

# BHATTADEV UNIVERSITY

(A Public State University Established by Upgrading Bajali College, Pathsala)

**BAJALI, PATHSALA -781325 (ASSAM), INDIA**



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Reference: **BhattU/VC/2021/03**

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## NOTIFICATION

With reference to the Assam Government Notification No. AHE.428/2020/16 Dated Dispur, the 20<sup>th</sup> July, 2021 and on the advice received from the office of the Honourable Governor of Assam & the Chancellor, Bhattadev University, the undersigned in his capacity as the First Vice-Chancellor, Bhattadev University is pleased to hereby notify, under Transitory Provisions of Section 55 (4) of THE BHATTADEV UNIVERSITY ACT, 2017, the first Ordinances and first Regulations of Bhattadev University with immediate effect .

*Birinchi Kr. Das*

(BIRINCHI KUMAR DAS)

Memo No. BhattU/VC/2021/03-A

Dated Pathsala, the 4<sup>th</sup> of August, 2021

*Copies to:*

1. Principal Secretary to the Govt. of Assam, Higher Education Department
2. Commissioner & Secretary to the Honourable Governor of Assam
3. Secretary to the Govt. of Assam, Higher Education Department
4. Director of Higher Education, Assam, Kahilipara, Guwahati-16
5. P.S. to the Honourable Minister of Education, Assam
6. Office file

**First Ordinances  
Bhattadev University**

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**1. Short Title and Commencement**

- (a) These Ordinances will be called the First Ordinances of Bhattadev University.
- (b) The First Ordinances of the University shall remain in force until new Ordinances are made under the provisions of the Bhattadev University Act, 2017.
- (c) These Ordinances shall come into force on such date as the Vice-Chancellor notifies these after obtaining the assent of the Chancellor of the University.
- (d) These Ordinances should be considered in conjunction with the provisions of the Bhattadev University Act (Assam Act No. XXXVI) of 2017 and the relevant Statutes. In case of absence, differences or ambiguities of provisions in the Statutes, Ordinances and Regulations with regard to the provisions in the Act of the University, the provisions as stated in the Act shall prevail.

**2. Ordinances pertaining to Admission and Enrolment**

- (a) Admission of students shall be made on all-Assam basis and it shall be open to all classes of persons as defined in the Act/Statutes of the University;
- (b) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the Admissions Brochure of the University. The specific details about the written test and applicability of personal interview for admission to each programme/course of study will be decided by the concerned authority and published in the Prospectus;
- (c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with special abilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Classes shall be as per the norms/policies laid down by the Central and State Governments.
- (d) Notwithstanding the above, the University may decide to reserve a specified number of seats in its academic programmes / courses for students from the Barpeta district of Assam and other states of the country. Admissions of students belonging to these two categories also will be based on merit and the seat distribution will be as per constitutional provisions for ST, SC and OBC categories.
- (e) The University may decide to admit foreign students to its regular programmes of study and the fee structure to be applicable to foreign students shall be different from Indian students.
- (f) The Vice-Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University;
- (g) **Eligibility for Admission of Students**
  - (i) No student shall be eligible for admission to a programme of study, a degree or diploma unless she/he possesses such qualifications for the concerned programme of study as prescribed by the University.
  - (ii) Admission and enrolment of students shall be planned and executed as below:
    - (aa) The University will approve the procedure of admission from time to time and publish the relevant information in this regard in the prospectus.

- (ba) The University will publish an admission advertisement in national / local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each programme as prescribed by the University.
  - (ca) Unless otherwise provided, all the admissions shall be made by an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University,
  - (da) Candidates seeking admission to a course of study in the University must fulfill the relevant eligibility criteria laid down by the University and published in the prospectus.
  - (ea) The maximum number of seats to be made available for each course shall be determined by the University from time to time.
  - (iii) No candidate shall be entitled to claim admission as a matter of right.
  - (iv) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.
- (h) **Restrictions of Admission on Certain Grounds**
- (i) No student shall be admitted in two regular Programmes concurrently within or outside the University except that a student pursuing a degree programme in the University, may be permitted to take admission in a part-time certificate/ diploma course or in a programme/course under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programmes under the 'distance mode'.
  - (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
  - (iii) A student who has completed a Postgraduate/Undergraduate/Diploma/ Certificate Programme/Course shall not be allowed to be admitted again in the same programme/course in the same discipline.
  - (iv) Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.

