

পঞ্জীভুক্ত নম্বৰ - ৭৬৮ /৯৭

STATUTES

Registered No.-768/97



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 315 দিশপুৰ, শুক্ৰবাৰ, 9 জুলাই, 2021, 18 আশ্বিন, 1943 (শক)
No. 315 Dispur, Friday, 9th July, 2021, 18th Ashadha, 1943 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HIGHER EDUCATION DEPARTMENT :: DISPUR, GUWAHATI-6

NOTIFICATION

The 30th June, 2021

No. AHE.428/2020/13.- In exercise of the powers conferred under section 34 (1) of the Majuli University of Culture Act, 2017 the Government of Assam, Education (Higher) Department is pleased to notify herewith the First Statutes of the Majuli University of Culture with immediate effect.

PREAMBLE

In exercise of the powers conferred by Section 33 and Sub-Section 1 of Section 34 of the Majuli University of Culture Act, 2017 (Assam Act No. XXXVII of 2017), Government of Assam hereby makes the First Statute of the Majuli University of Culture, Majuli, as follows:

CHAPTER - I PRELIMINARY

1.1 :Short Title and Commencement

- (a) These Statutes shall be called the *First Statute of the Majuli University of Culture, Majuli, 2021*
- (b) These Statutes shall come into force with effect from the date of notification by the Assam Government in the official Gazette

1.2 :Definitions

In these Statutes unless there is anything repugnant to the subject or context:

- (a) 'Act' means the Majuli University of Culture Act, 2017
- (b) 'Academic Council' means the Academic Council of the Majuli University of Culture
- (c) 'Assistant Professor' means an Assistant Professor of a Department/Centre of Studies of the Majuli University of Culture
- (d) 'Associate Professor' means an Associate of a Department/Centre of Studies of the Majuli University of Culture
- (e) 'Board' means the Board (of management) of the University
- (f) 'Board of Studies' means the Board of Studies of a Department or a Centre of Study of the University
- (g) "Chancellor" means the Chancellor of the Majuli University of Culture
- (h) 'Constituent College' means college established, managed, maintained and controlled by the University; or a college treated as a part of the University
- (i) 'Council' means the 'Academic Council' of the Majuli University of Culture
- (j) 'Dean' means the Dean of a Faculty of the University
- (k) 'Employee' means a whole-time employee of the University
- (l) 'Faculty' means a faculty of the University

- (m) 'Government' means Government of Assam
- (n) "Liberal Arts" means "liberal arts" as defined in the National Education Policy, 2020, (NEP)
- (o) 'Officers' means the Officers of the University
- (p) 'Performing arts' means music, dance, drama- both traditional and modern, ethnic and classical, and any other art that needs performance to present
- (q) 'P.G. Board' means the Post-Graduate Board of the University
- (r) 'Post' means a Post of the University as specified in the schedule of these Statutes
- (s) 'Professor' means a Professor of the University
- (t) 'Section' means a section of the Statute
- (u) 'Teacher' means a regular Teacher of the University
- (v) 'U.G. Board' means the Under-Graduate Board of the University
- (w) 'University' means Majuli University of Culture, Majuli
- (x) "Vice-Chancellor" means the in-service Vice-Chancellor of the University

CHAPTER - II

FACULTIES OF THE UNIVERSITY: CONSTITUTION, TERMS OF SERVICE, POWERS AND FUNCTIONS

(Under Section 21 of the Majuli University of Culture Act, 2017)

2.1 :Faculties

The University shall establish different Faculties with different Departments/ Centres of Studies within a faculty for the purpose of teaching and research. A Faculty shall have one or more Departments or Centres of Study, or Colleges/Institutes established, admitted, maintained and managed by the University.

A Faculty shall have a Dean, the Faculty Board, Teachers of different grades/categories, students and employees, buildings and other infrastructure facilities.

Subject to the provisions of this Act there shall be the following Faculties and branches of studies within them to be arranged into certain Departments or Centres of Studies unless otherwise decided by the Board from time to time.

2.1.1 :Faculty of Humanities and Social Sciences

Archaeological Studies

Comparative Religion and Religious Traditions
Environment and Culture Studies
Ethnographic Studies
Folk Culture Studies
Geographical Studies
Historical and Heritage Studies
Indological Studies
Museology and Library Sciences
Philosophical Studies
Religious traditions and Comparative Religion
Sankaradeva Studies
Satra and Society Studies
Studies in Indian Knowledge Traditions
Sociological and anthropological studies
Society, Polity, Economy and Culture Studies
And such other programmes that may be included in the Faculty to study and understand culture

2.1.2 :Faculty of Applied, Visual and Performing Arts

(a) Applied and Visual Arts:

Pottery or Ceramic,
Cinematography,
Communication and Management
Drawing and Painting
Ethnic Art, Architecture, Textile and Design,
Graphic Design & Animation
Interior Design,
Mask Making,
Photography,
Video-Making,
Sculpture,
and, any other branch of Applied and Visual Arts.

(b). Performing Arts

Anchoring and Management of functions;
Ankiya Tradition and Assamese *Bhaona* ;
Dramatic and Theatre Arts;

Ethnic music and dance traditions of North East India;
Folk Music and Dance traditions of Assam and North East India
Indian Classical Music and Dance Traditions;
Satriya Music and Dance traditions;
Traditional Indian Arts (the Sixty-four *Kalas*)
And such other branches of applied, visual and performing arts as the University may deem fit.

2.1.3 :Faculty of Language and Literature

- (a) Assamese,
Hindi,
Sanskrit,
Ethnic/ Tribal and Endangered Languages,
Oral literatures
And any other Provincial or Modern Indian Languages
- (b) English and Foreign languages
Comparative Literature,
Linguistics and Translation Studies
Applied Linguistics
Manuscript and Epigraphical Studies

2.1.4 :Faculty of Yoga and Indian Health Keeping Tradition

Yoga Traditions of India
Ayurveda and Traditional Health Treatment
Indigenous Medicinal Traditions of North East India
Food and Food Culture
Dress and Aesthetics

2.1.5 :And any other Faculties as the University may deem fit

2.2 :Faculty Board

There shall be a Faculty Board to conduct the academic affairs of the Faculty.
It shall be composed of the following members-

2.2.1 :Composition

- (a) The Dean- Chairperson-cum-Convener
- (b) The Academic Registrar -Secretary
- (c) All Professors of the Faculty-Member
- (d) All the HODs of the Departments/Centres of Study- Member
- (e) Two Principals of the affiliated Colleges, if there is any, nominated by the Vice-Chancellor for a term of three years, who may be nominated, if necessary, for a second term of the same duration.

- (f) Three Associate Professors nominated by the Vice-Chancellor for a period of three years.

2.2.2 :Appointment and the Term of the Dean and other Members of the Faculty Board

- (a) The Dean shall be appointed by the Vice-Chancellor from amongst the Professors, or from among Associate Professors of the faculty, if there is no Professor on the basis of seniority.
- (b) The term of the Dean of a Faculty shall be three years.
- (c) The same Professor/Associate Professor may be reappointed as Dean for the second term, if there is no other Professor, or if so needed. No Professor/Associate Professor shall be appointed as Dean for the third time.
- (d) All nominated members shall hold office for a term of three years

2.2.3 :Powers and Duties of Faculty

It shall be the responsibilities of the Faculty Boards to translate the objectives of the University into reality. The Faculty Board shall recommend to the Academic Council such courses and programmes of Studies and research as prescribed by the Statute and as to play a positive role in the development of the society of the North-Eastern Region of India in particular and that of the country as a whole in general; and encourage national integration through study and research in the field of Indian studies including its diverse ethnic, linguistic and tribal culture of the state. Due importance shall be given to distance learning process and techniques, use of the modern communication technologies to reach to the large segments of rural population etc. relevant to the needs of the region. The Faculty Board shall have the following duties-

- (a) To co-ordinate teaching and research works in the Departments and Centres assigned to the School.
- (b) To consider and recommend to the Academic Council proposals for creation, abolition or conversion of teaching posts of the Departments under it
- (c) shall recommend the names of the examiners for the Ph.D. theses as submitted by the Department and forward the same to the Research Council for approval
- (d) to consider the research proposals received from the DRC and recommend them with note to the Research Council for consideration for registration;
- (e) To develop inter-disciplinary activities, maintain ethics and discipline
- (f) To develop and create broad outline for the research programmes for the constituent branches of study reflecting on the objective of the University.
- (g) To recommend to the Academic Council for making of regulations

- (h) Shall ensure liberal education among the students,
- (i) shall perform all other functions as may be prescribed under the Act or Statutes or as may be directed by the academic committees like the Academic Council or the Vice-Chancellor from time to time.

2.2.4 : Meeting of the Faculty Board

- (a) The meetings of the Faculty Boards shall be convened by the respective Deans of the Faculties at the interval of 2 (two) months to review the performance and progress of teaching and research in the Departments under it.
- (b) Notice for the meeting of the Faculty Board shall be issued at least 10 days before the day fixed for the meeting.
- (c) Special meeting of the Board may be called at any time by the Dean concerned on his/her own or at the suggestion of the Vice-Chancellor with at least one day's notification

2.3 : Dean of Research and Development (Dean R & D)

2.3.1 : Appointment

One of the Deans, preferably the senior-most, or a Professor of the University, preferably on the basis of seniority, shall be appointed by the Vice-Chancellor to perform the duties as **Dean of Research and Development (Dean, R & D)**

2.3.2: Board of the Dean (R & D)

- (a) All Deans of the Faculties
- (b) One Professor from each of the Departments/Centres of Study to be nominated by the Vice-Chancellor, or an Associate Professor, if there is no Professor, for a term of three years
- (c) One or two Special Invitee, where necessary, to be invited by the Dean (R & D) for the concerned sitting
- (d) The Academic Registrar- Secretary

2.3.3 : Duties of the Dean (R & D)

- (a) The Dean (R&D) shall be responsible for planning of research activities of the University in consultation with all Deans, Head of the Departments/Directors of the Centres of Study and the Vice-Chancellor;
- (b) Dean, R&D shall examine the feasibility of the research projects, if necessary by consulting the Project Investigator before it is submitted to the funding agency to ensure that a project is in order;
- (c) Dean, R&D shall co-ordinate all research activities of the University and shall take up the related matters with the University authority;

- (d) Dean, R&D shall be the Ex-Officio Chairperson for all selection committees for selection of Research Fellows/ Project Fellows/ Research Associates etc.;
- (e) Dean, R&D shall monitor the progress of research projects carried out in the University, and report it to the Vice-Chancellor and the Research Council from time to time.;
- (f) Dean, R& D shall take necessary steps for industry-academy relationships, or research and society relationships;
- (g) Dean R & D shall advise the Vice-Chancellor on the research planning of the University.

2.3.4 :Term of Office of the Dean (R & D)

- (a) The Dean, R&D shall hold office for a term of three years from the date of his/her assuming the charges, and shall be eligible for re-appointment. But, in no case he/she shall be appointed for the third time.
- (b) When the Office of the Dean of R&D falls vacant for any reason, or, if the Dean is found to be unable to perform the duties, the duties of the office shall be performed by one of the Deans or by any other Professor of the University as the Vice-Chancellor may appoint for the purpose or till the appointment of a new Dean of R&D.

