

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

No. PC/HE/Con.20/2018/32

Dated Kahilipara the 7th March/2019

C I R C U L A R

The Govt. Office Memorandum No.AHE.843/2017/52, dtd.25/02/2019 regarding guideline for according No Objection for opening of a Degree College/Introduction of New subjects/Major Courses of study in Degree Colleges and granting of permission to affiliation accorded by the University is enclosed herewith.

The Colleges applying for Permission/No Objection for opening of a Degree College/Introduction of New subjects/Major Courses of study in Degree College will be considered as per the terms & conditions of the Govt. new guideline.

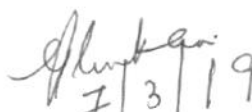
This is for general information and necessary action of all concerned.

Sd/- (G.Phukan, ACS)
Director of Higher Education, Assam
Kahilipara, Guwahati-19.
Dated Kahilipara the 7th March/2019.

Memo No. PC/HE/Con.20/2018/32-A

Copy :-

1. Smti. N.Laskar, Joint 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.
3. The P.S. to the Principal Secretary to the Govt. of Assam, Higher Education, Department, Dispur, Guwahati-6.
- ✓ 4. The President, Governing Body/Principal of all Colleges.


7/3/19
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

(31)

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

No. AHE.843/2017/52

Dated Dispur the 25th February, 2019.

OFFICE MEMORANDUM

Subject : Guidelines for according No Objection for opening of a Degree College/Introduction of New subjects/Major Courses of Study in Degree Colleges.

And

Granting of permission to affiliation accorded by the University.

1) Date of commencement- It shall come into force with immediate effect.

2) **Definitions**

- i) Govt./State Govt. means the State Govt. of Assam.
- ii) Governing Body/Special Body means Body constituted under relevant rules.
- iii) Sponsoring Body means a body duly elected in a Public Meeting at the locality for the purpose of opening a College. This body shall be fully responsible for complete financing of the College.
- iv) Degree college means a college imparting general education of 3 years Degree Course in Arts./Science /Commerce stream.
- v) D.H.E means Director of Higher Education, Assam appointed by the Government.
- vi) Committee means the committee constituted by the Government to examine the cases of prior No objection in respect of opening New college/ introduction of Subjects/Major course of study in affiliated colleges and granting permission to affiliation by the University.

SECTION -I

Prior No Objection for opening a New College.

- 3) When the University concerned seeks prior No Objection from the Government for opening a new college, the Government will take necessary action for inspection of the college concerned through the Directorate of Higher Education,
- 4) Physical verification of the proposed college will be made by an officer of not below the rank of Deputy Director. The Physical verification will be conducted with reference to the following points :
 - i) Particulars of the Sponsoring Body.
 - ii) Need of the proposed College in the area.
 - iii) Faculty proposed to be introduced.
 - iv) Subjects proposed to be introduced.
 - v) Distance of the proposed college from the existing Degree Colleges within a radius of 15 kms together with the class-wise enrollment in the Degree Classes.
 - vi) Particulars about land with site plan and proposed accommodation of the college along with a copy of line plan of the proposed college building.
 - vii) Financial resources of the proposed college.
 - viii) Names of the Feeder Higher Secondary Schools, Junior Colleges and Degree Colleges having Higher Secondary sections of the area within a radius of 15 kms.
 - ix) Enrollment of 1st. and 2nd.year classes in the Higher Secondary Schools/ Junior Colleges and Degree Colleges having Higher Secondary Classes of the area within a radius of 15 kms.
 - x) Number of candidates passing Higher secondary Examination in the preceding 3 years from the institution referred to above under clause 4(ix).
- 5) The Director of Higher Education, Assam shall submit the Inspection Report together with his/her comments to the Government for necessary consideration.*
- 6) The Director of Higher Education shall consider the merit of the individual proposal on the basis of the inspection report and recommend the deserving proposals to the Govt. for consideration.