- (v) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect.
  - (vi) A student who has taken admission to any course as a full time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.
- (i) **Re-admission**
- (i) A student of the 1st Semester/Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programmes.
  - (ii) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.
- (j) **Enrolment/Registration of Students**
- (i) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/registered as a student of the University.
  - (ii) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another programme of this University. Fresh enrolment in such cases shall be necessary
  - (iii) The Academic Registrar and/or Controller of Examinations shall maintain a record of all enrolled students studying in the various Departments/Centres of the University or carrying on research work in the University.
  - (iv) The student shall be given a unique and permanent enrolment number and issued with an identity card bearing the enrolment number, and the same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (k) **Late Admission**
- Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

(l) **Procedure of Withdrawal**

Students may withdraw their admission by the date of registration as specified by the University or before the same. In compliance with instructions of UGC, the University will refund his/her deposited amount after deducting a processing fee, as prescribed from time to time. In case the student registers for the programme on the specified date or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus / admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with UGC guidelines.

**3. Ordinances pertaining to various Programmes of Study**

- (a) This Ordinance pertains to various programmes of study offered by the University, with information about the name of the Faculty/Department/ Centre offering the programme, duration of the programme, and the minimum eligibility requirements for admission.
- (b) There shall be Programmes of Study in the University for Degrees, Diplomas and Certificates in different Faculties/Departments/Centres. The University shall offer such programmes and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- (c) In addition to the Programmes of Study listed, the Executive Council may exercise powers to introduce, modify or discontinue a programme on recommendations of the Academic Council. The procedure for starting a new programme, temporarily suspending an existing programme or phasing out a programme shall be such as may be laid down in the regulations and approved by the Executive Council.
- (d) The minimum entry qualification for admission to the programmes shall be such as may be laid down in the regulations or as specified by the Executive Council. The Degrees/Diplomas/Certificates as referred to in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (e) The procedure for the admission shall be such as may be specified by the Executive Council;
- (f) A student may be granted such scholarship/assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or as stated in the regulations laid down for the same.

- (g) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the programme.
- (h) No regulations shall be made in contravention to the decision of the Executive Council in regard to duration, admission processes, intake of students, etc.
- (i) In exceptional circumstances, the Chairman of Executive Council may approve amendments, modifications, insertions or deletions of an Ordinance(s) which in her/his opinion is necessary for the smooth running of the programme: provided, all such changes are reported to the Executive Council in its next meeting.
- (j) The rules governing programmes to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.

#### **4. Ordinance relating to Fees to be Charged**

- (a) The University shall charge fees from the undergraduate, postgraduate, and research students and post-doctoral workers for different academic programmes.
- (b) Students admitted to various programmes in the Faculties/Departments/Centres shall have to pay the Fees, Funds, Registration Fee and Caution Money, Hostel Charges, etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as per provisions of the Act.
- (c) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
- (d) The procedure for the deposition of fees, late fine, entry/deletion of the names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.
- (e) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:
  - (i) Registration fees
  - (ii) Admission fees
  - (iii) Tuition fees
  - (iv) Hostel Charges to include Boarding, Lodging charges
  - (v) Summer /Winter Vacation Charges, for those who are required to stay in Hostel during vacation with the permission of the University;
  - (vi) Sports fees



- (vii) Examination fees
- (viii) Library Fees
- (ix) Fees for the Degrees/Diplomas/certificates if awarded and *in absentia*
- (x) Fees for Grade Card, Transcripts, and other academic certificates / documents including duplicates/attested copies, etc.
- (xi) Caution Money/Security deposit is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- (f) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a late fine. The student's name may be struck off, after this date, and he/she may be re-admitted on payment of re-admission fee and no late fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of late fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/Registrar and prescribe such condition as he may consider necessary for the purpose.
- (g) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced.

## 5. Ordinances for the Conduct of Examinations

### (a) The University Examinations: General Guidelines

- (i) Examinations of the University shall be open to all students subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) Students shall appear in the examination for the registered subjects only,
- (iii) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (iv) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special

cases in which he/she is satisfied on the cause, may allow the student to take the examination.

- (v) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the concerned Regulations.
- (vi) When the University intends to impose any penalty to students, it shall extend to the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (vii) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after being satisfied about the genuineness and as per the gravity of the case.
- (viii) An amanuensis shall be allowed in case of visually impaired students or the students who are unable to write the examination with their own hands due to physical deformity, an accident or a disease.
- (ix) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the regulations/rules of the programmes.
- (x) No Regular student will appear in the examination of the University if he/she:
  - (aa) has concealed important information from the University at the time of admission;
  - (ba) has been prosecuted in any case of indiscipline and so decided by the Vice-Chancellor;
  - (ca) does not possess the minimum academic qualification to appear in the examination;
  - (da) does not satisfy all the provisions of this Ordinance or/and any other Ordinances which govern the permission to appear in the examination;
  - (ea) has not fulfilled the attendance requirement.

