



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for AQAR

Period: 2022-2023

Criterion 6	Key Indicator: 6.2
Governance, Leadership and Management	Strategy Development and Deployment
Metric Number: 6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Prepared and submitted by
Jorhat Kendriya Mahavidyalaya



Submitted To



NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Sl. NO	PARTICULARS
1.	Organogram of the Institution
2.	Guideline for selecting Assistant Professor and Librarian
3.	Appointment Procedure
4.	Revision of pay scales of Non -Teaching Staff
5.	AFBRM Act/Pension Rules/Leave Rules

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal

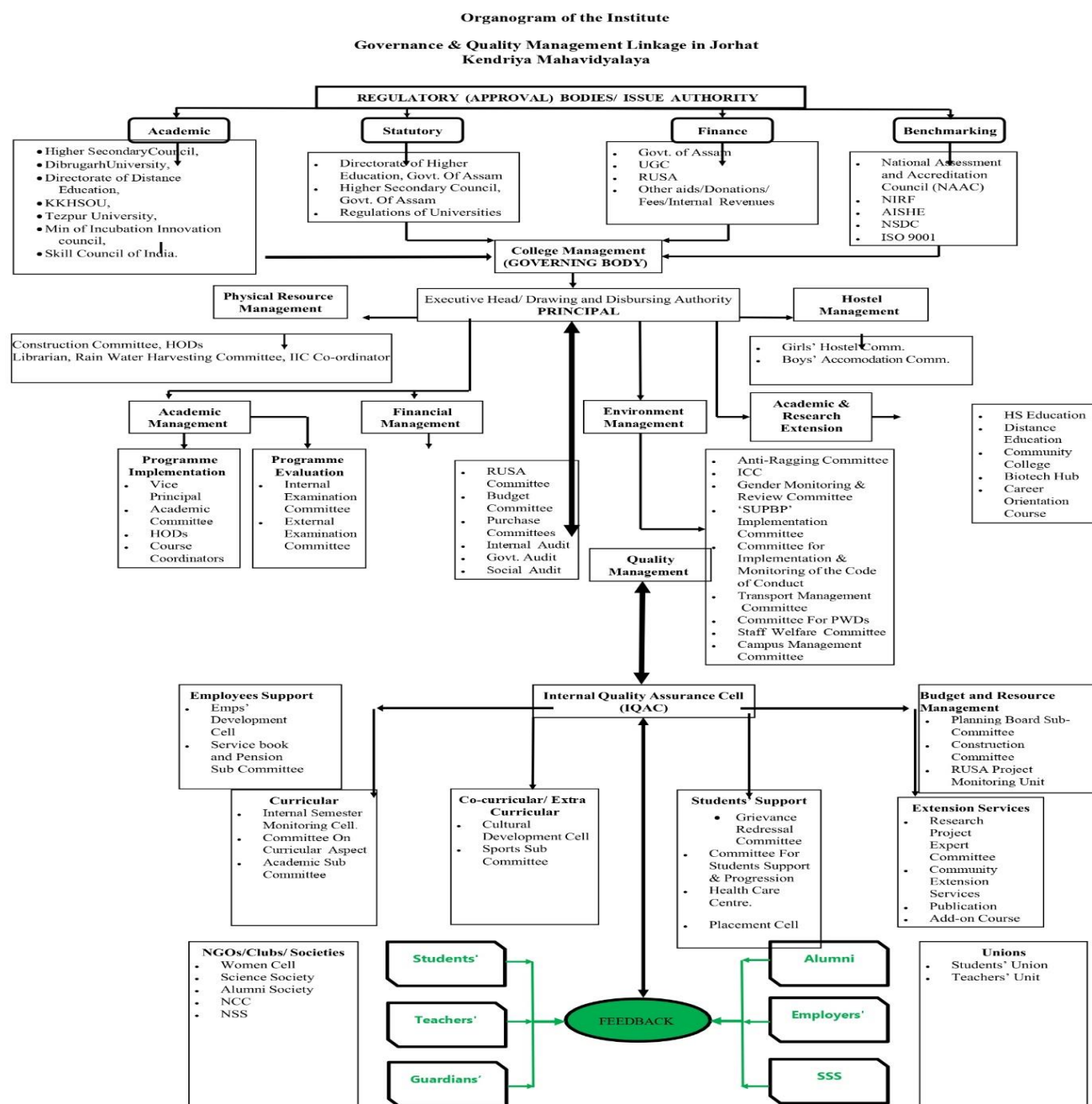


Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Organogram of the Institution



Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Guideline for selecting Assistant Professor & Librarian

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Guideline for selecting Assistant Professor & Librarian

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

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

Dated Kahilipara, the 29-01-2022

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

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

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

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

Sir,

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

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

Yours faithfully

✓
Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara, the 29-01-2022

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

Copy to:-

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

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

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Guideline for selecting Assistant Professor & Librarian

Encl. 1
29-1-2022

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

No. AHE.239/2021/68

Dated Dispur, the 24th January 2022.

OFFICE MEMORANDUM

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

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

ELIGIBILITY QUALIFICATION :

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

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

SELECTION COMMITTEE (clause -5.1.0 and 5.1.4)

(a) The selection committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition :

1. The Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the selection committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject of the college.

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Guideline for selecting Assistant Professor & Librarian

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

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

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

II. Research Contribution and Teaching Experience (22 marks)

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

