

ASSAM KAZIRANGA UNIVERSITY, JORHAT(ASSAM)



THE FIRST STATUTES

PREPARED UNDER SEC 30
OF
THE ASSAM PRIVATE UNIVERSITY ACT 2007

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1 Title

These Statutes may be called "***FIRST STATUTES OF THE ASSAM KAZIRANGA UNIVERSITY***" prepared under Sec 30 of the Act.

2 Applicability

These Statutes shall come in force from the date of publication of the same in the official Gazette of the Government.

3 Right to interpretation and amendment

The Government shall have the right to interpret and amend these Statutes.

4 Definitions

The definitions given in the Act shall hold well for the purpose of these Statutes. In these Statutes, unless the context otherwise requires.

- 4.1 "Academic Council"** means the Academic Council for the University constituted under the provisions of the Act;
- 4.2 "Adjunct Professor", "Adjunct Associate Professor" or "Adjunct Assistant Professor"** means a person from industry, agriculture, trade and commerce or any other allied field who is so designated during the period of collaborations or association with the University.
- 4.3 "Annual Report"** means the Annual Report of the University;
- 4.4 "Board of Management"** means the Board of Management of the University constituted under the provisions of the Act;
- 4.5 "Central Councils"** means the respective central councils established under Act of Parliament
- 4.6 "Chancellor"** means Chancellor of the University;
- 4.7 "Chief Finance and Accounts Officer"** means Chief Finance and Accounts Officer of the University;

- 4.8 “Committee”** means Committees constituted by the University under the provisions of the Act;
- 4.9 “Collaboration”** means collaborative academic activity of the University with other universities, academic institutions (local, regional, national or international), research institutions and organisations (research, agriculture, industry, trade and commerce);
- 4.10 “Dean”** means the Dean of the School nominated by the Vice-Chancellor;
- 4.11 “Employees”** means teaching and non-teaching employees of the University and shall include all full-time, part-time, daily waged and consolidated salaried employees of the University.
- 4.12 “Governing Body”** means the Governing Body of the University constituted under the provisions of the Act;
- 4.13 “Ordinances”** means the Ordinances of the University;
- 4.14 “Pro Chancellor”** means the Pro Chancellor of the University;
- 4.15 “Registrar”** means Registrar of the University;
- 4.16 “Regulation”** means the Regulations of the University;
- 4.17 “Scheduled Castes”** means such castes, races or tribes or parts of, or groups within, such castes, races or tribes as are deemed to be Scheduled Castes, in relation to the State of Assam under article 341 of the Constitution of India and residing in the state of Assam;
- 4.18 “Scheduled Tribes”** means such tribes or tribal communities or parts of or groups within, such tribes or tribal communities as are deemed to be Scheduled Tribes in relation to the state of Assam under article 342 of the Constitution of India and residing in any part of the State of Assam.
- 4.19 “School”** means a School of Studies managed and maintained by the University;
- 4.20 “Sponsoring Body”** means the North Eastern Knowledge Foundation, Jorhat, Assam;
- 4.21 “Statutes”** means the Statutes of the Assam Kaziranga University;

- 4.22 “Study Centre”** means a centre established, maintained or recognised by the University for the purpose of advising, counselling or for rendering any other assistance including training, conducting contact classes and administering examinations required by the students;
- 4.23 “Teacher”** means full time approved Professor, Associate Professor, Assistant Professor, Dean of the School and Librarian by the University.
- 4.24 “University”** means Assam Kaziranga University, Jorhat, established under Assam Private University Act;
- 4.25 “University Grants Commission”** means University Grants Commission established under UGC Act 1956.
- 4.26 “Vice-Chancellor”** means Vice-Chancellor of the University.
- 4.27 “Visitor”** means the Visitor of the University.

5 Powers of the University

- 5.1** to provide for instruction, extension, teaching and training in such branches of learning skill and course of study as the University may, from time to time, determine;
- 5.2** to make provision for research and for the advancement and dissemination of knowledge, and generally to cultivate and promote the arts including the fine arts, commerce, science, medicine, engineering, technology, law, physical education, management sciences and other branches of learning and culture and their interdisciplinary areas;
- 5.3** to organise, maintain and manage schools, laboratories, libraries, museums and equipment’s for teaching, research or extension;
- 5.4** to establish, maintain and manage institutions of research, of specialised studies or of academic services units;
- 5.5** to establish, maintain and manage hostels, health centres, auditoria and gymnasiums;
- 5.6** to provide for establishment of Study Centres of the University elsewhere in the State and off campuses of the University within and out of the State subject to the permission of the regulatory bodies also to provide for and maintain resources

centres in such Study Centres in the form of Libraries, Laboratories, Computer centres and like centres of learning;

- 5.7 to create posts of Deans, Professors, Associate Professors, Assistant Professors and other teaching or non-vacation academic posts required by the University and to prescribe their qualifications and make appointments thereto;
- 5.8 to appoint or recognise persons working in any other university or organisation as Adjunct, Visiting, Affiliated or Guest Professors, Associate Professors, and Assistant Professors, and visiting Scientists of the University for specified periods;
- 5.9 to create non-teaching skilled, administrative, ministerial and other posts and prescribe their qualifications and pay-scales;
- 5.10 to facilitate mobility of teachers within the University and to other universities with the consent of the teacher concerned;
- 5.11 to prescribe the courses of instruction and studies for the various examinations leading to award of specific degrees and diplomas or certificates;
- 5.12 to make provision, wherever feasible, in the Schools and Study Centres , for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans, evaluation of the developmental schemes with the participation of the students as a part of their curricular activities;
- 5.13 to supervise, control and regulate admission of students for various programmes of study in Schools and Study Centres;
- 5.14 to institute degrees and post-graduate diplomas and post-higher secondary diplomas, certificates and other academic distinctions on the basis of examinations or by other tests or otherwise;
- 5.15 to hold examinations and confer degrees and post-graduate diplomas and award post-higher secondary diplomas and certificates and other academic distinctions on persons who –
 - (a) unless exempted there from in the manner prescribed, have pursued approved courses of study in the School and Study Centres and have passed the examinations prescribed by the University;

Or

- (b) have pursued approved courses of study in the University, School and have passed the examinations prescribed by the University;
- (c) have engaged in research under conditions provided by Ordinances and Regulations;

- 5.16** to confer and award such degrees, diplomas and certificates to, and provide for such lectures, instruction and training for, external students, and the students under distance education and continuing education courses;
- 5.17** to confer honorary degrees or other academic distinctions as prescribed by the Statutes;
- 5.18** to monitor and evaluate the academic performance of Schools and Study Centres through periodical academic and administrative audit.
- 5.19** to hold and to manage trusts and endowments and institute awards, fellowships, travelling fellowships, scholarships, studentships, medals and prizes for teachers and students of the University;
- 5.20** to fix, demand and receive or recover such fees and other charges as may be regulated by the Ordinances, from time to time;
- 5.21** to supervise, control and regulate the conduct and discipline of the students of the University;
- 5.22** to provide for mobility of students from formal to non-formal stream and vice-versa;
- 5.23** to provide facilities for revision or in service courses for teachers of the University;
- 5.24** to make arrangements for promoting the healthy atmosphere, corporate life and welfare of the students of the University;
- 5.25** to make arrangements for promoting welfare of the employees of the University;
- 5.26** to co-ordinate and regulate teaching and research and extension in the Schools and Study Centers;
- 5.27** to provide for the training and quality improvement of professional competencies of teachers and non-teaching employees;

- 5.28** to provide for periodical assessment of the performance of teachers and non teaching employees of the University in accordance with the provisions of the Statutes;
- 5.29** to regulate and provide for attendance of the teachers on the premises of the University and at the Study Centers during teaching hours and beyond teaching hours, as prescribed and to prohibit teachers from taking or conducting private tuition or private coaching classes;
- 5.30** to provide for conduct and discipline rules for teaching and non-teaching staff and the enforcement thereof;
- 5.31** to establish, maintain and manage, whenever necessary –
- (a) a printing and publication department;
 - (b) University extension boards;
 - (c) information bureaus;
 - (d) placement cell; and
 - (e) such other activities as may be necessary and possible to fulfill the objects of the University;
- 5.32** to make provision for participation of students in –
- (a) the national service scheme;
 - (b) the national cadet corps;
 - (c) civil defense;
 - (d) the national sports organisation;
 - (e) physical and military training;
 - (f) extra-mural teaching and research;
 - (g) programmes related to continuing education and extension;
 - (h) any other programmes, services or activities directed towards cultural, economic and social betterment as may be necessary and possible to fulfill the objectives of the University;
- 5.33** to provide for special training or coaching for competitive examinations, for recruitment to the public services, public undertakings and other competitive employment opportunities;