CHAPTER - III AUTHORITIES OF THE UNIVERSITY

(Vide Section 16 of the Majuli University of Culture Act, 2017)

- (a) The Board
- (b) The Academic Council
- (c) The Faculty
- (d) Board of Studies
- (e) P.G. Board,
- (f) U.G. Board
- (g) Research Council
- (h) Selection Committee,
- (i) Planning and Development Committee,
- (j) Finance Committee, and
- (k) such other bodies as may be declared from time to time by the Statutes to be the authorities of the University

3.1 :The Board

The Board shall be the Chief Executive body of the University and shall consist of the following persons

3.1.1 :Composition

- (a) Vice-Chancellor- Chairperson

- (b) The Seniormost Secretary to the Government of Assam, Finance Department, or his/her nominee not below the rank of a Joint Secretary
- (c) The Seniormost Secretary to the Government of Assam, Cultural Affairs Department, or his/her nominee not below the rank of a Joint Secretary
- (d) The Seniormost Secretary to the Government of Assam, Higher Education Department, or his/her nominee not below the rank of a Joint Secretary
- (e) Director of Higher Education, Assam
- (f) Director of Archaeology, Assam
- (g) Director, Cultural Affairs, Government of Assam
- (h) Three persons (one each from the spheres of literary arts, visual arts and performing arts) to be nominated by the Chancellor for a period of three years from among the members of the Academic Council
- (i) Two HODs of the University, not below the rank of an Associate Professor, nominated by the Vice-Chancellor for a period of three years
- (j) Two eminent academicians of Assam not below the rank of Professor nominated by the Vice-Chancellor for a period of three years
- (k) Registrar- Ex-Officio Secretary

3.1.2 : Term of the Members

The term of all nominated members shall be three years

3.1.3 : Meeting of the Board

- (a) The Board shall ordinarily meet once in three months to transact business unless emergency arises
- (b) The Registrar with the approval of the Vice-Chancellor shall notify the date of the meeting with the Agenda at least 21 (Twenty-one) days before the date of the Meeting.
- (c) Notice for an adjourned Meeting may be issued at least 10 days before the date of the Meeting.
- (d) The minutes of the Meeting of the Board shall be circulated at least one month before the next meeting to the members

3.1.4 : Quorum

- (a) One third members of the filled-up seats shall constitute the quorum for holding the meeting of the Board
- (b) No Quorum shall be required for an adjourned Meeting

3.1.5 :Powers and Functions of the Board

Subject to the provisions of the Act and the Statutes, the Board shall exercise and perform the following powers and functions:

- (a) To exercise the executive powers of the University including the general superintendence and control over its institutions
- (b) To admit an institution to the University as an affiliated institution in accordance with the terms and conditions prescribed by the Statutes
- (c) To make Statutes for considerations and approval of the Government
- (d) To hold, control and administer the properties and funds of the University including investment of money in such stocks, funds, shares or securities as it deems fit
- (e) To provide buildings, premises, furniture, apparatus and other requisites for carrying out the work of the University and to that end enter into, vary, carry out and cancel contracts on behalf of the University
- (f) To direct the form and use of the common seal of the University
- (g) To establish, maintain and manage departments and institutions of research and other advanced centres of learning as it may from time to time, deem necessary
- (h) Hold Convocations regularly and institute and confer Degrees (honorary or otherwise), titles, Diplomas, Certificates and other academic distinctions to be conferred on the basis of examinations (excepting the cases of the honorary titles) and as proposed by the Academic Council; and to withdraw any such degree, title, diploma, certificate or other academic distinctions previously conferred, after considering the recommendations of the Academic Council.
- (i) To approve the recommendations of the Selection Committees and appoint teachers and officers and prescribe their duties
- (j) To create teaching, specialist, administrative, ministerial and other necessary posts with the approval of the Government
- (k) To suspend, discharge, dismiss or otherwise take disciplinary action against teachers and officers
- (l) To fix and regulate the fees payable by the students
- (m) To create research fellowships
- (n) To create fellowships, scholarships, studentships, bursaries, medals and prizes;
- (o) To exercise supervision and control over the residence and discipline of students

- (p) To consider and pass the Financial Estimates, the Annual Accounts together with the Audit Report and the Annual Report of the University in accordance with the provisions of the Statutes;
- (q) To have overall supervision over the conduct of examinations and approval and publication of the results thereof
- (r) To appoint members to the Faculties and Board of Studies
- (s) To delegate any of its powers to the Vice Chancellor or any other authority or officers as it may deem fit;
- (t) To prescribe procedure for the inspection of affiliated institutions so as to ensure compliance with the conditions of affiliation and to decide on the continuance of affiliation;
- (u) To accept grants, endowments, bequests, donations, and transfers of movable and immovable properties to the University on its behalf
- (v) To negotiate with the Universities and institutions of the country and abroad where necessary, for the recognition of the examinations of the University; and
- (w) To exercise such other powers and perform such other duties as may be prescribed by the Statutes.

.2 :The Academic Council

The Academic Council is the chief body to regulate the academic activities of the University, and subject to the provisions of the Act and the Statute, it shall coordinate and supervise the academic programmes and policies of the University. The following is the composition of the Council:

3.2.1 :Composition

- (a) The Vice Chancellor- Chairman
- (b) Senior-most Secretary to the Government of Assam, Higher Education Department, or his/her nominee not below the rank of a Joint Secretary
- (c) Three awardees belonging to Assam, each of
 - (i) National Sahitya Academy,
 - (ii) National Lalit Kala Academy, and
 - (iii) National Sangeet Natak AcademyNominated by the Chancellor for a period of three years
- (d) Senior-most Secretary to the Government of Assam, Cultural Affairs Department, or his/her nominee not below the rank of a Joint Secretary
- (e) Secretary, Srimanta Sankaradeva Kalakshetra Society, Guwahati

- (f) President, Asom Sahitya Sabha
- (g) Three eminent scholars- one each from the spheres of (i) Literary Arts, (ii) Visual Arts, and (iii) Performing Arts to be nominated by the Government for a period of three years
- (h) The nominee of the Centre for Cultural Resources Training, New Delhi
- (i) The Director, North East Zone Cultural Centre, Dimapur
- (j) Five eminent scholars not below the rank of Professors nominated by the Vice-Chancellor for a period of three years
- (k) All Deans
- (l) All Head of the Departments
- (m) All Professors of the University
- (n) Principals/Directors of the constituent Colleges/Centres/Institutes/Schools
- (o) The Controller of Examinations
- (p) The Registrar - Secretary

3.2.2 :Term of the Members

The term of the nominated members shall be three years

3.2.3:Meetings of the Academic Council

- (a) The Academic Council shall ordinarily meet twice a year and formulate recommendations on the programmes, schemes and all aspects of academic affairs of the University
- (b) The Registrar with the approval of the Vice-chancellor shall notify the date of a meeting with the agenda at least 21 days before the date of the meeting. However, in the case of emergency the meeting may be called earlier to that
- (c) Notice for adjourned meeting may be issued at least seven days before the date of the meeting. No quorum shall be required for an adjourned meeting.
- (d) The minutes of the meeting shall be circulated within three weeks from the date of the meeting held.

3.2.4 :Quorum

- (a) Presence of one-third of the members shall constitute the quorum for holding the meeting of the Academic Council.
- (b) No quorum shall be necessary for an adjourned meeting

3.2.5 :Powers and Functions of the Academic Council

Subject to the provisions of this Act and the Statutes, the Academic Council shall have the following powers and functions:

- (a) To advise the Board on academic matters
- (b) To make Regulations and amend or repeal the same, if necessary, prescribe courses of studies and schemes of examinations
- (c) conduct annual review of courses, content of curriculum and prescribe new courses, and bring modifications to the existing curriculum keeping in view the needs of the society and the direction of the UGC/appropriate national/ state level academic bodies authorized to do so.
- (d) prescribe qualifications for admission of students to various courses of studies, research and the examinations and the conditions under which exemptions may be granted;
- (e) prescribe standards of evaluations of the performance of students and the classifications of students into different classes/divisions or such other categories on the basis of their performances in the examinations
- (f) prescribe the conditions for admission of candidates for research degrees and the requirements for such degrees;
- (g) prescribe qualifications for recognition of teachers and scholars as supervisors for research;
- (h) to consider the research proposals sent by the DRC through the Faculty Board for registration for the Ph. D Degree or any other research Degree as the University may develop from time to time
- (i) prescribe the equivalence of examinations, degrees and diplomas and certificates of other Universities or institutions of the country;
- (j) prescribe the qualifications of the teachers;
- ✓(k) approve the panels of experts in confidentiality submitted to it by the Departments/Centres of Study for selection of teachers
- (l) prescribe the norms for the up-gradation of the teaching posts;
- (m) to examine and act upon the recommendations of the various faculties in making regulations;
- (n) propose the degrees (such as, B.A., B.A. (Honours), B.A. (Performing Arts), B.A. (Fine Arts/Applied Arts), M.A. (Fine Arts/Applied Arts), M.A., (Performing Arts), P.G.(Advanced) Diploma, Diploma Certificates and other academic distinctions which shall be granted by the University and to recommend the same to the Board for implementation;
- (o) To recommend to the Board the list of the candidates applying for Degrees, Diplomas, Certificates etc. and forward the same for conferment of such Degrees, Diplomas and Certificates.
- (p) To examine and recommend the Academic Calendar to the Board for approval and implementation.

- (q) institute Scholarships and Fellowships
- (r) recommend to the Board the conferment of the honorary degrees and other distinctions
- (s) consider the annual academic reports presented by the Academic Registrar and forward the same to the Board for record; and
- (t) exercise such other powers and perform such other functions as may be prescribed by the Statute
- (u) to discuss and recommend to the Board any proposal coming from the U.G and the P.G. Boards for withdrawal of Degrees/Diplomas/Certificates

3.3 :The Post-Graduate Board (P.G. BOARD)

There shall be a Post Graduate Board of the University to handle matters relating to the Post Graduate level of studies

3.3.1 :Composition

- (a) The Vice Chancellor- Chairperson
- (b) The Registrar- Secretary
- (c) Six Professors selected by the Academic Council from the PG Departments/ Institutes/ Centres/ constituent colleges
- (d) Two members of the Academic Council who are not Professors/ HODs/ Principals/ Directors of the Centres or the constituent colleges/institutes selected by the Academic Council
- (e) Two eminent scholars who may or may not be Professors of the University to be nominated by the Vice-Chancellor

3.3.2 :Term of the Members

The term of the members shall be of three years.

3.3.3 :Meeting of the P.G. Board

- (a) The meeting of the Post Graduate Board shall be held as and when necessary; normally, twice a year.
- (b) The Registrar with the approval of the Vice-Chancellor shall notify the date of a meeting with the agenda at least 21 days before the date of the meeting.
- (c) Notice for adjourned meeting may be issued at least seven days before the date of the meeting. No quorum shall be required for an adjourned meeting
- (d) the minutes of the meeting shall be circulated within three weeks from the date of the meeting held.

3.3.4 :Quorum

Presence of one-third of the members shall make quorum.

