

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Appraisal Performa

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

PERFORMANCE APPRAISAL REPORT

To be filled up as per clause 26 of Assam College employees (Provincialisation) Rules, 2010.

(To be submitted under sealed cover)

PART-I

(Personal Data)

1. Name of the employee :
2. Name of the service to which belong :
3. Educational Qualification :
4. Professional Qualification :
5. Name of the institution/college with
full address :
6. Date of Birth :
7. Date from which appointment has been
Issued as teacher/librarian by the DHE, Assam
 - a. In the UGC scale of pay :
 - b. In the fixed pay (if any)
 - c. Without condition/with condition :
8. Date of confirmation :
9. Whether the teacher/librarian had any break
In service or granted extra-ordinary leave
without pay in the service period :
10. Any special knowledge/experience training
Which facilitate to discharge the all allotted
work of the officer/employees :
11. Date of obtaining Senior Scale/ Selection
Grade Scale of Pay :
12. Date of eligible for placement in the
Senior Scale/Selection Grade Scale/
Associate Scale of Pay :

Certified that the particulars furnished above are correct.

Signature of Recording Authority

PART-II

(ASSESSMENT BY THE RECORDING AUTHORITY)

1. Name and Designation of the Recording Authority :

2. Period of service of the incumbent under the
Recording Authority (separate forms to be
used by different Recording Authority) :

3. State of health :

What is your opinion about his/ her

a) Aptitude, Initiative, Drive and Efficiency for
i. Arrangement for work :
ii. Exception of work :

b) Intelligence :

c) Attendance/conduct and amenability to discipline :

d) Character with particular reference to reliability
and integrity :

e) Capacity of supervision, inspection and to create
team spirit (whether applicable) :

f) General remarks (if any) :

4. Character and conduct of teacher/librarian :

5. Relationship with
a) Principal :
b) Teaching staff :
c) Library staff :
d) Office staff :
e) Students :
f) Others :

6. Regularity and punctuality in attending college
As well as classes :

7. a) spirit of co-operation in the corporate life
Extension activities, examinations etc. :
b) Involvement in University and College examination :
c) Spirit of obedience to the higher authority :

8. Comments on the performance of the senior lecturer
as well as a teacher :

9. Special academic achievement of the teacher/
Librarian, if any :

PART-III

OPINION OF THE REVIEWING AUTHORITY

1. Name and Designation of the Reviewing Authority :
2. Period of service of the incumbent
under Reviewing Authority :
3. General opinion of the Reviewing Authority :

Signature of Reviewing Authority
(President of GB)

PART-IV

REMARKS OF THE ACCEPTING AUTHORITY:

Signature.....

Name & Designation of the Accepting Authority
(President of GB)


Principal
Chhannaria Anchalik College

SCREENING COMMITTEE (DPC) REPORT

Placement of Assistant Professor under CAS from Stage-... to Stage-... in respect of

Department of, Chhamaria Anchalik College, Chhamaria, Kamrup (Assam), PIN-781136

1	2	3	4	5	6	7	8	9	10	11	12	13
Sl. No	Name of Teacher	Date of initial Appointment	Date of Approval	Date of Joining In the regular post	Date of Confirmation	Date of Award of M.Phil.	Date of placement in stage-I	Date of Completion Of OC in Stage 1	Date of Completion Of RC's in Stage 1	Due date For placement in stage-II	Date to be placed In stage-II	Remarks

Documents Verified and found correct and recommended by DPC for Promotion ofunder CAS from Stage-.....to Stage-..... (Academic Level in Revised Pay Metrics-....)

HoD/Principal

Principal
Chhamaria Anchalik College

President, G. B
Chhamaria Anchalik College

Associate Professor
Subject Expert
Nominated by V.C, G.U.

Associate Professor
Subject Expert
Nominated by V.C, GU.