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- 5.34** to co-operate or collaborate with any other university, institution, authority or organisation for research and advisory services and for such purposes to enter into appropriate arrangement with other universities, institutions, authorities, or organisations to conduct certain courses as the situation may demand;
- 5.35** to borrow funds for the purposes of the University with the prior approval of Sponsoring Body on the security of the property of the University;
- 5.36** to explore the possibilities of augmenting the resources of the University by exploring or innovating activities such as research and development, consultancy, training programmes and providing services for different clients from industry, trade or any other non-government organisations;
- 5.37** to undertake academic collaboration programmes with universities and institutions abroad;
- 5.38** to receive funds for collaboration programmes from foreign agencies subject to rules and regulations of the Central Government and State Government in that behalf;
- 5.39** to lay down for teachers, service conditions including code of conduct, workload, norms of performance appraisal, and such other instructions or directions as, in the opinion of the University, may be necessary in academic matters;
- 5.40** to undertake development programmes in higher education, research, consultancy based projects and training programmes for outside agencies, by charging fees, so as to generate resources;
- 5.41** to make special provisions for the benefit of the University education to be made available to classes and communities which are socially and educationally backward;
- 5.42** to make special provision for such benefits of the University education to be made available for women students and handicapped students as the University may think necessary;
- 5.43** to make special provision for higher education in rural and tribal areas;
- 5.44** to implement the national literacy and adult education programme through teachers and students on voluntary basis in the University system and to evolve measures to give due weightage to the efforts and performance of the students in this area in

addition to their normal academic performance, and also to evaluate the performance of the teachers in this area;

- 5.45** to promote by itself, or in co-operation with other universities or organisations, the study of foreign languages;
- 5.46** to evolve an operational scheme for ensuring accountability of teachers, non-vacation academic and non-teaching staff of the University;
- 5.47** to provide for joint appointments in single grade of pay in more than one School in the University as also between University research laboratories, University-industry and other bodies;
- 5.48** to arrange for the accreditation of the University and its Schools by the accrediting agencies.
- 5.49** to do all such other acts and things as may be necessary for, or incidental or conducive to, the attainment of all or any of its objects;
- 5.50** to comply with and carry out any directives issued by the State Government from time to time, with reference to above powers, duties and responsibilities of the University.

6 Jurisdiction of the University

The territorial limits of the University shall be limited to the state of Assam.

7 University open to all

No citizen of India shall be excluded from any office of the University or from membership of any of its authorities, bodies or committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course of study on the ground only of sex, race, creed, class, caste, place of birth, religious belief or profession, or political or other opinion.

8 The Visitor

The Governor of Assam shall be the Visitor of the University.

9 Powers of the Visitor

The Visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas. The Visitor shall have the following powers, namely:-

- (a) to call for any paper or information relating to the affairs of the University;
- (b) on the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provisions of this Act or Statutes, Ordinances, Regulations and rules made thereunder, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

10 The Chancellor

(Under sub-sec 4(d) of Sec 16 of the Act)

The Chancellor shall be entitled to free motor car for his use with service of chauffeur and no cost shall fall on the part of Chancellor.

The Chancellor shall be entitled to business class airfare when he travels for the University work.

11 Powers of the Chancellor

11.1 The Chancellor may issue directions to the Vice-Chancellor to convene the meetings of any authority or body of the University for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meetings to the Chancellor for his perusal.

11.2 The Chancellor may call for such information and record relating to any affairs of the University and issue such directions thereupon as he may deem fit in the interest of the University and the Authorities and Officers of the University shall comply with such directions.

11.3 The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceedings of any Authority, Body, Committee or Officer, which in the opinion of the Chancellor, is not in conformity with the Act and the Statutes made there under or is not in the interest of the University and the Authority, Body, Committee and Officer shall comply with the same.

Provided that, before making such order the Chancellor shall call upon the Authority, Body, Committee or Officer, as the case may be, to show cause within a specified period, as to why such order should not be made and if any cause is shown, the Chancellor shall consider the same and wherever he deems it fit, decide the action to be taken in the matter, and such decision of the Chancellor shall be final.

- 11.4** Where in the opinion of the Chancellor, the conduct of any nominated, appointed or co-opted member is detrimental to the smooth functioning of the University or any Authority or Body or Committee, the Chancellor may, after giving such member an opportunity to explanation in writing and after considering such explanation, if any, and being satisfied that, it is necessary so to do, suspend or disqualify such member for such period as Chancellor may deem fit.
- 11.5** The Board of Management shall furnish to the Chancellor such returns or other information with respect to the property or academic and administrative activities of the University.
- 11.6** The Chancellor shall nominate person(s) to various Authorities and Bodies of the University as provided under the Act.
- 11.7** The Board of Management shall forward Budget Estimates, Income-Expenditure and Balance Sheet to the Chancellor.

12 Vice Chancellor

(Under sub-sec 1(b) of Sec 30 of Act)

13 Appointment of Vice Chancellor

13.1 There shall be a committee consisting of the following members to recommend suitable names, for appointment of Vice-Chancellor, namely:

- (a) One member nominated by the Chancellor (Chairman)
- (b) One member nominated by the Board of Management,
- (c) One member nominated by the Academic Council;

The members nominated shall be the persons who are not connected with the University.

13.2 The process of preparing a panel shall begin at least three months before the probable date of occurrence of the vacancy of the Vice-Chancellor and shall be

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completed within the time limit fixed by the Governing Body. The Chancellor, however, may extend such time limit if in the exigency of the circumstances, it is necessary to do so, however that the period so extended shall not exceed three months in the aggregate.

- 13.3** The committee shall recommend a panel of not less than three suitable persons along with one page write up about the suitability of each candidate for the consideration of the Governing Body for being appointed as the Vice-Chancellor. The names shall be in alphabetical order without any preference being indicated. The report shall be accompanied by a detailed write-up on suitability for each person included in the panel.
- 13.4** The Chancellor may appoint one of the persons included in the panel, recommended by the Governing Body, to be the Vice-Chancellor:
Provided, however, that if the Chancellor does not approve any of the persons so recommended, he may call for a fresh panel either from the same committee or after constitution of a new committee for the purpose, from such new committee.
- 13.5** The person appointed as the Vice-Chancellor shall, subject to the terms and conditions of his contract of service, hold office for the contract period of three years from the date on which he enters upon his office or till attaining the age of seventy years, whichever is earlier and shall be eligible for re-appointment.
- 13.6** The person appointed as the Vice-Chancellor shall hold a lien, if any, on the post in which he is confirmed prior to the appointment in the University.
- 13.7** In any of the following circumstances, the exigency whereof shall solely be judged by the Chancellor, namely:
- (a) where the committee appointed under clause (13.1) is unable to recommend any name within the time limit specified by the Chancellor;
 - (b) where the vacancy occurs in the office of the Vice-Chancellor because of death, resignation or otherwise, and it cannot be conveniently and expeditiously filled in accordance with the provisions of clauses (13.1) to (13.4);
 - (c) where the vacancy in the office of the Vice-Chancellor occurs temporarily because of leave, illness or other causes;
 - (d) where the term of Vice-Chancellor has expired; or

(e) where there is any other emergency;

The Chancellor may appoint any suitable person, to act as the Vice-Chancellor for a term not exceeding six months, in the aggregate as he may specify in his order.

Provided that, the person so appointed shall cease to hold such office on the date on which the person appointed as the Vice-Chancellor in accordance with the provisions of clauses (13.1) to (13.4) assumes office or the Vice-Chancellor resumes office.

13.8 The Vice-Chancellor shall be a whole-time salaried officer of the University and shall receive pay and allowances as determined by the University Grants Commission, from time to time or as per the terms and conditions prescribed by the Sponsoring Body.

In addition, he shall be entitled to free furnished residence, a motor car for his use (including its maintenance, repairs and fuel required there for), with the service of a chauffeur free of charge. He/She shall be eligible for sumptuary allowance as decided by the management.

13.9 Notwithstanding anything contained in the foregoing clauses, the person referred to in clause (13.6) shall stand retired from his original post in accordance with the terms and conditions of services of that post.

13.10 The Vice-Chancellor may, by writing under his signature addressed to the Chancellor, after giving one months' notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Chancellor or from the date of expiry of the said notice period, whichever is earlier.

13.11 The Vice-Chancellor may be removed from his office without assigning any reason thereof with a notice period of three months or a salary commensurate with the notice period

14 Powers of the Vice Chancellor

In addition to the powers and functions provide in Sec 17 of the Act, Vice-Chancellor shall perform following powers and functions, namely:-

14.1 The Vice-Chancellor shall be entitled to be present, with the right to speak, at any meeting of any other Authority or Body of the University, but shall not be entitled to vote there at, unless he is the Chairman or member of that Authority or Body.

14.2 The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary so to do.

- 14.3** The Vice-Chancellor shall ensure that directions issued by the Visitor, Chancellor are strictly complied with or, as the case may be, implemented.
- 14.4** It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government if any and the provisions of the Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances or Regulations are properly implemented.
- 14.5** The Vice-Chancellor shall be the appointing and disciplinary authority for the University teachers who are strictly appointed on the recommendations of the selection committee constituted for the said purpose.
- 14.6** The Vice-Chancellor shall be the appointing and disciplinary authority for officers and other employees of the University after the approval of the Board of Management.
- 14.7** The Vice-Chancellor shall place before the Board of Management a quarterly report of the work of the University.
- 14.8** The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under the Act.