3.3.5 :Powers and Functions of the P.G. Board

Subject to the provisions of this Act, the Statutes and the Regulations, the PG Board shall have the following powers and duties:

- (a) To review the P.G. educational programmes offered by the University.
- (b) To organize the structure of P.G. education in the University so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skills of the students as a useful citizen in the light of the suggestions made in the New Education Policy of India.
- (c) To create an atmosphere and environment conducive to value-oriented education;
- (d) To developing new teaching-learning processes which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects.
- (e) To recommend to the Academic Council the pattern of the P.G. Courses as recommended in the BOS, the system of examinations to be held for such courses, and for their revision, as and when necessary
- (f) To approve the curriculum and syllabus for the P.G. Courses prepared by the BOS and modify them when necessary after considering the recommendations of the BOS
- (g) To recommend to the Academic Council for the institution and award of fellowships, scholarships, prizes, honorary degrees and other awards or other academic distinctions and for the institution and conferment of degrees, diplomas, titles, certificates and other academic distinctions in the P.G. Courses on the basis of examinations and for the withdrawal thereof;
- (h) To make recommendations to the Academic Council for the institution of Professorships, Associate Professorships, Assistant Professorships, or other posts of teachers required for the PG Courses and for the recognition of persons as teachers of the University for such courses, and regarding their emoluments, duties, and terms and conditions of their services;
- (i) To recommend to the Academic Council the conditions for the admission of students to P.G. courses, and to make regulations for their attendance and progress;
- (j) To make regulations in regard to the residence, discipline of students in the Departments and the constituent colleges, and institutions imparting P.G. Courses and for the promotion of their health and welfare;

- (k) To make recommendations to the Board through the Academic Council regarding the allocation of funds to the P.G. Departments/Centres of Studies/ constituent colleges and to the libraries, laboratories, museums established by the University;
- (l) To review the works of the P.G. Departments and Colleges, and institutions affiliated to the University giving instructions in P.G. courses and /or engaging in research and call for report thereon, and to take all steps necessary for the improvement of the standard of research and teaching and other affairs there;
- (m) To consider the measures suggested by Academic Council on any matter affecting the academic work of the University and to express its views on them;
- (n) To consider any matter referred to it by the Board or the Academic Council and to submit reports thereon to the Board or the Academic Council, as the case may be;
- (o) To approve the panels of examiners of the P.G. Examinations after considering the recommendations of the D.B.O.S and to modify the same, if necessary, after consultation with the Boards of Studies concerned.
- (p) To undertake steps for promotion of research in the University and to make regulations governing research degrees, and forward the same to the Academic Council for consideration
- (q) To appoint committees, and fix their terms of reference, in regard to any matter within the jurisdiction of the P.G. Board.

3.4 :The Under-Graduate Board (U.G. BOARD)

There shall be an Under Graduate Board to consider the academic matters relating to the U.G. Courses of the University

3.4.1 :Composition

The Under-Graduate Board shall consist of the following members-

- (a) The Vice Chancellor- Chairperson
- (b) The Registrar- Secretary
- (c) Three Professors or HODs of the University/constituent Colleges/Centres of Study/Institutes to be nominated by the Vice-Chancellor
- (d) Two Principals from the affiliated Colleges to be nominated by the Academic Council
- (e) Three Associate Professors to be nominated by the Academic Council from among the teachers of the affiliated Colleges, and
- (f) One member of the Examination Committee to be nominated by the Vice-Chancellor

3.4.2 :Term of the Members

The term of the nominated members of the U.G. Board shall be three years

3.4.3 :Meeting

The meeting of the U.G. Board shall be held as and when necessary, or at least thrice a year

3.4.4 :Quorum

Presence of one-third of the members shall form quorum

3.4.5 :Powers and Functions

Subject to the provisions of this Act, the Statutes and Ordinances, the UG Board shall have the following powers and duties, namely:

- (a) To recommend to the Academic Council the pattern of Courses and curriculum thereon and the revision thereof; and also the systems of examinations;
- (b) To make recommendations to the Board through the Academic Council for the institutions of Professorship, Associate Professorship and Assistant Professorship and such other posts of teachers required for the teaching of the U.G. courses in the University or the constituent colleges;
- (c) and for recognition of these teachers as teachers of the University including their emoluments, duties and terms and conditions of service;
- (d) To make recommendations to the Academic Council for the institution and award of scholarships, prizes and other awards and for the conferment of degrees, diplomas, titles, certificates and other academic distinctions in the U.G. Courses, and for the withdrawal thereof;
- (e) To consider and approve the curriculum and syllabi for the U.G. Courses prepared and recommended by the BOS and, modify them if necessary, and then recommend the same to the Academic Council for consideration and approval;
- (f) To make recommendations to the Board through the Academic Council regarding the allocation of funds to the constituent colleges and institutions and to the departments imparting teaching in U.G. Courses;
- (g) To review the work of the U.G. Departments and the U.G. colleges and to call for reports thereon and take steps necessary for the improvement of the standard of teachings and other affairs there;
- (h) To recommend to the Academic Council the conditions for the admission of students to the U.G. Courses and to make regulations for the attendance and progress;
- (i) To approve the panels of examiners for the U.G. examinations, with or without modifications after considering the recommendations of the

Departmental Board of Studies, and modify the same, if necessary, after consultation with the Board of Studies;

- (j) To make Regulations regarding residence, health and discipline of the students of the U.G. Courses;
- (k) To consider the measures suggested by the Academic Council on any matter affecting the academic work of the University/Colleges and to express its views on them; and, to consider any matter referred to it by the Board or the Academic Council and submit the report thereon to the Board or to the Academic Council, as the case may be, and
- (l) To appoint committees, and fix their terms of reference, in regard to any matter within the jurisdiction of the U.G. Board.
- (m) To recommend to the Academic Council for withdrawal of any Degree/Diploma or Certificate or any academic distinctions.

3.5 :The Board of Studies (*under Section 22 of the Majuli University of Culture Act, 2017*)

There shall be a Board of Studies for each Department/branch of study or branches of study to be called Board of Studies (B.O.S) as the Board may decide

3.5.1 :Composition

- (a) The Head of the Department who is a Professor or a Principal of a constituent College/Director of an institute or a Centre of study- to be nominated by the Vice-Chancellor- Chairperson
- (b) One Professor of the Department/Constituent College/Centre of Study to be nominated by the Vice-Chancellor
- (c) One Associate Professor of the Department/Constituent College/Centre of Study to be nominated by the Vice-Chancellor
- (d) Two members known for their expertise in the concerned field /branch of study nominated by the Vice-Chancellor
- (e) Subject to the previous approval of the Vice-Chancellor, the BOS may invite and consult other teachers of the Department/Centre if and when necessary

3.5.2 :Term of the Members

The nominated members shall hold office for a term of three years

3.5.3 :Meeting

The meeting of the B.O.S shall be held as and when necessary

3.5.4 :Quorum

Presence of one-third of the members shall be essential for a quorum

3.5.5 :Powers and Functions

Subject to the provisions of this Act, the Statutes and the ordinances, each B.O.S shall have the following powers and duties-

- (a) To make recommendations to the Post-Graduate (PG) and the Under-Graduate (UG) Boards, as the case may be, about the pattern of courses, curriculum and syllabus to be laid down for different courses and the examinations to be held for such courses, and to make recommendations for revision of courses, syllabi, curricula and examinations in so far as they relate to the field of the particular branch of study.
- (b) To prepare and, when necessary, revise, the panels of the examiners for different examinations, for submission to the U.G. or P.G.Boards as the case may be for consideration and approval
- (c) To consider any other matter referred to it by the Post-Graduate or the Under-Graduate Boards, the Academic Council, or the Board, as the case may be, and to submit a report to the authority concerned upon the matter so referred.

3.6 Departmental Research Committee (D.R.C)

Each Department/Centre of study within a faculty shall have a Departmental Research Committee consisting of the following members

3.6.1 :Composition

- (a) The HOD, if he/she is a Professor or a Research Supervisor to be nominated by the Vice-Chancellor -Chairperson-cum-Convener
- (b) All research supervisors of the Department- Members
- (c) A Special Invitee (or two, if necessary) from a related branch of study if and when necessary

3.6.2 :Term of the Members

The Chairperson shall hold office for a term of three years

3.6.3:Meeting

The DRC shall hold its meeting as and when necessary, with at least one in every two months

3.6.4: Quorum

Presence of one-third of the members shall constitute the quorum

3.6.5 :Powers and Functions

To review the presentation of any research proposal by a scholar

- (a) To discuss research proposals submitted by a scholar and suggest any improvement/alteration thereon.
- (b) To recommend, if necessary, for expert-opinions on any such proposal submitted by a scholar for finalization of the topic of research.
- (c) To recommend a research proposal, if found suitable, for consideration of the Faculty Board.

- (d) To discuss Seminar proposals prepared by any member of the Department and suggest improvement.
- (e) To examine and consider the Semester-wise Progress reports of the Research scholars of the Department.
- (f) To examine plagiarism in any research work produced in the Department
- (g) Any other matter considered necessary for the improvement of the research activities in the Department/branch of stud.

And any other bodies/committees created by the University

3.7 : The Research Council (R.C.)

There shall be a Research Council to conduct the matters relating to the research activities of the University

3.7.1 : Composition

- (a) The Vice-Chancellor –Chairperson
- (b) The Registrar- Ex-Officio Secretary
- (c) All Deans
- (d) All Professors of the Faculties
- (e) All Heads of the Departments/Centres of Study/Constituent Colleges/Schools/Institutes
- (f) Three Associate Professors, who are not HODs to be nominated by the Vice-Chancellor

3.7.2 : Term of the Members

The term of office of the nominated members shall be three years

3.7.3 : Meeting

The Research Council shall meet once in two months unless necessary

3.7.4 : Quorum

Presence of one third of the members shall form quorum

3.7.5 : Powers and Functions

- (a) To consider the proceedings forwarded by the Faculty Board
- (b) To consider Ph.D. and any other research proposals recommended to it by the Faculty Boards for registration for the research Degrees of the University
- (c) To take measures for the improvement of the research infrastructures, rules and regulations and suggest the Academic Council for appropriate actions
- (d) To approve the list of examiners of the Ph.D. thesis submitted by the Faculty Board and other works of research
- (e) To scrutinize the reports of the examiners on the Ph.D. theses and take them into account and decide on to further action

- (f) To innovate policies of research, research directions or fields of research and convey it to the consideration of the Faculties
- (g) Any other aspects that the Research Council deems fit for the improvement of research activities of the University

3.8 :Finance Committee (F.C.)

There shall be a Finance Committee of the University consisting of the following members –

3.8.1 :Composition

- (a) The Vice-Chancellor-Chairperson
- (b) The Registrar- Member Secretary
- (c) Two members nominated by the Board from amongst its members
- (d) Two members to be nominated by the Government, one from the Finance Department and the other from the Education Department
- (e) Two Professors of the University nominated by the Vice-Chancellor
- (f) The Finance and Accounts Officer- Member

3.8.2 :Term of the Members

The nominated members shall hold office for a period of three years. A member shall, however, be eligible for a second term.

3.8.3 :Meeting

The Finance Committee shall hold its meeting as and when necessary, or at least, twice in a year with one to be held before the annual Budget Estimate is prepared.

3.8.4 :Quorum

Presence of four members shall form the quorum.

3.8.5 :Powers and Functions

The Finance Committee shall have the following powers and duties:

- (a) To examine the proposal of the Annual Budget Estimates prepared by the University and forward the same to the Board for approval, with suggestions, if necessary;
- (b) To inform and make recommendations to the Board relating to the finance of the University
- (c) To examine every proposal for new expenditure involving a sum of money exceeding rupees one lakh and to advise the Board thereon;
- (d) To review the financial position of the University periodically
- (e) To suggest for proper investment of the University fund and, develop means for the improvement of the financial position of the University
- (f) To consider and recommend the revision of the grades of pay and of the new posts to the Board, and

- (g) To deal with such other matters of the University as may be prescribed by the Statute and the regulations of the University from time to time

3.9 :Planning and Development Committee

There shall be a Planning and Development Committee in the University with the following members—

3.9.1 :Composition

- (a) The Vice-Chancellor- Chairperson
- (b) All Deans – Member
- (c) One member nominated by the Board from among its members -Member
- (d) The Chief Engineer (Building), Government of Assam, or his nominee not below the rank of an Executive Engineer-Member
- (e) The Finance and Accounts Officer- Member
- (f) The University Engineer
- (g) The Registrar- Member Secretary
- (h) One/two co-opted members nominated by the Vice Chancellor, where necessary

3.9.2 :Term of the Members

The nominated members shall hold office for a period of three years

3.9.3 :Meeting

The Planning and Development Committee shall hold meeting as and when necessary, or at least twice a year

3.9.4 :Quorum

Presence of one-third of the members shall form the quorum for holding a meeting

3.9.5 :Powers and Functions

- (a) The Planning and Development Committee shall be responsible for finalising the plans and estimates, Tenders of various construction projects approved by the sponsoring body and for ensuring completion of the projects in accordance with the accepted plans and estimates and proper utilisation of the grants received/earmarked for that purpose.
- (b) To invite and approve plans of buildings, roads, tanks, water supply, drainage, electricity and other plans or structures meant for the development of the University
- (c) To invite, examine and accept (or reject) tenders for construction/renovation/repair of buildings, roads, tanks, water supply, drainage, electricity and any other plans or structures of the University.
- (d) To do any other work incidental or appertaining to the construction/renovation of buildings, roads, tanks, water supply, drainage, electricity and other structures of the University.

