

অসম



বাজপত্র

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

EDUCATION (HIGHER) DEPARTMENT

NOTIFICATION

The 15th June, 2001

No. B(2)H.294/2001/4.--In supersession of the Assam Aided College Management Rules, 1976, except in respects of things done or omitted to be done before such supersession, the Governor of Assam is hereby pleased to make the following rules regulating the management of Non-Government Colleges in Assam, namely :-

1. Short title, application and commencement :-

(1) These rules may be called the Assam Non-Government College Management Rules, 2001. *(Agreement)*

(2) They shall come into force on the date of their publication in the Official Gazette.

(3) They shall be applicable to Non-Government Colleges in Assam affiliated by any Central or State University of Assam and in receipt of deficit Grants-in-Aid or ad-hoc Grants-in-Aid, from the State Government.

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

- (a) "College" means a Non-Government College;
- (b) "Constitution" means the Constitution of India;
- (c) "Director" means the Director of Higher Education, Assam;
- (d) "Governing Body" means the body constituted under rule 3;
- (e) "Governor" means the Governor of Assam;

(f) "Management" means the body or group of persons administering the affairs of a Non-Government College including academic affairs as well as the affairs relating to the assets and liabilities of the Non-Government College in fair manner within the framework of established financial and administrative principles of the State Government from time to time;

(g) "Non-Government Colleges" means colleges for imparting Higher education in the Post-secondary courses, established and situated in Assam, affiliated by any Central or State University of Assam and receiving the concurrence of the State Government;

(h) "President" means the President of the Governing Body;

(i) "State Government" means the Government of Assam;

(j) "Secretary" means the Secretary to the Governing Body;

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

4. Composition of the Governing Body :-

- (1) The Governing Body shall consist of :-
 - (a) One President;
 - (b) One Secretary, the Principal of the College shall be the ex-officio Secretary of the Governing Body;

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

- (c) The Vice-Principal-Member-Ex-Officio;
- (d) Two members to be nominated by the affiliating University concerned;

(e) ^{Two} One member to be nominated by the Director from the field of Education; *one of which one should be from the graduated.*

(f) One woman member to be nominated by the Director; *one woman member in the G.B.*

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

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

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

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

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

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

5. Tenure of the Governing Body :-

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

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

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

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

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

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

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

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

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

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

12. Vacancy in the Governing Body :-

(1) Any occurrence of vacancy in the Governing Body shall be reported by the Secretary forthwith to the Director who shall thereupon take steps to fill up such vacancy in the manner in which it was originally filled up.

(2) No act or proceedings of the Governing Body shall be invalid merely because of any vacancy of its members.

13. Meeting of the Governing Body :-

(1) The Governing Body shall meet at least once in every six months, but it may meet at shorter interval also, if circumstance so demands and the President of the Governing Body is satisfied that such meeting is necessary.

(2) A meeting of the Governing Body shall be called by the Secretary with the consent of the President, if it is not a requisitioned meeting by the 2/3 (two-third) members of the Governing Body, with not less than 7(seven) days' notice.

(3) The notice of a meeting shall set forth the business to be transacted at the meeting and no business other than so stated shall be transacted, except with the consent of three-fourth of the members present.

(4) Except any emergency meeting, which shall be so notified, all meetings of Governing Body shall be held in the College premises.

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

(1) The minutes of the proceedings of the meeting shall be recorded in the 'Proceedings Book' by the Secretary and signed by all the members present.

(2) If any note of dissent is given by any member it shall be recorded in the Proceedings-Book.

(3) All records of the Governing Body shall be kept in the College Office and the Head of the College shall be responsible to preserve all such records properly and safely.

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

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

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

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

18. Governing Body to obtain prior approval of the Director in certain matters.-- The minutes of the proceeding of the Governing Body meeting shall be sent to the Director and the concerned affiliating University. No final decision regarding appointment, promotion, suspension, termination, removal or dismissal of teaching or non-teaching staff including that of the Principal or any construction works involving Rs.50,000/- (Fifty thousand) or more shall be undertaken by the Governing Body without the prior approval of the Director. 10000/- (One Lakh)

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

19. Duties of the Governing Body:

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

- (i) to undertake financial management of the College, to utilise the Grants-in-Aid received from the State Government, University Grants Commission and any fund collected as authorised subscriptions and fund received: fees from the students for the

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

(ii) to arrange for the maintenance of the College buildings, furniture and equipment as required, including playground, auditorium, libraries etc.;

(iii) to grant leave to the teaching and non-teaching staff subject to the existing leave rules to grant leave, other than casual leave and arrangement made to fill up the vacancies, should be reported to Director and to concerned affiliating University;

(iv) to appoint persons in connection with the affairs of the College against the post or posts so sanctioned by the State Government with scrupulous compliance of the Reservation Policy under 20 points Roster of the State Government. M.C.C. guidelines. M.K. S.K. S.M. J. S.K.