15 The Registrar

(Under sub-sec (1) of Sec 18 of the Act)

16 Appointment of the Registrar

- 16.1** The post of Registrar, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview, with intimation of at least thirty clear days.

The particulars of the candidates invited shall be furnished to the members of the Selection Committee at least fifteen clear days in advance. The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference.

The Chairperson of the Sponsoring Body shall appoint the person as Registrar, strictly as per the recommendations of the Selection Committee, for a term of two years. The person appointed as Registrar shall be eligible for reappointment.

The constitution and composition of the Selection Committee shall be as laid down by the Statutes under Sec 29 of the Act.

- 16.2** Subject to the provisions of the Act, the qualifications and the pay scales for the post of Registrar shall be as per UGC guidelines, or as terms and conditions prescribed by the Governing Body.
- 16.3** The Registrar shall execute a contract of service as prescribed by the University.
- 16.4** The person appointed as Registrar shall hold lien, if any, on the post on which he is confirmed prior to such appointment. He shall be entitled to retain his past service and the service rendered as the Registrar shall be treated as continuous and qualifying service for the purpose of fringe benefits.
- 16.5** The person appointed as Registrar shall be entitled to earn accumulate, enjoy or surrender the leave admissible under Statutes rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.
- 16.6** The person appointed as Registrar may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.
- 16.7** The age of retirement of Registrar shall be of 65 years.

17 Powers and Duties of the Registrar

(Under sub-sec 4 of Sec 18 of the Act)

The Registrar shall have following powers and perform following duties namely:-

- 17.1** The Registrar shall be the Chief Administrative Officer of the University. He shall be a whole salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- 17.2** Appointment of the Registrar shall be for a term of two years and he shall be eligible for re-appointment only one more term of two years. The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission, from time to time.
- 17.3** When the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding three months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the Registrar resumes duty.

- 17.4** The Registrar shall act as a Secretary to the Governing Body, Board of Management, Academic Council and such other authorities constituted under sub-sec (4) of Sec 21 of the Act.
- 17.5** Subject to the decision of authorities, the Registrar shall have the powers to enter into agreement, sign documents and authenticate record on behalf of the University.
- 17.6** The Registrar shall be the disciplinary authority of the employees of the University other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be referred within thirty days from the date of communication of such decision, to the Vice-Chancellor.
- 17.7** The Registrar shall be the custodian of the records, the common seal and such other property of the University as the Board of Management may, commit to his charge.
- 17.8** The Registrar shall prepare and update the Handbook of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the University.
- 17.9** The Registrar shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
- 17.10** The Registrar shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him, from time to time, by the Board of Management and Vice-Chancellor.

18 The Chief Finance and Accounts Officer

(Under sub-sec (1) of Sec 19 of the Act)

19 Appointment of the Chief Finance and Accounts Officer

19.1

- (a) The post of the Chief Finance and Accounts Officer, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview. The particular of the candidates invited for test and/or interview shall be furnished to the members of the Selection Committee.

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The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference. The Chancellor shall appoint the person as the Chief Finance and Accounts Officer strictly as per the recommendations of the Selection Committee.

The constitution and composition of the Selection Committee for the post of Chief Finance and Accounts Officer shall be as laid down by the Statutes under Sec 29 of the Act.

- (b) The appointment of the Chief Finance and Accounts Officer shall be for the period of two years and shall be eligible for re-appointment.

19.2

- (a) Subject to the provisions of the Act, the qualifications and the pay scales for the post of the Chief Finance and Accounts Officer shall be as prescribed by the University Grants Commission, from time to time.

19.3 The person appointed as the Chief Finance and Accounts Officer shall hold lien, if any, on the post on which he is confirmed prior to such appointment.

19.4 When the office of the Chief Finance and Accounts Officer falls vacant or when the Chief Finance and Accounts Officer is, by reason of illness or absence or any other cause, unable to perform the duties of the office, the Vice-Chancellor shall appoint a suitable person to officiate as the Chief Finance and Accounts Officer for a period not exceeding six months or only till a new Chief Finance Accounts Officer is appointed or the Chief Finance and Officer resumes duties as the case may be.

19.5 The person appointed as the Chief Finance and Accounts Officer shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.

19.6 If the person appointed as the Chief Finance and Accounts Officer chooses to retire or superannuates, while in the post and shall be entitled to the retirement benefits based on the pay drawn as Chief Finance and Accounts Officer.

19.7 The age of retirement of the Chief Finance and Accounts Officer shall be of sixty five years if he is from teaching or sixty years if he is from non-teaching cadre.

19.8 The person appointed as the Chief Finance and Accounts Officer may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.

20 Powers of the Chief Finance and Accounts Officer

(Under sub-sec (2) of Sec 19 of the Act)

The Chief Finance and Accounts Officer shall have following powers and perform following duties, namely:-

- 20.1** The Chief Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the University. He shall be full-time salaried officer and shall work directly under the control of the Vice-Chancellor;
- 20.2** The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance and Accounts Committee. He shall have the right to be present, speak and otherwise take part in the proceedings of the Board of Management on matters which have financial implications but shall not be entitled to vote.
- 20.3** The Chief Finance and Accounts Officers shall maintain minutes of the meetings of Finance and Accounts Committee and the sub-committees appointed by the Finance and Accounts Committee.
- 20.4** The Chief Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance and Accounts Committee and to the Board of Management.
- 20.5** The duties of the Chief Finance and Accounts Officer shall be to-
 - a) exercise general supervision over the funds of the University, and shall advise the Vice-Chancellor as regards the finances of the University ;
 - b) hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the University ;
 - c) ensure that the limits fixed by the Finance and Accounts Committee for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;
 - d) keep watch on the state of the case and bank balance and of investments;
 - e) keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;
 - f) have the account of the University audited regularly;

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- g) ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipment's and other consumable materials in all offices, Schools, Study Centres, laboratories, workshops and stores of the University is conducted regularly;
- h) place to quarterly trial balance before the Finance and Accounts Committee;
- i) propose to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities from any teachers of University;
- j) propose to the Registrar that explanation be called from any non-academic member for unauthorised expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;
- k) call for from any office, Schools or Study Centre, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and
- l) exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances.

21 The Controller of Examinations

(Under sub-sec (6) of Sec 14 of the Act)

The Controller of Examinations shall be the principal officer-in-charge of the Evaluation Division and shall be responsible for the conduct of examination tests of the University and declaration of their results.

21.1 The Controller of Examinations shall be appointed by the Board of Management strictly on the recommendations of the selection committee constituted under Sec 29 and shall work under the direct superintendence of the Vice- Chancellor.

21.2 He shall be appointed for a term of two years and qualifications and pay scale shall be as laid down by the University Grants Commission, from time to time or as prescribed by the Governing Body.

21.3 He shall supervise and regulate the work of the Examination Division, the examination centres and central assessment programme centres as well as such other activities related to the conduct of examination and examination result processing units.

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- 21.4** He shall take action against the employee who has committed misconduct in connection with the examination and report the same to the Board of Management and maintain the register thereof.
- 21.5** He shall inform the Vice-Chancellor about the progress of the conduct of the examinations and the declaration of their results, from time to time.
- 21.6** He shall inform the Chancellor through the Vice-Chancellor about the position of declaration of results of examinations.
- 21.7** He shall report to the Board of Management about the position of the declaration of the results of the examinations.
- 21.8** He shall ensure that the work of confidential printing is carried out as per the schedule and that the question papers are delivered to the examination centres well in time.
- 21.9** He shall maintain absolute secrecy as regards to printing of question papers.
- 21.10** He may visit examination centres as well as central assessment programme centres as and when required.
- 21.11** He shall ensure that proper arrangements of examinations or evaluation are made for the smooth conduct of the examinations and of the central assessment programme.
- 21.12** He shall, in consultation with the Vice-Chancellor, constitute flying squads to maintain the strict vigilance during the University examinations.
- 21.13** He shall, deal with all the legal matters in connection with the examinations, etc. and also sign all the legal documents, affidavits, agreements, etc. arising out thereof.
- 21.14** He shall prepare and present the budget of the examination branch to the Finance Committee.
- 21.15** He shall prepare the time table of the examinations with the probable dates of declaration of the results and announce the same well in advance.
- 21.16** He shall, in case of eventuality, postpone, cancel the examinations, in part or in whole and inform the Board of Management. He shall take the disciplinary action or

initiate the criminal or civil proceedings against any persons or group of persons alleged to have committed malpractices.

- 21.17** He shall take the disciplinary action where necessary against the candidates, paper-setters, examiners, moderators or any other persons connected with the examinations and found guilty of malpractices in relation to the conduct of examinations.
- 21.18** He shall arrange for preparation of Degree, Diploma, Certificates, Medals and Prizes of all eligible candidates well in advance and submit the list to the Board of Management.
- 21.19** He shall be responsible for the organisation of the Convocation Ceremony and other arrangements.
- 21.20** He shall perform such other duties and responsibilities as are assigned to him by the Board of Management or the Vice-Chancellor, from time to time

22 The Dean of School

(Under sub-sec (6) of Sec 14 of the Act)

Each School shall have Dean who will be academic and executive head of the School.