- (e) The Planning and Development Committee shall advise the Board on the following matters
- (i) Formulation of development proposals or any new schemes called for by the Central /State Government/NEC or by the University Grants Commission or and any other such agencies.
 - (ii) recommend expenditure of capital grants from the State / Central Governments, University Grants Commission, RUSA or any other such sources
 - (iii) advise the Board on any matter which it may deem necessary for realization of the objective of the University.
 - (iv) Constitute such committees as may be necessary for planning and monitoring of the programmes of the University.

3.10 :Selection Committee for Selection of Teachers

There shall be Selection Committees for making recommendations to the Board for appointment of Professors, Associate Professors, Assistant Professors, as may be provided for by the Statutes consisting of the following members

3.10.1 :Composition

- (a) The Vice Chancellor, Ex-Officio Chairperson
- (b) One Nominee of the Chancellor not below the rank of Professor for a period of three years
- (c) One member of the Board nominated by the Board for a period of three years
- (d) Three subject experts (minimum two for Associate Professor and one for Assistant Professor's post) not being in the service of the University nominated by the Vice Chancellor out of a panel recorded by the Academic Council
- (e) The Dean of the Faculty concerned, if there is any
- (f) The Head of the Department/Centre/Institute/School if he/she is a Professor (Co-opted Member). In case there is no Professor in the Department, the Vice-Chancellor shall nominate one Professor from any allied discipline of the University, or from other University for that sitting
- (g) The Registrar- Ex-Officio Secretary
- (h) One Representative of SC/ST/OBC/PWD/Women/Minority Community if candidate/s belonging to any of these categories are there among the applicants, and, if none of the Members under (b), (c), (e) and (f) above belong to that category

3.10.2: Term of the Members

The term of the members coming under items (b) and (c) above shall be three years, while those of coming under (d) and (h) shall be for one sitting only although they may be re-nominated

3.10.3: Meeting

The Selection Committee may be called as and when necessary

3.10.4 :Quorum

Four member including the Chancellor's Nominee and an expert member shall form a quorum of the meeting of the Selection Committee.

3.11 :Selection Committee for Selection of Officers

There shall be Selection Committees for making recommendations to the Board for appointment of officers, e.g. Registrar, Finance and Accounts Officer, Controller of Examinations, Librarian, and other officers of the University as may be provided for by the Statutes consisting of the following members

3.11.1: Composition

- (a) The Vice-Chancellor- Chairperson
- (b) An academician not below the rank of a Professor nominated by the Chancellor
- (c) One member nominated by the Board from among its members
- (d) two expert members belonging to the concerned domains nominated by the Vice-Chancellor
- (e) One representative SC/ST/OBC/PWD/Woman/Minority Community if any candidate belonging to any of these categories is there, and none of the members of the Committee belong to these categories, to be nominated by the Vice-Chancellor
- (f) The Registrar or, in his/her place, an Officer-in-Charge, where necessary, nominated by the Vice Chancellor- Member Secretary

3.11.2 :Term of the Members

The term of the nominated members shall be three years; although the nomination under (e) above shall be for one sitting only, or as and when necessary.

✓ 3.11.3 :Absent Members

If a member of the Selection Committee is unable to attend, he/she may send his/her opinion in writing to the Vice Chancellor, and such opinion shall be taken into account by the Selection Committee in making its recommendations.

3.11.4 :The Co-opted Members

C-opted Members, if any, shall be deemed to be the members of the Selection Committee for the purpose for which they are co-opted.

3.12 :Selection Committee for the post of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, if there be any, the Librarian, Deputy Librarian and Assistant Librarian and such other Officers -

shall be the same as that of the teachers (Professor, Associate Professor and Assistant Professor respectively) except that in Library and Physical Education and Sports, the in-service/any practicing Librarian/Director of Physical Education, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

3.13:Other Aspects about the Selection Committees

The Constitution of the Selection Committees, the selection procedure as well as the selection criteria and methodology for the teachers and officers either through direct recruitment or through the Career Advancement Scheme (CAS) promotion shall be in accordance with the appropriate Regulations adopted by the University from time to time.

3.14 :General Provision in Relation to the Authorities

(Under Section 23 of the Majuli University of Culture Act, 2017)

3.14.1 :Membership Conditions

- (a) A person shall cease to be a member of any of the authorities of the University, if
- (b) He/she dies or is found to be of unsound mind or permanently invalid; or
- (c) He/she is found to be bankrupt and insolvent, or
 - (i) He/she is convicted for an offence involving moral turpitude; or
 - (ii) Being a nominated member, his/her nomination is withdrawn by the nominating authority; or
 - (iii) Being an ex-officio member, he/she ceases to hold the relevant office; or
 - (iv) Being a nominated member, his/her membership is terminated by the Chancellor for an act of omission and commission, after affording him/her an opportunity of being heard; or
 - (v) Being a nominated member, he/she resigns or absents himself/herself from three consecutive meetings without written intimation.

3.14.2:Term of the Members

The term of the nominated members of the authorities of the University shall be three years. Vacancies arising due to death or otherwise, the nominated membership of any authority of the University may be filled up by fresh

nomination and the persons thus nominated shall continue as member for the residual period of the term.

3.14.3 :Vacancy in the Seat of the Members

No act or proceeding of any Authority, committee or body of the University shall be invalid merely by reason of existence of a vacancy, or vacancies among its members.

CHAPTER-IV

THE CHANCELLOR AND THE OFFICERS OF THE UNIVERSITY

*(Under Sections 7, 8, 9, 10,11,12,13,14 and 15 of the
Majuli University of Culture Act, 2017)*

1. Chancellor
2. Vice-Chancellor
3. Registrar
4. Finance and Accounts Officer
5. Controller of Examinations
6. Academic Registrar
7. Dean of Research and Development (Dean, R & D)
8. Dean, Students' Welfare
9. Deputy Registrar (Administration)
10. Deputy Registrar (Finance and Accounts)
11. Deputy Controller of Examinations
12. The Librarian; and any other officer considered as such by the Board from time to time

4.1 :The Chancellor

The Governor of Assam shall, by virtue of his office, be the Chancellor of the Majuli University of Culture, and shall exercise such powers as defined by the Act.

4.1.1 :Powers and Functions of the Chancellor

- (a) The Chancellor by virtue of his office shall be the head of the University and shall, when present, preside at the meetings of the of the Court as well as the Convocations of the University.
- (a) Every proposal, for the conferment of an honorary degree shall be subject to confirmation of the Chancellor
- (b) The Chancellor shall have the power to examine the activities of the University, and may suspend the activities of the various authorities of the University as and when circumstances so demand

- (c) He/she may inspect the University to see the functioning of the University if he/she so desire
- (d) The Chancellor may, either *suo-moto* or on a reference made to him by the Vice-Chancellor under the provision of the sub-section (8) of section 10 of the Act by the state Government, by order in writing, annul any proceedings of any of the authorities of the University which is not in conformity with this Act, the Statutes, the Regulations, the Rules, or any other law for the time being in force:

Provided that before making any such order, the Chancellor shall call upon such authority to show cause as to why any such order should not be made and consider the cause if any, shown by such authority within a period not exceeding sixty days as may be fixed by the Chancellor

- (e) The Chancellor shall have the right to suspend or dismiss any of the authorities of the University and to take measures for the interim administration of the University.

Provided that before taking any such action the Chancellor shall give an opportunity to such authority to show cause as to why such an action should not be taken

- (f) An appeal shall lie with the Chancellor against any order of dismissal passed by the Board or the Vice-Chancellor against any employee concerned.

- ~~(g)~~ (g) An appeal under sub-section 7 of Section 7 of the Act shall be filed within sixty days from the date of service of the order of dismissal on the employee concerned. The Chancellor shall have power to remove the Vice-Chancellor from office by an order in writing on charges of mismanagement of funds or misconduct or for any other good and sufficient reasons.

Provided that orders removing the Vice-Chancellor under this sub-section shall not be passed until such charges are proved by an enquiry conducted by an officer not below the rank of Secretary to the Government, appointed by the Chancellor for the purpose.

Provided further that the Vice-Chancellor shall not be removed under this sub-section unless he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken against him

4.2 :The Vice-Chancellor

4.2.1 :Appointment and Tenure

- ~~(a)~~ (a) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Search Committee appointed by him consisting of three members, one nominated by the Chancellor, one elected by the Board and the

third nominated by the Government, one of whom the Chancellor shall appoint as the Chairperson. The Search Committee shall make its recommendations within a period of three months from the date of its appointment.

Provided that no person shall be eligible to be a member of the Committee if he is a member of any of the authorities of the University or an employee of the University or of a college or institution maintained or recognized by the University:

Provided further that the first Vice-Chancellor may be appointed by the Chancellor on the recommendation of the Government for a term not exceeding two years.

- (b) In case the committee appointed under sub-section (4.2-1-a above) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from the panel of three names submitted to him by the committee within the period of three months.
- (c) If the committee fails to make a unanimous recommendation or submit a panel of names as aforesaid, another Search Committee shall be appointed by the Chancellor in the same manner as provided in sub-section (4-2-1-a) to make a unanimous recommendation or submit a panel of three names to the Chancellor, who shall appoint a Vice-Chancellor accordingly.
- (d) No person who has completed seventy years of age shall be eligible to hold the office of the Vice-Chancellor
- (e) The Vice-Chancellor shall hold office for a term of five years from the date on which he/she enters upon his/her office. Provided that notwithstanding the expiry of his/her term he/she shall continue in his/her office until the new incumbent assumes the charges.
- ✓ (f) The Vice-Chancellor shall be eligible for reappointment for another term till he/she attains the age of seventy, whichever is earlier, following the procedure specified as above.

Provided that the first Vice-Chancellor who may be appointed for a term of two years shall also be eligible for reappointment till the age of seventy under this provision.

4.2.2 : Powers and Duties of the Vice-Chancellor

The Vice-Chancellor shall exercise the following powers-

- (a) The Vice-Chancellor is the Principal Academic and Executive Officer of the University and all employees of the University shall be subject to general supervision and control of the Vice-Chancellor.
- (b) The Vice-Chancellor shall take all necessary steps to develop the University as a centre of excellence in creativity, academic innovations, teaching, learning and research.

- (c) The Vice-Chancellor shall be the Chairperson of the Board and the Academic Council and, in the absence of the Chancellor, of the Court and the Convocation, and such other bodies as may be prescribed; and shall be entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote, thereat, unless he/she is a member of the authority concerned.
- (d) It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act, the Statutes, Ordinances and Regulations and Rules are observed and he/she shall have all the powers necessary for this purpose
- (e) The Vice-Chancellor shall have the right of visiting and inspecting the Departments, and the institutions maintained by or admitted to the University and ask for explanation for any act of omission or commission which is not according to the Act, the Statute or Ordinance or Regulations of the University
- (f) If the Vice-Chancellor is of the opinion that any order or decision which is required to be passed or made by any authority of the University is necessary to be passed or made immediately and it is not practicable to convene a meeting of the said authority for that purpose he/she may pass such order or take such decision as he/she deems proper and place the matter before the said authority at its next meeting within sixty days for ratification, and where the authority differs from the Vice-Chancellor, the matter shall be referred to the Chancellor whose decisions thereon shall be final.
- (g) Subject to the provisions of this Act and the Statutes, and the Ordinances the Vice-Chancellor shall have the power (i) to make appointments to posts of non-teaching employees or to such posts as may be prescribed, and specify their duties; (ii) to suspend, dismiss or otherwise punish any employee of the University; and (iii) to take disciplinary action against students of the University.
- (h) The Vice-Chancellor shall have the power to convene meetings of the Court, the Board or the Academic Council or any other authority of the University.
- (i) It shall be the duty of the Vice-Chancellor to ensure that the proceedings of the University are carried on in accordance with the provisions of this Act, the Statutes, Ordinances, the Regulations and the rules made there under. If the Vice-Chancellor is of the opinion that any proceedings or order of an authority of the University is violative of any of the provisions of this Act or the Statutes, Regulations or Rules made there under, he/she may by an order in writing, stay the operation of such proceedings or orders and send a report and make a reference to the Chancellor for a final decision in accordance with the provisions of the Act under sub-section (4) of Section 7
- (j) In the event of absence of the Vice-Chancellor from the headquarters or during his inability to act due to reasons like illness he/she shall put the senior-most Professor of the University in charge of the office and shall make arrangement for performance of the duties of the Vice-Chancellor during such absence.

- (k) In the event of occurrence of vacancy in the office of the Vice-Chancellor, by reason of death, resignation or otherwise, the Chancellor may appoint any person to act as Vice-Chancellor until regular appointment of the Vice-Chancellor is made in accordance with the Section 9 of the Act. Provided that the period of such interim arrangement shall not exceed six months.
- (l) Transitory Power of the Vice-Chancellor: Pending the constitution of the Board and the Examination Committee, the Vice Chancellor shall have the powers to arrange for holding of, conducting and publishing the results of the University examinations.
- (m) Shall have the power to (i) arrange for opening and operating necessary Accounts on behalf of the University in a Bank approved by the Board; (ii) to sanction recurring and non-recurring expenditure chargeable to various heads; (iii) to sanction absence from duty beyond the permissible limit of the Officers and Employees of the University if he/she considers it necessary for the good of the University as well as the person concern; (iii) to accord administrative approval to Projects of the University and sanction expenditure for the purpose; and to (iv) delegate power to or assign any duty upon any employee of the University for the functioning of the University.
- (n) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes and the Regulations.

4.2.3 :Pay and Allowances, Perquisites and Terms and Conditions of Service of the Vice-Chancellor

- (a) Remuneration payable to the Vice-Chancellor shall be determined by the Chancellor as prescribed by the UGC/appropriate body controlling Higher Education from time to time with admissible allowances as per Government of Assam rules.

Provided that the emoluments and other conditions of service of the Vice Chancellor shall not be varied to his/her disadvantage.
- (b) The term of the office of the Vice-Chancellor shall be Five years counted from the date of his/her assuming office. Provided that notwithstanding the expiry of the aforesaid period of five years, he/she shall continue in office until his/her successor is appointed and enters upon his/her office.
- (c) No person who has completed seventy years of age shall be eligible to hold the office of the Vice Chancellor.
- (d) The in-service Vice-Chancellor may be reappointed for a term of five years or till the age of seventy whichever is earlier. Provided that no Vice-Chancellor shall be given a third term.

- (e) The Vice-Chancellor shall be entitled to a free-furnished official quarter and a vehicle with a driver for his use for both official and private purposes during 24x7 hours.
- (f) He/she shall be entitled to the medical benefits i.e. all expenditure relating to purchase of medicine, surgical operation, hospitalization, and etc. This benefit is for the in-service Vice-Chancellor and his/her family only.
- (g) He/she shall be entitled to Phone connections, Mobiles, and any other forms of communication and information facilities and/or expenditure for such purposes etc.
- (h) He/she shall be entitled to all forms of leave as prescribed.
- (i) If the Vice-Chancellor assumes his/her charge after attaining the normal age of superannuation and is receiving pension due to his/her past services, then either his/her pay and allowances will be reduced by the gross amount of his/her pension amount prior to commutation; or the payment of pension shall be held in abeyance up to the date of his/her relinquishing charge of the post of Vice-Chancellor.
- ✓ (j) The Vice-Chancellor shall be eligible to opt for General Provident Fund-Pension-Gratuity scheme of the University if he/she has not attained the normal age of superannuation prior to commencement of his tenure and, provided he/she has been eligible for pension scheme as an employee of Central/State Government or a Central/State autonomous body or a Central State University before joining as Vice-Chancellor. If he/she opts to join General Provident Fund-cum-Pension-Gratuity scheme of the University, the Vice-Chancellor shall be entitled to the benefit of combining his/her past service with the service as Vice-Chancellor up to the normal age of superannuation for the purpose of pension. For this purpose the University will receive pension/contributory provident fund liability from the previous organisations. The period of service rendered by him/her in the University beyond the normal age of superannuation shall not qualify for the purpose of pensionary benefits.
- (k) The pension cum Gratuity benefits shall be payable only from the date of his/her relinquishing the post of the Vice-Chancellor.
- ✓ If the Vice-Chancellor assumes his/her office either after superannuation or superannuates during the tenure he/she shall be entitled to joining contributory Provident Fund-cum-Gratuity Scheme from the date of his/her joining the post.
- ✓ (l) The Vice-Chancellor shall be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year. Provided that if the Vice-chancellor assumes/relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

- (m) The leave at the credit of the Vice-chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the so carried forward plus the credit for that half year does not exceed the maximum limit as per Government rules in force from time to time. (180 days)
- (n) The Vice-Chancellor on relinquishing the charge of his/her office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him/her at the time of his/her relinquishment of charge subject to a maximum number of days as per State Government rules including encashment benefit availed elsewhere. (180 days)
- (o) The Vice-chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted, leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
- (p) The Vice-chancellor shall also be entitled to avail himself/herself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.
- (q) The Vice-Chancellor shall be entitled to all other benefits such as Medical Attendance as admissible to other University employees.
- (r) The Vice-Chancellor shall be entitled to traveling allowance on transfer on his appointment as Vice-Chancellor and after relinquishment of his/her charge.
- (s) In case of the death of a Vice-Chancellor while in service, who had no lien in any permanent post in any Department or Institution, the benefit accrued to the Vice-Chancellor by way of GPF or CPF, Gratuity and leave encashment till the death shall be paid to the nominee or the successor of the Vice-chancellor.

4.3 :The Registrar

4.3.1 :Appointment, Tenure & Conditions of Service

- (a) The Registrar shall be a whole-time officer of the University and shall be appointed by the State Government or by the Board –in the later case, through open advertisement as per prescribed requirements of the UGC/appropriate body.

Provided that the first Registrar shall be appointed by the Vice-Chancellor through open advertisement and on approval of the State Government

- (b) The term of the Registrar shall be five years. Provided that a maximum of two terms may be allowed to a person to hold the office of the Registrar.

Provided further that no person above the age of sixty-two shall hold the office of the Registrar;

- (c) The Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice-Chancellor, she/he shall be confirmed in the position for the remaining period of the term.
- (d) In the event of any temporary vacancy in the office of the Registrar due to his/her leave or on any other ground like illness the Vice-Chancellor may commit the charge of the office to any Professor of the University or an Officer, which shall be approved in the Board.

4.3.2 : Powers and Duties

The Registrar shall be responsible for

- (a) the custody of the records and the common seal of the University; and such other property of the University as the Board and the Vice-Chancellor shall commit to his charge and to manage such properties;
- (b) maintaining a permanent record of the academic performance of students of the University including courses taken, grades obtained, degrees awarded, prizes or other distinctions won and any other items pertaining to the academic performance of the students;
- (c) managing the assets of the University
- (d) scrutinizing and executing all contracts/MOUs to be signed with other academic/research/industrial institutions for collaboration, on behalf of the University; and forward the same to the Board for information and record.
- (e) acting as the Secretary of the Court, the Board, the Academic Council, the Finance Committee, the Selection Committee and any other authorities of the University as may be prescribed by the Statutes;
- (f) conducting official correspondence of the Court, Board, and the Academic Council and such other authorities of the University as the Statutes may prescribe; and prepare and keep the minutes thereof;
- (g) issuing all notices convening the meetings of all such authorities of which he/she is the Secretary
- (h) he/she shall make all necessary arrangements for holding the Convocations of the University
- (i) Suits and other legal proceedings by or against the University shall be instituted by or against the Registrar
- (j) Shall place before the Board the annual report, the Statement of Accounts and the Budget proposal of the University;
- (k) shall be responsible for the administration and management of the properties and assets of the University on behalf of the Vice-Chancellor;

- (l) shall exercise general supervision over operation of all funds and their investments with accountability to the Vice-Chancellor;
- (m) bring serious irregularities, if any, in financial transactions of the University, to the notice of the Vice-Chancellor;
- (n) Subject to the control of the Board, the powers and duties of the employees other than the officers of the University shall be, as may be laid down, supervised/regulated by the Registrar from time to time;
- (o) To make appointments to the ministerial and Grade IV posts of the University on behalf of the Vice-Chancellor;
- (p) shall exercise all such powers as may be necessary for the execution of the decisions of the Vice-Chancellor and the various authorities or Committees of the University;
- (q) Shall perform such other functions as may provided by the Act and as assigned to him from time to time by the Vice-Chancellor, the Statutes, Regulations and Rules of the University.

4.3.3 :Pay and Allowances

- (a) The Registrar shall draw pay in the scale of pay as prescribed by the UGC from time to time along with allowances as approved by the Government of Assam.
- (b) Provided that in the event of the office of the Registrar being filled up by a person on deputation from the Govt. of Assam / Central Government or other organization/ Institute, the salary and other allowances and service conditions shall be regulated as per deputation rules of the Government. In the event of opting for the UGC scale of pay by the officer on deputation, the officer concerned shall have to opt for the same within a period of three months from the date of joining.
- (c) The Board may offer higher initial pay on the recommendation of the Selection Committee (if appointed through direct recruitment process) to an exceptionally suitable candidate by way of giving additional increments as per rules of Govt. of Assam.
- (d) The Registrar may be provided staff quarter as per his/ her entitlement without furnishing the house. He/ she will not get HRA for that but shall be charged occupation fee as per norms of the University/Government of Assam.
- (e) The Registrar shall use official pool car for his official work provided no transport allowance is given
- (f) The Registrar shall be eligible to earned leave, half pay leave and other form of leave as per the Officers and Employees Leave Rules of the University as admissible to the permanent employees.

- (g) Encashment of earned leave shall be allowed to the Registrar as per University Rules for the number of days of unutilised earned leave at his/her credit at the end of the term of office, subject to a maximum of 300 days in all and provided that the Registrar completes the tenure of his her/ appointment
- (h) Any other benefit like pension and provident fund shall be given to the Registrar as decided by the Board;
- (i) Any other matter relating to the terms and conditions of the Registrar shall be governed by the appropriate Regulations of the University.

