. Ahmed College, Garaimari, Kamrup, Assam, at a consolidated pay of Rs. 850/- (Rupees eight hundred & fifty only) P.M. as per resolution No. 5 of the Governing body meeting held on 17-5- 1996.

You are hereby asked to join the new assignment on or before 15th to 20th July/96 and report the undersigned.

Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
ASSAM.

Copy to :-

1) President F.A. Ahmed College Garaimari.

11 16/96

OFFICE OF THE PRINCIPAL & SECRETARY  
F. A. AHMED COLLEGE, GARAIMARI.

P. O. TUKRAPARA, VIA-AG-GUML.  
DIST. KAMRUP: ASSAM,  
PIN-781137

Memo No. FAAC/APPT/11/241-241/95-96

Dated 15.06.96  
15.06.96

To

Abul Kashem  
vill. Goroimari, Satra.  
P.S. Chaygaon, Dist. Kamrup.  
(Assam)

Sub : APPOINTMENT LETTER.

Sir,

The undersigned is pleased to inform you that, you have been selected for appointment as a lecturer in the department of History F.A. Ahmed College, Garaimari, Kamrup, Assam, at a consolidated pay of Rs. 850/- (Rupees Eight hundred & fifty only) P.M. as per resolution No. 5 of the Governing body meeting held on 17-5- 1996.

You are hereby asked to join the new assignment on or before 15th to 20th July/96 and report the undersigned.

Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
ASSAM.

Copy to :-

- 1) President F.A. Ahmed College Garaimari.
- 2) Guard Book.

Principal/Secretary,  
F.A. Ahmed College,  
Garaimari, Kamrup,  
ASSAM.

OFFICE OF THE PRINCIPAL & SECRETARY  
F.A.AHMED COLLEGE, GOROIMARI,  
P.O. TUKRAPARA, KAMRUP, ASSAM  
PIN - 781 137

Memo No. FAAC/APTT/

Date : 25/9/99.


To, Jaybor Rahman Khan.  
-----  
vill- Major top  
-----  
P.O. Jukrapara  
-----  
Dist- Kamrup (Assam)

APPOINTMENT LETTER

Sir,

Subject to the approval of the G.B./SPL body you are hereby appointed ~~part time~~ / Honorary Lecturer, Department of History ..... / ~~L.A./L.D.A./Grade iv employee~~ of this College.

You are therefore requested to join your new assignment and report the undersigned within 7 days.

  
25/9/99.  
Principal & Secretary  
F.A.Ahmed College,  
Goroimari  
Kamrup.

F.A. Ahmed College  
P.O. Tukrapara  
Kamrup

OFFICE OF THE PRINCIPAL & SECRETARY

F.A.AHMED COLLEGE, GAROIMARI. P.O.- TUKRAPARA, DIST.-KAMRUP (ASSAM)

PIN - 781137

o. Lutfar Rahman.  
Vill- Garoimari Satra.  
P.S. Khaygaon Kamrup.

SUBJECT :- APPOINTMENT.

Sir,

Your appointment as honorary/ casual Lecturer in the department of Bot. Science /U.D.A./L.D.A./Lib.Asstt./Lib.bearer/Grade-IV employee of this college is regularised by the G.B./Spl.Body vide Rejn. No. 01. dated 02/02/01 from the date of your joining

This is for your information & necessary action. Date of Your joining joining 1-9-99.

Principal & Secretary

F.A.Ahmed college, Garoimari

Copy to :-

- i. President, G.B. of the college.
- ii. Office file.

Principal & Secretary

F.A.Ahmed college, Garoimari.  
Principal, Garoimari, Kamrup.

Office of the Principal & Secretary  
**F.A.AHMED COLLEGE GAROIMARI**

P.O.-TUKRAPARA  
Dist.- Kamrup (Assam)  
pin.- 781137

Memo No.-FAAC/ AppH/ 02/92/213-214.

Date..13-06-06.

From :-

Md. Habibur Rahman  
Principal & Secretary  
F.A.Ahmed College, Garoimari.

To,

Sr. Mazibur Rahman.

viii- Bhulukabari P.O. Kalabole, Kamrup.

Subject:- Appointment of lecturer.

Sir,

In pursuance of ReIn. no. ....02..... of G.B. meeting dated 11-06-06, you are hereby appointed lecturer in the department of ....Economics of F.A.Ahmed college, Garoimari with a consolidated pay of Rs. ....700/- (Rupees ..Seven.. Hundred) per month.

So, you are requested to join your new assignment on or before 20-06-06 and submit your joining report to the undersigned with your consent to abide by the following conditions...

1. The post is temporary and terminable at any time without assigning any cause and previous notice.
2. The lecturer should be punctual and regular to his duties.
3. The lecturer can not claim permanent post with this appointment.
4. The lecturer once appointed shall keep himself away from any political activities.
5. The lecturer shall take active part in the various development works of the College and other extra curricular activities .

Yours faithfully

Principal / Secretary  
F.A.Ahmed college, Garoimari.

Copy forwarded to

1. President, G.B. F.A.Ahmed College.
2. Guard file.

Principal / Secretary  
F.A.Ahmed College, Garoimari.



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**Metric 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.

Appointment given by the Government of Assam

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

O R D E R

No.PC/HE/EN.EDNL(77)/1/2014/ 45


Dated Kahilpara the 20<sup>th</sup> January, 2014

In exercise of the authority conferred under provision 4(1) of the Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011 as Amended 2012 and in pursuance of the Govt. sanctioned order No.AHE.133/2013/428, dated 4<sup>th</sup> January, 2014, the services of the following employees of F.A. Ahmed College, P.O.-Goraimari, District-Kamrup(R) have been provincialised and they become the employees of the State Government with effect from 01-01-2013 with the following terms and conditions as mentioned below:

They are also entitled to draw the minimum of the time scale of pay and allowances as admissible under rules with effect from 01-01-2013.

Sl. No.	Name of employee(s)	Name of post	Department	Date of joining	NET/SLET M.Phil/ Ph.D.	Govt. sanctioned No. & Date	Scale of pay	Date of effect
1	Abdul Awal Sahab	Assistant Professor	Arabic	01.09.1993		No.AHE.133/2013/ 428, dtd.04-01-14	Rs.15,600 - 39,100 + ACP 6000	01-01-2013
2	Hazrat Ali	Assistant Professor	Arabic	01.09.1993		-do-	-do-	01-01-2013
3	Sri Rahul Amin	Assistant Professor	Arabic	01-03-1993		-do-	-do-	01-01-2013
4	Dr. Abdul Jailil	Assistant Professor	Assamese	16-06-2006	Ph.D.	-do-	-do-	01-01-2013
5	Abdul Ailm	Assistant Professor	Assamese	23.02.1996		-do-	-do-	01-01-2013
6	Md. Nasiruddin Ahmed	Assistant Professor	Assamese	16.07.1996		-do-	-do-	01-01-2013
7	Manju Ahmed	Assistant Professor	Assamese	02.12.1996		-do-	-do-	01-01-2013
8	Md. Nuruzzaman Hoque	Assistant Professor	Political Sc	02.09.1993		-do-	-do-	01-01-2013
9	Md. Abul Ali	Assistant Professor	Political Sc	13.07.1995		-do-	-do-	01-01-2013
10	Aynul Hoque Choudhury	Assistant Professor	Education	15.07.1996		-do-	-do-	01-01-2013
11	Shokim Uddin Ahmed	Assistant Professor	Education	02.12.1996		-do-	-do-	01-01-2013
12	Kanchan Choudhury	Assistant Professor	Education	17.08.1998		-do-	-do-	01-01-2013
13	Abul Kashem	Assistant Professor	History	15.07.1996		-do-	-do-	01-01-2013
14	Jakir Hussain	Assistant Professor	History	17.08.1998		-do-	-do-	01-01-2013
15	Taibor Rahman Khan	Assistant Professor	History	01.10.1999	SLET	-do-	-do-	01-01-2013
16	Md. Jemir Uddin Ahmed	Assistant Professor	Economics	01.07.1997		-do-	-do-	01-01-2013
17	Ayan Ali Ahmed	Assistant Professor	Economics	18.08.1998		-do-	-do-	01-01-2013
18	M. Saikh Mozicor Rahman	Assistant Professor	Economics	16.06.2006	M.Phil, March 2009	-do-	-do-	01-01-2013
19	Dr. Shaikh Fokor Uddin Ali Ahmed	Assistant Professor	Mathematics	05.01.2004	Ph.D.	-do-	-do-	01-01-2013
20	Dr. Samir Ali	Assistant Professor	Philosophy	22.12.2009	Ph.D.	-do-	-do-	01-01-2013
21	Md. Asraf Ali	Assistant Professor	Arabic	22.12.2009	M.Phil 2009 (AI)	-do-	-do-	01-01-2013
22	Md. Mahabub Rahman	Library Assistant	Library	15.06.2006		-do-	Rs.5200/- 20,200/- + GP Rs.2200/-	01-01-2013