Department of Assamese
Chhamaria Anchalik College,


Principal
Chhamaria Anchalik College

API Score for Assistant Professor, Stage from I to II: From to

Signature of chairman

Signature of convener

Signature of member

Signature of member

Signature of member

(VC nominee/subject expert) (VC nominee/ subject expert)

(Principal/Head)

FORMAT FOR PLACEMENT OF SENIOR SCALE OF PAY

Sl No	Name of incumbent	Department	Date of regular appointment	M. Phil/Ph. D. and Date of notification	Date of OP/RC/STC	Date of eligibility of Senior Scale of Pay	Date of Selection Grade of Pay	Date of eligibility of Associate Scale of Pay	Remarks
					OP: From to RC: From to				

Chairman

Principal

Head

Subject Expert

Subject Expert


 Principal
 Chhamesia Anchalik College

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Effective Welfare Measures

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

WELFARE MEASURE FOR TEACHING AND NON-TEACHING STAFF

The Chhamaria Anchalik College has attempted to develop a pro-active environment in the campus to provide job satisfaction to the employees who are of the college. For the betterment of the employees, the college authority is pleased to take the following welfare measures:

- Free Jiofiber facility is in campus and domain of the institution.
- E-mail address is to all the employees.
- Canteen facilities are offered to the Employees at subsidized price. The quality of the food stuff is ensured through strict monitoring from time to time.
- Special Casual Leave is granted on critical medical emergencies.
- Parking facility is provided for staff vehicles in the right zone.
- Free covid-19 vaccination and Covid-19 test were done for all faculties.
- Women Hostel is built up for women employees.
- Leaves are granted to the teachers for pursuing Ph.D. programme.

Other Welfare Schemes:

- Maternity Leave is offered to the female staff members for 180 days to protect the interest of the mother immediately before and after the child birth.
- Paternity Leave is granted for 15 days to the male employees to take care of the new born baby and mother.
- The college administration encourages the teachers to apply for promotions without any delay and adheres to the UGC Guidelines for their career advancement.
- Group Insurance is offered to the employees, considering their service conditions for their welfare.
- National Pension Scheme (NPS) is a voluntary contribution pension system available in the campus.
- The employees can contribute to their pension account during their service tenure.


Principal
Chhamaria Anchalik College

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

Email: cac.1994@rediffmail.com website: www.cacollege.ac.in

Phone: 9435607851, 8812979704



FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

6.3.1. The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Career development/progression

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

11/15/2/18
GOVERNMENT OF ASSAM
HIGHER EDUCATION (TECHNICAL) DEPARTMENT
DISPUR, GUWAHATI - 6

No. ATE.68/2013/781

Dated Dispur, the 17th January, 2018

OFFICE MEMORANDUM

Sub : ADOPTION OF CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS OF GOVERNMENT POLYTECHNIC INSTITUTIONS

The Government of India vide their AICTE notification No. 37-3/legal/2010 dated 5th March, 2010 allowed the AICTE Revised Pay Scale to the teachers in the Government Polytechnic Institutions of Assam w.e.f. 01-01-2006. As per new AICTE regulation F. No. 37-3/Legal/AICTE/2012 dated 8th November 2012, the Career Advancement Scheme (CAS) Promotion to the teachers would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal (PBAS) norms laid out in the AICTE Diploma CAS Regulation dated 8th November 2015.

A. CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS FOR THE PERIOD 1/1/2006 TO 7TH NOVEMBER 2015

There are some teachers who have required Qualifications & Training within the stipulated time, but are not enjoying benefits of placement in the Senior Scale & Selection Grade due to some administrative constraints in time. As a result, some teachers are deprived of the benefits of the CAS.

The Govt. of Assam, Higher Education Department (Tech) has considered the entire matter of CAS and the condition accountability imposed in the guidelines issued by the AICTE for time to time. The following procedure will be adopted for placement of teachers (Lecturers) in higher grades, who have fulfilled the required criteria before 08/11/2015, as per declaration on the AICTE Notification F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 [Clause 38]

A1. General

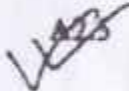
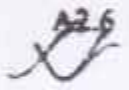
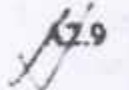
- (i) There shall be designations in respect of teachers in Polytechnics, namely, Lecturer, Senior Lecturer, Head of the Department & Workshop Superintendent.
- (ii) The pay of teachers and equivalent positions in Polytechnics shall be fixed according to their designations in two pay bands of Rs. 15600-39100/- and Rs. 37400-67000/- with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of

Page 1 of 15

eligibility being satisfied have several opportunities for upward movement during their career.