3

Pranjal Dutta

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Coordinator, IQAC



Dr. Dulen Saikia

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Guideline for selecting Assistant Professor & Librarian

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

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

All candidates must have proficiency in local Language.

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

Sd/-
(B. Nath, ACS)
Secretary to the Govt. of Assam
Higher Education Department.

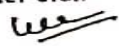
Memo No. AHE.239/2021/68-A,

Dated Dispur, the 24th January, 2022.

Copy to:

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

By Order etc..


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



Pranjal Dutta
Coordinator, IQAC




Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ADVERTISEMENT FOR FACULTY RECRUITMENT



JORHAT KENDRIYA MAHAVIDYALAYA

Estd. 1981

Re-accredited by NAAC with grade 'B++'

KENDUGURI, JORHAT - 785 010, ASSAM

Phone # 0376-2350009, e-mail # jkmprincipal@rediffmail.com, Fax # 0376-2350009

Website : <http://www.jorhatkendriyamahavidyalaya.in>

ef :

Date: 07-12-2022...

SITUATION VACANT JORHAT KENDRIYA MAHAVIDYALAYA

Applications in prescribed format (available in College website) along with supporting documents are invited for the post of Assistant Professors in the following subjects as per latest UGC norms. Application must reach the undersigned within 15 days of publication of this advertisement and must be accompanied by a Demand Draft of Rs. 1500/- (Rupees One Thousand Five Hundred only) drawn in favour of Principal, Jorhat Kendriya Mahavidyalaya, Kenduguri, Jorhat-10 payable at PNB, Cheuniali branch, (Jorhat) Assam-785010. No application will be entertained after the last date. For details of age, qualifications, format and interview schedule, visit the college website www.jorhatkendriyamahavidyalaya.in. No separate Call Letters will be issued to the candidate.

Posts Details:

1. **History**- No. of post 01
Reserved for ST(P). Roster Point No. 05
2. **Political Science**- No. of post 03
(i) Reserved for OBC/MOBC, Roster Point No. 02
(ii) Reserved for OBC/MOBC, Roster Point No. 06
(iii) UR, Roster Point No. 03 (Preference will be given to PWD Candidates)

Sd/- (Dr. Dulen Saikia)
Principal & Secretary
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-785010
PO-Chengali Gaon, Assam

Dr. D. Saikia
07/12/2022

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. D. Saikia

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

INTERVIEW CALLING TO THE SHORTLISTED CANDIDATE



JORHAT KENDRIYA MAHAVIDYALAYA

Estd. 1981

Re-accredited by NAAC with Grade B+

KENDUGURI, JORHAT-785 010, ASSAM

Phone # 0376-2350009, e-mail: jkmprincipal@rediffmail.com, Fax # 0376-2350009

Website : www.jorhatkendriyamahavidyalaya.in

Ref : JKM Interview-PSC-2022/

Date : 24-12-2022

To

...BANASEE...SAIKIA...