4.4 : Finance and Accounts Officer

4.4.1 : Appointment, Term of Office and Conditions of Service

- (a) The Board shall appoint a person selected from among a panel containing the names of officers belonging to the Assam Finance Service, Class-I furnished by the Government, OR
- (b) from any other source through open advertisement and selection procedure as the Finance and Accounts Officer of the University for a period of **Five** years on such conditions as may be prescribed by the appropriate Regulations of the University.
- (c) In case of non-availability of suitable candidate through advertisement, the Selection Committee may also suggest appointment of a person having requisite qualifications and experiences on deputation from State Govt./Central Govt. or other University/Institutions.
- (d) Provided that a person may be appointed to the post of the FAO for a maximum of two terms of five years each, and that the person so appointed shall retire at the age of sixty.
- (e) Provided further that in case of non-availability of a suitable candidate, or a candidate on deputation, the Board may appoint a retired person either from Grade-I of Assam Finance Service or from any source on contract basis for a period as decided by the Board provided that the person so appointed possesses the qualifications required for the position.
- (f) The conditions of service of the Finance and Accounts Officer shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.4.2 : Educational Qualifications and Experiences

- (a) Must have at least a high second-class Master's degree in Commerce/Financial Management with at least 55% marks or with equivalent Grade, or CGPA proportionate to that. Or he/she should have professional qualifications in Finance/Accountancy from the Institute of Cost and Works Accounts of India (ICWA) or from the Institute of Chartered Accountants of India (ACA/FCA).;

- (b) A Doctorate Degree from a recognised University or equivalent published work or contribution in the field of Financial planning and administration in higher educational institutions or reputed Public or Private companies;
- (c) He/ She should have at least 15 years' experience in the officer's grade in the finance and accounts department in a University or Financial Organization of Government Department. Provided that preference will be given to candidates possessing adequate administrative experience at management level in Finance & Accounts work or Business Organisation of repute or in University or Government Department for at least 10 years.
- (d) Any of the above qualifications and experiences may be relaxed in case of otherwise exceptionally good applicants in calling for interview and making recommendations to the Board of Management.

4.4.3 :Duties of the Finance and Accounts Officer

The following are the Powers and functions of the Finance and Accounts Officer.

- (a) Suggest the Board for the proper investment of the funds of the University
- (b) tender advice with regard to financial transactions of the University;
- (c) shall get the accounts of the University properly audited as per the Act and /or the Statutes and take necessary steps for rectification of the accounts as per audit observation, if any
- (d) prepare annual Budget Estimates, the Balance Sheet and the Statement of Accounts
- (e) ensure utilization of the allocations for the programmes, schemes and projects of the University and shall be responsible for ensuring that all money are expended for the purpose for which they are granted or allowed;
- (f) scrutinize the statements of accounts of the constituent colleges or other institutions maintained by the University and submit report thereon to the Vice Chancellor and the Board
- (g) collect fees, fines, sale-proceeds and other amounts of casual income accruable to the University
- (h) operate schemes relating to scholarship funds, stipends and fellowship amounts
- (i) shall be responsible for the day to day financial transactions and maintenance of accounts thereof
- (j) administer such petty case funds as may be needed
- (k) operate the funds contributed by the students for various purposes
- (l) prepare pay and allowance-bills of officers, teachers and other employees of the University, and draw and disburse the amounts thereof

- (m) ensure proper operation of accounts in bank, opened with the approval of the Board
- (n) shall ensure that expenditure not authorized in the budget is not incurred without appropriate sanction
- (o) scrutinize other bills and, if they are in order, ensure prompt payment
- (p) prepare utilization certificates for funds received from Government and other funding agencies and get them promptly transmitted to the relevant quarters through the Registrar
- (q) Develop and operate an internal audit system and ensure that all registers, records and documents are properly maintained and preserved for presentation before the audit
- (r) bring serious irregularities, if any, in financial transactions of the University to the notice of the Vice-Chancellor
- (s) render such assistance to the Registrar as may be required in management of assets and investments and scrutiny of the contexts and agreements; and
- (t) shall act as per advice of the Vice-Chancellor and shall be answerable to him/her and the authorities of the University for effective financial management and augmentation of resources of the University;
- (u) perform such other functions as may, from time to time, be assigned to him/her by the Vice-Chancellor

4.4.4 :Pay and Allowances

The pay and allowances of the Finance and Accounts Officer shall be as per Assam Government Rules, or as fixed by the Board from time to time. Provided further that, in the event of the office of the Finance and Accounts Officer being filled up by obtaining services of a person on deputation from the State/Central Government, or other organization/ Institute, the salary and allowances and service conditions shall be regulated as per deputation rules of the Government.

4.5 :Controller of Examinations

4.5.1 :Appointment, Term of Office and Conditions of Service

- (a) The Controller of Examinations shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor on approval of the Board either on deputation from Government or any other organization, or through direct recruitment process and Selection Committee.
- (b) The term of the Controller of Examinations shall be Five years. Provided that a person may be appointed for a second term if he/she is found to be eligible for such consideration by the University.

Provided further that the first Controller of Examinations shall be appointed by the Vice-Chancellor on approval of the Government

- (c) the Controller shall retire on completion of the age of sixty years
- (d) The conditions of service of the Controller of Examinations shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.5.2 :Educational Qualifications and Experiences

- (a) Consistently good academic career with at least a high 2nd Class Master's Degree in Arts/Science/Commerce from a recognized University with at least 55% marks or equivalent Grade, or CGPA proportionate to that.
- (b) A Doctorate Degree from a recognized University or equivalent published work or contribution in the field of educational planning and examination system in higher education.
- (c) At least 10(ten) year-experience in a responsible position in administration/ conduct of examinations/ teaching in Institutionsof higher education.
- (d) And a person conversant in the system of continuous evaluation, use of letter grade in place of marking and the Semester type of examination may be treated as an additional qualification.
- (e) a person already in service of the Government in equal rank and having enough experience of conducting examinations, if recruited on deputation.

4.5.3 :Duties of the Controller of Examinations

- (a) The Controller of Examinations shall be responsible for advanced preparatory action, effective conduct of examinations, proper evaluation of the answer scripts, tabulations, timely declaration of the results and expeditious distribution of the Diplomas and Certificates;
- (b) Shall appoint Moderators of question papers, Examiners, Scrutinizers, Tabulators and such other persons as may benecessary for conducting examinations with the approval of the Vice-Chancellor;
- (c) Shall notify the dates of various examinations of the University as may be fixed by the *Examination Committee*
- (d) Shall issue admit cards/Mark-Sheets to eligible candidates to various examinations of the University as per relevant rulesprescribed in the ordinance / regulations/rules prepared for that purpose
- (e) Arrange for issuing Grade Cards to the candidates of different examinations
- (f) Maintain discipline in the examination halls and enforce disciplinary action against the candidates for violation of prescribed rules

- (g) Shall be responsible for matters connected with examination reforms and innovation in the methods of conducting examinations, evaluation of answer scripts, and other aspects concerning examination of the University;
- (h) The Controller may undertake conducting examinations/tests of Government or Corporate bodies on behalf of those organizations/institution with the permission of the Vice-Chancellor; and on terms and conditions specified by him/her
- (i) Shall be responsible for safe custody of all registers and records concerning the examinations
- (j) Deal with matters of recognition of degrees, diplomas or certificates and examinations of other University/Institutions/Boards as per rules prescribed by the Academic Council
- (k) Shall act as the Ex-Officio Secretary of Examination Committees
- (l) The Controller of Examinations shall perform such other functions as may be prescribed by the Statutes and entrusted to him/her by the Vice-Chancellor/the Academic Council or the Board
- (m) When the office of the Controller remains vacant due to his/her illness, or any other reason, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

4.5.4 :Pay and Allowances

The pay and allowances of the Controller of Examinations shall be fixed by the Board in the light of the UGC rules, or as per other controlling authorities of higher education from time to time. Provided that in the event of the office of the Controller of Examinations being filled up by obtaining services of a person on deputation from the State or the Central Government or other organization/Institute, the salary and other allowances and service condition shall be regulated as per deputation rules of the Government.

4.6 :Academic Registrar

4.6.1 :Appointment

The Academic Registrar shall be a whole-time salaried officer of the University, and shall be recruited through the direct recruitment process.

4.6.2 :Educational Qualifications and Experiences

- (a) Consistently good academic record with at least a high 2nd Class Master's Degree in Arts/Science/Commerce from a recognized University with 55% marks or equivalent Grade or CGPA proportionate to that.

- (b) A Doctorate Degree from a recognized University or equivalent published work or contribution in the field of educational planning and academic development in higher education.
- (c) At least 10 (ten) year-experience as Associate Professor with experience of academic administration in a responsible position in a teaching institution.
- (d) Any other qualification as prescribed by the Board from time to time

4.6.3 :Terms and Conditions of Service

The terms and conditions of service of the Academic Registrar shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time..

4.6.4 :Duties & Functions

- (a) The Academic Registrar shall prepare Draft of the Regulations and rules relating to different courses of studies and examinations on behalf of the Academic Council
- (b) He/she shall arrange for admission of students into the University, Departments / Centres of studies on the basis of the selection made by the respective Admission Committees of the Departments/Centres of studies as per the admission rules of the University;
- (c) Shall assist the Registrar in the functioning of the Academic Council, the Research Council, the P.G. Board, the UG Board and the Faculty Boards
- (d) Shall make annual academic planning by creating and publishing an Academic Calendar and Prospectus of the University including planning of examinations, declaration of results, admission of students to different courses of study and such other works as may be delegated to him by the Vic-Chancellor
- (e) To coordinate with the Deans/HODs/Directors of Centres in the planning and development of the programmes of study and making syllabuses
- (f) Organize memorial/special/invited lectures as directed by the Vice-Chancellor
- (g) Shall prepare annual academic report of the University on behalf of the Registrar;
- (h) Shall make necessary planning and arrangements to assist the Registrar for holding the Convocation and award of the Degrees, Diplomas, Certificates or any other academic distinctions, medals, prizes etc. and also in the organization of the meetings of the Court, the Board and the Academic Council
- (i) Shall deal with the matters of recognition of degrees and examinations of other Universities, institution or Board along with the Controller of Examinations as per instructions of the Academic Council;

- (j) Shall act as Secretary of the Faculty Boards and the Board of the Dean (R & D)
- (k) Shall act as Registrar in-charge in the absence of the latter
- (l) Shall perform any other duty entrusted to him by the Vice-Chancellor

4.7 : Director of Students Welfare

4.7.1 :Appointment

There shall be a Director of Students' Welfare (DSW) to be appointed by the Vice-Chancellor from amongst the Teachers not below the rank of an Associate Professor. The Director (DSW) will perform duties in addition to his/ her normal duties of a teacher of the university.

4.7.2 :Powers and Functions

- (a) The Director of Students' Welfare shall be the Ex-Officio Chairman of the Students' Council/Association
- (b) Ex-Officio Chairman of the Committee for Students' Welfare Fund.

4.7.3 :Additional Duties

- (a) co-ordinate the admission of students to university hostels;
- (b) appoint Wardens to the Students' Hostels on recommendation of the Screening Committee appointed by the Vice-Chancellor for that purpose
- (c) deal with the matters of management, overall discipline including living conditions in the hostels;
- (d) co-ordinate the selection of conveners for various sub-committees constituted by the Students' Council/Associations
- (e) nominate Faculty-in-Charge to various sub- committees constituted under Students' Council;
- (f) conduct nomination of student representatives to various bodies of the university, if required, and also to other agencies/ departments for various academic and co-curricular activities;
- (g) shall be the overall in-charge of the management of funds sanctioned for Sports and Cultural activities;
- (h) organize programmes/activities leading to strengthening of the students-teachers, students-employees and students-society relationships through extension services;
- (i) Such other duties as may be given by the Vice-Chancellor

4.7.4 :Term of Office and Conditions of Service:

- (a) The Director of Students Welfare shall hold office for a term of three years from the date of assuming the charges and shall be eligible for re-appointment.
- (b) in the absence of the Director of Students' the duties of the office shall be performed by any other teacher not below the rank of an Associate Professor appointed by the Vice-Chancellor.
- (c) The conditions of service of the Director of Students Welfare shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.8 :Deputy Controller of Examinations**4.8.1 :Appointment**

The Deputy Controller of Examinations shall be recruited through the direct recruitment process.

