

# 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**

Date: 04-08-2021

## 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 Regulations**

**BHATTADEV UNIVERSITY**

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**First Regulations****BHATTADEV UNIVERSITY**

The First Regulations are drawn from the provisions of the Sections 22 to 45 of the Bhattadev University (Assam Act No. XXXVI) of 2017.

**The Authorities of the University [under sections 22-43 of The Act]**

The following shall be the authorities of the University:

1. the Court
2. the Executive Council
3. the Academic Council
4. the Post-graduate Board
5. the Under-graduate Board
6. the Board of Studies
7. the Finance Committee
8. the Selection Committees

The following Authorities of the University are created as per section 22(ix) of The Act.

9. The Faculties
10. The Research Council
11. The Students' Advisory Council
12. The Building and Works Committee
13. The Tender Committee

More such Authorities may be created by the Executive Council through ordinances.

This Statute now defines the (1) Constitution, ((2) Term of Office, (3) Meeting of the Authority and (4) Powers and Duties of each Authority

**1 The Court [under sections 23-25 of The Act]****1.1 Constitution**

The Court shall consist of the following *ex-officio* members:

- 1.1.1 The Chancellor
- 1.1.2 The Vice-Chancellor
- 1.1.3 The Pro Vice-Chancellor

- 1.1.4 The Minister of Education, Assam
- 1.1.5 The Registrar
- 1.1.6 Academic Registrar
- 1.1.7 The Controller of Examinations
- 1.1.8 The Finance Officer
- 1.1.9 Dean, Research and Development
- 1.1.10 Dean, Students' Welfare
- 1.1.11 The senior-most Secretary in the Higher Education Department of the Government of Assam
- 1.1.12 The Director of Higher Education, Assam
- 1.1.13 The Director of Technical Education, Assam
- 1.1.14 The Director of Medical Education, Assam
- 1.1.15 The Director of Agriculture, Assam
- 1.1.16 The Director of Animal Husbandry and Veterinary, Assam
- 1.1.17 The Vice-Chancellors of the Dibrugarh University, Cotton University and Gauhati University
- 1.1.18 President and Secretary, Bhattadev University Teachers' Association
- 1.1.19 Two members nominated by the Executive Council
- 1.1.20 The Principal(s) of the Constituent Colleges, if any
- 1.1.21 Two Heads of the Academic Departments of the Bhattadev University (to be selected on the basis of seniority).

The Court also shall have the following OTHER MEMBERS:

- 1.1.22 Two persons distinguished in Literature/Law/Medicine/Science/ Engineering/ Technology/Commerce/Public life nominated by the Chancellor;
  - 1.1.23 Two representatives with good records to be elected by the Post-graduate Students of the University from amongst themselves:
    - Provided that a student to be so elected must have been a student of the University for at least one year prior to his election and
    - Provided further that no student who has taken more than one year in excess of the period prescribed for the course of which he is a student would be eligible for such election.
  - 1.1.24 Two members (one female) of the Bajali College/Bhattadev University Alumni (to be nominated by the Chancellor).
- 1.2 Term of Office**

- 1.2.1 Save as otherwise provided and except that *ex-officio* members and student members all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:
- Provided, that no person nominated or elected in his capacity as a member of a particular body or as holder of a particular appointment shall be a member after he ceases to be a member of that body or holder of that appointment, as the case may be:
  - Provided further that any member elected or nominated under clause 2.1 of this section shall hold office for a period of one year only from the date of his election or nomination, as the case may be. He shall cease to be member of the court on his ceasing to be a student of the University.
- 1.2.2 When a person ceases to be a member of the court, he shall cease to be a member of any of the authorities or committees of the University of which he may happen to be a member by virtue of the membership of the Court.
- 1.2.3 With the approval of the court, the Vice-Chancellor may remove an elected or selected member.

### 1.3 Meeting of the Court

- 1.3.1 The court shall meet at least twice a year on dates to be fixed by the Vice-Chancellor in consultation with the Chancellor. One of such meetings shall be held in January and shall be called the Annual General Meeting (AGM).
- 1.3.2 The Court may also meet at such times as it may, from time-to-time, determine.
- 1.3.3 An intimation of a meeting of the Court is to be communicated to the members at least 10 days prior to the date of the meeting, if no unexpected situation arises.
- 1.3.4 The quorum of the Meetings of the Court will be a one third of the existing members.

### 1.4 Powers and duties of the court

Subject to the provisions of this Act, the court shall

- 1.4.1 review, from time-to-time, the broad policies and programmes of the University and suggest measures for the improvements and development of such policies, programmes, works and other affairs;
- 1.4.2 consider the annual report, the annual accounts, the audit report and the statement of the financial estimates, for the ensuing year, to approve the financial estimates, with such comments, if any, to express its views on the annual report and to suggest such measures as it may deem proper on the matters covered by them;
- 1.4.3 approve, with or without modifications, the statutes submitted by the Executive Council:
- Provided that before making any modification to the statutes submitted by the Executive Council, the Executive Council shall be given an opportunity to consider the modifications proposed by the court and the court shall consider the opinion expressed by the Executive Council on such modifications.

- 1.4.3 consider the annual balance sheet prepared at the end of each financial year but not later than six months from the end of such financial year along with the Receipts and Payment Account and Income and Expenditure Account, which all should be in conformity with the existing accounting practices as notified from time-to-time by various oversight committees and the Government of India. These should be held up for review by the Finance committee before it is placed for scrutiny by the Executive Council and then for approval by the court. Such audit report along with the audited financial statements shall form part of the annual report of the University and shall be placed in public domain for dissemination of information.

## **2 The Executive Council [under sections 26-27 of The Act]**

The Executive Council shall be the executive body of the University. It shall consist of the following members, namely:

### **2.1 Constitution**

#### **(A) EX-OFFICIO MEMBERS:**

- 2.1.1 The Vice-Chancellor
- 2.1.2 The Pro-Vice-Chancellor
- 2.1.3 The Registrar
- 2.1.4 Academic Registrar
- 2.1.5 Two Members of Assam Legislative Assembly
- 2.1.6 The Director of Higher Education, Assam
- 2.1.7 The Director of Technical Education, Assam
- 2.1.8 The Director of Medical Education, Assam
- 2.1.9 The Chairman, Board of Secondary Education, Assam
- 2.1.10 Chairman, Higher Secondary Education Council, Assam
- 2.1.11 The Dean(s) of Constituent College(s), if any
- 2.1.12 President and Secretary, Bhattadev University Teachers' Association

#### **(B) OTHER MEMBERS:**

- 2.1.13 Two Heads of Departments of the University who are professors, to be chosen by the Vice-Chancellor by rotation according to seniority for a period of three years
- 2.1.14 One Dean of Faculty to be chosen by the Vice-Chancellor from the Deans of Faculties of the University for a period of three years, by rotation according to seniority
- 2.1.15 Two members to be elected by the court from amongst its members at its Annual General Meeting other than employees and students of the University

- 2.1.16 Two teachers other than a Deans of the University to be elected by the Academic Council from amongst such teachers who are its members
- 2.1.17 Two persons of whom one shall be women to be nominated by the Chancellor
- 2.1.18 Two persons to be nominated by the State Government
- 2.1.19 Two members (one female) from Bajali College / Bhattadev University Alumni (to be nominated by the Vice-Chancellor).