...BONGBOM...GOLAKHATA...

Sub – Invitation for Interview.

Dear

In response to your application for the post of Assistant Professor in the Department of Political Science, Jorhat Kendriya Mahavidyalaya, you are invited to attend a personal interview which is scheduled on 28th December, 2022 at 10.00 AM in the Administrative Conference Hall of the College. You are requested to reach the venue with all original documents one hour prior to the interview.

Please send a confirmation email at www.jkmoofficial12345@gmail.com




Principal
Jorhat Kendriya Mahavidyalaya
(Dr. Dulen Saikia)
Principal & Secretary
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10 (Assam)

N.B – (i) No T.A & D.A will be provided for attending the interview.
(ii) The candidates merit list will be notified in the College Website.



Pranjal Dutta
Coordinator, IQAC




Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal






Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)


Affiliated by Dibrugarh University


INTERVIEW CALLING TO THE SHORTLISTED CANDIDATE

 Search in emails 




(no subject)
I have received your mail. thnk u






Sumi Saikia
Thank you 🙏


16/3/2022







me, Jusmita 2
Invitation for Interview
Respected sir, I will be attending the inte...

16/3/2022





 Jusmita Konwar



Barna Roy
Confirmation email
Respected Sir/ Madam, With due respect...


16/3/2022







me, J 2
Invitation for Interview
I will attend the interview. On Wed 16 Mar...

16/3/2022





 joyonta deka




me, Bijuli 2
Invitation for interview
ধন্যবাদ 🙏 On Wed, Mar 16, 2022, 3:51 PM...


16/3/2022





 Bijuli



me, Mail 2
Invitation for Interview



 86



Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

PROCEEDINGS OF SELECTION COMMITTEE



Estd: 1981

JORHAT KENDRIYA MAHAVIDYALAYA

KENDUGURI, JORHAT-785 010, ASSAM

Phone # 0376-2350009, e-mail: jkmpncipal@rediffmail.com, Fax # 0376-2350009

Re-accredited by NAAC with Grade B⁺

Website # <http://www.jorhatkendriyamahavidyalaya.in>

Date: 18-04-2022

Ref No. JKM/Appl ECO/2022/

Proceeding and Resolution of the selection committee for the post of Assistant Professor in the department of ECONOMICS, Jorhat Kendriya Mahavidyalaya Held on 18-04-2022

The selection committee for the post of Assistant Professor, Department of Economics, Jorhat Kendriya Mahavidyalaya was held on 18-04-2022 in the College conference hall with the following members-

1. Sjt. Gopal Hazarika, President, Governing Body, Jorhat Kendriya Mahavidyalaya
2. Dr. Dulen Saikia, Principal & Secretary, Jorhat Kendriya Mahavidyalaya
3. Dr. Pranjal Protim Buragohain, VC's Nominee, Dibrugarh University
4. Dr. Amarjyoti Mahanta, VC's Nominee, Dibrugarh University
5. Dr. Debajeet Sarmah, Subject Expert
6. Dr. Krishna Jyoti Handique, Subject Expert

Resolution-

Out of 23 applicants, only 10 candidates have appeared in the interview for the post of Assistant Professor, department of Economics, Jorhat Kendriya Mahavidyalaya held on 18-04-2022. The Selection Committee has unanimously selected PALLABI HAZARIKA for the post of Assistant Professor in the department of Economics, Jorhat Kendriya Mahavidyalaya under UR category based on the performance in the interview and academic carrier as per guidelines for selection of Assistant Professor in provincialised Govt. colleges of Assam vide letter No. AHE.239/2021/68, Dated Dispur, the 24th January, 2022. It is also resolved that name of Pallabi Hazarika is forwarded for further approval to the Governing Body and Director of Higher Education, Govt. of Assam.

