



## DON BOSCO COLLEGE

Dhodar Ali Road, Railway Gate No 3  
P.O. Golaghat – 785 621  
Assam

Phone: 9508989780  
www.dbcgolaghat.com  
dbcgolaghat@gmail.com

- Staff Empowerment Strategies and measures are applicable as per the college rules

### SERVICE RULES FOR THE ACADEMIC EMPLOYEES OF DON BOSCO COLLEGES OF THE SALESIAN PROVINCE OF DIMAPUR

The following shall be the terms and conditions of appointment of Academic Employees of Don Bosco Colleges in the Salesian Province of Dimapur. Every member of the academic staff shall agree to abide by all the conditions herein stated and such conditions as may be introduced from time to time by the competent authority.

#### 3. CLASSIFICATION OF EMPLOYEES

- 3.1 A permanent employee is an employee who has been appointed on a permanent basis under a proper letter of appointment.
- 3.2 A temporary employee is one who has been employed for a job, which is essentially of a temporary nature.
- 3.3 A contract employee is one who is on contract basis for a specific work and for a specific period of time.
- 3.4. A part-time employee is one engaged for a work of a casual nature and /or intermittently.

#### 4.2 Appointment

- 4.2.1 The Managing Committee in consultation with the president of the Governing Body shall appoint the Selection Board.
- 4.2.2 An employee is appointed on the recommendation of the Selection Board.
- 4.2.3 The Secretary of the Governing Body will issue the Appointment Letter on behalf of the Governing Body.
- 4.2.4 The appointment of an employee shall be made in writing mentioning the nature of the appointment whether, temporary, probationary or contractual and mentioning the salary scale.
- 4.2.5 The employee shall receive two copies of the appointment letter, one he signs and Returns to the office. Similarly, the employee shall receive two copies of service rules of which one signed copy is returned to the office.
- 4.2.6 The employee has to furnish relevant documents regarding his educational qualification at the time of the appointment.
- 4.2.7 Every employee has to undergo a period of probation for one year before the service can be confirmed. Probationary period may be extended for another year if the case so requires.

#### 4.3 Pay Fixation

- 4.4.1 Pay for the selected candidates is fixed by the Managing committee as per the pay scale approved by the Governing Body for the respective post based upon the qualification and experience of the candidate.


#### 4.4 Salary

- 4.4.1 Every employee appointed for a specific period will be paid only for that period.
- 4.4.2 The management shall deduct from the pay at the source the amounts due on Professional Tax/Income Tax/EPF/ or the concerned departments on behalf of the employee.
- 4.4.3 Provident Fund: Contributory Provident Fund is provided for employees from the day they are appointed in the institution. Its operation is governed by the Provident Fund Act.
- 4.4.4 Crossing of Efficiency Bar will be based on the API (Academic performance Indicator) score obtained by a teacher in an academic year.

#### 4.6 Incentives

- 4.6.1 Lecturers, who have not availed of the Casual leave, shall be paid the days' wage for the leave they have not availed. A day's wage is arrived at by dividing the gross salary by 26.
- 4.6.2 Lecturers are encouraged to attend at least one UGC sponsored Orientation Programme and Refresher Course to update themselves once in five years.



  
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4.6.3 Financial incentives will be given to those who present papers at seminars and conferences and for publication of articles and books as fixed by the management.

### 5. LEAVE

#### 5.1 Leave

5.1.1 Leave shall not be claimed as a matter of right. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave. A member of the staff shall not normally or on any pretense absent himself / herself from his/ her duties without prior permission of his / her Principal authorized to give permission.

5.1.2. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical treatment. Medical Certificate shall be produced at the time of joining after leave.

5.1.3 Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

5.1.4 An employee without prior permission fails to arrive on the re-opening day after terminal/summer/winter holidays, the leave taken without sanction will be considered as pay cut leave. If such leave is repeated he/she will be given a serious warning.

#### 5.2 Casual leave (CL)

5.2.1 All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from August to July.

5.2.2 Any leave other than the casual leave, can be applied for and it may be considered as leave without pay.

5.2.3 An additional leave in a month may be applied for and may be considered as leave without pay.

5.2.4 A non informal leave (leave taken without sanction) may be considered as pay cut leave (one casual leave and one day pay lost). Permission for short absence not exceeding one hour on any working day may be granted. Three permissions in a month may be considered as half day leave.

#### 5.3 Vacation leave (VL) for teaching staff

The total number of VL days for members of faculty (teaching staff) is limited to 30(Thirty), for a continuous service of 12 months in the institution as per the schedule of the institution.

#### 5.4 Maternity leave (ML)

5.4.1 A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave with pay for a maximum of 90 (ninety) days; inclusive of intervening holidays and Sundays, from the date of delivery or from the commencement of leave applied for, whichever is earlier, subject to prior approval of the Principal/ Designated Authority.

5.4.2 In addition to the above, excess leave taken shall be considered as leave on Loss of Pay (LOP).

### 13: GRATUITY

No confirmed teacher will be entitled to claim gratuity unless he / she has put in not less than seven years continuous service in the institution.

13.1 A confirmed teacher will be entitled to be paid gratuity by the management in the following cases only:

13.1.1 On retirement on attaining the age of superannuation.

13.1.2 On death while in service in the college, this amount of gratuity will be paid to his / her nominees (The name of the nominee should be mentioned in the form "F" which should be signed by the employee and the employer); if there are no nominees, to his / her legal heirs.

13.1.3 On his / her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity.

13.1.4 On his / her ceasing to be in service of the College or institution on account of resignation or termination of service under clause (8) of this Service Rules.



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13.1.5 Gratuity is calculated at the rate of 15 days for each year of uninterrupted service or any part thereof in excess of six months i.e.,  $(\text{Basic} + \text{DA}) \div 26 \times 15 \text{ days} \times \text{no. of years}$ . The gratuity may be deducted or forfeited according to the law of the State.

### 15. STUDY LEAVE FOR Ph.D

15.1 A leave of one year with loss of pay and without loss of continuity, for Ph.D Programme will be granted to an employee who has put in five years of continuous regular service in the institution. No extra leave will be granted.

15.2 Only those who are working in the college as a regular academic staff are eligible for study leave.

15.3 As a rule, only one academic staff from a Department will be granted study leave at a time. Preference will be given to senior teachers.

15.4 Only those who are registered for a Ph.D programme in a recognized university or Institution are eligible for study leave.

15.5 Application for study leave should be submitted at least six months before the leave is to commence. The following documents should be submitted with the application:

- i) Proof of admittance or proof of registration to the Ph.D programme
- ii) In the case of Ph.D programme, a letter from the guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.

### 18. UNDERTAKING BY THE MEMBER

Every member of the faculty should carefully read and understand the above "Duties and Responsibilities" and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give the undertaking as below:

*I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Don Bosco College, Golaghat.*

Name of the Teacher:

Signature

Date: 07-06-2021

Name of the Principal: *Fr. Dr. Policarp Xalxo*

Signature

Date: 07-06-2021

(These Service rules have been promulgated by the Governing Body and enforced with effect from 24 May 2015)



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The college provide special and academic leave to those faculties who are pursuing PhD and M.Phil from different Universities and institutes. A total number of Four (04) PhD Research Scholars namely Mr. Shiv Kumar Sarma and Miss Alankrita Borthakur, Devangana Saikia and Mr. Bijoy Gogoi are allowed to take leave in order to pursue PhD.

**Name of the Faculty: Shiv Kumar Sarmah, Asst. Prof., Dept. of Commerce**

No. 001076

**DIBRUGARH UNIVERSITY**

**M.Phil. Examination in Commerce**

The following are the Marks secured by **Shiv Kumar Sharma** Roll No. **14**  
of Department of Commerce, Dibrugarh University, in the M.Phil. Examination, held in June, 2018

Course	Paper Title	End Semester (60)	Internal Assessment (40)	Total (100)	Grade Point	Letter Grade	Result
I	Research Methodology	43	33	76	7	B-	Letter Grade: B- Grade Point: 7 O: Outstanding (10 Marks securing above 95%) A+: Excellent (9 Marks securing 90%-95%) A: Very Good (8 Marks securing 80%-90%) B+: Good (7 Marks securing 70%-80%) B: Above Average (6 Marks securing 60%-70%) C: Average (5 Marks securing 50%-60%) D: Fair (4 Marks securing 45%-50%) E: Absent (0 Marks securing 45%+)
II	Business Research	32	23	55	5	C	
III	Dissertation	Dissertation 150	178	328	8	A	
		Viva Voce 50	43				
<b>Grand Total (180/400)</b>				<b>292</b>	<b>7</b>		<b>B+</b>

Abbreviations: \* - Marks carried from previous examination(s). ABS - Absent

Marks Entered by: *[Signature]*  
Marks Compared by: *[Signature]*  
Controller of Examinations, D/C  
Date: 31st May, 2019



*[Signature]*  
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**Name of the Faculty: Alankrita Borthakur, Asst. Prof., Dept of Sociology**

No. 002178

## DIBRUGARH UNIVERSITY

### Statement of Marks

#### Ph.D. Pre-Registration Course-Work Examination in Sociology

The following are the Marks secured by **Alankrita Borthakur** Roll No. **202001**  
of Department of Sociology, Dibrugarh University in the Ph.D. Pre-Registration Course-Work Examination in Sociology  
held in August, 2021