A2. Revised Pay Scales, Service conditions and Career Advancement Scheme for Lecturers in Polytechnics

The pay structure for different categories of Lecturers shall be as indicated below:

- A2.1 Persons with B. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100/- with AGP of Rs. 5000/- and will move to AGP of Rs. 6000/- on completion of Masters in qualification in appropriate branch / discipline.
- A2.2 Persons with M. Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100/- with AGP of Rs. 6000/-
- A2.3 A Lecturer with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000/-
- A2.4 A lecturer possessing Masters degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000/- after completion of 5 years service as Lecturer.
-  A2.5 Lecturers who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 6,000/- only after completion of 6 years service as Lecturer.
-  A2.6 Lecturers who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000/- only after completion of 9 years service as Lecturer.
- A2.7 The upward movement from AGP of Rs. 5000/- to AGP of Rs. 6000/- and from AGP of Rs. 6000/- to Rs. 7000/- for all Lecturers shall be subject to their satisfying other conditions [Clause A2.13] as laid down by AICTE.
- A2.8 The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200/-) shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100/- based on their present pay, with AGP of Rs. 7000/-
-  A2.9 Lecturers with completed service of 5 years with the AGP of Rs. 7000/- shall be eligible, subject to other requirements [Clause A2.13] laid down by the AICTE to move up to the AGP of Rs. 8000/-
- A2.10 Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300/- on 1.1.2006 shall be placed in Pay Band of

Rs. 37400- 67000/- with AGP Pay of Rs. 9000/- and shall be continued to be designated as Lecturers (Selection Grade)

A2.11 Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300/- on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100/- with AGP of Rs. 8000/- till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000/- and accordingly designated as Lecturers (Selection Grade)

A2.12 Lecturers (Selection Grade), completing 3 years of teaching with the AGP of Rs. 8000/- shall be eligible, subject to other conditions [Clause A2.13], as prescribed by AICTE, to move to the Pay Band of Rs. 37400-67000/- with AGP of Rs. 9000/-

A2.13 All advancements to higher grade pays in various cadres will be effected subject to:

(i) Completion of two AICTE Approved Refresher programs /Short term courses of not less than two weeks duration and two one week each TEQIP sponsored programs or two one week each AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes short term programs. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 59) and F. No. 27/RIFD/Pay Scale/01/2013-14 dated 09/06/2016 (clause 59)]

(ii) Satisfactory Annual Confidential Report (ACR) for last three years.

A3. Workshop Superintendent

Workshop Superintendent is treated at par with Lecturers and is to be considered for upward mobility similar to that of Lecturers.

B. CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS AFTER 7th NOVEMBER 2015

As per new AICTE regulation F. No. 37-3/Legal/AICTE/2012 dated 8th November, 2012, the CAS promotion to the teachers would be subject to the Academic Performance Indicator (API) criteria in Performance Based Appraisal System (PBAS) norms laid out in this AICTE regulation. The CAS as per this new AICTE regulation shall come into force with effect from the 08/11/2015. Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 08/11/2015, the CAS promotion of such a candidate shall be governed by the provisions of these Regulations.