(v) to arrange for half-yearly internal audit for all college funds and verification of stocks, furniture and other assets;

(vi) to submit annual audited accounts preferably audited by a Chartered Accountant latest by thirtieth June of every year, in respect of the preceding financial year;

(vii) to reply to audit objections or inspection notes on the Accounts of the College audited or inspected by the Inspector/Auditor of the Education Department/Director of Local Audit, Assam and the Accountant General, Assam;

(viii) to submit annual report with statistics in respect of the enrolment of students stream-wise, subject-wise, result, teaching days held, performance of Lecturers in an academic session, to the Director and to the affiliating University concerned;

(ix) to oversee the functioning of the disbursing officer in disbursing the stipend/scholarship sanctioned to the students in time, as well as to strive for preservation of an excellent academic standard of the College;

(x) on behalf of the Governing Body the Secretary shall receive and draw the grants sanctioned by the State Government and by the Government of India and University Grants Commission from

time to time; (c) *Revised* *for the* *Director* *to* *submit* *the* *Utilisation* *Certificate* *to* *the* *concerned* *sanctioning* *authority* *in* *time,* *with* *intimation* *to* *the* *Director;*

(xi) with the approval of the Governing Body, the Secretary shall utilise the grants for the purpose for which it is sanctioned and submit the Utilisation Certificate to the concerned sanctioning authority in time, with intimation to the Director;

(xii) the Secretary shall disburse the deficit Grants-in-Aid sanctioned by the Director towards the salary of teaching and non-teaching sanctioned staff of the College within a week from the date of the receipt of the grants;

(xiii) if any excess amount of Grants-in-Aid is sanctioned towards the salary, the excess amount shall be refunded to the Director by the Secretary immediately;

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

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

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

(i) to determine the general scheme of the studies of the College, subject to approval of the affiliating University concerned as well as the State Government, to be obtained through the Director with regards to the inclusion of additional subjects, introduction of Major Course in any existing subject or opening of new faculty and creation of additional posts;

(ii) to consider and initiate projects for improvement of the College, including prohibitions of taking private tuition by the teaching staff;

(iii) to deal with the discipline and conduct of the teaching and non-teaching staff of the College;

(iv) to grant fee remission under rules prescribed by the State Government or with the approval of the Director; and

(v) to deal with the academic calendar within the norms of University Grants Commission and to compel scrupulous compliance of the guidelines in respect of working days and holding of Classes etc.

(v) to ensure that the Secretary of the Government Body shall ensure submission of Audited Annual Accounts and Annual Administration Report to the Director.

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

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

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

(AS PER UGC REGULATIONS NO.F. 3-1/2009 DT 30th JUNE, 2010) PUBLISHED IN THE GAZETTE OF INDIA

A teacher's job is to provide quality education to all students. He/ she has influence on the lives of the students. In the midst of their responsibilities, they are required to serve as strong role models and demonstrate ethical behavior while they interact with students, colleagues, parents and others. As such, a teacher should develop and follow a professional code of ethics which help his/her act in a professional and ethical manner all the time. Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of profession. A teacher is constantly under the scrutiny of the students and the society at a large. Therefore every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by the temperament and amiable in disposition.

1. TEACHERS AND THEIR RESPONSIBILITIES

Teacher should

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars.
- Maintain active membership of professional organizations and strive to improve education and profession through them
- Perform their duties in the form of teaching tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in apprising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

2. TEACHERS AND THE STUDENTS

Teacher should

- Respect the right and dignity of the student in expressing his/her opinion.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among them scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace
- Make themselves available to the students even beyond their class hours and help and guide students without remuneration and rewards.
- Refrain from inciting students against other students, colleagues or administration.

3. TEACHERS AND COLLEAGUES

Teacher should

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render whole hearted assistance for professional betterment
- Refrain from lodging unsubstantial allegations against colleagues to higher authorities
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

4. TEACHERS AND AUTHORITIES

Teacher should

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation to the Principal, Vice Principal and HoDs, keeping in view their particular responsibility for completion of academic schedule.

5. TEACHERS AND NON-TEACHING STAFF

Teacher should

- Treat the non-teaching staff as colleagues and equal partners in a cooperative under in a cooperative undertaking.

6. TEACHERS AND GUARDIANS

- Teachers should try to see through Teachers' bodies and organizations, that institution maintain contact with the guardians, their students, send reports of their performance to the guardians in the meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.



Dr. Nibedita Phukan
Principal
MDKG College
Dibrugarh, Assam

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH