

**ANNEXURE-A**  
**APPLICATION FOR PROVINCIALISATION OF SERVICES OF TEACHER/TUTOR IN  
DEGREE COLLEGE**

[Under the Assam Education (Provincialisation of Services of Teachers and  
Re-Organisation of Educational Institutions) Act, 2017]

1.	Name and address of the Degree College		
2.	a) Name of Stream(Arts/Sc/Com) provincialised b) Name of Stream(Arts/Sc/Com) applied for provincialisation		
3	Date of establishment of the Degree College [Section 3(1)(i)]		
4	a) Date of receiving permission for classes XI & XII from the State Government. [Section 3(1)(i)]. Furnish copies.		
	b) Date of receiving recognition for classes XI & XII from the Assam Higher Secondary Education Council [Section 3(1)(i)]. Furnish copies.		
5	a) Date of receiving Permission/N.O.C. for TDC from the State Government. [Section 3(1)(i)]. Furnish copies.		
	b) Date of receiving subject affiliation for TDC final year(pass course / major) from the concerned University. [Section 3(1)(i)]. Furnish copies.		
	c) Date of receiving subject concurrence of TDC final year(pass course / major) from the State Govt. [Section 3(1)(i)]. Furnish copies.		
6	Whether the College charges any fees from the student. If yes, the particulars of such fees must be furnished.		
7.	Audit report of the concerned Degree College for last three years duly approved by the Governing Body.		
8.	Name and address with phone no. of the President & Members of the Governing Body. (Separate sheet to be attached)		
9	Land details whether it is Sarkari/ Government land [Section 3(1)(iii)]	(a) Area of land(B-K-L) and location of land(Dag No. & Patta No.)	
		(b) Date of allotment of land	
		(c) Date of taking over possession of land. [Possession certificate from competent authority be attached]	
10	Land details in case of Forest Land/Tea garden land	(a) Area of land(B-K-L)	
		(b) Location of Land(Dag No. & Patta No.)	
		(c) Date of taking over possession of land. [Possession certificate from the competent authority be attached]	
11	Land details if the land is Patta land [Section 3(1)(iii)]	(a) Area of land(B-K-L) and location of land(Dag No. & Patta No.)	
		(b) Date of Registration of Deed for purchase/Gift in favour of the institution.	
		(c) Date of mutation of land in the name of the institution.	
		(d) Date of taking over possession of land	
12	Whether the Degree College is located on its own land:- Yes/No.		
13	GPS data(Latitude and longitude of the Degree College)		
14.	Name of the nearest Govt. College/Provincialized College (with distance)		
15.	Building details of the Degree College [Section 3(1)(ii), 3(3), 3(4)]		
	(a) Whether the Building is RCC/ Assam Type/Temporary structure		
	(b) Area of Building (In square feet)		
	(c) No. of Class-room for each Class with area in square feet		

	(d) In case of Science Stream whether Laboratory is available or not						
	(e) Area under play ground						
	(f) Whether separate common-room is available for teachers						
	(g) Whether Separate toilet for girls/ boys is available						
	(h) Whether Library is permanent/ Temporary structure						
	(i) Whether Boundary wall is permanent/Temporary structure.						
16.	Particulars of teaching and non-teaching staff of the Degree College	As per the list at Appendix-I & II					
17.	Particulars of enrolment of students in the Institution during last three years. Certificate of AHSEC shall be required in case of enrolment for Class XI & XII and for other classes as per affiliated University. [Section 3(v)]	Class	2015	2016	2017		
		(i) Class-XI					
		(ii) Class-XII					
		(iii) Class-TDC 1 <sup>st</sup>					
		(iv) Class-TDC 2 <sup>nd</sup>					
		(v) Class-TDC 3 <sup>rd</sup>					
18.	Particulars showing result of HSSLC/TDC Final Examination for last three years. Certificate from AHSEC/University to be produced. [Section 3(vi)]	2014		2015		2016	
		Total students appeared	Total students passed	Total students appeared	Total students passed	Total students appeared	Total students passed
19.	Numbers of students appearing in HSSLC/TDC Final Examination subject-wise of each subject including Vocational Subject during last three years [Section 3(vii), 3(viii), 3(ix), 4(2)(iv)]	Name of subject	No of students appeared in HSSLC Exam				
			2015	2016	2017		

I, Shri..... . . . . . S/o..... . . . . . resident of ..... now working as Principal, do here by solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading i.e false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

signature of the Principal

..... Degree College.

**Appendix-I**

**EDUCATIONAL AND PROFESSIONAL QUALIFICATION OF TEACHER/TUTOR**

[Section 4, 6]

Sl. No	Name of Teacher/Tutor	Designation	Date of Birth	Caste	Date of joining	Name of subject taught	Enrolment of the subject	Educational and Professional qualification					Remarks
								Percentage of marks obtained in Graduation	Percentage of marks obtained in Post-Graduation	Whether NET/SET/SLET qualified or not	Whether M. Phil / Ph. D. obtained	Any other qualification	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Signature of the Principal

..... Degree College.

[Note:- Date of joining shall be supported with appointment letter, resolution of GB, attendance register from 31.12.2010 till date.]

**Appendix-II**

**INDIVIDUAL INFORMATION TO BE FURNISHED BY EACH EMPLOYEE [Photograph]  
(Already Provincialised/Yet to be Provincialised)**

1	Name of the Teacher/Tutor				
2	Present Post held with total monthly emolument				
3	Date of birth (Copy of Matriculation Certificate/ Admit Card to be attached)				
4	Whether SC, ST(P), ST(H),OBC/ MOBC (Certificate to be attached)				
5	Whether differently able person. If yes, attach certificate				
6	Name of the Degree College/ Institution where working .				
7	Date of joining in the Degree College/Institution (Copy of the appointment order to be attached)				
8	Period of service in the present Degree College/Institution as on 01/01/2017.				
9	Whether continuously serving in the College and since when.				
10	Educational and Professional Qualification (Matriculation onward)				
	Name of Examination	Year of passing/Date of Notification	Name of Board/ Council/ University	Division/Class	Percentage of marks obtained
	HSLC				
	HSSLC				
	Graduation				
	Post Graduation				
	NET/SET/SLET				
	M. Phil/Ph. D.				

I do hereby solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and belief and that I have not provided any misleading or false information, nor have I suppressed any information. I am aware that in case the information furnished above is found to be incorrect or false, I am liable to be prosecuted under the appropriate penal law, and I also fully understand that furnishing of misleading, incorrect or false information and suppression of material information is an offence punishable with imprisonment extending up to three years under this Act.

I further undertake that I will abide by the conduct rules as would be made applicable in my case from time to time by the Government and that I shall faithfully and sincerely discharge my duties as may be assigned to me from time to time under the authority of Government.

Signature of the Teacher/Tutor

Counter signature of the Head of the Institution