## **2.2 Term of Office**

- 2.2.1 Save as otherwise provided and except the *ex-officio* members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be:
  - Provided that no person nominated or elected in his capacity as member of a particular body or as a holder of a particular appointment shall be member after he ceases to be member of that body or holder of that appointment, as the case may be.
- 2.2.2 When a person ceases to be member of the Executive Council, he shall cease to be member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Executive Council.

## **2.3 Meeting of the Executive Council**

- 2.3.1. The meetings of the Executive Council may be convened as frequently as is found to be necessary by the Vice-Chancellor, but it must meet at least thrice a year.
- 2.3.2. A notice of at least about a week should be given for a meeting of the Executive Council.
- 2.3.3. One third of the existing membership of the Executive Council shall form quorum for a meeting of the Executive Council.

## **2.4 Powers and Duties of Executive Council**

The Executive Council shall

- 2.3.1 hold, control and administer the property and funds of the University.
- 2.3.2 appoint a Finance Committee to advise it on matters of finance.
- 2.3.3 do all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University.
- 2.3.4 appoint the Building and Works Committee (BWC) to handle construction of buildings, roads, campus development, etc.
- 2.3.5 appoint the Tender Committee to handle tenders involving price quotes of various items including stationery, furniture, ICT, laboratory and medical equipments, vehicles, other items to be purchased by the University from time to time.
- 2.3.6 determine the form and regulate, the use of the Common Seal of the University.

- 2.3.7 lay before the State Government annually a full statement of the financial requirements of the University.
- 2.3.8 administer funds placed at the disposal of the University for any specific purpose including those given for the purpose of buildings, roads, tanks, pipelines and other structures of the University.
- 2.3.9 appoint the officers (other than the Chancellor and the Vice-Chancellor), teachers, office and technical staff and other employees of the University subject to the provisions of The Act and the Statutes.
- 2.3.10 define their duties and conditions of service of the officers and employees appointed as above
- 2.3.11 provide for the filling up of temporary vacancies.
- 2.3.12 have power to accept, on behalf of the University, bequest, endowments, donations or transfer of any movable or immovable property.
- 2.3.13 arrange for holding or conducting of examination and publishing the results of the University examinations.
- 2.3.14 regulate and determine all matters under this Act concerning the University in accordance with this Act, the Statutes and the Ordinances, subject to the powers conferred by this Act on the Vice-Chancellor:
  - Provided that no action shall be taken by the Executive Council in respect to the numbers, qualifications or emoluments of teachers otherwise than in consultation with the Academic Council.
- 2.3.15 consider and approve the recommendation of the Academic Council for establishment of new Departments/Centres and Faculties which are not covered in the Act or these Statutes through Ordinance.
- 2.3.16 approve disciplinary Rules and Regulations for employees and students of the University and its Constituent Colleges, if any, in accordance with the Act, the Statutes and the Ordinances.
- 2.3.17 approve Policies, Rules and Regulations for managing and regulating the finances, accounts, investments, property, business and administrative affairs of the University, and for that purpose, to appoint such agents as it may think proper.
- 2.3.18 fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee.
- 2.3.19 invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investment from time to time.
- 2.3.20 approve policies and rules & regulations for entering into, varying, carrying out and cancelling contracts on behalf of the University.
- 2.3.21 approve Policies and Rules & Regulations for entertaining, adjudicating upon, and redressing grievances of the employees and students of the University and its Constituent College(s), if any, who may, for any reason feel aggrieved.



- 2.3.22 approve Policies and Rules & Regulations for appointing examiners and moderators and, also for removing them, and to fix their fees, emoluments and travelling and other allowances, after considering the recommendations of the Academic Council.
- 2.3.23 make such special arrangements as may be necessary for the residence and welfare and security of women students.
- 2.3.24 consider and approve the delegation of powers of the Vice Chancellor to other officers or Bodies of the University.
- 2.3.25 examine and approve the recommendations of the Academic Council for instituting fellowships, scholarships, studentships, medals and prizes as per the Policies and Rules & Regulations of the University approved by the Executive Council.
- 2.3.26 exercise such other powers and perform such other duties of the University and its Constituent College(s), if any, for which no specific provisions have been made in this Act, these Statutes, the Ordinances and the Rules and Regulations.

### 3 The Academic Council [under sections 28-29 of The Act]

#### 3.1 Constitution

The Academic Council shall consist of the following members.

##### **EX-OFFICIO MEMBERS:**

- 3.1.1 The Vice-Chancellor
- 3.1.2 Pro-Vice-Chancellor
- 3.1.3 Registrar
- 3.1.4 Academic Registrar
- 3.1.5 The Director of Higher Education
- 3.1.6 The Director of Technical Education, Assam
- 3.1.7 The Director of Medical Education, Assam
- 3.1.8 The Deans of Faculties & Constituent Colleges
- 3.1.9 The Professors of the University
- 3.1.10 The University Associate Professors who are Heads of Teaching Departments
- 3.1.11 The Librarian of the University;
- 3.1.12 President and Secretary of University Teachers' Association;

##### **OTHER MEMBERS:**

- 3.1.14 Persons not exceeding three, other than teachers of the University, appointed by the Chancellor being persons who by reasons of their possessing expert knowledge in subjects named for the purpose by the *ex-officio* members of the Academic Council are in the opinion of the Chancellor fit to serve in the Council.

- 3.1.15 Two persons to be elected by the court, who are not employees or students of the University.
- 3.1.16 Two members (one female) of the Bajali College/Bhattadev University Alumni (to be nominated by the Vice-Chancellor).

### 3.2 Term of Office

- 3.2.1 Save as otherwise provided and except the *ex-officio* members, all other members shall hold office for a period of three years from the date of their election or nomination, as the case may be.
- 3.2.2 When a person ceases to be a member of the Academic Council he shall cease to be a member of any of the authorities of university of which he may happen to be a member by virtue of his membership of the Academic Council.

### 3.3 Meetings of the Academic Council

- 3.3.1 Meetings of the Academic Council may be convened by the Vice Chancellor as frequently as is found to be necessary, but it must meet at least twice a year.
- 3.3.2 A notice of at least about a week should be given for a meeting of the Academic Council.
- 3.3.3 One third of the existing membership of the Academic Council shall form a quorum for a meeting of the Council.

### 3.4 Powers and duties of the Academic Council

The Academic Council shall have powers:

- 3.4.1 to make proposals to the Executive Council for the institution of Professorship, Associate Professorship, Assistant Professorship or other teaching posts, and in regard to the duties and emoluments thereof.
- 3.4.2 to submit to the Executive Council draft Regulations, regarding methods and manner of conducting examinations including setting up of Moderation Boards and to award in accordance with such Regulations, Fellowships, Scholarships, Medals and other rewards.
- 3.4.3 approve the Curricula and Syllabi of Courses including online credit courses (which it deems fit) offered by the University for degrees/diplomas/certificates.
- 3.4.4 to recommend examiners for appointments to be made by the Vice-Chancellor on receiving from the Faculties concerned.
- 3.4.5 to control the University Library, to frame Regulations regarding its use, and to appoint a Library Committee under the general control of the Academic Council to manage the affairs of the Library.
- 3.4.6 to restructure and to assign subjects to the faculties.