- 22.1** The Vice-Chancellor shall appoint one of the Professors as the Dean of the Schools for the period of two years by the rotation and seniority, with due endorsement by Governing Board.
- 22.2** The Dean shall work under the direction and control of the Vice-Chancellor.
- 22.3** The Dean shall be the principal academic head of the School and shall be responsible for the smooth functioning of the School.
- 22.4** The Dean shall be the ex-officio Chairman of the School Council.
- 22.5** The Dean shall perform following duties and responsibilities.
- a) He shall be responsible for the overall academic development of the School and shall try to excel the standards of teaching-learning, research, evaluation reforms, etc.

- b) He shall periodically carryout the academic audit of the School with the help of external peers.
- c) He shall prepare the budget estimates of the School.
- d) He shall actively participate in the teaching, research, collaboration and training programmes of the School.
- e) He shall assist the Vice-Chancellor in planning and implementing the academic programmes such as workshops on curriculum development, seminars, faculty development programmes, extension and outreach activities, twinning arrangement, etc.
- f) He shall encourage the faculty for the submission of research projects to external funding agencies, publication of research papers in indexed journals, etc.
- g) He shall perform such other duties and responsibilities which are assigned to him by the Vice-Chancellor, from time to time.

23 Selection Committees

(Under Sec 29 of the Act)

23.1 Registrar, Controller of Examination and Chief Finance and Accounts Officer

There shall be a Selection Committee for making recommendations of suitable persons for the appointment to the post of the Registrar, the Chief Finance and Accounts Officer and other officers in similar cadre. The Selection Committee shall consist of:

- a) The Vice-Chancellor -Chairman
- b) One member of Governing Body nominated by the Chancellor
- c) One member of Board of Management nominated by the Vice-Chancellor
- d) Two experts having special knowledge in the field related to the post be filled, who are not connected with the University, nominated by the Chancellor.
- e) Registrar- Member Secretary except where he himself is a candidate for the post.

24 Governing Body

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- 24.1** The Governing Body of the University shall consist of the following, namely:-
- a) the Chancellor;
 - b) the Vice-Chancellor;
 - c) five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists;
 - d) one expert of management or information technology from outside the University, nominated by the Chancellor; and
 - e) one expert of finance, nominated by the Chancellor.
- 24.2** The Governing Body shall meet at least three times in a calendar year.
- 24.3** The quorum for meetings of the Governing Body shall be four.

25 Powers and Duties of the Governing Body

The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers, namely:-

- 25.1** to provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- 25.2** to review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- 25.3** to improve the budget and annual report of the University;
- 25.4** to lay down the extensive policies to be followed by the University;
- 25.5** to recommend to the sponsoring body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible, in spite of all efforts;
- 25.6** establish schools, institutions of higher learning, research and specialised studies, hostels and provide housing for staff, on the recommendation of the Academic Council;

- 25.7** hold, control and arrange for administration of assets and properties of the University;
- 25.8** enter into, vary, carry out and cancel contracts on behalf of the University;
- 25.9** determine the form of a common seal for the University, and provide for its custody and use;
- 25.10** such other powers as may be prescribed by the Statutes.

26 Board of Management

(Under sub-sec (3) of Sec 23 of the Act)

26.1 The Board of Management shall consist of the following members, namely:-

- a) the Vice-Chancellor;
- b) two members of the Governing Body, nominated by the sponsoring body;
- c) three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
- d) three persons from amongst the teachers, nominated by the sponsoring body;
- e) Two teachers, nominated by the Vice-Chancellor.

26.2 The Vice-Chancellor shall be the Chairperson of the Board of Management.

26.3 The powers and functions of the Board of Management shall be such as may be prescribed by the Statutes.

26.4 The Board of Management shall meet once in every two months.

26.5 The quorum for meetings of the Board of Management shall be five.

27 Powers and Duties of the Board of Management

The Board of Management shall exercise the following powers and perform the following duties, namely:

- 27.1** make such provisions, as may enable Schools to undertake specialized studies and, where necessary or desirable, organize and make provision for common laboratories, libraries, museums and equipment for teaching and research;

- 27.2** prepare the second Statutes and make recommendations to the Governing Body and approve the Ordinances prepared by the Vice-Chancellor;
- 27.3** present the budget estimates as received from the Finance and Accounts Committee with its own modifications, if any, to the Governing Body for its final approval;
- 27.4** lay down policy for administering funds at the disposal of the University for specific purposes;
- 27.5** provide buildings, premises, furniture, apparatus and other means needed for the conduct of the work of the University;
- 27.6** recommend to the Governing Body conferment of honorary degrees and academic distinctions;
- 27.7** institute and confer such degrees, diplomas, certificates and other academic distinctions as recommended by the Academic Council and approved by the Governing Body and arrange for convocation for conferment of the same, as provided by the Ordinances;
- 27.8** institute fellowships, travelling fellowships, scholarships, studentships, exhibitions, awards, medals and prizes, and prescribed rules there for in accordance with the Regulations made in this behalf as approved by the Governing Body;
- 27.9** make Regulations for collaboration with other universities, institutions and organisations for mutually beneficial academic programmes recommended by the Academic Council;
- 27.10** create posts of University teachers and non-vacation academic staff on the recommendation of the Academic Council and duly approved by the Governing Body;
- 27.11** lay down by Statute, on the basis of qualifications and terms and conditions of service and other guidelines as per the University Grants Commission and approved by the Governing Body from time to time, and the procedure for appointment of University teachers and non-vacation academic staff and fix their emoluments and norms of workload and conduct and discipline;
- 27.12** create posts of officers and other employees of the University, subject to prior approval of the Governing Body;

- 27.13** prescribe fees and other charges as per the recommendations of the Governing Body;
- 27.14** on the recommendations of the Finance and Accounts Committee, and approved by the Governing Body prescribe honoraria, remunerations and fees and travelling and other allowances for paper-setters and other examination staff, visiting faculty, and for such other services rendered to the University ;
- 27.15** receive and consider report of the working of the University from the Vice-Chancellor periodically and forward the same to Governing Body;
- 27.16** prepare academic calendar of the University as per the Statutes for next academic year before the expiry of the current academic year;
- 27.17** consider the perspective plan for the academic development of the University, prepared by the Academic Council and approved by the Governing Body;
- 27.18** assess and approve the feasibility of proposals from the Academic Council for academic programmes and forward it to the Governing Body for approval;
- 27.19** consider and adopt the annual report, annual accounts and audit report approved by the Finance and Accounts Committee and forward them to the Governing Body for its approval;

28 Academic Council

(Under the sub-sec (1) of Sec 24 of Act)

The Academic Council shall be responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension, collaborations programmes in academic matters and evaluation of workload of the teachers

- 28.1** The Academic Council shall consist of the following members, namely:-
- a) the Vice-Chancellor, Chairman;
 - b) the Deans of the Schools
 - c) Five Professors;
 - d) Three Associate Professors by seniority and rotation
 - e) Three Assistant Professors by seniority and rotation

- f) Two academicians who are not connected with University, nominated by Vice-Chancellor.
- g) Two experts from the industry, business houses, agriculture, banking and other service sectors nominated by the Chancellor.
- h) Registrar- Secretary

28.2 The Academic Council shall meet not less than twice a year and quorum, procedure of conduct of business, shall be as laid down by these Statutes.

29 Powers and Duties of the Academic Council

(Under sub-sec 1 (a) of Sec 30 r/w Sec 24 (4) of the Act)

29.1 The Academic Council shall be the principal academic Authority of the University and shall be responsible for regulating and monitoring the standards of academic programmes, curriculum development, examinations, quality and research in the University.

29.2 Without prejudice to the generality of the foregoing provisions, the Academic Council shall exercise the following powers and perform the following duties, namely:-

- a) recommend to the Board of Management regarding institution of degrees, diplomas, certificates and other academic distinctions;
- b) recommend to the Board of Management to make, amend or repeal Ordinances on issues related to academic matters;
- c) make, amend or repeal Regulations on matters specified in section 34 of the Act;
- d) make proposal to the Board of Management for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes and make regulations for their award;
- e) prescribe qualifications and norms for appointment of papers setter, examiners, moderators and others, concerned with the conduct of examinations;
- f) appoint committees to review periodically the utility and practicability of the existing courses of study and the desirability or necessity of reviewing or modifying them in the light of new knowledge or changing societal requirements;
- g) make proposals to the Board of Management to prescribe fees and other charges;

- h) generally, advice the University on all academic matters and submit to the Board of Management the details of the academic calendar and feasibility reports on academic programmes.
- i) exercise such other powers and perform such other duties as may be conferred or imposed on it by or under this Act, the Statutes, Ordinance, and Regulations.

30 School Council

(Under Sec 25 of the Act)

There shall be a School Council for each School.