- B1.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the State Government Polytechnic, within three months in advance of the due date, that he/she fulfills all qualifications under CAS and submit to the State Government the Performance Based Appraisal System (PBAS) in a proforma as evolved by the State Government duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix - I) set out in these Regulations.
- B1.2 In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the State Government Polytechnic should immediately initiate the process of screening selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 8th November 2015 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 8th November 2015, on which they fulfill the eligibility conditions.
- B1.3 Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A) of Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
- B1.4 The Selection Committee specifications as delineated in Clause D (below) are applicable to Career Advancement promotions of Lecturer to Lecturer (Senior Scale) to Lecturer (Selection Grade).
- B1.5 CAS promotions from a lower grade to a higher grade of Lecturer / Lecturer (Senior scale) shall be conducted by a "Screening-cum-Evaluation Committee adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix - I.
- B1.6 The "Screening-cum-Evaluation Committee" for CAS promotion of Lecturer Lecturer (senior scale) from one AGP to the other higher AGP shall consist of:
- (1) "Screening-cum-Evaluation Committee" for Polytechnic teachers (for stage 2 & stage 3):
- (i) The Principal of the Polytechnic
 - (ii) Head of the concerned department from the Polytechnic; and
 - (iii) Two subject experts in the concerned subject nominated by the State Govt. from panel of experts.
- B1.7 The quorum for the committee as mentioned above shall be three including one subject expert / State nominee need to be present.

- B1.8 The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective Directorate of Technical Education based on these Regulations and as per the minimum requirement specified in Tables II (A) and III of Appendix I for each of the cadre of Lecturer, shall recommend to the State Government about the suitability for the promotion of the candidates under CAS for implementation.
- B1.9 All the selection procedures outlined above, shall be completed on the day of the screening committee /selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the screening/selection committee in the minutes.
- B1.10 CAS promotion, being a personal promotion to the Incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
- B1.11 The incumbent teacher must be on the roll and active service of the Polytechnic on the date of consideration by the Screening/Selection Committee for Selection /CAS Promotion.
- B1.12 Candidates shall offer themselves for assessment for promotion if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event the Polytechnic concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- B1.13 In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- ✓B1.14 If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- ✓B1.15 If, however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application.
- ✓B1.16 If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment his / her promotion will be deemed to be from the later date of successful assessment.

B2. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTMENT LECTURER:

- B2.1 Entry level Lecturer (Stage I) would be eligible for promotion under the Career Advancement Scheme (CAS) through three successive stages (stage 2, stage 3 and Stage 4), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause.
- B2.2 In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 8th November 2015 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Polytechnic for one year only with the minimum annual scores as depicted in Table II(A) for Polytechnic teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
- B2.3 Incumbent and newly recruited Lecturer possessing Ph. D. Degree in the relevant discipline shall be placed in the Pay Band of Rs. 15600- 39100/- with AGP of Rs.6000/- (stage 1) and eligible for moving to the next higher Grade of Rs. 7000/- (stage 2) as Lecturer (Senior Scale) after completion of four years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.3)]
- B2.4 Incumbent and newly recruited Lecturer possessing M. Phil Degree or a Post-Graduate Degree in professional Courses approved by the relevant statutory body shall be placed in the Pay Band of Rs. 15600- 39100/- with AGP of Rs. 6000/- (stage 1) and eligible for the next higher grade pay of Rs.7000/- (stage 2) after completion of five years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.4)]
- B2.5 Incumbent and newly recruited Lecturer with B. Tech/B.E. qualifications in appropriate branch/discipline either entering the teaching profession newly or Lecturer already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the pay band of Rs. 15600-39100/- with AGP of Rs. 5400/- and will move to AGP of 6000 on completion of Masters in qualification in appropriate branch/Discipline [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.5)]. Further, Incumbents and newly recruited Lecturer who do not have Ph.D. or a Masters Degree in the relevant professional course shall be eligible for AGP of

Rs.7000 (stage 2) as Lecturer (Senior Scale) only after completion of nine years service as Lecturer. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.5)]

B2.6 The upward movement from the entry level grade (stage 1) to the next higher grade pay of Rs.7000/- (stage 2) as Lecturer (Senior Scale) for all Lecturers shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in these Regulations. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.6)]

B2.7 Lecturer(Senior Scale) who has completed five years of service in the grade pay of Rs 7000/-(stage 2) shall be eligible subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade pay of Rs 8000/- (stage 3) as Lecturer (Selection Grade) in the Pay Band of Rs. 15600-39100/-. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.7)]

B2.8 Lecturer (Selection Grade) completing three years of teaching in the grade pay of Rs 8000/- (stage 3) shall be eligible subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs. 37400- 67000/- with next higher Grade of Rs. 9000/- (Stage 4) and to be re-designated as Lecturer (Selection Grade). However, those joining the Service after 8th November 2015 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4 subject to the following:

a) Satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix 1; and

b) an assessment by a duly constituted selection Committee

[As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.8)]

B2.9 Head of the Department (HOD), Lecturer(Selection Grade), completing 3 (Three) years of service in the AGP of Rs. 9000/- and possessing a Ph.D. Degree in the relevant discipline shall be eligible, subject to other conditions of academic performance as laid down by AICTE, shall be placed in Rs. 37400- 67000/- with AGP of Rs. 10000/- (Stage 5) [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Annexure - II- Clause 3.9)]

C. In both the cases (A & B above), if a teacher acquires Ph.D. from inter-disciplinary Centre/Department, the Directorate of Technical Education, Assam will constitute a Committee and may take appropriate decision for the appropriateness of the work in the relevant discipline in which the faculty has acquired B.E./B. Tech. and M.E/M. Tech Degree [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 5)]

D. The Selection Committee

Prin
15 May 18

The Selection committee for CAS promotion will be constituted as per following :

- 1) Commissioner & Secretary / Secretary, Higher Education (Technical) Department as Chairman.
- 2) Joint / Deputy Secretary, Higher Education (Technical) Department as Member Secretary.
- 3) Director of Technical Education, Member
- 4) Joint / Deputy Secretary, Personnel Department.
- 5) One Principal of Polytechnic as nominated by the Commissioner / Secretary.

Re:

Secretary to the Govt. of Assam,
Higher Education (Technical) Department.

Memo No. ATE.68/2013/781 - A

Dated Dispur, the 7th January, 2018

Copy to :-

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati - 29 for information and necessary action.
2. The Director of Technical Education, Govt. of Assam, Kahilipara, Guwahati - 19 for information and necessary action.
3. The Director, Higher Education, Assam, Kahilipara, Guwahati - 19 for information and necessary action. Application for promotion under CAS shall be submitted as per proforma in Annexure - II. The proforma alongwith details of the scheme shall be made available online.
4. P.S. to Commissioner & Secretary, Finance Department, Dispur, Guwahati - 6.
5. P.S. to Secretary, Higher Education (Technical) Department, Dispur, Guwahati - 6.
6. The Deputy Secretary, Finance (PRU) Department, Dispur, Guwahati - 6.
7. The Principal, All the Polytechnic Institutions of the State. They are requested to inform all concerned accordingly.
8. Guard file.

By order etc.,

[Signature]
11/1/18

Joint Secretary to the Govt. of Assam,
Higher Education (Technical) Department.

*The Principal,
Assam Engineering Institute,
Chandmari, Guwahati - 3*

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

GC.132/2010/Pt./54

Dated Kahilipara, the 06-01-2014

From:- Sri P. Jidung, ARA, AHE, B. AEE
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- The Principal,
..... College/ Mahavidyalaya
P.O. District

Sub:- Placement in Senior Scale and Selection Grade Scale of pay.

Ref:- 1) Govt. O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013
2) Govt. letter No.AHE.162/2012/Pt/47, dated 13-11-2013.
3) Govt. corrigendum No.AHE.162/2012/Pt/75, dated 27-12-2013.
4) Govt. corrigendum No.AHE.162/2012/Pt/76, dated 27-12-2013.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copies of Govt. Office Memorandum and Corrigendum in connection with placement of teachers/ librarians in the Senior Scale/ Selection Grade Scale/ Associate Professorship for favour of information and necessary action.

Yours faithfully


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

Memo No.G(B) UCC.132/2010/Pt./54-A
Copy to:-

Dated Kahilipara, the 06-01-2014

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


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

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pl/75

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pl./46, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -3: Read as 31-12-2013 instead of 30-06-2010.
- 2) Para -4: Read as 13-11-2013 instead of 31-12-2008.
- 3) Clause 2(a)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 4) Clause 2(b)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 5) Clause 3(a): Read as 13-11-2013 instead of 31-12-2008.
- 6) Clause 3(b): Read as 13-11-2013 instead of 31-12-2008 as appeared in the last line.

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pl/46, dated 13-11-2013 will remain the same.

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

Memo No.AHE.162/2012/Pl/75-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltoia, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (P&U) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.,


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-68

No.AHE 162/2012/PV76

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pt.47, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -2: Read as to be effective from 13-11-2013 instead of 01-01-2009
- 2) Para -3 Clause 1 - Read as "Thus, if a teacher is considered for Career Advancement Scheme (CAS) promotion in 2014 one year Academic Performance Indicator (API) scores for the year 2013 alone will be required for assessment. In case of a teacher being considered for Career Advancement Scheme (CAS) promotion in 2015, 2(two) years average API score for these categories will be required for assessment and so on leading progressively for the complete assessment period. For category III (research and academic contribution) Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

instead of

Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

CAREER ADVANCEMENT SCHEME (CAS) TIME SPAN

Duration

- i) Read (as per UGC guideline instead of off campus Degree not admissible).
- ii) Read (as per UGC guideline instead of off campus Degree not admissible).
- iii) Appendix III, (Appendix-III - Table, III(B))
- iv) Please read 1(one) year and 2(two) years relaxation respectively for M.Phil and Ph.D. Degree.
Added appendix III Table VII for assessment of API in respect of Librarian for CAS promotion.

The other terms and condition as laid down in the O.M. No.AHE 162/2012/PV47, dated 13-11-2013 will remain the same

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

Memo No.AHE 162/2012/PV76-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Saitola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilpara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilpara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-6.

By order etc.

Deputy Secretary to the Govt. of Assam
Higher Education Department

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

No.AHE.162/2012/PU/47

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/II(i), dated 31-12-2008 and letter number 1-32/2006-U I I (U:1(ii) dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f. 01-01-2006. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e., 30th June, 2010. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding career advancement of college teacher in Assam.

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ Librarians /Non-Technical faculties of Engineering Colleges/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009.

1. In order to facilitate to implement of the Regulations 2010, in the Universities and Colleges in the Career Advancement Schemes (CAS) Promotion, the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) will be progressively and prospectively rolled out. Accordingly, the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) scores of categories I and II as mentioned in these tables is to be implemented for one year only with the minimum annual scores as described in Table II(b) for college teachers. This annualized Academic Performance Indicator (API) scores can then be compounded progressively as and when the teacher becomes eligible for Career Advancement Schemes (CAS) promotion to the next cadre. Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

2. A teacher who wishes to be considered for promotion under Career Advancement Schemes (CAS) may submit in writing to the college, with three months in advance of the due date that he/she fulfils all qualifications under Career Advancement Schemes (CAS) and submits to the college the Performance Based Appraisal System (PBAS) proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under Career Advancement Schemes (CAS), the college should immediately initiate the process of screening/selection and shall complete the process within six months from the date of application.

3. Candidates who do not fulfill the minimum score requirement under the Academic Performance Indicator (API) Scoring System proposed in the Regulations as per Tables II(A and B) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

4. Career Advancement Schemes (CAS) promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by the same "Screening-cum-Evaluation Committee" adhering to the criteria laid out as Academic Performance Indicator (API) score in Performance Based Appraisal System (PBAS).

5. Career Advancement promotions from Assistant Professor to Associate Professor will be conducted by the Selection Committee.

(Contd.-2)

6. Assessment of Academic Performance Indicator (API) scoring shall be processed and made by the IQAC cell of the respective colleges as per Appendix and Table prescribed by UGC.

7. The "Screening cum Evaluation Committee" for Career Advancement Schemes (CAS) promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(A) COMPOSITION:

- i) The Principal of the college;
- ii) Head of the concerned department from the college not below the rank of Associate Professor.
- iii) Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

(B) DUTIES & FUNCTIONS:

- i) To verify API Score
- ii) To verify other relevant documents
- iii) To report their findings for consideration of the Selection Committee.