- 3.4.7 to assign teachers to the faculties.
- 3.4.8 to promote research within the University including the establishment of a Research Council and to require reports on such research from the persons employed thereon.
- 3.4.9 formulate Policies and Rules & Regulations for overseeing and improving upon pedagogic methods and give directions regarding co-operative teaching among Colleges and Institutions, evaluation of research and improvements in academic standards.
- 3.4.10 formulate Policies and Rules & Regulations for overseeing and improving upon pedagogic methods and give directions regarding co-operative teaching among Colleges and Institutions, evaluation of research and improvements in academic standards.
- 3.4.11 facilitate multidisciplinary academic co-operation, either establish or appoint committees or boards for taking up projects on a multidisciplinary basis.
- 3.4.12 recommend to the Executive Council norms, rules and regulations for the appointment of examiners at the different levels.
- 3.4.13 recommend to the Executive Council proposals for the establishment of Departments/ Centres submitted by Deans of Faculties.
- 3.4.14 to organise teaching in the University and to control the work of teachers.
- 3.4.15 Such other powers and duties as may be assigned to it under the statutes.

#### **4 Postgraduate Board [under sections 30-31 of The Act]**

##### **4.1 Constitution**

The Postgraduate Board shall have the following members, namely:

- 4.1.1 The Vice-Chancellor - Chairman
- 4.1.2 The Pro Vice-Chancellor – Member
- 4.1.3 The Deans of Faculty & Constituent Colleges (if any) – Members
- 4.1.4 Academic Registrar – Member Secretary
- 4.1.5 Six persons from amongst the Professors and Heads of Departments of Post-graduate Departments of the University and the Heads of Departments of the Constituent Colleges (if any) elected by the Academic Council – Members
- 4.1.6 Two members of the Academic Council who are not Professors or Heads of Department of the University, or of Constituent Colleges, elected by the Academic Council – Members
- 4.1.7 Four persons who may or may not be professors of the University to be nominated by the Vice-Chancellor – Members

4.1.8 One member of Examination Committee to be nominated by the Vice-Chancellor – Member

**4.2 Term of Office**

4.2.1 Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of his/her nomination.

**4.3 Meetings of the Postgraduate Board**

4.3.1 The Board may meet as frequently as required, but at least twice a year.

4.3.2 A notice of about a week should preferably be given for a meeting of the Board.

4.3.3 The quorum for a meeting of the Board will be one third of the existing members of the Board.

**4.4 Powers and duties of the Postgraduate Board**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Postgraduate Board (PG Board) shall have the following powers and duties, namely:

4.4.1 to recommend to the Academic Council, the pattern of PG courses, the examinations to be held for such courses, and for their revision;

4.4.2 to approve the curricula and syllabi for the PG courses and to modify them when necessary, after considering the recommendations of the Boards of Studies;

4.4.3 to recommend to the Executive Council for the institution and award of fellowships, scholarships, prizes, honorary degrees and other awards or other academic distinctions and for the institution and conferring of degrees, diplomas, titles, certificates and other academic distinctions in the PG courses on the basis of examinations and for the withdrawal thereof;

4.4.4 to make recommendations to the Executive Council for the institution of 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;

4.4.5 to recommend to the Academic Council the conditions for the admission of students to PG courses, and to make regulations for their attendance and progress;

4.4.6 to make Regulations with regard to the residence, discipline of students in the departments and the constituent colleges, and institutions imparting PG courses and for the promotion of their health and welfare;

4.4.7 to make recommendations to the Executive Council regarding the allocation of funds to the PG Departments and constituent Colleges and institutions engaged in instruction in PG courses or research, and to the libraries, laboratories, museums established by the University;

- 4.4.8 to review the works of the PG Departments and Colleges and institutions engaged in instruction in PG courses and research and to call for report thereon and to take all steps necessary for the improvement of standard of research and teaching and other affairs therein;
- 4.4.9 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 to consider any matter referred to it by the Executive Council or the Academic Council and to submit reports thereon to the Executive Council or the Academic Council, as the case may be;
- 4.4.10 to approve the panels of the examiners for PG Examinations, with or without modifications, after considering the recommendations of the Boards of Studies and to modify the same at any time after consultation with the Boards of Studies concerned;
- 4.4.11 to promote research within the University and to make regulations governing research degrees; and
- 4.4.12 to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the PG Board.

## **5 Undergraduate Board [under sections 32-33 of The Act]**

### **5.1 Constitution**

The Undergraduate (UG) Board shall consist of following members, namely:

- 5.1.1 The Vice-Chancellor – Chairman
- 5.1.2 The Pro-Vice-Chancellor – Member
- 5.1.3 The Deans of Faculty & Constituent Colleges (if any) – Members
- 5.1.4 Three persons from among the professors and the Heads of Departments of the University and of the Constituent Colleges elected by the Academic Council – Members
- 5.1.5 One Principal of Affiliated Colleges, if any, elected by the Academic Council from amongst its own members
- 5.1.6 Three persons who may or may not be members of the Academic Council, nominated by the Vice-Chancellor
- 5.1.7 Five persons to be elected from amongst the teachers of Constituent Colleges, if any
- 5.1.8 Five persons to be elected from amongst the teachers of Affiliated Colleges, if any
- 5.1.1 One member of the Examination Committee to be nominated by the Vice-Chancellor.

**5.2 Term of Office**

- 5.2.1 Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of his/her nomination.

**5.3 Meetings of the Undergraduate Board**

- 5.3.1 The Board may meet as frequently as required, but at least twice a year.
- 5.3.2 A notice of about a week should preferably be given for a meeting of the Board.
- 5.3.3 The quorum for a meeting of the Board will be one third of the existing members of the Board.

**5.4 Powers and duties of the Undergraduate Board**

Subject to the provisions of this Act, the Statutes and the Ordinance, the Under-graduate Board shall have the following powers and duties, namely:

- (a) to recommend to the Academic Council the pattern of courses and examinations for the UG courses and the revision thereof
- (b) to make recommendations to the Executive Council for the institutions of professorships, or other-posts of teachers required for the UG courses in the University and the constituent colleges and for the recognition of persons as teachers of the University for such courses and regarding their emoluments, duties and terms and conditions of services
- (c) to make recommendation to the Executive Council for the award of scholarships, prizes and other awards and for the conferment of degrees, diplomas, titles, certificates and other academic distinction in the UG courses
- (d) to approve the curricula and syllabi for the UG courses and to modify them when necessary after considering the recommendations of the Boards of Studies concerned;
- (e) to make recommendations to the Executive Council regarding the allocation of funds to the constituent colleges and institutions and to the departments imparting instructions in UG courses
- (f) to review the work of the UG departments and Colleges and institutions imparting instructions in UG courses, to call for reports thereon and to take steps necessary for the improvement of the standard of teaching and other affairs therein
- (g) to recommend to the Academic Council the conditions for the admission of students to UG courses and to make regulations for their attendance and progress
- (h) to approve the panels of examiners for UG examinations, with or without modifications after considering the recommendations of the Board of Studies and to modify the same at any time after consultation with the Board of Studies

- (i) to make regulations with regard to the residence, health and discipline of the students in UG courses
- (j) to consider the measures suggested by the Academic Council on any matter affecting the academic work of the University and to express its views on them to consider any matter referred to it by the Executive Council or the Academic Council and to submit report thereon to the Executive Council or the Academic Council, as the case may be
- (k) to appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction of the Under-graduate Board.