**(b) Preparatory Action for Examinations**

To conduct the examination smoothly in the University, the following preparatory action will be carried out by the Controller of Examinations:

- (i) *Appointment of Examiners*
  - (aa) The examiners generally shall be teachers who have taught the course at the University or in another university.

- (ba) All question papers of academic departments will be duly moderated by teachers who are associated with the teaching of the concerned course(s).
- (ii) *Setting Question Papers*
  - (aa) As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Controller of Examinations to conduct the examinations.
  - (ba) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper(s), mentioning important points such as due date of submission of question paper, authority to whom the question papers is to be submitted, etc.
  - (ca) All teachers involved in the setting of questions papers will maintain confidentiality with regard to the questions set in the papers.
  - (da) For each course, two question papers shall be set by two appointed examiners.
  - (ea) Before submission of question papers, all question paper setters must ensure that the question paper is error free and it has been sealed properly.
  - (fa) All question papers shall be submitted within due dates to the Controller of Examinations.
  - (ga) All question papers shall be duly moderated before finalization.
- (c) *Invigilation and Related Activities*
  - (i) All teachers of the Department and Ph.D. students in receipt of Research Fellowships may be assigned invigilation duties.
  - (ii) The nominated Invigilators are required to collect examination material from the Head of Department/Examination Control Room 20 minutes before the commencement of the examination.
  - (iii) All Invigilators are required to reach the Examination Hall at least 15 minutes before the start of the examination after collecting the Question Papers and the examination materials comprising:
    - (aa) Envelopes of Question Papers/Bundles of Answer Books.
    - (ba) Attendance Sheets of Students
    - (ca) Absentee Proforma/ Attendance Statement
    - (da) Any other material as per the requirement.
  - (iv) Answer sheets will be issued 7-10 minutes before examination.
  - (v) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.

- (vi) Question papers will be issued 5 minutes before the start of the examination.
- (vii) Invigilators will ensure that students' study material relating to the examination and or unauthorized material is kept at a place designated by the Invigilation Staff outside the examination hall.
- (viii) Students coming late by more than one (01) hour time will not be allowed in the Examination Hall. The student arriving late will be asked to report to the Head of Department/Controller of Examinations who may allow the student to appear as per his/her discretion but no extra time will be given.
- (ix) Mobile phones or any other electronic gadgets except non-programmable calculators will not be carried inside the Examination Hall.
- (x) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Head of Department or the person who has been authorized for the purpose.
- (xi) If an examinee is caught red handed while copying from a hand written/printed sheet or using any other unfair means which goes against the University

Examination Rules, he/she may be expelled for the day or the rest of the examinations of the particular semester/term.

**(d) Evaluation and Submission of Answer Scripts**

- (i) Answer scripts of the respective question papers shall be normally evaluated by teachers who have taught the course.
- (ii) All answer scripts shall be evaluated and submitted to the office of the Controller of Examinations within such a period as is specified in the concerned Regulations.

**(e) Declaration of Result**

Semester wise result will be announced within 45 days of completion of the last examination of a programme or as decided by the Controller of Examinations as per the Rules and Regulations in this regard.

**6. Ordinances pertaining to Discipline**

**(a) Rules for Discipline**

- (i) The rules governing discipline and procedures relating to discipline shall be as provided for in the concerned Regulations.
- (ii) Every student shall always carry his/her own Identity Card issued by the University and shall produce it when asked for by any competent authority of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Dean, Students' Welfare.

- (iii) Any violation of the code of conduct or breach of any Rules or Regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
  - (v) The Dean, Students' welfare will deal with the welfare and discipline of all students in the campus including Hostels and also outside the campus and will ensure maintenance of good conduct. He/She will be assisted by other teachers/ staff/ wardens as nominated.
  - (vi) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
  - (vii) Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
  - (viii) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
  - (ix) Ragging in any form is unlawful and strictly prohibited. Any student found indulging in ragging shall be expelled from the University and FIRs lodged against them as per orders of the Hon'ble Supreme Court of India.
  - (x) Smoking and chewing tobacco products, consumption/possession of liquor, intoxicants, drugs, gutkha, etc., in the Campus is strictly prohibited. Any violation will invoke severe penalty.
- (b) **Anti-Ragging Measures**

The University shall have a zero tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court of India.

(c) **Policy to prevent Sexual Harassment**

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. An Internal Complaints Committee (ICC) shall be constituted by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of

Women at Workplace (Prevention, Prohibition & Redressal)” Act, 2013. All references/complaints pertaining to any matter will be handled within the ambit of the above Act and the Rules framed thereunder. The policy guidelines so defined by the ICC should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.