30.1 The School Council shall consist of:

- a) The Dean of School - Chairman
- b) Heads of the Departments (if any)
- c) One Professor
- d) One Associate Professor by seniority and rotation
- e) Two Assistant Professors by seniority and rotation
- f) Two experts not below the rank of Professors/Scientists or industry experts nominated by the Vice-Chancellors

30.2 Powers and Functions:

The School Council shall have the following powers and duties namely;

- a. to recommend, upon the Board of Management or Academic Council, the programme (s), course (s) of study in the subject or group of subjects within its purview.
- b. to recommend names of suitable persons for inclusion in the panels for appointment of paper setters, examiners and moderators at examinations conducted by the University and external referees to assess Ph.D. dissertations.
- c. to recommend to the Academic Council in respect of the curriculum development based on the feedback received from the central councils and other stake holders of higher education.
- d. to arrange for the validation, by the external peers, of the curriculum developed for the various programmes.
- e. to recommend to the Academic Council starting of add-one and bridge courses for the benefits of students.

- f. to recommend to the Academic Council for the academic collaboration and/or twinning arrangements with other universities and institutions within and outside the country.
- g. to recommend Academic Council books, text books, supplementary reading materials, reference book and other material for such course of study.
- h. to develop curriculum/syllabus of the programme/ courses and recommend same to the Academic Council for its approval.
- i. to carry out the scrutiny of question papers, and analysis of the various examinations conducted by the University.
- j. to monitor the academic performance of the students in the school
- k. to recommend students for awards of degrees, diplomas or certificates, etc.

31 Finance and Accounts Committee

(Under Sec 29 of the Act)

31.1 There shall be a Finance and Accounts Committee consisting of the following members, namely:-

- a) the Vice-Chancellor - Chairman
- b) Two persons nominated by the Sponsoring Society
- c) Two persons, nominated by the Governing Body
- d) one member nominated by the Board of Management
- e) one member nominated by the Academic Council
- f) the Chief Finance and Accounts Officer – Secretary
- g) the Registrar shall be the permanent invitee.

31.2 The quorum for a meeting of the Committee shall be four.

31.3 All members of the Committee other than ex-officio member shall hold office for a term of one year.

31.4 The Committee shall meet at least four times a year to examine the accounts, the progress of the income and expenditure and, all new proposals involving fresh expenditure in the light of the provisions available;

31.5 The annual statement of accounts and the budget estimates of the University, prepared by the Chief Finance and Accounts Officer shall be laid before the Finance and Accounts Committee for consideration and recommendation, and for submission, to the Board of Management for review and thereafter to the Governing Body for its approval;

31.6 The budget shall be prepared in the following three distinct parts:

- a) maintenance;
- b) development; and
- c) independent project or scheme or collaborative programmes grants;

31.7 The Committee shall perform the following additional functions and duties, namely:-

- a) take necessary steps to have the University accounts audited by auditors appointed by the Board of Management;
- b) advise the Board of Management on matters related to the administration of the property and the funds of the University;
- c) advise on financial matters referred to it by the Governing Body, Board of Management, Academic Council or any other Authority, Body or Committee or any officer of the University;
- d) report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice who may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Board of Management or the Governing Body as needed.
- e) The other powers and duties of the committee and the procedure at its meetings shall be such as may be prescribed;

32 Appointment of Statutory Auditor

32.1 The Governing Body shall appoint, for the ensuing financial year, auditors, from the panel of auditors and his fees as recommended by the Finance Committee.

32.2 The Auditors shall be a firm of Chartered Accountants

32.3 The term of appointment of the auditors shall be for not more than two years at a time.

- 32.4** The Governing Body shall fix the remuneration of auditors for conduct of audit of the University from time to time.
- 32.5** The auditors shall conduct the audit of the annual accounts of the University, prepared by the Finance Officer, within three months of the close of the respective financial year and submit a report thereon to the Governing Body.
- 32.6** The auditors shall carryout monthly audit and submit monthly trial balance to the Finance Committee.

33 Procedure for conduct of meetings of the Authorities and Committees

Unless otherwise provided in the Act, the procedure for conduct of business of the Authorities and Committee shall be as below:

- 33.1** The meetings of the authorities and bodies and committees shall meet on the date(s) and time approved by the Vice-Chancellor.
The Registrar shall issue a notice of the meeting, at least fifteen clear days prior to the day of meeting. He shall send the agenda for the meeting ten clear days before the date of the meeting.
- 33.2** The business at the meetings shall be transacted in accordance with the agenda issued for the purpose and the various items placed on the agenda will be considered seriatim, unless otherwise decided at the meeting.
- 33.3** The decisions shall be recorded in the form of resolution. Every resolution shall be passed by majority; but it shall not contain the deliberations and discussions. However any dissent specifically requested by the member(s) for being so recorded, shall be recorded. The minutes of the meeting shall be circulated to the members along with the agenda of the subsequent meeting.
Immediately after the meetings are concluded, the Registrar or concerned Officer shall prepare and submit the minutes to the Chairman for his approval. All the minutes will be ratified in the next meeting.
On approval of the minutes by the Chairman, the Registrar or concerned officer may proceed with implementation of the said resolutions.
- 33.4** The Registrar or concerned officer shall ensure that the action taken on every resolution is duly reported to the next meeting as soon as the action thereon is

completed. In order to ensure proper reporting, the Registrar may adopt suitable administrative measures such as maintaining the register of the items, the resolutions thereof and the nature of action taken.

- 33.5** Where no provision is made by or under the Act or Statutes for Chairman to preside over the meeting of any Authority, Body, Committee or Subcommittee of the University or the Chairman so provided is absent and no provision is made for any other person to preside, the members present shall elect the Chairman amongst themselves to preside at the meeting.
- 33.6** The Secretary, if not a member, shall have right to participate in the deliberations but shall not have right to vote.
- 33.7** Unless otherwise provided quorum to constitute the meeting shall be one third of the seating members.

34 Enrollment of Students

(Under Sub Sec 1 (i) of Sec 30)

34.1 For undergraduate programme:

A student shall be admitted to the undergraduate programme of the University who has passed;

- a) H.S.L.C. or equivalent examination conducted by the State Board of Secondary and Higher Secondary Examination or the Indian School Certificate Examination (I.S.C.) or Central Board of Secondary Education (CBSE) examination or any other examination equivalent to 10+2 examination of any recognised State Board in India.
- b) Students, who are foreign nationals/non- resident Indian/persons of Indian origin, should have passed an examination which is equivalent to the 10+2 examination of India.
- c) The students should have obtained minimum of 50% (in case of reserved category students 45%) marks in the subjects of Physics, Chemistry, Biology/Mathematics and English individually and should have passed the said examination at one and the same attempt.
- d) The students should have also passed, as applicable, All India Common Entrance Test (AICET), CEE or AIEEE conducted by the University or any other agency

approved by the University from, time to time with minimum of 50% marks. (in case of reserved category students 45%)

- e) At the time of admission student shall submit the original transcripts of X and XII examinations, school leaving certificate, attempt certificate, medical fitness certificate and such other documents as may be required by the University.
- f) The student at the time of admission shall pay the proper admission fees and tuition fees as prescribed by the University, from time to time.
- g) The University shall finalise the eligibility within two weeks from the date of admission.
- h) In case if a student is found not eligible, based on the fraudulent documents submitted by him, fees shall not be refunded and a case shall be filed with the police authorities under cognizable offence.

34.2 For post-graduate programme

A student shall be admitted to the first year of the post-graduate programme of the University:

- a) who possesses a degree of this University or any other statutory university within or outside the state;

Provided that, in case of admission for professional programmes students should have passed his degree examination from the college recognised by the respective Central Councils.

- b) who has passed the CET conducted by the University or any other agency approved by the University and or who has passed MAT/GATE examination.

34.3 For research degree leading to Ph.D.

- a) A student who has passed post-graduate degree with B+ of this University or from any other statutory university in appropriate discipline shall be admitted to research programme leading to award of Ph. D. or D. Sc. of the University;
- b) A student will be required to give three presentations before the research committee duly constituted by the Schools.
- c) Normally, students shall not be allowed to submit his thesis/dissertation before completion of two years and his registration shall be valid only for the period of five years.

34.4 All Foreign Students:

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- a) The NRI/overseas/Indian origin students hereafter referred to as student seeking admission to the University shall apply to the Registrar in prescribed form with prescribed fees through their Embassy/ High Commission of his country in India on or before the last date prescribed, by the University.
- b) The student possessing valid student visa in favour of the University and eligibility certificate issued by Association of Indian Universities, New Delhi, shall only be considered for admission.
- c) Admission of a student shall be finalised, subject to his fulfilling eligibility criteria as may be determined by the University, from time to time, undergoing a medical examination as per the rules of Government and paying, registration, tuition fee and/or such other fees as prescribed by the University, from time to time
- d) Admission of student shall be regulated as per Govt. regulations from time to time
 - i) The commitment of the University shall be restricted to the degree course for which the student is admitted. Admission of these students to higher course in the same or other faculty shall be at the discretion of the University and shall depend upon his performance in the entrance examination conducted by the University.
 - ii) The student having duly completed graduate course of other Indian Universities or foreign Universities and if found eligible shall be allowed to take up the entrance examination.
- e) The student shall have to appear and pass the 'Entrance Test' in English by paying the required fees to be decided; from time to time or should have valid score of TOEFL, IELTS or equivalent.
- f) The student shall be charged the tuition and other fees, if any, at the differential rates decided by the competent authority, from time to time.