Sjt. Gopal Hazarika
18-4-2022
Sjt. Gopal Hazarika
President, G.B.

Dr. Pranjal Protim Buragohain
18/4/22
Dr. Pranjal Protim Buragohain
VC's Nominee
P.P. Buragohain
Associate Professor
Department of Economics
Dibrugarh University

Dr. Amarjyoti Mahanta
18/04/2022
Dr. Amarjyoti Mahanta
VC's Nominee
Associate Professor
Department of Economics
Dibrugarh University

Dr. Dulen Saikia
18/04/2022
Dr. Dulen Saikia
Principal & Secy.
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Dr. Debajeet Sarmah
Subject Expert
Associate Professor
Dept. of Economics
Jhansi H.N.S. College

Dr. Krishna Jyoti Handique
18-4-22
Dr. Krishna Jyoti Handique
Subject Expert

Associate Professor & Head
Department of Economics
Gargan College, Silchar

Mr. Arup Kr. Mahanta
18/4/22
Mr. Arup Kr. Mahanta
Head, Dept. of Economics

Department of Economics
Jorhat Kendriya Mahavidyalaya

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

APPOINTMENT LETTER

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

No.DHE/CE/AC/NET/SLET/547/2022/94

Dated Kahilipara, the 23/09/2022

O R D E R

In exercise of the authority conferred under provision of Rules, 7(a) of the Assam College Employees (Provincialization) Rules, 2010 and on the basis of the recommendation of the Selection Committee and the Governing Body's resolution No.02, dated 28-04-2022 of the Governing Body of Jorhat Kendriya Mahavidyalaya, Kenduguri, District-Jorhat, the following person is hereby appointed as Assistant Professor with the following terms and conditions mentioned below:

Name of the person(s)	Designation	Department	The Post against which the appointment is made	Scale of pay
Pallabi Hazarika, U.R., as per R.P. No.1,(NET)	Assistant Professor	Economics	Vice Mrs. Minoti Khound, retired.	Rs.57,700-1,82,400/-

This has the approval of Govt. vide ECF No.225736, dated 16-09-2022.

Terms and conditions:-

- The appointed Assistant Professor will be entitled to enjoy regular U.G.C. scale of pay of Rs.57,700-1,82,400/- with other allowances as per rules as admissible.
- The appointee concerned will have to furnish an undertaking before joining in the college as prescribed by the Finance (Budget) Department vide its letter No.BW.3/2003/Pt./11/1, dated 25-01-2005 regarding introduction of "New Pension" Rules along with the joining report.
- This appointment letter is issued in anticipation of receipt of satisfactory PVR and the undersigned reserves the right to cancel the appointment order in case of receipt of unsatisfactory PVR.
- If the selected candidate or anyone of his family member has been enjoying the benefit under "Orunodoi" Scheme they have to surrender the benefit of the Scheme by giving undertaking at the time of joining.

Sd/- Dharma Kanta Mili, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara, the 23/09/2022

Memo No.DHE/CE/AC/NET/SLET/547/2022/94 -A
Copy for information and necessary action to:-

- The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- The Principal, Jorhat Kendriya Mahavidyalaya, Kenduguri, District-Jorhat, with reference to his letter No.JKM/JHT/PI/DHE/2022/138, dated 28-04-2022. He is directed to certify confirming that there is no court case against the said post / incumbent. While accepting the joining report, the authority should allot routine works/ academic activities as per job chart and report compliance.
- The Treasury Officer, Jorhat Treasury.
- The person concerned (Pallabi Hazarika).He/She is directed to submit the undertaking on the new pension policy alongwith the joining report to the Principal.
- The Guard File.