Contd. 2/2

  
 Principal I/c  
 F A Ahmed College  
 Kamrup

23.	Abdul Mannan	Senior Assistant	Office	16.11.1999	-do-	Rs.5200/- 20,200/- + GP Rs.2900/-	01-01-2013
24.	Abdul Kashem Choudhury	Senior Assistant	Office	16.12.1999	-do-	Rs.5200/- 20,200/- + GP Rs.2900/-	01-01-2013
25.	Abdur Rahim	Junior Assistant	Office	16.12.1999	-do-	Rs.5200/- 20,200/- + GP Rs.2200/-	01-01-2013
26.	Abul Hashem	Junior Assistant	Office	15.06.2006	-do-	-do-	01-01-2013
27.	Md. Mahmud Haque	Junior Assistant	Office	18.11.2010	-do-	-do-	01-01-2013
28.	Ramez Uddin	Library Registrar	Library	18.11.2010	-do-	Rs.4560/- 15,000/- + GP Rs.1500/-	01-01-2013
29.	Hatem Ali	Grade IV	Office	15.06.1992	-do-	Rs.4560/- 15,000/- + GP Rs.1500/-	01-01-2013
30.	Abul Kashem	Grade IV	Office	24.04.1995	-do-	-do-	01-01-2013
31.	Jamal Badshah	Grade IV	Office	15.06.2006	-do-	-do-	01-01-2013
32.	Habibur Rahman	Grade IV	Office	17-06-2006	-do-	-do-	01-01-2013
33.	Manowara Khatun	Grade IV	Office	16-07-2010	-do-	-do-	01-01-2013

This has the approval of Finance (SIU) Department letter No.F51.716/2013, dated 13-12-2013 and Finance (EC.III) Department vide their U.O. No.711/2013, dated 16-12-2013.

**Terms and conditions:-**

1. If the resolution of the Governing Body of the college is found to be incorrect / defective or if any procedural lapse is detected regarding selection of the candidate, the appointment of the incumbent concerned will be cancelled without any prior notice;
2. Renewal of retention of the post along with the list of existing incumbent will be submitted in every year until permanent retention is sanctioned.
3. The appointed employees will have to furnish an undertaking as prescribed by the Finance (Budget Department) vide letter No.BW.3/2003/Pt./11/1, dated 25-01-2003 accepting the policy of introduction of "New Pension Scheme" 2005 as per format given below:-

**UNDERTAKING**

"I understand and accept that Government servants joining the service of the State Government on or after February 2005 shall not be governed by the existing Assam Services (Pension) Rules 1969 and orders issued there under from time to time and that their pension and other retirement benefits will be governed by a set of New Pension Rules, which are being formulated in line with the Contributory Pension Scheme of Government of India and going to be notified in due course."

The expenditure is debit able under the head of account "2202-General Education- (Higher Education) -II- Other State Plan & Non-Plan Schemes -03- University and Higher Education -103- Govt. Colleges & Institutions -4556- Provincialised teachers/ employees serving in Non-Govt. Colleges -01- salaries - General (Non-Plan) voted" during the year 2013-2014.

Sd/- (P.Jidung)

Director, Higher Education, Assam  
Kahilpara:::Guwahati-19.

Memo No.PC/HE/VEN.EDNL(77)/1/2014/  
Copy to:-

Dated Kahilpara the .... January. 2014


1. The Accountant General (A&E) Assam, Maldamgaon, Beltola, Guahati-29 for information and necessary action.
2. The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.


Contd...3pg

  
Principal i/c  
A. Ahmed College  
Krapara Kamru



3. O.S.D. to the Minister, Education, Assam for kind appraisal of Hon'ble Minister, Education, Assam.
4. The Principal, F.A. Ahmed College, P.O. -Gorimari, District-Kamrup(R). He/ she is directed to submit an undertaking after duly verifying and authenticating the relevant original documents, viz., educational certificates, mark sheets, professional qualification, etc. certifying that all the documents are correct, proper and in order, including the joining reports, copies of undertaking along with the photocopies of post allotment orders of the employees for releasing their salaries, etc.
5. The Treasury Officer, Amingaon.
6. The person concerned ..... He/She is directed to submit an undertaking on the New Pension Policy alongwith the joining report to the Principal.
7. The Guard File.

  
Director, Higher Education, Assam  
Kahilpara:::Guwahati-19.

  
Principal I/c  
F.A. Ahmed College  
P.O - Tukrapara Kamrup



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**Metric 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.

*Assam College Employees (Provincialization) Rules, 2010*



অসম **ৰাজপত্ৰ**  
সম্ভৱেব জয়তে

# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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

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

## NOTIFICATION

The 15th November, 2010

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

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

- |   |    |   |
|---|----|---|
| <b>Strength of Service.</b>             | 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.  |
| <b>Method of Recruitment.</b>           | 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> |
| <b>Assessment of Vacancies.</b>         | 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 ;   |
| <b>Direct Recruitment.</b>              | 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>   |
| <b>Age Limit and Qualification.</b>     | 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.  |
| <b>General Procedure for Promotion.</b> | 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 according 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 consists 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 consists 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 calendar 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.



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## First Cycle NAAC Accreditation 2023

### Criteria-6 Governance, Leadership and Management

**Metric 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.

The Assam Venture Educational Institutions (Provincialization of Services) Act, 2011





THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No.292 Dispur, Monday, 5th September, 2011, 14th Bhadra, 1933 (S.E.)

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LEGISLATIVE DEPARTMENT :: LEGISLATIVE BRANCH

NOTIFICATION

The 5th September, 2011

**No.LGL. 98/2011/21.** -- The following Act of the Assam Legislative Assembly which received the assent of the Governor is hereby published for general information.

**ASSAM ACT NO. XVII OF 2011**

(Received the assent of the Governor on 3rd September, 2011)

**THE ASSAM VENTURE EDUCATIONAL INSTITUTIONS  
(PROVINCIALISATION OF SERVICES) ACT, 2011.**

AN  
ACT

to provincialise the services of the employees of the Venture Educational Institutions in the State of Assam and to restrict further establishment of such Educational Institutions in the State.

**Preamble** Whereas it is expedient to provincialise the services of employees of the Venture Educational Institutions in the State of Assam and to restrict further establishment of such educational institutions in the State;

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

- Short title, extent and commencement**
1. (1) This Act may be called the Assam Venture Educational Institutions (Provincialisation of Services) Act, 2011.
  - (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. In this Act, unless the context otherwise requires,-
    - (a) "Assam Higher Secondary Education Council" or "AHSEC" means the Assam Higher Secondary Education Council constituted under the provisions of Assam Higher Secondary Education Act, 1984;
    - (b) "Block Elementary Education Officer" means the Block Elementary Education Officer in the concerned Block;
    - (c) "Board of Secondary Education, Assam" or "SEBA" means the Board of Secondary Education, Assam constituted under the provisions of the Assam Secondary Education Act, 1961;
    - (d) "Deputy Inspector of Schools" means the Deputy Inspector of Schools in the concerned Sub-division;
    - (e) "Director" means the Director of Elementary Education in case of a Primary or a Upper Primary School; Director of Secondary Education in case of a High school or a Higher Secondary School or a Junior College; and Director of Higher Education in case of a Degree College :
- Assam Act XXV of 1961

Provided that in case of amalgamated High or Higher Secondary Schools, where primary or upper primary education is also imparted, the Director would mean the concerned Director in respect of the teachers and matters concerning their service conditions and emoluments but for the purpose of administration and all other purposes the Director would mean the Director of Secondary Education;

(f) "District Elementary Education Officer" means the District Elementary Education Officer of the concerned district;

(g) "District Scrutiny Committee" means the District Scrutiny Committee constituted under section 10 for each District to recommend names of Venture Educational Institutions which are considered eligible for provincialisation of the services of the employees serving therein;