4.8.2: Educational and other Qualifications

Educational and other necessary qualifications shall be determined by the Board taking into consideration the Assam Government rules and/or as per the guide lines of the appropriate authorities.

4.8.3 :Terms and Conditions of Service

The terms and conditions of service of the Deputy Controller of Examinations shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.8.4 :Duties and Functions

The Deputy Controller of Examinations shall exercise such powers and duties as may be assigned to him/her by the Vice-Chancellor in connection with Examinations, evaluation and re-evaluation of answer scripts, declaration of results, and any other works for the functioning of the University.

4.9 :Deputy Registrar (General Administration)**4.9.1 :Appointment**

The Deputy Registrar (Administration) shall be recruited through the direct recruitment process.

4.9.2 :Educational and other Qualifications

Educational and other necessary qualifications shall be determined by the Board taking into consideration the Assam Government rules and/or as per the guide lines of the appropriate authorities.

4.9.3 :Terms and Conditions of Service

The terms and conditions of service of the Deputy Registrar (General Administration) shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.9.4: Duties and Functions

The Deputy Registrar (Administration) shall exercise such duties and functions as may be assigned to him/her by the Vice-Chancellor or the Registrar in connection with the general administration of the University. He/she shall also exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor in connection with the administration of the University.

4.10 :Deputy Registrar (Finance & Accounts)**4.10.1 :Appointment**

The Deputy Registrar (Finance and Accounts) shall be recruited through the direct recruitment process.

4.10.2 :Educational and Other Qualifications

Educational and other qualifications shall be determined by the Board.

4.10.3 :Terms and Conditions of Service

Terms and conditions of service of the Deputy Registrar (Finance and Accounts) shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.10.4 :Duties and Functions

The Deputy Registrar (Finance and Accounts) shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor in connection with the funds and accounts of the University and audit thereof.

4.11 :Librarian**4.11.1 :Appointment**

The Librarian of the University shall be recruited through the direct recruitment process and shall be appointed by the Vice-Chancellor on approval of the Board.

4.11.2 :Educational and Other Qualifications

Educational and other qualifications shall be determined by the Board taking into consideration the norms determined by appropriate authorities.

4.11.3 :Terms and Conditions of Service

The terms and conditions of service of the Librarian shall be governed by the appropriate Regulations of the University adopted for that purpose from time to time.

4.11.4 :Duties and Functions

- (a) The Librarian shall be responsible for the management and development of the Library
- (b) Shall be the custodian of the books, manuscripts, e-books, and all other records and papers preserved in the library
- (c) Shall be responsible for proper preservation of records, papers, manuscripts, and all the rare documents and for implementation of all modern facilities in the library provided by the technological developments of recent times.
- (d) Purchase books and journals, provide for e-readings in the Library and maintain contacts with the best-known modern and classical libraries of the country and outside to provide ultra-modern facilities to the students, teachers, researchers and readers to reach the rich preserve of the world.
- (e) Innovate and make the library most modern and well-equipped.
- (f) perform such other duties as may be assigned to him by the Vice-Chancellor.

4.12 :Categories of Officers and Employees

- (a) The categories and grades of the posts of Officers of the University shall be as specified in the **Schedule -2** of these Statutes.
- (b) Categories and Grades of the posts of the employees under the University shall be as specified in the **Schedule-3**.

CHAPTER – V

**Teachers of the University: Educational Qualifications,
Method of Recruitment, Conditions of Service and Duties and Responsibilities etc.**
(Under Section 33-b of the Majuli University of Culture Act, 2017)

5.1 :Teachers of the University

Notwithstanding anything contained in Section 2(r) of the Act the definition of "teacher" shall also include as defined Professor, Associate Professor, Assistant Professor, instructors, demonstrators and such other persons as may be decided by the Board on the recommendation of the Academic Council.

5.1.1: Educational Qualifications

The qualifications for appointment to the various grades of **Teachers** shall be fixed by the Academic Council (*Ref. Section 18-2(h) of the Act*) as per norms fixed by the UGC or any other controlling authority of Higher Education notified from time to time and duly recorded in the appropriate Regulations adopted by the University for that purpose.

5.1.2: Methods of Recruitment

There shall be two methods of recruitment to the posts of teachers: Direct Recruitment and Recruitment by Promotion

(a) Direct Recruitment

- (i) The University shall advertise the posts with such qualifications as prescribed in the appropriate Regulations made by the University from time to time
- (ii) Applications received thereon shall be scrutinized by a committee of expert Professors of the University, and if the number of the applications become large these will be shortlisted as per rule made for that purpose.
- (iii) The short-listed candidates shall be interviewed through the Selection Committee which will make recommendations for appointment either by making a panel in order of preference for consideration for appointment or by finalizing a name for a post against which he/she applies.
- (iv) The selected candidate/s shall be appointed by the Vice-Chancellor on such terms and conditions as may be prescribed in the appropriate Regulations.
- (v) An appointee shall be in probation for a year from the date his/her joining the post, which period is extendable for one more year in case of unsatisfactory performance.
- (vi) The Vice-Chancellor shall decide upon the confirmation at the close of the period of probation.

Direct recruitment shall be made through open advertisement and interview through the Selection Committee.

(b) Recruitment by Promotion

Recruitment may also be made by Promotion of a teacher to the next higher grade through internal assessment and evaluation of the activities and conduct of the teacher concerned annually taking into consideration of their period of service, quality of activities assessed as per specifications laid down in their service condition regulations, and other requirements, including appearance in the Selection Committee, specified therein.

(c) Temporary Appointment

Notwithstanding anything hereinbefore contained, the Vice-Chancellor may make a temporary appointment of teachers for a period not exceeding six months for the good and functioning of the University.

5.1.3: Medical Fitness Required

- (a) Appointment of a teacher by the process of direct recruitment to a Post shall be subject to their being medically fit certified by the Civil Surgeon, Majuli

District, or such other Officers recognized by the University as authority to certify as such.

- (b) No person shall be appointed to any post unless he / she possess good moral character.

5.1.4 :Pay and Allowances

(a) The scales of pay for the posts of teachers under the University shall be, as specified from time to time, by the Vice-Chancellor (Ref. *Section 14-1 of the Act*) as per State Government rules, or as per rules of the appropriate authorities. Provided that till the scales of pay are so specified by the Vice-Chancellor, the scales of pay in the minimum of the scales in a grade/category shall prevail. A teacher is also entitled to all admissible allowances as determined by the Board and as per State Government rules framed and notified from times to time

(b) Any other aspects relating to the pay and pay-scales and allowances shall be governed by the appropriate rules framed by the University from time to time.

5.1.5 :Nature of Duties

Every teacher shall undertake such part in the activities of the University and perform such duties as prescribed by the Act, the Statute, Ordinances, Regulations or Rule of the University adopted from time to time.

5.1.6 Codes of Conduct

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- (a) Failure to perform his/her assigned duties such as taking classes and demonstrations including inter disciplinary classes, assessment, guidance, invigilation, research supervision etc.
- (b) Gross partiality in assessment and evaluation of students, deliberately over marking/under-marking or attempts at victimization of students on any grounds.
- (c) Inciting students against other students, colleagues or administration and authority. This does not, however, interfere with the right of a teacher to express his/her difference on principles on academic matters in seminars or other places where students are present.
- (d) Indulging in communal activities, or raising question of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- (e) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or authorities of the University.
- (f) Indulging in infidelity, unfaithfulness, dishonesty, gross moral misconduct, action subversive of discipline, riotous or disorderly behaviours, negligence to duty, insubordination, inciting others to go against the interest of the University strike etc. involvement in criminal cases shall be sufficient cause of action for committing misconduct.

5.4 :Any Other Aspects regarding Terms and Conditions of Service

All other aspects governing the terms and conditions of service of the Teachers of the University shall be governed by the appropriate Regulations adopted by the University from time to time.

CHAPTER - VI**AWARD OF DEGREES, DIPLOMAS, CERTIFICATES, DISTINCTIONS,
HONOURARY DEGREE ETC.****6.1 :Degree, Diploma, Certificate**

The University shall confer Degrees/Diplomas/Certificates and Honourary Degrees to students and persons of eminence in the convocation held annually

6.1.1 :Eligibility

- (a) Upon the candidates who have studied in the University and who have successfully completed the courses of study and who were examined and found to be worthy of Degrees and Diplomas by the University authorities;
- (b) Upon the scholars of eminence whose contribution in the field of creative writing, arts and cultures and in the branches of studies offered by the University, have been recognized by the University for award of the Degree of Doctorate of Literature (D.Litt. *as per Sections 25(1) of the Majuli University of Culture Act, 2011*) for their published works (scrutinized and finalized as per appropriate research rule adopted by the University).
- (c) who have been selected by the University for the award of honourary degrees for their contributions towards the development of society in various ways;

6.1.2 :Organization of Convocation: Procedure to be followed

- (a) Convocation shall be organized for the purpose of conferring degrees, diplomas, certificates and honourary degrees
- (b) Shall be chaired by the Chancellor unless necessary, in which case, the Vice-Chancellor shall chair the Convocation with his/her permission
- (c) shall ordinarily be held annually on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.
- (d) The Certificates, Diplomas or Degrees offered by the University other than the Honourary Degree, shall bear the signatures of the Registrar and the Vice-Chancellor.
- (e) The Honourary Degree shall bear the signature of the Vice-Chancellor
- (f) The Convocation shall consist of the body corporate of the University and such other members of authorities and other officers as indicated below.

- (g) They will be supplied with the Academic costumes for the Convocation.
- (h) The Registrar shall issue notice for the convocation at least 2 months before the convocation inviting applications with prescribed fees from the eligible candidates
- (i) The Registrar shall issue to each member of the Convocation a detailed programme of the Convocation and the procedure to be observed there at least 10 days before the date of Convocation.
- (j) The candidates who have passed their Examinations in any year prior to the holding of the first Convocation of the University shall be eligible to be admitted to the convocation on payment of prescribed fees as may be decided by the Vice-Chancellor. If, in any subsequent year, the Convocation is not held, all candidates who have passed their Examinations after the last Convocation, shall be eligible to be admitted to the immediate next Convocation on submission of forms and payment of fees. If any candidate does not submit application for admission or fails to attend the Convocation, such candidates may be admitted to the Degree by the Chancellor/ Vice-Chancellor in absentia and the Degree/Diploma shall be delivered by the Registrar after the Convocation, on submission of application in prescribed form with necessary fees prescribed for the purpose.
- (k) Honorary Degree may be taken in person or in absentia.
- (l) The presentation of the person(s) at the convocation on whom the Honorary Degree(s) is/are to be conferred shall be made by the Vice-Chancellor or the senior most Dean of the University.
- (m) The respective Deans of Schools or in his/her absence the Dean in charge shall present their students to the Chancellor or in his/her absence to the Vice-Chancellor for award of the Degrees at the Convocation.
- (n) The names of the recipient of medals and prizes shall be read out by the Registrar of the University.
- (o) The Registrar shall present the candidates for admission to their Degrees in absentia.
- (p) Degree Certificates to the candidates present in the Convocation shall be delivered in person at the Convocation by the Chancellor/Vice-Chancellor as the case may be.
- (q) Descriptions of the Academic Costumes/Dress/Scarves shall be decided by the Vice-Chancellor.