## **6 Board of Studies [under sections 34-35 of The Act]**

There shall be a Board of Studies in each main branch of study. Those branches shall be specified, and when necessary modified by the Academic Council.

### **6.1 Constitution**

Each Board of Studies shall consist of the following members, namely:

- 6.1.1 Chairman – A Professor or Head of the Department of the University in the Branch concerned, nominated by the Vice-Chancellor
- 6.1.2 Three persons with qualifications in the Branch of Study elected by the Academic Council – Members
- 6.1.3 One Expert Consultant, not connected with the University nominated by the Chairman with approval of the Vice-Chancellor – Member
- 6.1.4 Subject to the previous approval of the Vice-Chancellor, the Board may consult other Expert or Experts when necessary on any matter within its field.

### **6.2 Term of Office**

- 6.2.1 Save as otherwise provided and except the *ex-officio* members and the Professors of the Faculty, other members shall hold office for a period of **three years** from her/his date of nomination.
- 6.2.2 If the number of teachers in the Department is too small for rotation, the Vice Chancellor may re-nominate the earlier member, as s/he thinks proper.

### **6.3 Meetings of the Board of Studies**

- 6.3.1 The Meetings of the Board of Studies will be held as frequently as required, but should meet at least twice a year.
- 6.3.2 The quorum of a meeting will be one third of the existing members.

### **6.4 Powers and duties of Board of studies**

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

- 6.4.1 to make recommendations to the Post-graduate or the Under-Graduate Board, as the case may be about the pattern of courses, curriculum, and syllabi 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 studies;
- 6.4.2 to prepare, and when necessary revise, the panel of examiners for different examinations, for submission to the examination committees; and
- 6.6.3 to consider any other matter referred to it by the Post-graduate or Under-graduate Board, the Academic Council or the Executive Council, as the case may be and to submit a report to the authority concerned upon the matter so referred.

## 7. **Finance Committee** [under sections 42-43 of The Act]

There shall be a Finance Committee of the University.

### 7.1 **Constitution**

- (1) Vice-Chancellor – Chairman
- (2) Finance Officer – Member Secretary
- (3) Member – Court Member 1
- (4) Member – Court Member 2
- (5) Member – Executive Council Member 1
- (6) Member – Executive Council Member 2
- (7) Member – Representative from the Finance Department of the State Government
- (8) Member – Representative from the Education Department of the State Government
- (9) Registrar – Member

*Members at Sl. Nos. 3 and 4 are to be elected by the Court.*

*Members at Sl. Nos. 5 and 6 are to be elected by the Executive Council.*

*Members at Sl. Nos. 7 and 8 are to be nominated by the State Government.*

This committee shall have the power to co-opt other experts as members who shall have no power to vote.

### 7.2 **Term of Office**

- 7.2.1 Save as otherwise provided and except ex-officio members, such other members shall hold office for a period of **three years** from the date of her/his nomination.



**7.3 Powers and Functions**

The Finance Committee shall

- 7.3.1 examine the annual budget estimates and to give advice and suggestions to the Executive Council thereon;
- 7.3.2 make recommendations to the Executive Council relating to the Finance of the University;
- 7.3.3 to examine every proposal for new expenditures involving a sum of money exceeding rupees one lakh and to advise the Executive Council thereon;
- 7.3.4 to review the financial position of the University periodically;
- 7.3.5 to recommend to the Executive Council for delegation of powers on limits for new expenditure to different functionaries of the University;
- 7.3.6 to suggest in general the means for the improvement of the financial position of the University;
- 7.3.7 to consider and recommend revision of grades of pay and grades of pay of new posts to the Executive Council;
- 7.3.8 to deal with such other matters relating to the financial matters of the University as may be prescribed by the Ordinances.

**7.4 Meetings of the Finance Committee**

- 7.4.1. The Finance Committee shall meet as frequently as is deemed to be necessary, but it must meet at least once in three months.
- 7.4.2. A notice of at least one week shall normally be given for a meeting.

**8 Selection Committee [under section 39 of The Act]**

- 8.1 There shall be a Selection Committee for making recommendations to the Executive Council for appointment of Professors, Associate Professors, Assistant Professors, Registrar, Finance Officer, Academic Registrar, Controller of Examinations, Librarian, Deputy Registrars, Deputy Controller of Examinations and other officers of the University as may be provided for by the statutes.
- 8.2 The selection committees to be constituted for appointments against posts mentioned in relevant UGC Guidelines/Regulations will be as per UGC stipulations as accepted by the State Government and the University from time to time.
- 8.3 The selection committee shall comprise of the following members:
  - 8.3.1 The Vice-Chancellor - Chairman
  - 8.3.2 Three persons not holding any office of profit under the University of whom one to be nominated by the Chancellor, one to be nominated by the Executive Council and other to be nominated by the Academic Council;

- 8.3.3 The Registrar shall be the Member-Secretary of the Selection Committee except for the Selection Committee of the appointment of Registrar in which case the Vice-Chancellor shall nominate one person as Member-Secretary in consultation with the Executive Council.
- 8.3.4 In making recommendations for the appointment of Professors of the University, the Selection Committee shall co-opt
- (a) The Dean of the concerned Faculty
  - (b) The Head of the concerned Department concerned, if he is a Professor
  - (c) One Professor of the Department to be nominated by the Vice-Chancellor
  - (d) Two persons (subject experts) not in the services of the University to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the Professor is to be selected.
- 8.3.5 In making recommendations for the appointment of Associate Professors or Assistant Professors and other teachers of the University, the Selection Committee shall co-opt
- (a) The Dean of the concerned Faculty
  - (b) The Head of the concerned Department concerned
  - (c) One Professor of the Department (another Department if no Professor is there in the Department) to be nominated by the Vice-Chancellor
  - (d) Two persons (subject experts) not in the services of the University to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the teacher is to be selected.
- 8.3.6 Provided that where the Executive Council proposes to make an appointment otherwise than in order of merit arranged by the Selection Committee the post of Professors, Associate Professors and Assistant Professors, it shall record its reasons in writing and submit them to the Chancellor who may approve the proposal or return it to the Executive Council for reconsideration. After reconsideration, if the Executive Council desires to pursue its original proposal, it shall refer the matter again to the Chancellor for his decision which shall be final.
- 8.3.7 Provided further that, where a Selection Committee recommends to the Executive Council the name of one person only and that person is not acceptable to the Executive Council, the Executive Council shall record its reasons in writing for not accepting the recommendation and direct the Registrar to advertise the vacancy again and convene a meeting of the Selection Committee for making fresh recommendation, and in so doing communicate to every member of the Selection Committee the reasons recorded as above.
- 8.3.8 Where an appointment is to be made to a temporary vacancy of teacher of the University, the appointment shall be made, if vacancy is for a period of one year or more, on the recommendation of the Selection Committee in accordance with the

provisions of the preceding sub-sections and no *ad hoc* appointment shall be made by the Executive Council.