(h) "Employee" means and includes all serving employees both teaching and non-teaching of Venture Educational Institutions who have been appointed by the concerned Venture Educational Institution before the 1<sup>st</sup> day of January, 2011 and whose services are being or would be provincialised under this Act;

(i) "Governing Body" means the Governing Body of a College or a Junior College approved by the appropriate authority as notified by the State Government, for carrying out the management of the College or the Junior College, as the case may be;

(j) "State Government" means the State Government of Assam in the concerned Education Department i.e. Education (Elementary) Department in case of Primary and Upper-Primary Schools, Education (Secondary) Department in case of Secondary, Higher Secondary Schools and Junior Colleges, Education (Higher) Department in case of Degree Colleges;

(k) "Inspector of Schools" means the Inspector of Schools in the concerned district and unless the context otherwise requires, it includes an Assistant Inspector of Schools of the same district;

(l) "Managing Committee" means the Managing Committee constituted under the provisions of Right of Children to Free and Compulsory Education Act, 2009 or the rules made thereunder in the case of a Primary or Upper Primary School and in case of High School and Higher Secondary School, the Managing Committee approved by the appropriate authority as notified by the State Government for carrying out the management of the concerned educational institution;

Central  
Act No  
35 of  
2009

(m) "Provincialised School" or "Provincialised College" means a Venture Educational Institution wherein the services of employees are provincialised under this Act;

(n) "University" means the affiliating University in the state, namely; the Gauhati University, the Dibrugarh University, or the Assam University, as the case may be;

(o) "Venture Degree College" means a Degree College imparting education beyond Higher Secondary stage established by the people of the locality prior to 1.1.2006 and which has also received affiliation from the concerned University and concurrence from the State Government on or before 1.1.2006 and not provincialised under any Act enacted by the State legislature so far;

(p) "Venture High School" means High School including a High Madrasa imparting education upto 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 not provincialised under any Act enacted by the State legislature so far;

(q) "Venture Higher Secondary School" means a Higher Secondary School imparting education upto Class XII and established by the people of the locality prior to 1.1.2006 which has received permission from the State Government prior to 01.01.2006 and not provincialised under any Act earlier enacted by the State legislature so far and it includes a 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;

(r) "Venture ME School" including "ME Madrasa" means an Upper-Primary School imparting education upto 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 not provincialised under any Act enacted by the State legislature so far;

(s) "Venture Primary School" means a Primary School imparting education upto Class V and established by the people of the locality prior to 1.1.2006 and not provincialised under any Act enacted by the State legislature so far;

- (i) "Venture Educational Institutions" means and includes Venture Degree College, Venture Higher Secondary School, Venture High School, Venture ME School and Venture Primary School situated within the State of Assam.
- Eligibility criteria for selection of educational institutions for provincialisation of services of its employees
3. (1) Subject to the provisions of Article 30 of the Constitution of India, the following categories of Venture Educational Institutions shall be eligible for being considered for provincialisation of the services of its employees :-
- (i) the Venture Educational Institutions which have been established and had obtained the required permission or recognition or affiliation or concurrence, as the case may be, from the respective competent Authority or Authorities before 1.1.2006;
  - (ii) it has a minimum enrolment of 25 students in the highest class i.e. Class-V, if it is a Primary School; Class-VIII, if it is an upper-Primary School; Class-X, if it is a High School; and Class-XII, if it is a Higher Secondary School or a Junior College ; and Final year of Three Year Degree Course, if it is a Degree College, as on the date of coming into force of this Act;
  - (iii) in case of a High School or a Higher Secondary School or a Junior College or a Degree College, the concerned educational institution must have a consistent good academic performance which would mean that at least 30% of the candidates appearing for the final examination must have passed in any three examinations held since 01.01.2006.
- (2) In case of a Degree College and a Junior College, the eligibility criteria specified in sub-section (1) above regarding date of recognition, affiliation or concurrence, minimum enrolment and performance would mean in respect of each of the subjects with or without 'Major' as the case may be, and the services of the employees appointed or engaged in connection with such subject or subjects shall be considered for provincialisation under the provisions of this Act, only if the specified eligibility criteria are satisfied.
- (3) The concerned educational institution must have the required infrastructure (i) in case of Degree College as specified by the concerned University to which the College is affiliated; (ii) if it is Primary or Upper Primary School as specified in Item-2 of the

Schedule of the Right of Children to Free and Compulsory Education Act, 2009 and in case of all other educational institutions, the concerned institution must have the required infrastructure as specified in section 10 of the Assam Non-Government Educational Institutions (Regulation and Management) Act, 2006.

Assam  
Act IV  
of 2007

(4) An institution, which does not have the required infrastructure specified in sub-section (3) above, may be considered as eligible for provincialisation of the services of the employees, provided such institution acquires the required infrastructure within two years from the date of commencement of this Act.

(5) Subject to the provisions of the Statutes, Ordinances and Regulations made by the concerned affiliating University, in case of a Degree College and subject to the provisions of the Right of Children to Free and Compulsory Education Act, 2009,

Central  
Act No  
35 of  
2009

in case of a Primary or Upper Primary School and in case of all other institutions, subject to the provisions of the Assam Non-Government Educational Institutions (Regulation and Management) Act, 2006, an educational institution which does not fulfil the eligibility criteria as on the date of coming into force of this Act or does not acquire eligibility under sub-section (4) above within the two years period as aforesaid shall not be eligible to be considered for provincialisation of the services of its employees, but may be allowed to run as a Private Institution or a Non-Government Educational Institution.

Assam  
Act IV  
of 2007

(6) Save and except an institution covered under Article 30 of the Constitution of India which is already getting some financial assistance or grants-in-aid, no Private or Non-Government educational institution shall be entitled to get any aid or assistance from the State Government in any form with effect from the date of coming into force of this Act.

Employees to  
be  
Government  
servant

4. (1) The services of the employees of all eligible Venture Educational Institutions under section 3 and who have already completed ten years of services in such Educational Institution without any break from the date of affiliation, recognition, concurrence or permission as the case may be, of the concerned educational institutions as on the date of coming into force of this Act, shall be deemed to have been provincialised and they shall become employees of the State Government with effect from that date.

- (2) The services of all the teaching and non-teaching employees, who have not yet completed ten years of continuous services without break in that Venture Educational Institutions as under sub-section (1) shall be provincialised with effect from the date on which they complete the required ten years of service as stipulated under sub-section(1):

Provided that the numbers of employees in both teaching and non-teaching cadre in each of the institution, services of whom are provincialised or to be provincialised under this Act, shall not exceed as specified in the Schedule appended to this Act:

Provided further that where the number of such employees serving in such Venture Educational Institutions exceeds the numbers as specified in the Schedule, the provincialisation of the services of the employees shall be on the basis of seniority in the respective category in the concerned educational institution. The State Government shall have no liability whatsoever in regard to such excess employees.

- (3) The services of a teaching or non-teaching employee in a Venture Educational Institution upto higher secondary level shall be considered for provincialisation, only if they have the requisite academic and professional qualifications prescribed by the relevant Rules at the time of their initial appointment. In case of employees of a Degree College, they must have acquired such requisite educational as well as professional qualification as may be determined by the University Grants Commission from time to time:

Provided that if an employee is required to acquire any prescribed academic or professional qualifications, services of such employee may be considered for provincialisation if otherwise eligible, but in such case the provincialisation would be subject to acquisition of such prescribed qualifications within a period of five years from the date of coming into force of this Act, and during this intervening period, he may continue to work under the existing terms and conditions under which he was working, until his services are provincialised. In case of his failure to acquire the required academic or professional qualifications within the stipulated period, his services shall stand terminated with effect from the date of expiry of stipulated period of five years.

- Terms and conditions of Service
5. (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 institution whose services have been or would be provincialised under the provisions of this Act.
- (2) All such employees shall get such emoluments as salary and allowances as may be prescribed with effect from the date of provincialisation of their services and the past service rendered by them shall not be counted for any purpose whatsoever, and all such employees shall get same pay and allowances as if they are fresh appointees and in respect of pension, they shall be governed by the New Pension Scheme applicable to the State Government employees of the corresponding rank.
- (3) The employees, 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.
- (4) Services of all employees shall be encadred in appropriate cadres in accordance with the rules as may be prescribed by the State Government for this purpose.
- Management of the educational institution where services of employees are provincialised
6. With effect from the date of publication of the notification under sub-section (4) of section 10, the administration, management and control of all provincialised educational institutions coming within the purview of this Act shall vest in the State Government.
- Managing Committee in respect of Primary/Upper Primary Schools.
7. The constitution, composition, powers, functions and duties of the Managing Committee in respect of the Primary and Upper Primary Schools shall be governed by the provisions of the Right of Children to Free and Compulsory Education Act, 2009 and the Rules made thereunder.
- Managing Committee /Governing Body in respect of other Educational Institutions.
8. (1) The State Government or an officer authorized by the State Government, by an order, constitute a Managing Committee in respect of High School or Higher Secondary School and a Governing Body in respect of a Junior College or a Degree College, for managing the affairs of such Educational Institutions.