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

Pranjal Dutta
Coordinator, IQAC



Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

JOINING REPORT

To,

Date: 24/09/2022

The Principal
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat -10

Sub: Joining report as an Assistant Professor in the Department of Economics.

Sir,

With reference to the DHE order no. DHE/CE/AC/NET/SLET/547/2022/94 dated 23-09-2022, I like to join as an Assistant Professor in the Department of Economics at your college with effect from today, 24-09-2022 at 10:50 AM 10:45 A.M.

I therefore request you to grant me the same and obliged.

Thanking you

Yours faithfully

Pallabi Hazarika

Pallabi Hazarika

Address: Vill: Solai Gaon
P.O. Sootea
P.S. Sootea
Dist. Bishwanath (Assam) PIN: 784175

Pallabi Hazarika
has joined her duty
as an Assist. Professor
in the department of Economics
on 24/09/2022 at 10:45 A.M.

Dr. Dulen Saikia
Principal & Secretary
Jorhat Kendriya Mahavidyalaya

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

APPOINTMENT LETTER

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

No.DHE/CE/AC/NET/SLET/519/2022/175

Dated Kahilipara, the 23-09-2022

Q R D E R

In exercise of the authority conferred under provision of Rules, 7(a) of the Assam College Employees (Provincialization) Rules, 2010 and on the basis of the recommendation of the Selection Committee and the Governing Body's resolution No.3, dated 06-04-2022 of the Governing Body of Jorhat Kendriya Mahavidyalaya, Kenduguri, District-Jorhat, the following person is hereby appointed as Assistant Professor with the following terms and conditions mentioned below:

Name of the person(s)	Designation	Department	The Post against which the appointment is made	Scale of pay
Purabi Kalita, U.R., as per R.P. No.18, (SLET)	Assistant Professor	Education	Vice Ms. Bandana Khorgharia, retired	Rs.57,700-1,82,400/-

This has the approval of Govt. vide ECF No.225547, dated 16-09-2022.

Terms and conditions:-

- The appointed Assistant Professor will be entitled to enjoy regular U.G.C. scale of pay of Rs.57,700-1,82,400/- with other allowances as per rules as admissible.
- The appointee concerned will have to furnish an undertaking before joining in the college as prescribed by the Finance (Budget) Department vide its letter No.BW.3/2003/Pl./11/1, dated 25-01-2005 regarding introduction of "New Pension" Rules along with the joining report.
- This appointment letter is issued in anticipation of receipt of satisfactory PVR and the undersigned reserves the right to cancel the appointment order in case of receipt of unsatisfactory PVR.
- If the selected candidate or anyone of his family member has been enjoying the benefit under "Orunodoi" Scheme they have to surrender the benefit of the Scheme by giving undertaking at the time of joining.

Sd/- Dharma Kanta Mili, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

Dated Kahilipara, the 23-09-2022

Memo No.DHE/CE/AC/NET/SLET/519/2022/175-A
Copy for information and necessary action to:-

- The Commissioner & Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- The Principal, Jorhat Kendriya Mahavidyalaya, Kenduguri, District-Jorhat, with reference to his letter No.JKM/JHT/PI/DHE/2022/122(a), dated 11-04-2022. He is directed to certify confirming that there is no court case against the said post / incumbent. While accepting the joining report, the authority should allot routine works/ academic activities as per job chart and report compliance.
- The Treasury Officer, Jorhat Treasury.
- The person concerned (Purabi Kalita).He/She is directed to submit the undertaking on the new pension policy alongwith the joining report to the Principal.
- The Guard File.

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

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

JOINING REPORT

To,

The Principal
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat -10

Date: 24/09/2022

Sub: Joining report as an Assistant Professor in the Department of Education.

Sir,

With reference to the DHE order no. DHE/CE/AC/NET/SLET/519/2022/175 dated 23-09-2022, I like to join as an Assistant Professor in the Department of Education at your college with effect from today, 24-09-2022 at 10.50 AM

I therefore request you to grant me the same and obliged.