- 8.3.9 If a member of the Selection Committee is unable to attend, he may send his opinion in writing to the Vice-Chancellor and such opinion shall be taken into consideration by the Committee in making its recommendations.
- 8.3.10 If the Executive Council does not accept any of the recommendations of the Selection Committee it shall refer the matter to the Chancellor, stating clearly the reasons for not agreeing with the Selection Committee, and the decision given by the Chancellor thereon shall be final.
- 8.3.11 The Executive Council shall constitute one or more Committees for making recommendations to the Executive Council for appointment to other administrative posts and may prescribe by Ordinance the procedure and methods to be followed in making such recommendations.

## 9 The Faculties [under section 36 of The Act]

### 9.1 Preamble

- 9.1.1 As described in The Act, and in these Statutes, 'Faculty' refers to a group of related academic departments of Bhattadev University. The word 'faculty' will not refer to 'teachers' and 'researchers' in these statutes.

Although The Act provides for the inclusion of faculties such as Arts, Science, Law, Medicine, Technology, Agriculture, Engineering, Commerce, Management Science, Mass Communication, Environmental Science and Indian Fine Arts, these First Statutes shall group the existing Academic Departments to two Faculties. They are:

Faculty	Departments
Humanities & Social Sciences	Assamese, Commerce, Economics, Education, English, Geography, History, Mass Communication and Journalism, Philosophy, Political Science, Sanskrit
Natural and Mathematical Sciences	Botany, Chemistry, Mathematics, Physics, Statistics, Zoology

- 9.1.2 Each Faculty shall, subject to the control of the Academic Council, have charge of teaching, formulating the courses of study and the research work including delivery of consultancy services in such subjects as may be assigned to such Faculty by the Ordinances.
- 9.1.3 The teaching members of each Academic Department and/or research Centre shall be designated the Professors, Associate Professors and Assistant Professors in a way which is consistent with the UGC norms, rules and regulations.

- 9.1.3 As an academic division, a Faculty may receive proposals from its Departments/Centres for teaching/non-teaching posts and also for interdisciplinary undergraduate as well as postgraduate courses and programmes.

## **9.2 Constitution**

Each Faculty shall consist of:

- 9.2.1 The Dean of the Faculty
- 9.2.2 The Heads of the Departments comprised in the Faculty
- 9.2.3 Teachers of subjects assigned to the Faculty, appointed to the faculty by the Academic Council
- 9.2.4 Teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council:
- Provided that a teacher so elected shall hold office for a period of two years from the date of his election;
- 9.2.5 Such other persons as may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty.

## **9.3 Powers of Faculty**

Subject to the provisions of The Act, each Faculty shall have the following powers:

- 9.3.1 to constitute the Committees of Courses and Studies in Departments assigned to it
- 9.3.2 to recommend to the Academic Council the courses of studies for the different examinations, after consulting the Committees of Course and Studies
- 9.3.3 to recommend to the Academic Council, after consulting the Committees of Courses and Studies, the names of the examiners in subjects assigned to the Faculty
- 9.3.4 to recommend to the Academic Council the academic requirements for the award of Degrees, Diplomas and other distinctions
- 9.3.5 to encourage research in subjects assigned to the Faculty (subject to the control of the Academic Council)
- 9.3.6 to deal with any other matters referred to by the Academic Council.

## **9.4 Meetings of Faculty**

- 9.4.1 The Faculty should meet as frequently as deemed necessary, but at least thrice a year. The meetings shall be convened by the Dean of the Faculty.
- 9.4.2 The quorum for a meeting is one-third of the existing members.

## **9.5 Dean of Faculty**

There shall be a Dean of each Faculty.

- 9.5.1 The Dean shall be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the faculty. She/He shall be the Executive Officer of the Faculty and shall preside over its meetings.
- 9.5.2 Each Faculty shall comprise such Departments of teaching as may be prescribed by the Ordinances.
- 9.5.3 The Head of every such Department shall be Professor of the Department or, if there is no Professor, the Associate Professor. If there is more than one Professor, or more than one Associate Professor of a Department, the Vice-Chancellor shall appoint as the Head of the Department such one of the Professors or, if there is no Professor, such one of the Associate Professors as he thinks fit.
- 9.5.4 The Head of the Department shall be responsible to the Dean for the organisation of the teaching in the Department and smooth running of the Department.
- 9.5.5 The Dean of a Faculty be elected by the Faculty from among the Heads of the Departments of the Faculty and shall hold office for a period of three years or be nominated by the Vice-Chancellor from among the Professors of the Faculty.

## **10 Research Council [under section 22(ix) of The Act]**

### **10.1 Constitution**

The Research Council shall consist of

- 10.1.1 Vice-Chancellor, Chairperson
- 10.1.2 Dean, Research & Development
- 10.1.3 Deans of all the Faculties
- 10.1.4 Heads of the University Departments and Centres;
- 10.1.5 All Professors of Departments and Centres;
- 10.1.6 Six Associate and Assistant Professors to be nominated by the Vice-Chancellor based on their research activity, three of whom should be from humanities and social sciences, and three from the sciences; maximum three of whom may be from the Constituent College(s), if any;
- 10.1.7 At least two external members with well-acknowledged body of research work, one from the humanities and social sciences, and one from the sciences, to be nominated by the Vice-Chancellor.
- 10.1.8 Academic Registrar, Member Secretary.

### **10.2 Term of Office**

- 10.2.1 Save as otherwise provided and except the *ex-officio* members, such other members shall hold office for a period of three years from the date of nomination.

### **10.3 Functions and Responsibilities**

- 10.3.1 The Research Council shall constitute one Departmental Research Committee (DRC) of each Department which pursuing M.Phil. / Ph.D. programmes. DRC shall

consist of the Head of the Department as Chairperson & Convener and all recognised research guides of the Department (subject) as members. There shall be two members, who are recognised research guides, from allied disciplines from within the University.

- 10.3.2 Subject to the overall guidance of the Academic Council, the Research Council shall periodically (at least once a year) prepare a perspective of research in the University and its Constituent College(s), if any, and identify the thrust areas for research in the disciplines of the University;
- 10.3.3 To critically review the current status of research in the University in each Department, examine the progress being made, and make possible suggestions;
- 10.3.4 Prepare the Syllabi of the Courses of M.Phil. Programme and Ph.D. Course work formulating the rules and regulations of the University as per guidelines of University Grant Commission.
- 10.3.5 To perform any other functions that may be assigned to it by either the Academic Council or the Executive Council.