- (2) The Governing Body and the Managing Committee, as the case may be, of such institutions shall exercise such powers and shall perform such functions as may be specified by the State Government under the Rules made under this Act.
- (3) The State Government or the officer so authorized by the State Government may, at any time, re-constitute the Managing Committee or the Governing Body, as the case may be, whenever it is considered necessary.
- (4) The composition of the Managing Committee or Governing Body shall be such as may be prescribed by the State Government.
- (5) Subject to overall control and supervision of the Director, all teaching and non-teaching employees whose services are or would be provincialised, shall be accountable and remain subject to the control of the Managing Committee or the Governing Body as the case may be.
- (6) All teachers, whose services have been provincialised shall render their services under the control and supervision of the Head of the Institution and if so required their services may be utilized in the lower classes.

Amalgama-  
tion, shifting  
or expansion  
of educational  
institution

9. (1) In appropriate cases, if there is already an existing educational institution nearby, and the enrolment of the students does not justify more than one institution in the same locality, or there are other sufficient reasons so to do, the State Government, in the public interest and for reasons to be recorded may, order transfer or shifting of the institution from one place to another, or may order amalgamation of two or more existing institutions.
- (2) In appropriate cases, if the State Government is of the view that an existing educational institution need be expanded so as to have more classes, the State Government may order expansion of an existing educational institution from Primary to Upper-Primary and from Upper-Primary to Secondary and Secondary to Higher Secondary or *vice-versa*.
- (3) All employees teaching or non-teaching whose services have been provincialised under the provisions of this Act and who are working in one of the schools in respect of which an order under sub-sections (1) and (2) above has been passed, shall be liable to be transferred and posted in any such provincialised institution in the same rank and grade.

- (4) All teachers working on a higher grade in an institution in respect of which an order under sub-section (2) has been passed may be required to teach in the lower classes also.
- District  
Scrutiny  
Committee
10. (1) There shall be one District Scrutiny Committee in each district separately for Elementary, Secondary and for Higher Education to scrutinize service records and other related issues of the serving teachers and staff of Venture Educational Institutions pertaining to provincialisation of their services.
- (2) The Deputy Commissioner of the District, by an order, shall constitute the District Scrutiny Committee for the respective district under preceding sub-section.
- (3) The District Committee shall first scrutinize and prepare a list of all Venture Educational Institutions within the district, which are eligible in terms of the provisions of this Act and shall thereafter proceed to scrutinize and verify the service records of all the serving employees, who are eligible or would become eligible for being considered for provincialisation of their services.
- (4) The District Scrutiny Committee shall forward the verified list of eligible teachers school-wise in accordance with the number of posts specified in the Schedule appended to this Act, to the concerned Director who shall, after making such further scrutiny as may be required, shall forward the same to the concerned Department of the State Government for consideration and for issuing Notification in respect of the eligible institutions and employees eligible for getting their services provincialised.
- (5) The District Scrutiny Committee shall have the powers to inspect all documents and records produced before it and call for such further records and documents as may be required for the purpose of causing verification and scrutiny and examine witnesses for the purpose, if considered necessary and while doing so it shall have the powers of a Civil Court for the purpose of compelling attendance of persons and production of documents.
- (6) The District Scrutiny Committee for Higher Education shall be constituted with the following members, namely:-
- (i) The Deputy Commissioner or his nominee not below the rank of Additional Deputy Commissioner of the concerned district ---Chairman;
  - (ii) The Inspector of Schools-----Member-Secretary;
  - (iii) One Principal of College to be nominated by the Inspector of Schools---Member;

- (iv) One retired Principal of College to be nominated by the Inspector of Schools—Member;
  - (v) One eminent person in the field of education to be nominated by the Deputy Commissioner—Member.
- (7) The District Scrutiny Committee for Secondary Education shall be constituted with the following members, namely:-
- (i) The Deputy Commissioner or his nominee not below the rank of Additional Deputy Commissioner of the concerned district—Chairman;
  - (ii) The Inspector of Schools—Member-Secretary;
  - (iii) One Principal of Junior College to be nominated by the Inspector of Schools—Member;
  - (iv) One Principal of Provincialised Higher Secondary School to be nominated by the Inspector of Schools—Member;
  - (v) One Headmaster of Provincialised High School/High Madrasa to be nominated by the Inspector of Schools—Member;
  - (vi) One eminent person in the field of education to be nominated by the Deputy Commissioner—Member;
  - (vii) One retired Principal/Headmaster to be nominated by the Inspector of Schools—Member.
- (8) The District Scrutiny Committee for Elementary Education shall be constituted with the following members, namely:-
- (i) The Deputy Commissioner or his nominee not below the rank of Additional Deputy Commissioner of the concerned district—Chairman;
  - (ii) The District Elementary Education Officer—Member-Secretary;
  - (iii) The Deputy Inspectors of Schools of all Sub-divisions—Members;
  - (iv) The Block Elementary Education Officer of all Blocks—Members;
  - (v) One eminent person in the field of education to be nominated by the Deputy Commissioner—Member.
- (9) The State Government may, by an order re-constitute the District Scrutiny Committee or may change its composition, if the circumstances so warrant.

- |  |     |   |  |
|--|-----|---|--|
| Educational Institution not provisionally, to function as Private/Non-Government Institutions. | 11. | <p>(1) The service of employees of the Venture Educational Institutions which have been established on or after 1-1-2006, shall not be provincialised and no such educational institution shall be allowed to remain functional unless it has obtained,-</p> <p>(i) affiliation from the affiliating University, if it is a Degree College;</p> <p>(ii) permission under the provisions of the Assam Non-Government Educational Institutions (Regulation and Management) Act, 2006, in case of all other educational institutions; and</p> <p>(iii) recognition from the authority notified under the provisions of section 18 of the Right of Children to Free and Compulsory Education Act, 2009.</p> <p>(2) All such Venture Educational Institutions, which have obtained the required affiliation, permission or recognition as the case may be, shall be allowed to function as purely Private or Non-Government Educational Institution.</p> | <p>Assam Act IV of 2007</p> <p>Central Act No 35 of 2009</p> |
| Offences and Penalties   | 12. | <p>(1) 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 to 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 three years.</p> <p>(2) Offences committed under this Act shall be cognizable offences under the provisions of the Code of Criminal Procedure, 1973.</p>   | <p>Central Act No 1 of 1974</p>                              |
| Suit and Proceedings   | 13. | <p>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.</p>  |  |
| Power of interpretation and removal of difficulties  | 14. | <p>(1) If any difficulty arises in interpretation of any provisions of this Act, the interpretation of the State Government shall be final.</p> <p>(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 which appear to be necessary or expedient for the purpose of removing the difficulty.</p>   |  |

- Delegation of powers 15. (1) The State Government may delegate all its powers, except the powers conferred under section 14 and 16 of the Act to concerned Director or to the Deputy Commissioner or to an Inspector of Schools or a District Elementary Education Officer of the District.
- (2) The Officer or Authority to whom the powers are delegated under sub-section (1) shall exercise the same subject to overall supervision and control of the State Government and subject to such limitations as may be specified by the State Government.
- Power to make rules 16. (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 responsibility of all employees whose services have been provincialised under this Act;
  - (ii) preparation and maintenance of service records of the employees whose services have been provincialised;
  - (iii) for management of the educational institutions;
  - (iv) specifying the powers, duties and responsibility of the Managing Committee or Governing Body of the educational institutions.
- (3) Every rule made under this section shall be laid as soon as may be after it is made, before the Assam Legislative Assembly while it is in session for a total period of fourteen days which may be comprised in one session or in two or more successive sessions and if, before the expiry of the session in which it is so laid or the session immediately following, the Assam Legislative Assembly agrees in making any modification in the rule or the Assam Legislative Assembly agrees that the rule should not be made, the rules shall thereafter have effect only in such modified form or be of no effect as the case may be, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**Schedule**  
**[ See Sections 4(2) and 10(4)]**  
**Maximum number of employees per educational institution whose services shall be provincialised**