35 Refund of Tuition Fees

In case, the student seeks to cancel his admission, the refund of tuition fees and the deposits paid by him at the time of admission shall be regulated as follows:

35.1 No refund of tuition fees or any other deposit is admissible if the student applies for cancellation after the admission process is over

35.2 He/she is entitled to get refund of any fees deposited against provisional admission if the University rejects or cancels his/her admission. However 10% of provisional admission fees will be deducted as processing charges.

36 Migration Certificate

36.1 The student joining any other college or university shall apply through the Principal or the Registrar of the said college or university for migration certificate in the prescribed form to the Registrar of the University. The fees for the migration certificate shall be as prescribed, from time to time. The migration certificate shall be sent directly to the college or the university to which the student seeks to migrate under intimation to the student concerned.

36.2 The student shall submit his application for migration certificate to the Registrar with copy of the transfer certificate.

36.3 If the migration certificate is lost, a duplicate copy may be issued on production of affidavit and after paying the required fees.

36.4 The student who does not get his enrolment finalised by 30th September of the concerned academic year for any reason whatsoever, shall be liable to have his admission cancelled and such a student shall not be allowed to appear for the examination conducted by the University.

37 Reservation of seats

The University is under obligation to implement the social justice policy of the State and Reservation of seats to the students of socially disadvantage class shall be as laid down by the State, from time to time.

38 Tuition and other fees

(Under sub-sec 1(j) of Sec 30 of the Act)

The tuition and other fees shall be charged as decided by the Governing Body from time to time.

39 Intake capacity of programmes

(Under Sub Sec. 1 (k) of Sec 30 of the Act)

39.1 The intake capacity of the undergraduate and postgraduate programmes offered by the University which are approved by the respective Central Councils shall be strictly followed as laid down by them, from time to time.

40 Honorary Degree

(Under sub-sec of Sec 30 of the Act)

40.1 The Governing Body may consider recommendations of the Board of Management / Academic Council for conferment of an Honorary Degree or other academic distinction on any person, without requiring him to undergo any test or examination, on ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or other academic distinction, and such recommendation shall be deemed to have been duly passed if supported by majority of not less than two thirds of the members present at the meeting of the Academic Council, being not less than one-half of its total membership.

40.2 The Board of Management may take a decision on the proposal of the Academic Council provided that the Academic Council shall not entertain or consider any proposal in that behalf unless the Vice- Chancellor has obtained prior approval of the Chancellor.

40.3 The honorary degree shall be conferred either in the special convocation or in the annual convocation.

41 Scholarships, Fellowships and Tuition Fee Waiver

(Under Sub Sec 1(h) of the Sec 30 of the Act)

41.1 The University, depending on the availability of the funds, shall make the budgetary provision for the payment of free-ships, scholarships, assistance ships and tuition fee waiver to the students belonging to economically and/or socially weaker and meritorious students as decided by the Governing Body from time to time.

42 Convocation

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(Under Section 39 of the Act)

- 42.1** The convocation for conferring Degrees and Diploma of the University shall be held at least once during an academic year, on a day, date and time to be fixed by the Vice-Chancellor, in consultation with the Chancellor.
- 42.2** The Registrar shall give a notice of the date of the convocation to the members of the Board of Management and Academic Council.
- 42.3** The notice period shall not be less than twelve weeks; provided that the Vice-Chancellor may, by his order, reduce the period of the notice to not less than four weeks, if, in his opinion, the circumstances so require. This condition of minimum notice period shall not apply to the special convocation.
- 42.4** The Registrar under the directions of the Vice-Chancellor shall prepare the programme to be followed at the convocation.
- 42.5** The costume to be worn by the Visitor Chancellor, the Vice-Chancellor, Members of the Governing Body and Board of Management and the candidates eligible to receive the degree at the convocation, shall be such as specified by the Governing Body.
- 42.6** The University may confer Degrees, Diplomas and other academic distinctions in each Faculty, as prescribed, on such persons who are eligible for the same.
- 42.7** The University shall also confer Honorius Causa (Honorary Degree) as may be decided by the Governing Body, at the annual or special convocation to honour a person who has made an extraordinary contribution in the fields of Arts, Social Sciences, Humanities, Science & Technology, Health Sciences, Public Administration, Cultural and Social Work.
- 42.8** The applications for Degrees, Diplomas and other Academic Distinctions may be arranged and presented at the convocation in the following order:
- a) Doctor of Science (D.Sc.)
 - b) Doctor of Literature (D. Lit.)
 - c) Doctor of Philosophy (Ph.D.)
 - d) Master's Degree
 - e) Bachelor's Degree
 - f) Diploma's

g) Certificate's

- 42.9** For conferment of Degrees, Diplomas, etc., Schools shall be arranged in the order of their dates of establishment.
- 42.10** The University shall confer at the convocation a Degree/ Diploma in the programmes, approved by the Governing Body from time to time, to such persons as have undergone the prescribed courses and have passed the qualifying examinations for the same.
- 42.11** Every person, who has pursued an approved course of study in the University and has passed the examination prescribed by the University, shall be eligible, on payment of prescribed fees, to be admitted to the respective Degree or Diploma in person or in absentia, at his option, at the convocation.
- 42.12** At the Convocation, the Dean of each Faculty, or his absence, a member of the Faculty, nominated by the Vice-Chancellor, shall present to the Chancellor or the Vice-Chancellor, the persons who have sought admission to the respective Degree and Diplomas.
- 42.13** Subject to such general or special orders as may be issued by the Board of Management from time to time on this behalf, all candidates successful at the final examination for a degree or diploma shall be entitled to be admitted to the degree or diploma at the next convocation held after the publication of results of that examination.
- 42.14** If any candidate is absent at the first convocation held after the publication of results, he shall, on application to the Registrar, be entitled to be admitted to the degree in absentia. Such application shall be accompanied by a receipt of fees as may be prescribed by the University from time to time.
- 42.15** The graduates of various Schools shall be presented Schools wise in groups. However, the graduates of the Doctorate shall be presented individually.
- 42.16** The degrees, medals and prizes and other such honours will be conferred/ presented to the awardees, individually by the Visitor/ Chancellor/ Vice-Chancellor. The formal document of the degree and diploma shall bear signatures of the Chancellor/ Vice-Chancellor in token of the conferral of the degree.

42.17 The manner of conferment of degree/diploma, the language of the convocation proceedings and the language of the formal document and diplomas shall be as decided by the Board of Management.

42.18 Degrees are given within three months of passing of a degree course or even earlier even without the Convocation if so requested by any student (including a foreign one).

43 Terms and Conditions of Service of Employees of the University

(Under sub-sec 1 (d), (e) and (f) of the Sec 30 of the Act)

43.1 Definitions

The definitions given in the Act shall hold good for the purpose these Statutes. In these statutes unless the context otherwise requires.

- i) **“Agreement”** means the contract entered into in writing between the teacher and the Competent Authority or Officer or the person authorised;
- ii) **“Appointing Authority”** means the authority competent to make the appointments;
- iii) **“Authority”** means the authority of the University as provided by or under the Act;
- iv) **“Coaching Classes”** (Private Tutions) means any place or premises where the teacher or group of teachers are engaged in coaching/preparing the students for award of Certificate, Diploma, Degree or any other course recognised by the University or the Government
- v) **“Competent Authority”** means the authority competent to exercise different powers under the Act and in these Statutes;
- vi) **“Disciplinary Authority”** means the authority or the Officer authorised to take disciplinary action against the teacher, except otherwise provided in the Act;
- vii) **“Employee”** means a teaching and non-teaching employee in various cadres duly appointed in the employment of the University, on approved post, on scale of pay, by following the procedure prescribed;
- viii) **“Employer”** means the Assam Kaziranga University, Assam;

- ix) **“Leave”** means permission granted by the competent authority to the teacher to remain absent from duty;
- x) **“Leave Salary”** means the monthly emoluments paid by the University to its teacher on leave;
- xi) **“Lien”** means title of teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, to which he has been appointed substantively;
- xii) **“Pay”** means the amount drawn on monthly basis sanctioned for a post, in scale of pay held substantively or in officiating capacity and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as ‘Pay’ by the Government, from time to time;
- xiii) **“Permanent Post”** means the approved post, carrying a running definite scale of pay, sanctioned without time limit;
- xiv) **“Salary”** means total monthly emoluments drawn by the teacher and includes pay and allowances admissible, from time to time;
- xv) **“Scale of Pay”** means running scale of pay which, subject to any conditions prescribed in these Bye- laws, rises by periodical increments from a minimum to a maximum;
- Explanation:* The Scales of Pay are said to be identical if the minimum, the maximum, the period of increment and the rate(s) of increments are same.
- xvi) **“School”** means a school of studies maintained by or recognised as such by the University;
- xvii) **“Subsistence Allowance”** means monthly emoluments paid to the teacher, who is not in receipt of pay or leave salary during the period of his suspension;
- xviii) **“Substantive Appointment”** means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant;
- xix) **“Substantive Pay”** means the pay, personal pay or emoluments classed as pay, under these Bye- laws to which the teacher is entitled, on account of a post to which he has been appointed substantively or by reasons of his substantive position in the cadre; but does not include special pay.