#### **10.4 Meetings of the Research Council**

- 10.4.1 It shall meet at least twice a year.
- 10.4.2. The quorum for a meeting is one-third of the existing members.
- 10.4.3. A notice of at least one week should be normally given for a meeting.

### **11 Students' Advisory Council [under sections 40-41 of The Act]**

There shall be a Students' Advisory Council of the University.

#### **11.1 Constitution**

*It shall consist of the following members:*

- 11.1.1 The Dean, Students' Welfare – Chairperson;
- 11.1.2 The Director/Deputy Director, Students' Welfare – Treasurer;
- 11.1.3 President and Secretary of the University Teachers' Association;
- 11.1.4 President, Vice-President and Secretary of the University Students' Union;
- 11.1.5 Deans of the Constituent Colleges, if any;
- 11.1.6 One student from each teaching faculty of the University to be elected as prescribed by the statutes;
- 11.1.7 Five students, one from each of the five activities mentioned below who have shown outstanding performances in the following activities, to be nominated by the Vice-Chancellor, namely:
- (a) Sports;
  - (b) National Service Schemes;

- (c) National Cadet Corps;
- (d) Cultural activities
- (e) Specially abled.

- 11.1.8 Four female students to be nominated by the Vice-Chancellor;
- 11.1.9 The Director of Sports and Physical Education, if any;
- 11.1.10 Two members (one female) from Bajali College/Bhattadev University Alumni (to be nominated by the Vice-Chancellor).
- 11.1.11 The members of the Students' Advisory Council shall elect from amongst themselves the Secretary of the Council;

### **11.2 Term of Office**

- 11.2.1 Save as otherwise provided and except ex-officio members, the members of the Students' Advisory Council shall hold office for one year from the date of his/her nomination.
- 11.2.2 Provided that, no student shall be eligible to be or continue to be a member of the Council unless she/he is enrolled as a student or after she/he attains the age of twenty five years. A student member shall cease to be such member if she/he fails to pass at the next University Examination.

### **11.3 Meetings**

The Students' Advisory Council shall meet at least twice a year

A notice of at least one week shall be given for a meeting to be convened by the Chairperson.

### **11.4 Functions of Students' Advisory Council**

The functions of the Students' Advisory Council shall be:

- 11.4.1 to make recommendations to the Executive Council and the Academic Council in the matters affecting the students corporate life of the University in so far as it concerns the students and their co-curricular activities;
- 11.4.1 to examine all rules affecting discipline, welfare, sports, library, Management of Hostels, Students Home, extension work, social work, students' health, N.C.C, National Service Scheme, etc., before any decision is taken by the Executive Council regarding the same;
- 11.4.1 to give views to the Vice-Chancellor or any authority of the University, when asked for, on any matter concerning the welfare of students;
- 11.4.1 the Chairman of the Students' Advisory Council shall be the Authority to decide whether a matter does or does not concern the students;
- 11.4.1 the Students' Advisory Council shall frame its own rules of business and shall submit the same to the Executive Council for consideration and approval.

## **12 Building and Works Committee** [under section 27(2) of the Act and clause 6.2.3.4 of these Statutes]

The Building and Works Committee (BWC), on behalf of the Executive Council, will oversee all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University.

### **12.1 Constitution**

The BWC shall be comprised of seven members.

12.1.1 The Vice-Chancellor – Chairperson

12.1.2 The Registrar – Secretary

12.1.3 The Finance Officer – Member

12.1.4 Executive Council Member 1

12.1.5 Executive Council Member 2

12.1.6 Executive Council Member 3

12.1.7 Executive Council Member 4

12.1.8 University Engineer (Co-opted Member)

12.1.9 The BWC shall have powers to co-opt other experts as members who shall have no power to vote:

- Provided that at least one member of the Committee shall be appointed from amongst the members elected to the Executive Council by the Court.

12.1.10 Members listed under 6.12.1.4-6.12.1.7 are to be elected by the Executive Council.

### **12.2 Powers and Functions**

12.2.1 It shall do all acts appertaining or incidental to the construction of buildings, roads, tanks, electrical facilities, pipelines, and any other structures of the University.

### **12.3 Meetings of the Committee**

12.3.1 The Committee shall meet as frequently as deemed necessary, but at least twice a year.

12.3.2 A notice of at least one week shall normally be given for a meeting of the Committee.

12.3.3 The quorum of the meeting shall be one third of the members.

### **12.4 Term of Office**

12.4.1 Save as otherwise provided and except ex-officio members, such other members shall hold office for two years from the date of his/her nomination.

## **13 Tender Committee** [under clause 2.3.5 of these Regulations]

### **13.1 Constitution**

The Tender Committee shall be comprised of:



- 13.1.1 The Vice-Chancellor – Chairman
- 13.1.2 The Finance Officer – Member Secretary
- 13.1.3 A Member to be elected by the Executive Council from amongst the members of the Executive Council
- 13.1.4 One Expert Member to be nominated by the Vice-Chancellor
- 13.1.5 Four Members – two from the Science Departments, one from the Constituent Colleges, and one from the other Departments to be nominated by the Vice-Chancellor.

12.1.6 Co-opted member(s), as appropriate

### **13.2 Powers and Functions**

- 13.2.1 The Tender Committee will recommend the purchase of all ‘goods’ which include all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machineries, equipment, pilot plants, electrical items etc. to be purchased or otherwise acquired for the use of the University but excluding books, publications, periodicals, etc. for the library.
- 13.2.2 The Rules and Regulations for indenting any item must be followed by all staff members before the same may be considered by the Tender Committee.
- 13.2.4 The Tender Committee may delegate powers of indenting and purchasing of some kinds of goods, or goods within specified sums of money to Faculty or Departmental Purchase Committees or individual Faculty members with grants of specific projects. All rules and regulations must however be followed.

### **13.3 Meetings of the Committee**

- 13.3.1 The Committee shall meet as frequently as deemed necessary, but at least four times a year.
- 13.3.2 A notice of at least one week shall normally be given for a meeting of the Committee.
- 13.3.3 The quorum of the meeting shall be one third of the members.

### **13.4 Term of Office**

- 13.4.1 Save as otherwise provided and except *ex-officio* members, such other members shall hold office for two years from the date of his/her nomination.

## **14 Period of Membership of the Authorities**

- 14.1 All *ex-officio* members of all authorities of the University shall hold office so long as they hold membership, offices or posts by virtue of which they become members of such Authorities.
- 14.2 Save as otherwise provided in this Act, all other members of the Authorities of the University shall hold office for a period of five years or till the expiry of the term of membership, whichever is earlier from the date of election, nomination, appointment or choosing of the members concerned.

**15. University Fund** [under section 44 of The Act]

- 15.1 The University shall have a Fund to be known as "Rabindranath Tagore University Fund" to which shall be credited all its income, fees, fines, contributions, donations, loans and advances from any other sources.
- 15.2 The University may also create by Ordinance made in this behalf one or more separate special funds for the Administrations of endowments, trusts or other grants for specific purposes;
- 15.3 The state Government shall for the purpose of this Act, contribute annually to the University Fund so as to enable the University run smoothly and efficiently.