Thanking you

Yours faithfully

Purabi Kalita
Purabi Kalita

Address: Vill: 2 No Bamun Gaon M.C boruah road
P.O. Chengali Gaon Kenduguri-10
P.S. Jorhat
Dist. Jorhat (Assam) PIN: 785010

*Purabi Kalita
has joined as an Assistant
Professor in the department of
Education on 24/09/2022 at 10.50 A.M.*

Dr. Dulen Saikia
Principal & Secretary
Jorhat Kendriya Mahavidyalaya

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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REVISION OF PAY SCALES OF NON - TEACHING STAFF

286 THE ASSAM GAZETTE, EXTRAORDINARY, MARCH 17, 2017

Office III & IV
Grade.

Table 1

Sl.No	Existing PB	Existing GP	Revised GP	Revised PB
1	4560-15000	1500 1600 1800	3900 3900 - 45 4400 - 50	12000-37500
2	5200-20200	2000 2100 2200 2400 2500 2700 2900 3000 3100 3300	5000 5000 5600 6200 - 6200 6800 7400 7400 8000 8700	14000-49000
3	8000-35000	4200 4300 4500 4600 4700 4900 5100	9100 9100 9700 10300 10900 11500 11500	22000-87000
4	12000-40000	5400 5900 6100 6300 6400 6600 7200 7400 7600	12700 13300 13900 14500 15100 15700 16300 16900 17500	30000-110000
5	26000-45000	8700	18500	65000-112000
6	Fixed 55,000	-		Fixed 130000

There shall be 5 distinct running Pay Bands and 24 Grade Pay corresponding to the pre-revised pay scales. Minimum basic pay is Rs. 15900/- and Maximum basic pay is Rs. 1,30,000/- for the post of Commissioner & Secretary. Fixation of pay in the revised pay bands shall be done as per fitment table at APPENDIX - I.

- Basic pay shall consist of pay in the Pay Band and Grade Pay.
- The detailed fixation tables at APPENDIX -I of Assam Services (Revision of Pay) Rules, 2017 showing stage-wise fixation of existing employees in the revised running Pay Bands should be utilized in every case of fixation of pay of the concerned employees in the revised running Pay Bands.

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Kenduguri, Jorhat-10
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AFRBM Act, 2005

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Salient Features

1. Five-Year Rolling Fiscal Plan
1. Fiscal Management Principles
2. Measures for Fiscal Transparency
3. Measures to ensure Fiscal Discipline
4. Offences & Penalties
5. Protection to Govt servants

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Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10
Dr. Dulen Saikia
Principal



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PENSION RULES

INTRODUCTION

All pensionary benefits are governed by the Assam Services (Pension) Rules, 1969, as amended, which is come into force w.e.f 1-10-1969 and is applicable to Govt. servant appointed in service on or before 31-1-2005. From 1-2-2005 New Define Pension Contribution Scheme (NPS) is applicable.

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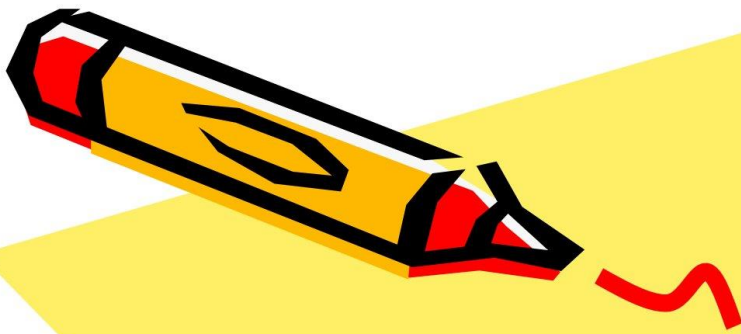
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Leave Rules



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Is leave a Right?