44 Selection and Appointment of University Teachers

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(Under sub-sec 1 (d) of Sec 30 of the Act)

- 44.1** Subject to the provisions of this Act, Statutes and Ordinances, the Vice-Chancellor shall, appoint according to the order of merit and recommendations made by the selection committee, a university teacher.
- 44.2** The selection committee for making recommendations for appointment of university teachers shall consist of the following members:
- a) the Vice-Chancellor, Chairman;
 - b) one person, nominated by the Chancellor;
 - c) the Dean of the School concerned;
 - d) Not less than two experts, nominated by the Vice Chancellor out of a panel of not less than four names of experts not connected with the university, who have special knowledge of the subject for which the teacher is to be selected;
 - e) The Registrar shall act as the Secretary of the committee.
- 44.3** Every post of a University teacher, to be filled by selection, shall be duly and widely advertised, according to the draft approved by the Vice Chancellor, together with particulars of the minimum and additional qualifications, as prescribed, the emoluments and number of posts to be filled, to be determined by the Vice-Chancellor, shall be allowed with which the applicants may, in response to the advertisement, submit their applications.
- 44.4** The date of the meeting of every selection committee shall be so fixed as to allow a notice of at least fifteen days of such meetings, being given to each member; and the particulars of each candidate shall be sent to each member of the selection committee so as to reach him at least seven days before the date of meeting.
- 44.5** The quorum to constitute a meeting of every selection committee shall be four members.
- Provided that, for the post of professor, the selection committee may in preference to the candidates who have applied and appeared before it, recommend for appointment, with all the requisite details, the name of any other person who may not have applied or appeared before it, but who is duly qualified and has to his credit exceptionally high academic achievements or proficiency in the specialisation or has extraordinary academic contribution, to be recorded in writing. After the interview the Selection Committee will forward the list of selected candidates to the Governing Body for approval.

45 Filling temporary vacancies of University teachers

Where an appointment is to be made on a temporary vacancy of teacher of the University the appointment shall be made, if the vacancy is for a period of more than one year, on the recommendation of the selection committee. The quorum for the selection committee shall be three.

Provided that, if the Vice-Chancellor is satisfied that, in the interest of teaching, it is necessary to fill in the vacancy immediately, he may on approval of Governing Body make the appointment of person duly qualified, for a period not exceeding one year on the recommendation of a local selection committee constituted as follows, and shall inform the Governing Body of such appointments:-

- a) the Vice-Chancellor - Chairman;
- b) the Dean of the School of the faculty concerned;
- c) One Professor from the subject concerned;
- d) One expert nominated by the Vice-Chancellor.
- e) Registrar – Secretary

46 Appointment of Non Teaching Employees

Non-teaching Employees working in group 'B', 'C' and 'D' shall be appointed by the Vice-Chancellor on the recommendations of the Selection Committee and duly approved by the Governing Body.

The qualifications and pay scales of these employees shall be laid down by the Governing Body, from time to time.

47 Conduct for Employees of the University

The Statutes shall be applicable to all employees: teaching, non-teaching and technical working in the University including its Schools and Study Centers.

The employee of the University shall be at the disposal of the University for full time and shall serve in such capacity and at such places as he may, from time to time be so directed.

47.1 Employee's Obligations

Every employee shall:-

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- a) conform and abide by the provisions in the Act and Statutes of the University and regulations, directives and decision of the competent authority. He shall also observe, comply with and obey all orders and instructions which may, from time to time shall be given to him by the Officer under whose jurisdiction, superintendence or control, he has been placed from time to time.
- b) maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the University and shall do nothing that would or is likely to tarnish the image or reputation of the University, or adversely affect its interests.
- c) carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.

47.2 Employee shall not:

- a) use his position or influence, directly or indirectly, to secure employment for any person in the University.
- b) bring or attempt to bring any influence to bear upon the appointing authority or the concerned head of the department to further his personal interest in the University.
- c) misuse or use for personal benefit, gain or profit, the amenities provided to him to discharge his official duties.
- d) demand or accept any gratis payments or any other favour from any person or organisation that could directly or indirectly influence, damage, harm the interests, goodwill or reputation of the University.
- e) cause to or disclose, divulge or use any information gained, in the course of his employment, in the University for personal gains, profit or for advantage for himself or any other person.
- f) engage directly or indirectly in any trade, business, vocation or undertake any other employment without prior permission of the competent authority; provided, the same is not detrimental to the interests of the University.
- g) engage in or conduct private tuition or coaching.
- h) indulge in an act of plagiarism in any form
- i) propagate or indulge in any sectarian activity or cause to disturb communal harmony.
- j) discriminate against any person on the grounds of religion, caste, gender, language.
- k) indulge in or encourage any form of malpractice.

47.3 Property of the University

Every employee shall-

- a) take due care of the property, materials, instruments, equipment's, machines, furniture, cash, etc. of the University entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss, pilferage, etc.
- b) Provided that where damage or loss is attributable to the intentional mishandling or misuse by an employee, the employees shall be liable for disciplinary action as may be deemed appropriate by the competent authority.
- c) Provided further that, besides, the competent authority shall be entitled to recover the assigned or assessed value of such breakage or damage or loss from the employee.
- d) take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures, as prescribed and provided by the administration.
- e) observe canons of financial expenditure and inventory control, wherever applicable.

47.4 Unauthorised Possession of Goods

If the employee is found in unauthorised possession of any goods, equipment, implements, articles, materials, etc., which are in use in the University, Schools and Study Centers or kept in stock and are not normally carried by the said employee, he will be deemed to have got into possession of such goods by improper means. The concerned authority may confiscate; such goods; and such unauthorised possession shall attract disciplinary action as well as any other action as deemed fit by the Competent Authority.

47.5 Suspended Employees on the Working Premises

The employees, who has been suspended or deemed to have been suspended, shall not enter the working premises of the University without prior permission of the competent authority, unless otherwise invited for the enquiry.

47.6 Possession or Consumption of Intoxicating Drinks and Narcotics

Employees shall not possess or be under the influence of intoxicating drinks or drugs while on duty and on campus. Disciplinary action will be taken for such offence.

47.7 Participating in Politics and Elections

Employee shall not, without prior permission, in writing, of the competent authority, be actively associated with any political party or any organisation, which takes part in politics; nor shall he take part in or assist in any other manner any political movement or activity. Disciplinary action will be taken for such unauthorized association.

47.8 Demonstrations

Employees shall not organise or participate in any demonstration on the premises of the University.

47.9 Connection with Media of Mass Communication

Employee shall not participate in radio or television programme, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously, pseudonymously or in his own name, which is detrimental to the image or interests of the University. Prior written permission is required for any such action.

47.10 Unauthorised Communication of Information

Employee shall not, except in accordance with any general or special order of the University or in bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee, any other person or organisation.

47.11 Unauthorised Publication of Official Documents

Employee shall not, while in service of the University or after retirement, resignation, dismissal or discharge, make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from the University.

47.12 Invention and patents

Employee shall not, without the prior consent of the appointing or competent authority, either during his service or thereafter, apply for patent or exclusive privilege in respect of any invention or discovery made by him while performing his duties in his service in the University. However if he/she has made any such invention or discovery before joining the duties he should inform the same prior to joining.

48 Misconduct

48.1 Misconduct shall mean an act of commission or omission or indiscipline, express or implied, or any act or conduct, unbecoming of any employee of the University, committed within or outside the premises of the University, which adversely affects the reputation or prestige of the University.

48.2 The following is the illustrative list of acts of misconduct:

- a) Insubordination or disobedience of any lawful and reasonable order of the superior.
- b) Commission of any act subversive of discipline or good behaviour.
- c) Participation in any strike.
- d) Committing theft, dishonesty, embezzlement, misappropriation.
- e) Negligence or subversive or unethical practices, causing damage to or loss of property.
- f) Demanding or accepting or giving bribe or any illegal gratification whatsoever.
- g) Absence without leave for more than thirty consecutive days or persistent absence from duty without leave.
- h) Habitual late attendance or habitually leaving work before time or absence from place of work.
- i) Negligence or neglect of work i.e. dereliction or failure to discharge the duties assigned to him.
- j) Accepting employment for any consideration inside or outside the University or under any person without the approval of the appointing authority.
- k) Drunkenness, fighting, riotous, disorderly or indecent behaviour in the premises of the University and at public places.
- l) Giving false evidence or statement in any domestic enquiry held by the University, by the School or in a case conducted in a Court or Law in which the University is a party.
- m) Travelling or carrying unauthorised passengers, materials in any of the vehicles of the University.
- n) Collection or canvassing for collection of any money for any purpose within the University premises without prior permission.