**16. Accounts and Audit**

- 16.1 The Statement of Accounts of every completed financial year shall be placed for consideration of the Court together with the Audit Report in the next year. For this purpose the accounts shall be audited by a firm of Chartered Accountants subject to overall Audit Scrutiny by the Accountant General, Assam.
- 16.2 Such Annual Statement of Accounts shall, together with copies of the audit report, be submitted through the Executive Council to the Court and to the State Government and thereupon, the State Government may publish the same in the Official Gazette.
- 16.3 The Finance Committee of the University shall conduct half-yearly internal audit and the report of such audit shall be submitted to the State Government regularly.
- 16.4 Notwithstanding anything contained hereunder, the State Government shall have power when deemed necessary to order an audit of the accounts of the University
- 16.5 The annual budget estimates, shall after these are finalised by the Executive Council be circulated to the Chancellor State Government and all members of the court at least fifteen days before they are submitted to the State Government.
- 16.6 The University shall obtain prior approval from the Finance (Budget) Department of the State Government for opening any account in a Nationalised Bank or any other Bank. The operation of such Account by the University shall be as per approvals accorded from time to time by the said Department.

These first statutes, the first ordinances and the first regulations of the University shall remain in force until new statutes, new ordinances and new regulations are made under the provisions of the Act.

**Statute 4****The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice-Chancellor****4.1 Vice-Chancellor**

A Vice Chancellor may be appointed by the Chancellor as per the provisions in the Section 12(1)-12(5) of the Act.

**4.1.1. Term of Office**

The Vice-Chancellor shall be appointed for a term of Five Years.

**4.1.2. Conditions of Service**

4.1.2.1. Upper age limit for the Vice Chancellor is 70 (seventy) years.

4.1.2.2. The Vice Chancellor may be reappointed for the second term, if the age limit permits.

4.1.2.3. The Vice Chancellor may be allowed to continue in the office for a few months by the Chancellor, not exceeding 3 (three) months.

**4.2 Pro Vice-Chancellor**

A Pro Vice-Chancellor may be appointed by the Vice-Chancellor as per provisions of the Section 14 (1)-(5) of the Act

**4.2.1. Mode of Appointment**

The Vice-Chancellor may appoint a Pro Vice-Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

**4.2.2. Term of Office**

The Pro Vice-Chancellor shall be appointed for a term of Three Years.

**4.2.3. Conditions of Service**

4.2.3.1. The Pro Vice Chancellor shall be co-terminus with the Vice Chancellor.

4.2.3.2. The Pro Vice-Chancellor shall be a member of all statutory bodies of the University.

4.2.3.3. The Pro Vice-Chancellor shall be entitled to an additional allowance as decided by the Vice-Chancellor.

4.2.3.4. Upper age limit for Pro Vice Chancellor is 65 (sixty five) years.

4.2.3.5. The Pro Vice Chancellor may be appointed for the second term, if the age limit permits.

#### **4.2.4. Duties and Responsibilities**

The Pro Vice-Chancellor shall take up the responsibilities assigned to her/him by the Vice-Chancellor over and above her/his regular responsibilities as a Professor.

### **4.3 Registrar**

The Registrar is the chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

#### **4.3.1 Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice-Chancellor by constituting a Selection Committee with the Vice-Chancellor as the Chairperson, one nominee of the University Court, one nominee of the Executive Council, one nominee of the Vice-Chancellor from amongst the University Professors, two external experts to be nominated by the Vice-Chancellor who may be eminent academics, scientists or a bureaucrats, and whose ranks shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the national and regional newspapers and in the University website. A Screening Committee constituted by the Vice-Chancellor comprising of one Professor as the Vice-Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission/ the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the short-listed candidates by the Vice-Chancellor, the Selection Committee shall interview the invited short-listed candidates and the Vice-Chancellor shall place the recommendations of the Selection Committee for consideration of the Executive Council.

#### **4.3.2 Term of Office**

4.3.2.1 The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.3.2.2 The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice-Chancellor.

4.3.2.3 The Executive Council may relieve the Registrar from the post on recommendation of the Vice-Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/gross act of delinquency affecting the administration and functioning of the University/ violation of the established Rules and procedures of the University/ proven act of corruption- financial, administrative and moral.

4.3.2.4 In the event of any temporary vacancy in the office of the Registrar due her/his leave on ground of illness or any other exigency, the Vice-Chancellor shall make such

arrangements as he/she may deem fit for exercising the powers and performing the duties of the Registrar during the period of absence..

#### **4.3.3 Conditions of Service**

4.3.3.1 The Registrar shall be a whole time Officer of the University to be appointed for a term of five (05) years following the provision and the procedure in the Act/Statutes/Ordinance.

4.3.3.2 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.

4.3.3.3 The Registrar may be considered for reappointment on completion of her/his term should she/he so desire and provided that she/he is eligible for reappointment.

4.3.3.4 The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Grants Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.3.3.5 The Registrar shall be entitled to an official quarter and an official vehicle.

#### **4.3.4 Duties and Responsibilities**

4.3.4.1 Under the provision of Section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, and of the Building and Works Committee:

Provided that, notwithstanding anything contained in The Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as the Secretary of the above bodies.

4.3.4.2 The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice-Chancellor.

4.3.4.3 The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/Vice-Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.3.4.4 The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.3.4.5 The Registrar is the authorised officer to put up all official Notification, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice-Chancellor.

4.3.4.6 The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.

4.3.4.7 The Registrar shall be the authorised Officer to receive the communications under the Right to Information Act and shall issue responses as and when required as per the law.

4.3.4.8 The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and/or depute her/his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party/individual on behalf of the University after due approval from the Executive Council/Vice-Chancellor for any liability to the University, or for any breach of contract entered into with the University.

4.3.4.9 The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of Mutual Cooperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the State and the Union Governments for entering into any MoU/MoA or other agreements with any Foreign University/Higher Education Institute.

4.3.4.10 The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.

4.3.4.11 The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the of the Internal Complaints Committee.

4.3.4.12 The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, which ensure and enhance sustainable environment.

4.3.4.13 The Registrar shall be responsible for coordinating with the Finance Officer and the Vice-Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.

4.3.4.14 The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.

4.3.4.16 The Registrar shall ensure that the Annual Confidential Reports of all employees – teaching and non-teaching – are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.

4.3.4.17 The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.

4.3.4.18 The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice-Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.3.4.19 The Registrar shall be providing the necessary support to the Vice-Chancellor, when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice-Chancellor in the interest of the University.

#### **4.4 Academic Registrar**

##### **4.4.1 Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under Section 17 (1) of the Act on approval of the Executive Council based on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Academic Registrar from amongst the candidates with the requisite academic qualifications and all other eligibility criteria as per the requirement of the UGC/MHRD.

##### **4.4.2 Term of Office**

The term of office of the Academic Registrar shall be five years and she/he will be eligible for reappointment.

##### **4.4.3 Conditions of Service**

4.4.3.1 The Academic Registrar shall be entitled to the emoluments in the UGC-approved pay scale and pay band accepted by the State Government.