6.1.3 :Convocation: the Proceedings

- (a) All candidates applying for Degree/Diploma or Certificate at the Convocation shall wear appropriate Academic Dress prescribed by the Vice-Chancellor and

- supplied by the University. No candidates without the proper Academic Dress shall be admitted to the Convocation.
- (b) The Chancellor, the Chief Guest, the Vice-Chancellor, the Registrar, the Deans of the Faculties including Dean (R & D), the members of the University authorities and bodies shall wear their convocation Dress prescribed by the Vice-Chancellor and shall assemble at a place appointed for the purpose and shall enter the convocation Hall in a procession in the following order.
 - (c) The Registrar with the University Flag
 - (d) Members of the Court, the Board, Academic Council, P.G. Board, U.G. Board, the Board of Studies, the Deans of Faculties including the Dean (R & D), all Professors, the Vice-Chancellor, the Chief Guest, the Chancellor/Vice-Chancellor when the Chancellor is absent -all of them shall take seats reserved for them.
 - (e) The students shall assemble at a place appointed for the purpose and wear their Academic Dresses and shall proceed in a procession in separate groups Faculty and Department-wise, so that they can occupy their seats reserved for each Faculty/ Department at least 15 minutes before the schedule time of the convocation.
 - (f) When the procession led by the Registrar enters the Convocation Hall, the candidates and all other invitees shall rise and remain standing until the members of the procession have taken their seats
 - (g) University song
 - (h) Welcome address by the Vice-Chancellor but when the Chancellor is absent and the Vice-Chancellor chairs the Convocation, the Senior most Dean of Faculty shall deliver the welcome address.
 - (i) The President/Chairperson shall declare the convocation open and shall say :“This convocation of the Assam University of Culture has been called to confer Degrees and Diplomas upon the candidates who have been examined and found to be worthy of Degrees and Diplomas by the University authorities”
 - (j) Then with the permission of the Chancellor, the Vice-Chancellor shall address the students and say- “Will all the candidates for the Degrees and Diplomas of the Assam University of Culture kindly stand”
 - (k) With the candidates standing, the Chancellor shall get them swear to be a responsible Graduate and a part of the University, a useful citizen to uphold the ideals of social justice, equality and social security, righteousness etc.
 - (l) Then the agenda of the offering of the Degrees shall follow (as per appropriate regulations adopted for this purpose).

6.1.4 :End of Convocation

- (a) Address by the Chief Guest
- (b) Speech from the Chair
- (c) Vote of thanks to be offered by the Registrar
- (d) The Chair will declare the Convocation closed
- (e) National Anthem will then be played and all shall remain standing during the National Anthem

6.1.5 :Withdrawal of Degree, Diploma, Certificate

The University on recommendation of the Academic Council shall have the right to withdraw any Degree, Diploma or Certificate bestowed upon any one, who-

- (a) Has undermined the Degree/Diploma or the Certificate obtained from the University; and his/her act affected the University seriously
- (b) Has acted against the ideal of the University as evidenced by his/her act
- (c) Has engaged in anti-national activity
- (d) Has engaged, in the opinion of the appropriate authorities, anti-social activities affecting the public as a whole
- (e) No Degree/Diploma/Certificate shall be returned/re-bestowed once it is withdrawn
- (f) The withdrawal of Degree/Diploma/Certificate shall be done by the Board on the recommendation of the Academic Council and shall be valid after the approval of the Chancellor

6.2 :Honourary Degree

The University shall confer Honourary Degree (both Ph.D. and D.Litt) to persons who have made distinguished contributions in the fields of education and culture and have contributed to the growth and development of society. The conferring of Honourary Degree may not, however, be a matter of annual academic agenda of the University.

6.2.1 :Manner of Nomination/Selection

Any organization/institution of repute/persons of eminence other than the University may propose/nominate, on request from the University, a person for the consideration of the University for the honorary degree

- (a) The Academic Council may propose names of persons for consideration of the Board for the award of the Honourary degree;
- (b) Any organization/institution of repute/persons of eminence other than the University may propose/nominate, on request from the University, the name of a person for the consideration of the University for award of the honorary degree. In that case the nominating organization/institution/person shall fill up

a proforma, supplied by the University along with the request letter, containing the following aspects

- (i) Name and Address of the Person nominated
 - (ii) Educational qualification of the person, if any
 - (iii) A summary about the contribution of the person within 500 Words in Assamese or English
 - (iv) Any other awards/honours received by the nominated person/s, if any
 - (v) Comment, if any
- (c) The nomination shall be sent to the Vice-Chancellor, who shall place it in the Academic Council for consideration
- (d) If the Academic Council finds him/her suitable for the award of the Degree it shall either make a panel, or finalize a name and forward it to the Board for consideration
- (e) If the Board finds the name as recommended by the Academic Council, apparently suitable for the degree, then it will discuss the nomination in detail considering all aspects connected with the Honourary Degree. If after such discussion any name comes to the recommendation of the Board, it shall forward it to the Chancellor for final decision and approval for the award of the Degree

6.2.2 :Manner of Conferring Honourary Degree

- (a) The Honourary Degree shall be awarded in the Convocation held for that year or years
- (b) The Award shall be given by the Chancellor; and, in his/her absence, by the Vice-Chancellor
- (c) The Award shall contain a Plaque, a *Sarai* (Assamese tray), a *chadar* made of Assamese *Pat* silk, a *Gamocha*, and a Certificate

6.2.3 :Conditions attached to the Honourary Degree

- (a) The person so awarded shall not write this title as a kind of academic degree after or before his/her name
- (b) The award may be withdrawn if the person/s so honoured with the conferment of honorary degree is found, with evidence, to have engaged in any form of anti-national activities; and against the ideals of the University

6.3 :Honours, Distinctions, Divisions or Class

- (a) Successful students in the Under-Graduate and Post-Graduate levels of study shall be eligible for Honours Degree, Degree with a Distinction, or a Degree with a Class or Division, or a Class with a Division depending upon courses of Study he/she

undertakes, duration of Study, marks or Grades obtained by him/her in the Final totality.

- (b) While Honours and Distinctions shall be applicable for the Under-Graduate levels of study only, the Class shall be applicable for both the U.G. and the P.G. Courses of study.
- (c) The distinctions shall be governed by the examination rules adopted by the University and shall be recorded in both the achievement cards/Mark-Sheets and the Certificates.

CHAPTER-VII

FELLOWSHIP, SCHOLARSHIP, STUDENTSHIP, MEDALS AND PRIZES, & ACCEPTANCE OF BEQUESTS, DONATIONS AND ENDOWMENTS

(Under Section 33-f & i of the Majuli University of Culture Act, 2017)

The University shall institute fellowships, scholarships, studentships, medals and prizes to its students and eminent scholars, where it applies for the encouragement and recognition of scholarship among them.

7.1 :Fellowship

- (a) The University shall institute fellowship of its own for (i) research activities in the University leading to the Ph.D. Degree.
- (b) The University may institute fellowship in the name of eminent personalities of Assam.
- (c) The amount of fellowship, duration and continuity, terms and condition of the fellowship shall be determined by the University in the Academic Council and approved by the Board; and shall be prescribed in the appropriate rules adopted for that purpose.
- (d) A student carrying a Fellowship awarded by other recognized agencies/ Universities/ institutions/ companies of India or abroad may be allowed to avail the Fellowship in the University provided such a candidate shall register himself/herself for a Ph.D. Degree of the University under the supervision of a recognized supervisor of research of the University; or at least a Joint Research Supervisor here.
- (e) Provided further that if a foreign student registers himself/herself to the Ph.D. Degree in the University, he/she shall be allowed to avail the Fellowship/scholarship awarded by a foreign country/institution of research, on condition that he/she shall be governed by the provision made for induction of a foreign student and the rules and

regulations made by the University with consideration of Government of India's policy and rules.

7.2 :Scholarship

- (a) The University shall make provision for availability of all forms of scholarship offered by the Government- both State Government of Assam and the Central Government, and shall allow students from other states of India to avail their respective State Government Scholarships.
- (b) Shall make provision for availability of all forms of scholarship offered by the Public and Private organizations/industries/institutions for Under-Graduate, Post-Graduate and research level studies.
- (c) The University shall institute Post-Graduate Departmental Scholarships (Scholarship for the student who tops the list of successful candidates in the Undergraduate level, and also who tops the list of the successful students in the first two Semesters on regular sittings. There shall be a Depart

7.3 :Studentship

- (a) The University shall make provision for **Students Welfare Fund** from where poor and needy students shall be helped to manage some portion of their fee or consumption expenditure
- (b) The University may cause remittance of the Hostel Fee of the needy students or make it free if it so decides
- (c) The University shall make provision for accepting One-time non-recurring Financial Grant from individuals/ families/ industries/ companies, and offer the same to the students of the University as defined in the understanding.

7.4 :Acceptance and Management of the Bequests, Donations and Endowments

- (a) The University shall make provisions for acceptance of Bequests, Donations and Endowment Funds from individuals/families/industries/companies and any other agencies approved by the Board and governed by the terms and conditions as laid down in the contract/ MoU signed in this regard between the University and the individual/ family/ industries/ companies and any other agencies approved by the University.
- (b) The Bequests, Donations, Endowments shall be governed by appropriate rules made by the University for that purpose and approved by the Board.
- (c) The Bequests, Donations and Endowments may form immovable properties or estates in which case the University shall have appropriate provision for their maintenance

- (d) If the Bequests, Donations and Endowments are made in the form of monetary fund, the University shall create separate Accounts for the bequests, donations and endowment funds and shall manage its audits and accounts separately and regularly.
- (e) The Registrar shall be responsible for management of the bequests, donations and endowment funds and their utilization as agreed upon between the donor and the University.
- (f) If it is accepted, there shall be a MoU signed between the University and the donor/ the endowment maker or the giver of the bequests regarding the terms and conditions of the Donation, Endowment or the Bequest

7.5 :Medals and Prizes

The University shall make provision for encouraging the deserving students through the recognition of their merit, extraordinary achievements in the field of art and culture

7.5.1 :The University Gold Medal

- (a) The University shall institute the Best Graduate and the Best Post-Graduate Medal for students securing the highest CGPA of 8.0/Marks and complete the programme without any break or being placed under Academic probation.
- (b) Each Gold Medal shall bear the University Crest and an inscription giving the name and the year of the awardee as well as the programme.
- (c) The medal will be presented at the convocation held for award of degrees for the concerned batch of students.
- (d) Those candidate(s) who can't receive the medal(s) in person at the convocation may receive the same from the Registrar after establishing identity or through their parents with an authorization letter and identity.
- (e) The value and weigh of the Gold Medal shall be determined by the Board

7.5.2 :The University Best Post-Graduate Award

- (a) The University shall institute the Best Post-Graduate Award to a student, who may be adjudged as the best student in all respects endeavoring in his/her own capacity for the unity, integrity, development of the society in the University and its neighbourhood.
- (b) The award may be instituted from an endowment fund received from any individual/institution/organization/family and etc.
- (c) There shall be an Evaluating Committee to select the student constituted by the Vice-Chancellor and under his/her Chairpersonship.
- (d) The Award shall carry a certificate of appreciation, a plaque containing the University Crest with the epitaph: "Be the one among the Best".

7.5.3 :Other Gold Medals

- (a) The University shall make provision for any other Gold Medals for students for their achievements in the field of academic and/or extra-curricular/ or any other socially valued activities in the field of art and culture, or for any distinguished service done for the good of the society.
- (b) Such Gold Medal may be named after some eminent persons or person/s on whose behalf the Endowment Fund has been given/created. That is, the University may accept any Endowment Fund from any individual or family or organization, if it considers that to be acceptable, for creating or introducing Awards/Medals including any Gold Medal.

7.5.4 :Rules Governing the Medals, Prizes and Awards

All Medals/Awards/Prizes shall be governed by appropriate rules adopted by the University for that purpose from time to time.

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Majuli University of Culture, Majuli.

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