Category of Institution	Category of Staff	Maximum number of posts
Degree College	Principal	1
	Lecturer 3 (for pass Course), 1 (for Major Course), 1 in each MIL Subject)	30
	Librarian	1
	Assistant Librarian	1
	Sr Asstt. / Jr. Asstt. /Lab.Asstt	5
	Library Assistant	1
	Grade-IV	6
Additional stream for Degree College	Lecturer	15
	Junior Assistant.	1
	Lab. bearer	1 in each subject having practical classes
	Grade-IV	3
Junior College	Principal	1
	Lecturer	8 for Arts, 7 for Science, 6 for Commerce stream
	Demonstrator	3 for Science stream
	Junior Assistant	2
	Library Assistant	1
	Laboratory Bearer (subject having practical classes)	3
	Grade-IV	3
Higher Secondary School	Subject Teacher	7 for Arts, 7 for Science, 6 for Commerce stream
	Demonstrator	3 for Science stream
	Senior Assistant	1
	Laboratory Bearer	3 for Science stream
	Grade-IV	1 for Arts, 1 for Sc, 1 for Commerce
High School/High Madrasa (2 Classes)	Headmaster/Superintendent	1
	Assistant Teacher (BA/BCom)	Single Section-2, Mixed medium-2, Three-sections-2, Four-sections-3 and Five- sections-4.
	Assistant Teacher (Science)	Single Section-2, Mixed medium -2, Three-sections-2, Four-sections-2 and Five- section-3.
	Sr. Hindi Teacher	1
	Classical Teacher	2(One for each classical language)
	Music Teacher	1 (Where teacher is in position since 01.01.06 or before)
	Craft Teacher	1 (Where teacher is in position since 01.01.06 or before)
	Junior Assistant	1
Grade-IV	1	

-14-		
High School/ High Madrasa (5 classes or more)	Headmaster/Supintendent	1
	Asstt. Headmaster/ Asstt. Supdt.	1
	Assistant Teacher (BA/B.Com)	Single Section-4, Mixed medium (Ass & Bodo)-2, Three-sections-3, Four-sections-4 and Five-section-4.
	Assistant Teacher (B.Sc)	Single Section-3, Mixed medium (Ass & Bodo)-2, Three-sections-2, Four-sections-2 and Five-section-3.
	Sr. Hindi Teacher	2
	Classical Teacher	2(One for each classical language)
	Junior Assistant	1
	Grade-IV	2
Upper Primary School (ME School/ME Madrasa)	Headmaster	1
	Assistant Teacher	2
	Graduate/Intermediate Teacher (Science & Mathematics)	1
	Hindi Teacher in the rank of Asst Teacher	1
	Arabic Teacher for (MEM)	1
	Assamese Language Teacher (For non-Assamese Medium School)	1
	Language Teacher (for bi-lingual School)	1
Grade-IV staff	1	
Primary School (L.P School)	Assistant Teacher	1 (Additional Teacher 1 if PTR exceeds 30)

- Note:-
- (1) For High School and High Madrasa, section would be counted on the basis of a minimum enrolment of 40 students per section appearing as regular students from the concerned High School/High Madrasa in the Final Examination conducted by SEBA.
  - (2) One additional Science Graduate with Mathematics if Advance Mathematics is introduced and one special subject teacher for elective subject like Sanskrit, Arabic etc. provided candidates have actually appeared in the Final Examination conducted by SEBA.

**MOHD. A. HAQUE,**  
Secretary to the Government of Assam,  
Legislative Department, Dispur.



Office of the Principal i/c  
**F.A. AHMED COLLEGE, GAROIMARI**  
P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137  
Website: [www.faacollege.org](http://www.faacollege.org):: E-mail: [faacollege1984@gmail.co](mailto:faacollege1984@gmail.co)

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**First Cycle NAAC Accreditation 2023**

**Criteria-6**  
**Governance, Leadership and Management**

**Metric 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.

**Proforma for CAS Promotion and Recruitment**



# PBAS Proforma

## PART-A

### PBAS Proforma for Promotion under CAS for the Period:

Name of the Institution : F.A. Ahmed College, Garoimari  
Name of Incumbent :  
Present Designation :  
Stage of Promotion :  
Present Scale of Pay :  
Basic Pay :  
Date of Submission :  
Signature with Date :

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

01. Name (in Block Letter) :
02. Father's Name/Mother's Name :
03. Department :
04. Educational Qualification :
05. Current Designation and Academic Grade Pay :
06. Date of Last Promotion :
07. Stage of Promotion and AGP :
08. Date of Eligibility for Promotion :
09. Date & Place of Birth :
10. Sex :
11. Marital Status :
12. Nationality :
13. Indicate whether belong to SC/ST/OBC category:
14. Address for Correspondence:
  - a. Ward & H. No :
  - b. Vill :
  - c. PS. :
  - d. P.O. :
  - e. Dist. :
  - f. PIN. :
  - g. Mobile :

mozibarrahan@rediffmail.com

**h. Mail ID** :

15. Permanent Address:

**a. Vill.** :

**b. P.O.** :

**c. P.S.** :

**d. Dist.** :

**e. PIN.** :

**16. Academic Qualification: (HSLC to M.A.)**

Examinations	Board/ University	Year of Passing	Division/ Class	Subjects
H.S.L.C.				
H.S. (Arts.)				
B.A.				
M.A.				

**17. Research Degree:**

Degree	Title	Date of Award	University
M. Phil			
Ph. D.			

**18. Appointment held prior to joining this Institution: NA**

**19. Post held after appointment at this Institution:**

Designation	Department	Date of actual Joining		Scale of Pay with AGP
		From	To	
Assistant Professor				

**20. Period of Teaching Experience: 12 Years**

PG Classes (in Year): Nil

UG Classes (in Year): 12 Years

21. Research Experience Excluding Years spent in M. Phil/Ph. D (in Years): 4 Years

22. Fields of Specialization under the subject: Agricultural and Rural development

**23. Academic Staff College: Orientation Programme (OP)/Refresher Course (RC)/Summer School (SSS)/ant other course attended:**

Name of the Courses	Name of University/Institution	Duration		Sponsoring Agency
		From	To	
OP				
RC				

**Name of the Incumbent**

Assistant Professor

Department of Economics

F.A. Ahmed College, Garoimar

Principal i/c

F.A. Ahmed College, Garoimar

**PART-B**  
**ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY: I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**  
(From 01.01.2013 to 01.01.2014)

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours, (Semester-wise given details)

Sl. No.	Course/ Paper	Level	Mode of Teaching	Class Hours per Week		% of classes taken as per record
				Allotted	Taken	
<b>EVEN SEMESTER</b>						
01.	M 204 Microeconomics-II	UG	L, S, T, A			
02.	M 205 Macroeconomics-II	UG	L, S, T, A			
03.	E-201 Introductory Macro-Economics	UG	L, S, T, A			
04.	M 404 Mathematical Application in Economics	UG	L, S, T, A			
05.	E-403 Indian Economy with issues of North-East	UG	L, S, T, A			
06.	M 601 Public Economics	UG	L, S, T, A			
07.	M 602 Applied Statistics	UG	L, S, T, A			
08.	M 603 Economics of Natural Resources and Sustainable Economics	UG	L, S, T, A			
09.	M 604 International Economics	UG	L, S, T, A			
10.	E-603 International Economics	UG	L, S, T, A			
11.	E 604 Planning and Development in India	UG	L, S, T, A			
<b>ODD SEMESTER</b>						
12.	M 104 Microeconomics-I	UG	L, S, T, A			
13.	M 105 Macroeconomics-I	UG	L, S, T, A			
14.	E-101 Elementary Micro Economics	UG	L, S, T, A			
15.	M 304 Elementary Mathematics for Economics	UG	L, S, T, A			
16.	E-303 Money, Banking and Finance	UG	L, S, T, A			
17.	M 501 Elements of Public Finance	UG	L, S, T, A			

18.	M 502 Basic Statistics	UG	L, S, T, A			
19.	M 503 Introduction to Environmental Economics	UG	L, S, T, A			
20.	M 504 International Trade and Policy	UG	L, S, T, A			
21.	E-503 Public Finance	UG	L, S, T, A			
22.	E-504 Introduction to Growth and Development Economics	UG	L, S, T, A			
<b>Lecture (L), Seminar (S), Tutorial (T), Practical (P), Assignment (A)</b>			<b>Total=</b>			
Classes taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)						
Teaching Load in Excess of UGC norms ( Max. 10)					07	
API Score (Self-appraisal) =						
Verified API Score by IQAC =						