- 7) The Govt. may accord prior No objection to start a new college in consideration of the recommendation of the Director of Higher Education, which may be communicated to the University concerned with intimation to the sponsoring Body of the proposed college. Further, the following instructions shall be given to the sponsoring body for implementation:
- i. The proposed College shall have its own land measuring 10 (Ten) Bighas in a single plot for the academic and other buildings. The requirements of land may be relaxed to 5 (Five) Bighas in case the concerned sponsoring body constructed multi storied building. In addition provision of playground measuring 7 (Seven) Bighas of land is to be made by the sponsoring Body.
 - ii. A fund of at least Rs. 10,00,000/- (Rupees Ten Lakh) only in the name of the proposed college to be kept as fixed Deposit for a period of at least 5 (Five) years either in the post office or a Nationalized Bank. Further, an additional amount of Rs.5,00,000/- (Rupees Five Lakh) only is to be deposited in the Post Office or a Nationalized Bank as working capital.
 - iii. Physical infrastructure/and facilities as per University norms are to be provided.
 - iv. The Sponsoring body shall have to start the proposed college within a period of 3 (three) years from date of issue of prior No Objection of the State Govt. **Furthermore, the college shall have to fulfill the conditions for the purpose of granting affiliation by the University concerned.**
 - v. Constructions of academic and Administrative buildings on its own land of the college are to be made.
 - vi. Total enrollment of 100 students in 1st year TDC classes of a single faculty is to be ensured.
 - vii. Staff requirement as prescribed by the University must have the required U.G.C norms.
 - viii. There must be a regular Principal and he/she must also possess U.G.C. norms of qualification.
 - ix. At least 2000 standard books in the Library for a single faculty in addition to News papers and Journals are to be procured. Apart from books for general reading appropriate for the Degree level, the library should have reference books for different disciplines including standard encyclopedia.
 - x. Accommodation for class rooms, library with reading room, office common room, Boy's common room, Girls' common room as per norms prescribed by the University are to be provided. The rooms are to be provided with the required furniture.
 - xi. In case of introduction of science stream or subject(s) having practical courses, provision for laboratories, Museum, gas plant room, balance and dark rooms, departmental Teacher rooms shall have to be made as per University norms. The laboratories are to be provided with necessary working table and other furniture. Provision for supply of water and electricity shall have to be made. The laboratories are to be equipped with the required apparatus, chemicals, glass wares, specimens, charts etc. and it must be safe for students, staff and faculty members. Green practices are to be introduced.
 - xii. Satisfactory provision for sanitary facilities for male and female students and for female and male staff members is to be made.
 - xiii. Maintenance of discipline amongst the students and staff is to be ensured.
 - xiv. There must be regularity in holding classes with compulsory attendance of students as per norms of the University.
 - xv. Maintenance of essential records such as Admission Register, Fee collection register, Attendance Register, leave records for students and staff members, cash book ledgers, stock Book, Sponsoring Body Proceeding Books of the Sponsoring / Governing Body, the College accounts to be maintained properly and as per accounting procedures.
 - xvi. Regularity in payment of salaries to the faculty and staff members, through Banks is to be ensured.
 - xvii. The college shall have a duly constituted Governing Body.
 - xviii. There must be an ICT enabled campus, Fire safety, Treated water, Security on the campus, Tie-up with medical centers/Nursing homes for exigencies are to be ensured.

SECTION –II (To be read with SECTION-I)Prior No Objection for opening of a New Faculty /New Subject/Major course of study.

8. When the University concerned seeks prior No objection from the Govt. for opening a new faculty/new subjects of study in an affiliated college, the Govt. will take necessary action for inspection of the college concerned through the Directorate of Higher Education.

9. Physical verification of the college concerned will be made by an officer of the Directorate of Higher Education not below the rank of Deputy Director. The physical verification will be conducted on the following parameters:-

- i). Need of the proposed faculty/subject (s)/major course of study.
- ii). Distance of the college from the other neighboring colleges where particular faculty/subject (s)/major courses are being taught together with the class wise enrolment in the faculty/subject (s)/major courses under reference.
- iii). Arrangement in respect of additional accommodation required for instruction of new faculty /subject(s)/major courses.
- iv). Provision for laboratories, museum, gas plan room, balance room, dark room, departmental tea room, supply of water and electricity as necessary.
- v). Provision for expansion of the Library.
- vi). Financial Resources of the College to meet the actual expenditure as required for opening of new faculty/subject (s)/major courses of study.

10. The Director of Higher Education shall submit the inspection report together with his/her comments on the merit of Inspection Report and recommend the deserving proposal to the Govt. for necessary action.

11) The Govt. may accord prior no objection to start new faculty/new subject (s) of study and may communicate to the University concerned under intimation to the Governing Body of the concerned College. Further the following instruction shall be given to the Governing body for implementation:-

- i) Total enrollment of at least 100 students in 1st year Degree classes in last 3 years of the faculty/subject(s) to be ensured.
- ii) Appointment of additional Teachers with U.G.C norms has to be made.
- iii) Additional number of books related to the subject(s) of the faculty in case of introduction of a new faculty are to be procured. In case of introduction of new subject(s), number of books per subject related to the new subject (s) opened to be procured while in case of introduction of the course, number of reference books for each course is to be procured. The library should have at least standard journals, dealing with the course for study.
- iv) Additional accommodation for introduction of new faculty/subject(s) of study as per norms to be provided. In case of introduction of science Faculty or Subject having practical courses, provision for laboratories, museum, gas plan room, balance room, dark room, departmental teacher's rooms shall have to be made as per University norms. The Laboratories are to be provided with necessary working tables and other furniture. Provision for supply of water and electricity shall have to be made appropriately. The Laboratories are to be equipped with the required apparatus, chemicals, and specimen charts, exhaust fans, emergency exits etc.

Sd/-
Commissioner & Secretary
Higher Education Department, Govt. of Assam

Memo No. AHE.843/2017/52-A

Dated Dispur the 25th February, 2019

Copy to :

- (1) The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
- (2) P.S. to the Hon'ble Minister of Education, Assam, Dispur.
- (3) P.S to the Principal Secretary to the Govt. of Assam, Higher Education Deptt., Assam, Dispur.
- (4) P.S to the Commissioner & Secretary to the Govt. of Assam, Higher Education Deptt., Assam, Dispur.
- (5) P.S to the Secretary to the Govt. of Assam, Higher Education Deptt., Assam, Dispur.

nh mow 25/2/19

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