Sl. No.	Course Title	Final Semester (40)	Internal Assessment (40)	End Semester (40)	Internal Assessment (40)	End Semester (40)	Internal Assessment (20)	Total (48/100)	Grade Point (2/5)	Letter Grade (4/10)	Result
1	Sociological Theory	48	28				72	7	B+	<b>Letter Grade</b> (1) Outstanding 10 (Marks securing above 95%) A+ Excellent 9 (Marks securing 90%-95%) A Very Good 8 (Marks securing 80%-90%) B Good 7 (Marks securing 70%-80%) B- Above Average 6 (Marks securing 60%-70%) C Average 5 (Marks securing 50%-60%) P Pass 4 (Marks securing 45%-50%) F Fail 0 (Marks securing 45%) Abs Absent 0	
2	Research Methodology	40	32				72	7	B+		
3	Preparation of Field Based Research Proposal	45	33				74	7	B+		
4	Understanding Gender	34	31				65	6	B		
5	Research and Publications Ethics **Audit Course				20	15	35	7	B+		
<b>Grand Total (180/400)</b>							<b>283</b>	<b>7</b>		<b>B+</b>	

Abbreviations: \* - Marks carried from previous examination(s), ABS - Absent

\*\* - The Grade/Marks secured in the Audit Course shall not be taken into account in calculating the Grade Point & Letter Grade.

Marks Entered by

Marks Compared by

Controller of Examinations

Date: 18th November 2021



*Alankrita Borthakur*  
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Name of the Faculty: Ms Devangana Saikia, Asst. Prof., Dept of Commerce

**ASSAM UNIVERSITY - SILCHAR, ASSAM (INDIA)**  
(A CENTRAL UNIVERSITY CONSTITUTED BY AN ACT OF PARLIAMENT)

INTEGRATED PRE-PH.D. COURSE WORK EXAMINATION, 2016

**MARK SHEET**

The following are the marks obtained by **DEVANGANA SAIKIA**  
Son/Daughter of **LAKSHIDHAR SAIKIA** and **ANIMA DUTTA SAIKIA**  
of **Department of Commerce**  
bearing Registration Number **20-150078004** of **2015-2016** and Roll **011615** No **00200708**  
in **INTEGRATED PRE-PH.D.**

**COURSE WORK Examination, held in May 2016**

Course/Paper No	Name/Title of Course /Paper	Full Marks	Pass Marks	Marks Obtained
IPP-501	Research Methodology - I	100	50	55
IPP-502	Research Methodology - II	100	50	50
IPP-503	Commerce	100	50	60
IPP-504	Term Paper	100	50	60
<b>GRAND TOTAL</b>				<b>225</b>

**RESULT: QUALIFIED for M.Phil admission only.**  
Comments/Papers yet to clear  
Qualifying marks for:  
1) M.C. Admission: Minimum 55% marks in each paper as well as in aggregate.  
2) M.Phil Admission: Minimum 50% in each paper as well as in aggregate.

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Name of the Faculty: Mr. Bijoy Gogoi, Asst. Prof., Dept of Pol. Science

No. 000911

## DIBRUGARH UNIVERSITY

Ph.D. Pre-Registration Course-Work Examination, 2017 in Social Science

The following are the Marks secured by **Bijoy Gogoi** Roll No. 03  
of Omeo Kumar Das Institute of Social Change & Development, Guwahati in the Ph.D. Pre-Registration Course-Work Examination, 2017 held in June, 2017.

Course	Paper Title	End Semester 60	Internal Assessment 40	Assignment Writing 80	Yrs on the Assignment 20	Total 180/400	Grade Point 4/10	Letter Grade	RESULT
I	Research Methodology	33	31			64	6	B	Letter Grade 'O' Outstanding 'A' Excellent 'A+' Very Good 'A' Good 'B' Above Average 'C' Average 'D' Fair 'E' Fail 'AB' Absent
II	Theoretical Perspectives and the Areas of Contemporary Concerns	34	33			67	6	B	
III	Understanding North-East India	37	34			71	7	B+	
IV	Assignment			52	13	65	6	B	
Grand Total (180/400)						267	6		B

Abbreviations: \* - Marks carried from previous examination(s); ABS - Absent

Marks Entered by: *[Signature]*  
Marks Compared by: *[Signature]*  
Controller of Examinations  
Date: 15th November, 2017



*[Signature]*  
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**Name of the Faculty: Mr. Anjan Bharali, Asst. Prof., Dept of Commerce**

No. 002195

**DIBRUGARH UNIVERSITY**

Department of Commerce

**M.Phil. Examination, 2020, in Commerce**

The following are the Marks secured by **Anjan Bharali** Roll No. 02  
of Department of Commerce, Dibrugarh University, in the M.Phil. Examination, 2020 held in February, 2020

Paper	Paper Title	End Semester 70	Internal Assessment 30	Total 40/100 & 80/200	Grade Point	Result
I	Research Methodology	44	24	68	6.8	Grade Point 10 - Outstanding - 1.00 and above 9 - Very Good - 2.00 and above 8 - Good - 3.00 and above 7 - Below 7.00 6 - Below 6.00
II	Business Research	48	20	68	6.8	
III	Dissertation	Dissertation 60/150 Viva-Voce 20/50		142 45	1.87	
Grand Total (200/400)				323	3.23	G

Abbreviations: \* - Marks carried from previous examination(s), ABS - Absent

Marks Entered by: *Anjan*  
Marks Compared by: *Anjan*  
Controller of Examinations  
Date: 6th December 2021



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