(ii)

Sl. No.	Semester-wise Paper	Level: UG	Consulted	Prescribed	Additional resource provided
01.	M 105 Macroeconomics-I	UG			
02.	M 205 Macroeconomics-II	UG			
03.	M 304 Elementary Mathematics for Economics	UG			
04.	M 404 Mathematical Application in Economics	UG			
05.	M 501 Elements of Public Finance M 502 Basic Statistics E-503 Public Finance	UG			
06.	M 601 Public Economics M 602 Applied Statistics	UG			
API score based on preparation and imparting of knowledge/ instruction as per curriculum and Syllabus enrichment by providing additional resources to the students (Max 20)				API Score (Self-Appraisal):	
<b>Verified API Score by IQAC=</b>					

**Reading/Institutional Material Consulted and additional knowledge resources provided to the Students:**

**(iii)**

**Use of Participatory and Innovative Teaching-Learning Methodologies/Audio-Visual Teaching Aid, Updating of Subject Content, Course Improvement etc.**

Sl. No.	Short Description	API Score
01.	Group Discussion is held	
02.	Seminar is Organized	
03.	Remedial Class is taken	
04.	Tutorial Classes is taken	
05.	Bridge Courses is taken	
API Score for Category-I: Item No (iii) Max. Score: 20		API Score (Self-appraisal) =
		<b>Verified API Score by IQAC=</b>

**(iv) Examination Duties Assigned and Performed**

Sl. No	Type of Exam. Duties	Duties Assigned	Duties Carried out	Extended to which carried out %	API score
01.	1 <sup>st</sup> Sem. and 3 <sup>rd</sup> Sem. Final Exam (Invigilator)				
02.	5 <sup>th</sup> Sem. Final Exam. (Invigilator)				
03.	2 <sup>nd</sup> Sem. and 4 <sup>th</sup> Sem. Final Exam (Invigilator)				
04.	6 <sup>th</sup> Sem. final Exam. (Invigilator)				
05.	Internal Exams Duties (Invigilator)				
06.	Evaluation of Answer Scripts				
07.	Question Setting of Internal Exam	As required	All		
API Score For category-I: Item No. (iv) Max. Score: <b>25</b>		API Score (Self-appraisal) =			
		<b>Verified API Score by IQAC=</b>			

**Certificate from the Head of the Department**

*This is to certify that **Dr. M. Seik Mozibar Rahman**, Assistant Professor, Department of Economics, F.A. Ahmed College, Garoimari attended all the allotted classes. He gives regular instructions as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to the students. He carried out semester/Annual Examination works as per duties allotted.*

*(HoD)*

*Department of X*

*F.A. Ahmed College, Garoimari*

**CATEGORY-II:****CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (From 01.01.2013 to 01.01.2014)****(i) Extension, Co-curricular & Field Based Activities:**

Sl. No.	Type of Activity	Average Hour/Week	API Score (Self-appraisal)	Verified API Score by IQAC
01.				
02.				
API Score For category-II: Item No. (i) Max. Score: 20:		<b>API Score acquired</b>		

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

Sl. No.	Type of Activity	Yearly/Semester wise Responsibilities	API Score (Self-appraisal)	Verified API Score by IQAC
01.				
02.				
03.				
API Score For category-II: Item No (ii) Max. Score:15		<b>API Score (Self-appraisal) =</b>		

**(iii) Professional Development Activities:**

Sl. No.	Type of Activity	Yearly/Semester-wise Responsibilities	API Score (Self-appraisal)	Verified API Score by IQAC
01.				
02.				
API Score For category-II: Item No (iii) Max.Score:15		<b>Score Acquired (Item iii)=</b>		
API Score for Category-II (i, ii, iii) Max. Score=25		<b>Score Acquired (i, ii, iii)=</b>		

**CATEGORY-III:****RESEARCH, PUBLICATION AND ACADEMIC CONTRIBUTIONS (.....)****A. Paper Published in Journals:**

Sl. No.	Title with Page No.	Journal	ISSN	Whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score (Self-appraisal)	Verified API Score by IQAC
01.									
02.									
<b>Total API Score of Category-III, Item No. A=</b>									

**B (i) Articles, Chapters Published in Book:**

Sl. No.	Title with Page No.	Book Title, Editor and Publisher	ISBN	Whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score (Self-appraisal)	Verified API Score by IQAC
01.									
<b>Total API Score of Category-III, Item No. B (i)=</b>									

**B (ii) Full Papers in Conference Proceedings: NA**

Sl. No.	Title with Page No.	Details of Conference Publication	ISSN/ISBN	whether peer reviewed	Impact Factor if any	Number/Co-author	Whether you are the main author	API Score (Self-appraisal)	Verified API Score by IQAC
	---	---	---	---	---	---	---	---	00
<b>Total API Score of Category-III, Item No. B (ii) =</b>								<b>00</b>	<b>00</b>



**B (iii) Book Published as Single Author or as Editor: NA**

Sl. No.	Title with Page no.	Type of Book and authorship	ISSN/ISBN	Whether peer reviewed	Impact Factor if any	Number/ Co-author	Whether you are the main author	API Score (Self-appraisal)	Verified API Score by IQAC
	Nil								
Total API Score of Category-III, Item No. B (iii)=									
Total API Score of Category-III, Item Nos. [A+ (B-i, B-ii, B-iii)]=									

**C. Ongoing and Completed Research Project and Consultancies: NA****C. (i & ii) Ongoing Projects/ Consultancies**

Sl. No.	Title	Agency	Period		Grant/Amount Mobilized (in Lac)	API Score (Self-appraisal)	Verified API Score by IQAC
			from	to			
Total API Score of Category-III, Item No. C (i & ii)=						<b>00</b>	<b>00</b>

**C. (iii & iv) Completed Projects/ Consultancies: NA**

Sl. No.	Title	Agency	Period		Grant/Amount Mobilized (in Lac)	API Score (Self-appraisal)	Verified API Score by IQAC
			from	to			
	Nil	-	-	-	Nil	00	00
Total API Score of Category-III, Item No. C (iii & iv)=						00	00
Total API Score of Category-III, Item Nos. (C-I & ii+ C-iii & iv)=						<b>00</b>	<b>00</b>

**D. Research Guidance: NA**

Sl. No.	Degree	Number Enrolled	Thesis Submitted	Degree awarded	API Score (Self-appraisal)	Verified API Score by IQAC
01	M. Phil or Equivalent	Nil	00	00	00	00
02	Ph. D or Equivalent	Nil	00	00	00	00
03	UG Research Project Guidance	<b>Nil</b>	00	00	00	00
Total API Score of Category-III, Item No. D =					<b>00</b>	<b>00</b>

**E. (ii) Training Course, Teaching-Learning –Evaluation, Technology Programme, Faculty Development Programmes (Not less than one week duration)**

Sl. No.	Programme	Duration	Organized by	API Score (Self-appraisal)	Verified API Score by IQAC
<b>Total API Score of Category-III, Item No. E (i) =</b>					

**E. (iii) Papers Presented in Conferences, Seminars, Workshops, Symposia:**

Sl. No.	Title of the paper Presented	Title of Conference/Seminar	Organized by	Levels	API Score (Self- appraisal)	Verified API Score by IQAC
01.						
02.						
<b>Total API Score of Category-III, Item No. E (ii) =</b>					<b>47.5</b>	<b>47.5</b>

**E (iii) Invited Lectures and Chairmanships at International/National Conference/Seminars:**

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/Seminar	Organized by	Levels	API Score (Self-appraisal)	Verified API Score by IQAC
	Nil	----	-----	-----		
<b>Total API Score of Category-III, Item No. E (iii) =</b>						
<b>Total API Score of Category-III, Item Nos. (E-i, E-ii, E-iii) =</b>						

**Teachers on Leave**

FIP holders shall have to produce an authentic certificate from appropriate authority certifying the candidates’ uninterrupted and satisfactory progress of work for which he/she has been duly engaged.

In case the candidate avails earn leave/ maternity leave/ study leave/ any other leave during the period of assessment. He/ she shall have to produce necessary orders etc. From appropriate authority duly countersigned by the principal to get the benefit of API score for the period in leave.