8. The quorum for these committees mentioned above shall be three including the one subject expert/ university nominee need to be present.
9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of meet and duly signed by all members of the selection committee in the minutes.
10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.
12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.
14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

Assistant Professor/ Librarian and equivalent cadre will be eligible for stage promotion through a procedure if he/she has fulfilled the following conditions:

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

1. (a) Assistant Professor with AGP of Rs.6000 to (Stage I to 2) Rs.7000

DURATION

- i) 4 years with Ph.D. (off campus Degree not admissible)
- ii) 5 years with M.Phil (off campus Degree not admissible)
- iii) 6 years regular service without M.Phil/Ph.D.

- (b) Minimum Requirement for Career Advancement Scheme (CAS) from stage I to stage II

- i) Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) Appendix III.
- ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
- iii) Screening cum Verification process for recommending promotion.
(Appendix-III - Table : III).

2. Assistant Professor with AGP of Rs.7000 to (stage 2 to 3) Rs.8000.

DURATION: 5 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
- Screening cum Verification process for recommending promotion.
(Appendix-III - Table: II(B)).

3. Assistant Professor with AGP of Rs.8000 to (stage 3 to 4) Rs.9000

Duration: 3 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
- One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- A selection committee process as stipulated in the UGC regulation and in Table II(B) of Appendix III. (Appendix-III - Table: II(B))

APPENDIX-III TABLE-II(B)				
		Assistant Professor equivalent grades Stage 1 to Stage 2 (AGP Rs.6000/- to Rs.7000/-)	Assistant Professor equivalent grades Stage 2 to Stage 3 (AGP Rs.7000/- to Rs.8000/-)	Assistant Professor equivalent grades Stage 3 to Stage 4 (AGP Rs.8000/- to Rs.9000/-)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	75/Per year
II	Co-curricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	15/Per year
III	Minimum total average annual score under Categories I and II	150 (3+15) Per year	150 (3+15) Per year	150 (3+15) Per year
IV	Research and Academic contribution (Category-III)	10/Per year 10/25/30 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 (4 years period) for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SLET/SLT. 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SLET/SLT and 6 years for the teachers who does not have Ph.D./ M.Phil Degree in the relevant subject at entry level)	10/Per year 10/ Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	15/Per year 15/ Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (4 years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	Contribution to Research- 20 marks Assessment of domain knowledge and teaching practices-40 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No.FPC.16/99/11, dated 18th September, 1999.

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-4)

Dated Dispur the 1st November, 2013

Memo No. AHE.162/2012/PV47-A

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.:

[Signature]
Deputy Secretary to the Govt. of Assam
Higher Education Department

43

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06**

No.AHE.162/2012/P/46

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f.01-01-2006. As per new U.G.C. guideline No. F.3-1/2009 dated 30th June, 2010, the Career Advancement Scheme (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e. 30th June, 2010.

* There are some teachers and librarians who have participated in Orientation Course(O.C.) and Refresher Course (R.C.) within the stipulated time, but could not avail benefit for placement in the senior scale and selection grade due to some administrative constraints in time. As a result some teachers are deprived from the benefit of the career advancement schemes.

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010. 13/11/2013

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) will be considered in terms of UGC guidelines. If the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C.) is fulfilled within 31-12-2013, Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008. 13/11/2013

It should be strictly followed that the qualifying criteria as specified below shall not be relaxed/ waived/ compromised under any circumstances.

1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;
- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
- iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
- iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the lecturers and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
- v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11, dated 21-02-2011;
- vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;

(Contd. 2)

- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
 - iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11 dated 21-02-2011;
 - vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012 *only subject to relax and extension of date of participation till 31*
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008.
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008.

The guidelines notified above should be read with notifications, amendments and guidelines issued by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-3)

Memo No.AHE.162/2012/Pt/46-A

Dated Dispur the 13th November,2013

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;

[Signature]
Deputy Secretary to the Govt. of Assam
Higher Education Department
[Signature]
13/11/13