4.4.3.2 In the event of the Academic Registrar proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable Officer/Professor of the University as deemed appropriate by the Vice-Chancellor of the University.

##### **4.4.4 Duties and Responsibilities**

4.4.4.1 Under the provision in Section 17 (1) of the Act, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council following the approval of the Vice-Chancellor.

4.4.4.2 The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the Departments in the preparation and periodic revision of the syllabi of all academic programmes of the University. The Academic Registrar shall ensure that new

course curricula are prepared and presented to the Academic Council for consideration in accordance with the Learning Outcomes-based Curriculum Framework (LOCF).

4.4.4.3 The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the classes are allocated in conformity with the assigned credits for the teaching units in the curricula.

4.4.4.4 The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examinations for governance of the semester system.

4.4.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the teachers on Pedagogy, application of ICT in teaching-learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.4.4.6 The Academic Registrar shall provide professional support to the Vice-Chancellor, the Registrar and all other functionaries of the University on any matter, other than those specified in the statutes for proper Academic Governance of the University.

4.4.4.7 The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching-learning through the available MOOCS platforms like the SWAYAM.

4.4.4.8 The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAD).

4.4.4.9 It will be the duty and responsibility of the Academic Registrar to create and maintain the digital database of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Board of Accreditation (NBA), etc. in collaboration with Coordinator/Director, IQAC.

4.4.4.10 The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group, once the Registrar initiates the process.

4.4.4.11 The Academic Registrar shall coordinate with the Coordinator/Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University as required by the regulatory bodies and as stated in these statutes.

4.4.4.12 The Academic Registrar shall coordinate with the Departments, the Deans of the Faculties, the Dean R & D and the Dean, Students' Welfare for facilitating Industry-Academia Interfacing.



4.4.4.13 The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating the appointment of Visiting Professors and Guests Teachers.

4.4.4.14 The Academic Registrar shall coordinate with the Deans of the Faculties, the Dean, Students' Welfare and the Dean, R & D for facilitating admission of international students into the various teaching and research programmes of the University.

4.4.4.15 The Academic Registrar shall coordinate with the Controller of Examinations in organising the Convocation of the University.

## **4.5. Controller of Examinations**

### **4.5.1 Mode of Appointment**

The Controller of Examinations of the University shall be appointed by the Registrar under Section 17 (1) of the Act on Executive Council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

### **4.5.2 Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of her/his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

### **4.5.3 Conditions of Service**

4.5.3.1 The Controller of Examinations 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.

4.5.3.2 The Controller of Examinations shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.5.3.3 In the event of any temporary vacancy in the Office of the Controller of Examinations due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

### **4.5.4 Duties and Responsibilities**

4.5.4.1 Under the provision of Section 6 (iv) of the Act, the Controller of Examinations shall be responsible for the conduct of the Mid-Semester and Semester-End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

4.5.4.2 The Controller of Examinations shall be responsible for coordinating with the Heads of the Departments/Centres of Studies and the Principals of the Constituent Colleges, if any for obtaining the Grades/Marks of the students under the Continuous Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

4.5.4.3 The Controller of Examinations shall recommend to the Vice-Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

4.5.4.4 The Controller of Examinations shall constitute the Moderation Committee as approved by the Vice-Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid-Semester and the Semester-End Examinations.

4.5.4.5 The Controller of Examinations shall compile the results of the Mid-Semester and the Semester-End Examinations of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice-Chancellor.

4.5.4.6 The Controller of Examinations shall conduct the Examination of the subject-wise Course Work of the PhD programme of the University and shall prepare the results for declaration after due approval from the Vice-Chancellor.

4.5.4.7 The Controller of Examination shall coordinate with the Academic Registrar and the Coordinator/Director, IQAC in creating student databases for the National Academic Depository (NAD), NAAC evaluation, NIRF Ranking of the University and on any other matter of relevance to academic governance.

4.5.4.8 The Controller of Examinations shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University within six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

## **4.6 Finance Officer**

### **4.6.1 Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on Executive council approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules

of the Ministry of Human resource Development/University Grants Commission and as approved by the State Government.

#### **4.6.2 Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term or the date of superannuation, whichever is earlier.

#### **4.6.3 Conditions of Service**

4.6.3.1 The Finance Officer 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.

4.6.3.2 The Finance Officer may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under provisions of Section 20 (1) of the Act provided she/he fulfils the laid down conditions for appointment of the post for another term.

4.6.3.3 The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.6.3.4 In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher of the University deemed suitable for the post as a temporary measure.

#### **4.6.4 Duties and Responsibilities**

4.6.4.1 The Finance Officer shall be a whole-time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

4.6.4.2 The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extramural Grants, Grant Over Heads, etc.

4.6.4.3 The Finance Officer shall be responsible for preparation of the University Budget, Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court.

4.6.4.4 The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

4.6.4.5 The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.

4.6.4.6 The Finance Officer shall be responsible for incorporation of the approved audited accounts of the University in the Annual Report of the University within the stipulated timeframe.

4.6.4.7 The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Register and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.

4.6.4.8 The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes, Minutes of the Finance Committee Meetings and all other matters as stipulated in Sections 43 (a-g), 44 (1), 45 (1-6) of the Act.

4.6.4.9 The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice-Chancellor accordingly to work out appropriate strategies for financial operation.

4.6.4.10 The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

4.6.4.11 The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the Central and State Governments to ensure efficiency and transparency in the financial operations of the University.

4.6.4.12 The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

4.6.4.13 The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' Provident Funds and the towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

4.6.4.14 The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and/r the Vice-Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

#### **4.7 Dean, Students' Welfare**

The Dean, Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural, sports, career, social extension service and such other matters affecting the life of students on the campus and overall welfare and development of the students.

**4.7.1 Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice-Chancellor from amongst the Professors of the University under the provision of Section 19 of the Act.

**4.7.2 Term of Office**

The Dean, Students' Welfare shall be a regular position for a term of three (03) years.

**4.7.3. Conditions of Service**

4.7.3.1 The Dean, Students' Welfare shall be discharging her/his duties and responsibilities over and above her/his regular duties as a Professor of the University.

4.7.3.2 The Dean, Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

4.7.3.3 The Dean, Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

**4.7.4 Duties and Responsibilities**

4.7.4.1 The Dean, Students' Welfare shall be the Chairperson of the Students' Advisory Council.

4.7.4.2 The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

4.7.4.3 The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall endeavour to resolve the issues.

4.7.4.4 The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.6 The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.7.4.7 The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.

4.7.4.8 The Dean, Students' Welfare shall be responsible for conducting the Election of the students' representative to the Bhattadev University Students Union in adherence to the rules /guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all universities and colleges by the Hon'ble Supreme Court of India.

4.7.4.9 The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and Regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice-Chancellor.

4.7.4.10 The Dean, Students' Welfare shall supervise all cultural, sports and extension services of the students.

4.7.4.11 The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

4.7.4.12 The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

4.7.4.13 The dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

4.7.4.14 The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 (i-vi) of the Act.

**B. KALYAN CHAKRAVARTHY,**

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