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

**Leave Availed:**

Sl. No.	Type	From	To	Whether approved or not
----	<b>No Leave was taken</b>	----	-----	-----

**E (iv): SUMMERY OF API SCORES:**

Sl. No.	Category/Criteria	Last Academic Year	Total API Score for Assessment Period		Annual Average API Score for Assessment Period	
01.	<b>CATEGORY-I:</b> Teaching, Learning and Evaluation		Item No. (i)		<b>CATEGORY-I: Total=</b>	
			Item No. (ii)			
			Item No. (iii)			
			Item No. (iv)			
02.	<b>CATEGORY-II:</b> Co-Curricular, Extension, Professional Development Related etc.		Item No. (i)	Maximum 25	<b>CATEGORY-II: Total=</b>	
			Item No. (ii)			
			Item No. (iii)			
	<b>Total API Scores of Category-I+ II=</b>				<b>=</b>	
			Item No. A	00		
			Item No. B (i)	00		

03.	<b>CATEGORY-III:</b> Research, Publication and Academic contribution	Item No. B (ii)	00	<b>CATEGORY-III: Total=</b>
		Item No. B (iii)	00	
		Item No. C (i, ii)	00	
		Item No. C(iii, iv)	00	
		Item No. D	00	
		Item No. E (i)	00	
		Item No. E (ii)	00	
		Item No. E (iii)	00	
<b>Total API Scores Acquired from Category: I+II+III=</b>				<b>=</b>

**PART-C: OTHER RELEVANT INFORMATION**

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

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

**Total API for Category III for the whole Assessment Period:**

Sl. No.	Session	API
01.		
02.		
03.		
04.		
<b>Total:</b>		
<b>Average:</b>		

List of Enclosures:

1.

2.

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

Assistant Professor  
Department of X  
F.A. Ahmed College, Garoimari

Place:

Date:

All the documents submitted by X, Assistant Professor, Department of X, F.A. Ahmed College, Garoimari are verified and found authentic. The API Scores mentioned above are correct.

Co-ordinator, IQAC  
F.A. Ahmed College, Garoimari

Principal i/c  
F.A. Ahmed College, Garoimari

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



Office of the Principal i/c  
**F.A. AHMED COLLEGE, GAROIMARI**  
P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137  
Website: [www.faacollege.org](http://www.faacollege.org):: E-mail: [faacollege1984@gmail.com](mailto:faacollege1984@gmail.com)

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## First Cycle NAAC Accreditation 2023

### Criteria-6 Governance, Leadership and Management

**Metric 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.

## Strategic Planning



Office of the Principal i/c  
**F.A. AHMED COLLEGE, GAROIMARI**  
P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137  
Website: [www.faacollege.org](http://www.faacollege.org):: E-mail: [faacollege1984@gmail.com](mailto:faacollege1984@gmail.com)

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## Strategic Plan 2017—2022



F.A. Ahmed College is a Degree (Arts) College established in 1984 (but formal classes were started since 1992) at Goroimari, under Kamrup District, Assam on the south bank of mighty river Brahmaputra a very rural area mostly dominated by religious Minority Muslim people who are basically dependent on agriculture and are poor.

The College was accorded affiliation by the University of Gauhati in 1996 & Govt. Concurrence in 1999. The College was provincialized on 01-01-2013. It was great achievement for the College getting 2(f) & 12(B) recognition of UGC Act 1956 in 2014.

F.A. Ahmed College, Garoimari is the only institution imparting higher education among the people of Goroimari area. Before establishment of the College, graduates student almost disappeared in the area. Conceive of the College benefitted in creating graduates especially female education among the minority people in the area. Since, majority of the students are from BPL Families, it is the mandate and approach of the College to make the College environment conducive to them.

### **Vision:**

The College aims at to generate manpower from rural poor especially from the marginalised and vulnerable section of the society.

**Mission:**

- i) To impart quality higher education as to prepare the students to overcome the challenges they face in their real life situation.
- ii) To impart secular education for creating moral and spiritual values, self-realisation and belongingness in the mind-set of the students for having a communal harmony among the diverse segments of the people.
- iii) To make people aware of social evils of all types.

**Core Values:**

- i) Quest for Excellence
- ii) Oneness and Belongingness
- iii) Social Responsibilities

**Office Complex**

Office of the College including Principal's room, account branch, clerical room are the basic part of the College. All the people are to contact with the office for major works, it will be the humble effort of the College to make the offices integral so as to easy visit for students and related people. The College has a one storied RCC Building where all the offices, library along with some classrooms are merged together, it will be approach of the College to construct a separate administrative building solely for Principal, Non-teaching Staff in the top floor and the Library of the College in the ground floor just to the north of existing RCC Building.

**Campus Barricade and Beautification**

There are about 25 bighas (15.49 acre) of land documented in the name of College. Considerable portion of College land is encroached by about 35 families which is the major problem of the College. The College is not barricaded with boundary wall and consequence to it, educational environment of the College is badly affected by the outsiders. It is the paramount important of freeing the College land from encroachment. The district administrative authority is requested to clear the College land thorough eviction.

All the paths inside the College premises are *Katcha*. Application is submitted to the local Block Development Officer (BDO) to provide grant for construction of road around the College campus. The College authority is trying to make the College premises beautiful with plantation and gardening but has been the challenging task for the College authority to protect



because of uncompleted campus. Effort shall be made to preserve and enhance the vegetation to make the College campus green.

### **Development of Games & Sports**

The College has a playground used for different games & sports. At Present, the playground lies from east to west. There is a founded AT (Assam Type) Building located to the south side of the playground. But, there are some low lying open space to the south of the building which is needed to plan for earth filling. AT Building is planned to demolish and construct new buildings to southern most of the campus. The Playground will then be made north to south and it will be big play ground for football, Volley Ball, Tennis etc.

The College has a pond (Fishery) leased out for producing fish. It can be turned into more potential projects like Swimming Pool and manual boating facilities for amusement. However, the College has planning for establishing Indoor Stadium, Gymnasium within the College campus.

### **Accommodation Facilities**

#### **i) Hostel & Guest House**

The construction of Women's' Hostel is under process with the grant of UGC which will be opened for the girls as soon as construction is over. However, application is submitted to the Deputy Commissioner, Kamrup (Assam) asking for land for the construction of Boys Hostel and Guest House in a separate campus because Girls Hostel is located inside the College Campus.

### **Defecation Facilities**

Although, the College is having toilets for both Girls and Boys are not sufficient. More toilets as per the requirement of students and staff of the College is needed and planned to establish.

### **Yoga Centre**

The College has an open Platform named as Bhupen Hazarika Open *Manch* which is generally used to for open big gathering meeting. The *Manch* is also used for Yoga purposes. But, a separate complex is needed for Yoga purposes and planned to establish it conveniently.

### **Construction of Canteen:**

There is a two storied Multi-Purpose Community Hall in the College premises under the guidance and management of Kamrup Zila Parishad. The said building is planned to take in lease from the said authority used as College Auditorium and the Food Court within the Auditorium can be used as College Canteen. A College own Canteen is needed and planned to go for establishing it and renovation the existing one.

### **Renovation of Classrooms and Laboratories**

Although, the College has number of classrooms and meeting the needs of the classes, more classrooms are necessary and very essential to renovate for new look. As fund permits, some more number of classrooms will be established.

### **Construction of Seminar Hall/Conference Hall/Digital Classroom/Smart Classrooms along with Development of ICT**

The College needs digitized Seminar Hall/Conference Hall. Also needs digitised classroom/Smart Classroom etc. The College administration has planning to construct necessary Seminar Hall/Conference Hall, Digital Classroom etc. The College has to construct a conference cum seminar hall in its campus of own. A new conference cum seminar hall will be constructed in the campus to accommodate the needs of the College. Though the College has sufficient physical space to accommodate all academic programmes and facilities, it is underprovided in terms of the ICT. The College is lacking a smart classrooms. Smart classroom is need of hour and planned to construct in the College when fund permits.

### **Effective Waste management**

Waste management in F.A. Ahmed College is not scientific. Whatever waste is generated is managed in a haphazard way. There are dustbin which are used to deposit the waste materials created within the College campus and finally burnt. The dustbin are to be increased in number as per requirement. Some bigger size permanent dustbin are to be constructed. However, the e-wastages are to be recycled in a proper ways and thus planned to either exhaust scientifically or recycle.