- Leave is an entitlement, a privilege and a condition of service. It is not a right
- Leave may be refused, curtailed or revoked, in public interest
- When the exigencies of service, in the opinion of the leave sanctioning authority, so demand, leave of any kind or description, may be refused or revoked by the leave sanctioning authority at any time
- In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.



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General conditions of leave

- A teacher's claim to leave is regulated by the rules in force at the time the leave is applied for
- Any claim to leave at credit ceases from the date of dismissal, removal, retirement or resignation from service.

COMMENCEMENT AND TERMINATION OF LEAVE

(1) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is resumed.

(2) Sundays or other public holidays (except vacations) may be prefixed as well as suffixed to leave of any kind.

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RETURN TO DUTY FROM LEAVE

Except with the prior permission of the authority which sanctioned the leave, no person on leave shall return to duty before the expiry of the period of leave granted to him/her.

On return from leave, one must report his/her return. If leave was on medical ground, he/she has to produce a medical certificate of fitness

If the person does not join his/her post after expiry of leave, then he/she is not entitled to leave salary unless his/her leave is regularized by the competent authority

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COMMUTATION OF LEAVE: (Commutation means exchanged or substituted for)

- Leave may be commuted even retrospectively into leave of a different kind, which was due and admissible at the time the leave was originally sanctioned.
- However, commutation of leave cannot be done after the employee ceases to be in service.
- Commutation cannot be done except at the written request of the teacher
- Commutation may require adjustment of leave salary on the basis of the leave finally granted to the teacher.



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Combination of different kinds of leave.

Leave of one kind may be combined with leave of another kind. However, Casual leave cannot be combined with regular leave under normal circumstances

GRANT OF LEAVE ON MEDICAL CERTIFICATE

- An application for leave made by a teacher on medical grounds, shall be accompanied by a medical certificate, defining as clearly as possible the nature and probable duration of the illness and rest, whenever applicable.
- The medical officer shall not recommend grant of leave in any case in which there appears to be no reasonable prospect that the teacher concerned will ever be fit to resume his duties and, in such case, the opinion that the teacher is permanently unfit for service shall be recorded in the medical certificate.

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- The grant of a medical certificate in itself does not confer any right to leave
- A second opinion may also be taken by the competent authority, if required
- The authority competent to grant leave may, at its discretion, waive the production of a medical certificate in case of an application for leave on medical grounds for a period not exceeding 3 days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against a kind of leave other than leave on medical grounds at the sole discretion of the leave sanctioning authority.



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- Leave should always be applied for and sanctioned before it is availed of except in case of emergency and on providing satisfactory reasons therefor.
- The leave account shall be maintained for each teacher in the college
- The order sanctioning earned leave or half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.



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Leave treated as duty

1. Casual Leave

- Total CL granted to a teacher shall not exceed 12 days in a calendar year.
- CL cannot be combined with any other kind of leave except Special Casual Leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of CL shall not be counted as CL. However, CL cannot be both prefixed and suffixed to vacation/Earned Leave/Holidays except Sundays.
- CL exceeding 7 days at a time shall not be sanctioned.



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JORHAT KENDRIYA MAHAVIDYALAYA

(Affiliated to Dibrugarh University, ASSAM)

CODE OF CONDUCT HANDBOOK

1

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Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

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General Details of institute:

Sr No.	Particulars	Details
1	Name of the institute	Jorhat Kendriya mahavidyalaya
2	Address	Kenduguri, Jorhat, Assam
3	Year of establishment	1981
4	Affiliation	Dibrugarh University
5	Courses Offered	<div>XIth and XIIth Arts, Science</div> <div>B.A. /B.Sc</div> <div>Community college</div> <div>1.Diploma In tea plantation</div> <div>2.B.VOCH small tea garden management and nursery</div> <div>1.Skill course on led bulb repairing and vermicompost under NSDC</div> <div>2 Eight Add on course under dibrugarh university</div> <div>Distance courses</div> <div>1.B.A.(English,assamese economics,sociology,political science)</div> <div>2.M.A.(English,assamese economics,sociology,political science)</div>

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