### **Medicinal Plantation**

The College campus is enriched with land resources that can be used for various plantation programme especially medicinal plants. Of course, the College is not having the completed

boundary wall that creates a holistic problem to undergo the plantation schemes. The cows, goat and other grazing animals havocs the plants. Therefore, it is planned to undergo the construction of boundary wall and go for general vegetation as well as medicinal plantation.

### **Heritage Museum**

The College doesn't have a Museum. Of course, some of the cultural and livelihood means of the people of Goroimari area are preserved in a small room which is not sufficient. In future, a Heritage Museum will be established within the College premises.

### **Alumni Association:**

The College needs to form an Alumni Association. At first, Alumni Association in each department will have to be formed then a general Alumni Association will be formed and be registered. Involvement of Alumni in the College activities will be prioritized in the forthcoming days.

### **Academic/Professional Development**

#### **i) Promotion of Research Culture**

Although, some of the teachers of the College are engaged in research activities, it is not sufficient in uplifting academic Excellency of the College. More efforts are to be invested in this regard. For promoting research culture among the faculties of College, the following few steps will be taken in the forthcoming days.

- To increase number of Ph. D holder faculty members and make them UGC recognized guide.
- To involve 100 per cent students on field based research activities and to publish such work each departments independently.
- To encourage the employees into research activities like MRP, quality publications like book writing, editing, Scopus, UGC care listed publications etc.

#### **ii) National Seminar**

Various departments of the College organizes departmental seminar in their own ways. The College has to go for organizing ICSSR/UGC sponsored national seminars under the ageies of. The IQAC will take necessary initiatives in this respect.

### iii) Feedback System

Although, some of the departments of the College has introduced feedback system manually, it is not suitable for quality enhancement. Feedback system will have to be developed with the introduction of online way through Google form. Taking feedback will be made compulsory and its analysis as well as taking appropriate steps against it is planned to be taken.

### Audit

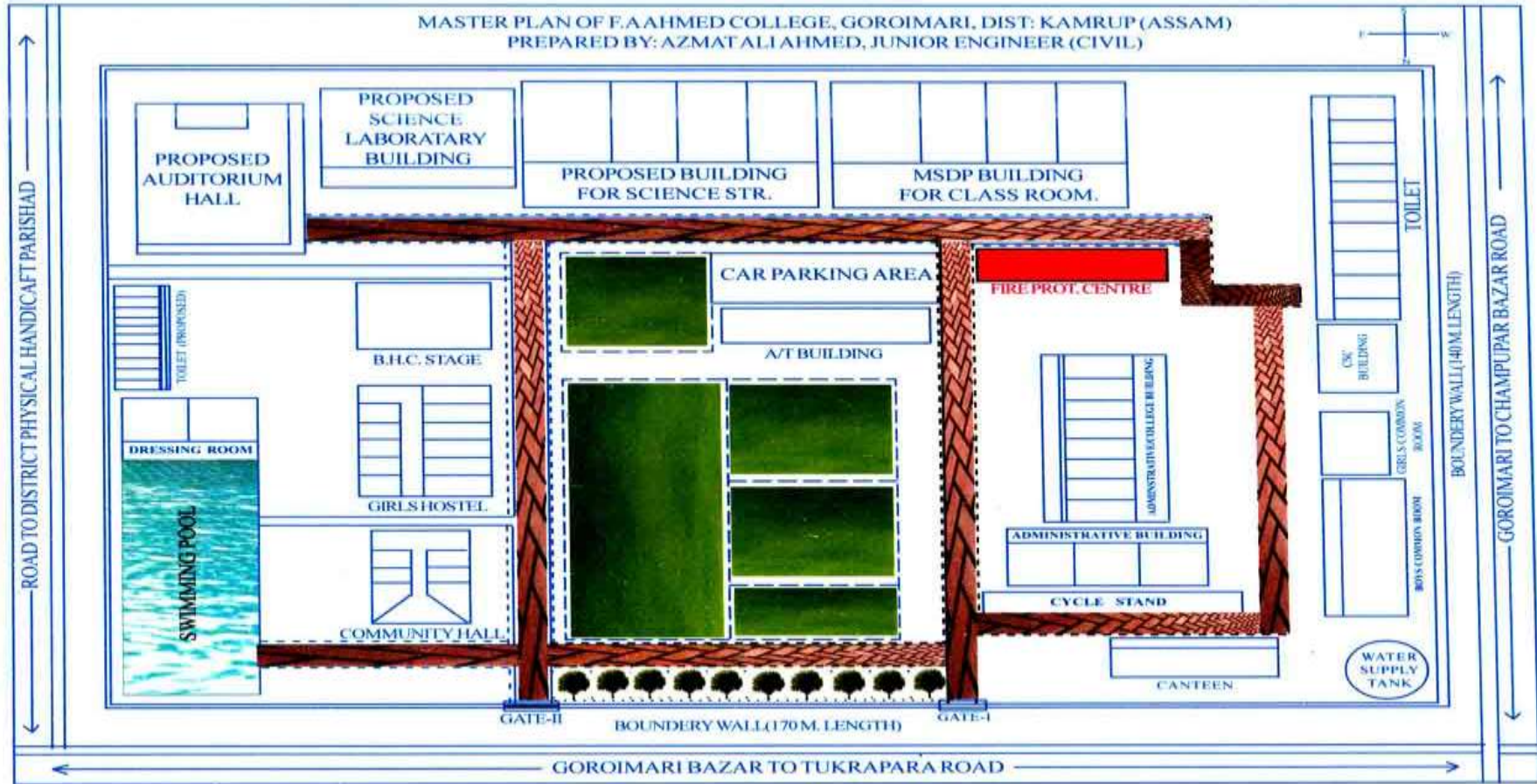
Auditing part of the College is needed to be more comprehensive. During the coming days, a quality academic audit, green audit, energy audit will be conducted. However, financial audit is needed to be accomplished in a transparent way.

**Conclusion:** Whatever planning is taken to accomplish within years to come, it will considerably depend on simultaneous cooperation of various stakeholders like administration, staff of the College, Students, Alumni, Parents and Well-wishers etc. It will be the humble effort of the College to implement the planning framed.

  
Chairman  
Internal Quality Assurance Cell  
F.A. Ahmed College, Garoimari  
Date.....

  
Co-ordinator  
Internal Quality Assurance Cell  
F.A. Ahmed College, Garoimari  
Date.....

MASTER PLAN OF F.A.AHMED COLLEGE, GOROIMARI, DIST: KAMRUP (ASSAM)  
PREPARED BY: AZMAT ALI AHMED, JUNIOR ENGINEER (CIVIL)



#### **Existing Building**

1. Administrative Collage Building 63.0x13.0
2. Cycle Stand. 27.0x3.0
3. Boys Common Room. 10.00x6.00
4. Girls Common Room. 13.00x13.00
5. C.S.C Building. 27.0x18.0
6. MSDP Building (Class Room). 75.0x9.6
7. A/T Building (Class Room). 75.0x9.6
8. Multipurpose Community Building. 30x15.00
9. Girls Hostel. 18.0x25.30
10. Bhupen Hazarika Cultural Stage. 13.5x10.5

**Name :** F.A Ahmed College  
**Master Plane of the Campus.**  
**Total Area= 21 Bigha 4 Kota**  
**Built Up Area (Sq. Metre) = 3610.4 M<sup>2</sup>**

#### **Proposed Area**

1. Administrative Building . 20.0x10.0
2. Canteen 16.0x3.6
3. Building for Commerce Stream.24.0x10.0
4. Building for Science Stream. 27.0x10.00
5. Laboratory Building 16.0x8.00
6. Auditorium Hall. 24.0x18.0

**ID-**  
**Autocad drawing of the proposed Scheme**  
**Total Area in Sq. Metre: 23,800 M<sup>2</sup>**  
**Open Space:- 20189.6 M<sup>2</sup>**



Office of the Principal i/c

**F.A. AHMED COLLEGE, GAROIMARI**

P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137

Website: [www.faacollege.org](http://www.faacollege.org):: E-mail: [faacollege1984@gmail.com](mailto:faacollege1984@gmail.com)

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**First Cycle NAAC Accreditation 2023**

**Criteria-6**

**Governance, Leadership and Management**

**Metric 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.

Deployment of Institutional Strategy

**Under Construction of Women's Hostel funded by the UCG, 12<sup>th</sup> Plan**



**Under construction of ACR Building under MSDP Fund**





Under construction of **Boundary Wall** of the College funded by Chief Minister's Special Fund



**Under construction of CSC Building funded by House Fed**



**The Construction of Main Gate of the College is under process**