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- o) Smoking or consumption of tobacco in any form on the premises of the University.
- p) Sleeping while on duty.
- q) Distributing or exhibiting handbills, pamphlets or posters inside the premises of the University without prior permission of the head of the respective departments or the establishment.
- r) Attending or holding any unauthorised meeting within the premises of the University.
- s) Gambling or canvassing for sale of any commodities, chit funds, lottery tickets, coupons or shares or any other financial instruments, etc. within the premises of the University.
- t) Any criminal offence, resulting into conviction in any court of law.
- u) Making false statements on matters germane to his employment in the University or willful suppression of facts at the time of employment or during the course of service in University.
- v) Threatening, intimidating, coercing, assaulting and quarrelling with any person in the premises of the University.
- w) Using of foul or abusive language or misbehaving.
- x) Refusing to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- y) Using the facilities of the University without authority for personal gains.
- z) Preventing the University employees, officers and superiors either from entering or coming out of the premises.
- aa) Preventing ingress or egress of the material or equipment of the University.
- bb) Punching of attendance card or forging the signature of another employee in the attendance register or any other form of proxy attendance.
- cc) Tampering with any of the records of the University.
- dd) Slowing down in performance of work or instigating other employees to slow-down or adopting work-to-rule practices.
- ee) Acts of immorality or involving moral turpitude within the premises of the University or outside.
- ff) Unauthorised occupation, illegal or immoral use of the premises of the University.
- gg) Not wearing uniform, if specified, while on duty.

- hh) Refusal to work beyond the stipulated period of work or to work on holidays when specifically instructed to do so by the head of the department or establishment.
- ii) Failure to keep up-to-date knowledge in the field in spite of repeated instructions in that behalf and provisions of facilities.
- jj) Possessing of unlicensed weapons, dangerous or illicit drugs.
- kk) Sexual harassment of co-employee, student, party or any other person who would be involved with the University including unwelcome sexually detrimental behaviour (whether directly or by implication) such as (i) Physical contact and advances (ii) Sexually colored remarks (iii) Showing pornography (iv) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- ll) Participating in any activity prejudicial to the interests of the University.

The employee shall be liable to be punished on one or more of the acts of misconduct enlisted above.

49 Disciplinary Authority

The Appointing Authority shall be the Disciplinary Authority. He may delegate his powers to the Registrar, Dean of School or a senior officer to administer these conduct rules, order or carry out an enquiry and submit report to the Vice-Chancellor.

Procedure:

- 49.1** The employee, who has committed any act (s) of misconduct, shall be served a show cause notice as to why suitable action be not taken against him. The employees shall be given an opportunity to explain and answer the charges leveled against him within the stipulated period which shall not be less than 15 days. If the Disciplinary Authority is satisfied with the explanation, the charges against him shall be dropped.
- 49.2** If the Disciplinary Authority is satisfied that the misconduct committed by the employee is of minor nature, the Disciplinary Authority shall serve him another notice as to why the minor penalty should not be inflicted on him, and on receipt of the explanation, within the stipulated period, which shall not be less than 15 days, award the minor penalty.
- 49.3** If the Disciplinary Authority is of the opinion that the misconduct is of serious nature, which if proved, would attract major penalty, he shall appoint an Enquiry Committee.

49.4 The Disciplinary Authority shall appoint another employee as the Presenting Officer to present the case in support of the charges, before the Enquiry Committee. The employee may be permitted to defend himself by a person who shall not be a legal practitioner.

50 Leave Rules

50.1 Leave: General Principles

The following general principles shall govern the grant of leave to the employees:

- a) Leave cannot be claimed as a right.
- b) Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- c) Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- d) Depending upon exigencies of service, the leave sanctioning authority may:
 - i) Refuse, postpone, revoke or reduce leave of any type,
 - ii) Recall any member of staff from leave before it was wholly availed,
 - iii) Permit an employee, if he/she so requests to re-join duties expiry of leave period.
- e) An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- f) Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
- g) Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- h) If an employee, who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before expiry of the leave sanctioned earlier.
- i) No leave or extension of leave shall be deemed to have been granted unless it is sanctioned. The sanction shall be communicated by the office.
- j) Absence in excess of the sanctioned leave shall be treated as leave without pay.

50.2 Types of Leave for Employees

Employees are entitled to the following types of leave:

- a) Casual Leave
- b) Compensatory Leave
- c) Special Leave (Absence on Duty/Duty Leave)
- d) Earned Leave
- e) Commutated Leave (Half Pay Leave)
- f) Maternity Leave- Paternity Leave
- g) Study Leave
- h) Sabbatical Leave
- i) Extraordinary Leave
- j) Sick Leave

50.3 Casual Leave

- a) An employee shall be entitled to six days of casual leave during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.
- b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- c) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- d) Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day(s) of casual leave shall not be counted as casual leave.
- e) An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays or Holidays.
- f) Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- g) Half day casual leave may also be granted for absence of half or less than half working day only to the non-teaching employees and not to the teachers.

50.4 Compensatory Leave

- a) An employee in Group C and D, who is required to work on a holiday, shall be entitled to compensatory leave.

- b) Compensatory Leave may be sanctioned only if the employee has been called to duty in writing by the competent authority.
- c) Ordinarily compensatory leave shall be availed within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year.
- d) Compensatory leave must be got sanctioned in advance before it is availed.

50.5 Special Leave (Absence treated as on Duty/Duty Leave)

- a) An employee's absence at his usual workplace shall be treated as absence on duty if, at that time, he is attending meeting/conference/seminar/any other non-remunerative official business of the University or Schools or Study Centers, provided prior sanction is obtained therefore.
- b) The employees of the University, Schools or Study Centers attending any business of other university/ central or state government bodies/ other statutory bodies in India, with prior sanction, shall be treated as on duty leave.
- c) The teachers of the University, attending the examination work of other Universities, with prior sanction of the University authority, shall be treated to be on duty leave.
- d) The employees of the University, who are deputed/sponsored by the University, Schools or Study Centers for any special training/teaching/ academic visit to other place in the country/ any foreign country, shall be treated to be on duty leave for the period of his absence from duty.

50.6 Earned Leave

- a) Every non-vacational employee shall be eligible for earned leave after completing one year's service.
- b) Every non-vacational employee, including, Dean is entitled to ten days of earned leave for every completed year of service from the date of joining. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on the monthly basis. Earned leave be applicable only after completion of one year of service.
- c) Earned leave can be accumulated up to a maximum of one hundred days.
- d) An employee, wishing to avail earned leave, must apply for the same for a minimum period of five days at a time. Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form.

50.7 Maternity Leave

- a) A female employee shall be eligible for maternity leave after completing one year's service.
- b) Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery, is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- c) The maximum period of entitlement for maternity leave shall be ninety days with full pay.
- d) A woman, suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy, shall, on production of a medical certificate from the doctor, be entitled to additional to additional 15 days leave with pay.

50.8 Study Leave

- a) Study leave may be granted to the teachers for the purpose of study, leading to a higher degree or for research or for training, leading to the acquiring of higher skills.
- b) For the grant of study leave, the teacher must have put in a minimum of three years of service.
- c) Before being entitled to study leave, the teacher must have exhausted all other kinds of leave.
- d) The teacher shall execute a bond that he will serve the University for a minimum period of two years or twice the period of his absence, whichever is less, after he returns from the study leave.
- e) In the case of a breach of clause above, the employee will pay to the University an amount equivalent to the salary he would have drawn for the remaining period of the contract.

50.9 Sabbatical Leave

Sabbatical Leave, a leave without pay is to be utilised for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions;-

- a) Only permanent faculty members of the level of Professor/ Associate Professor are eligible for the leave.
- b) Sabbatical Leave of one year will be permissible for every period of seven years of service as faculty in the University.
- c) In special cases, a maximum of two years of sabbatical Leave may be granted for a period of fourteen years of service as faculty in the University.
- d) The period of sabbatical leave shall count for seniority.
- e) A teacher, desirous of availing the leave shall have to furnish a service bond for two years for every year of leave. The amount of bond shall be equivalent to one year emoluments of the concerned teacher.
- f) The applicant shall also have to furnish a bank guarantee for an amount equal to three month's salary.
- g) Not more than one professor at a time shall be permitted to go on sabbatical Leave in a School.
- h) On completion of sabbatical Leave, the teacher shall submit a report, incorporating the result of the work done during the period of sabbatical Leave. This may be in the form of a memoir, a scientific report or a book.

50.10 Extraordinary Leave

- a) Extraordinary Leave (leave without pay and allowances) may be granted to an employee in special circumstances-
 - i) when no other leave is admissible
 - ii) when other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.

50.11 Sick Leave

- h) An employee shall be entitled to six days of Sick leave during the calendar year. An employee, appointed in the midterm, shall avail proportionate Sick leave.

- i) The application for sick leave shall ordinarily be sent before the date from which sick leave is required.
- j) Sick leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- k) Sick leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.

50.12 Vacations

- a) The Dean of the School shall be non-vacational teacher.
- b) Teaching staff shall be generally treated as vacational staff.
- c) Non-academic staff (employees other than teachers) shall be treated as non-vacational staff and shall be entitled to earned leave.
- d) A vacation, as specified by the University, shall be generally admissible to vacational staff and not be admissible to non-vacational staff.
- e) Vacation staff shall not be entitled for the earned leave. However, if they are made to work in vacation, the conversion ratio will be: seven days of vacation equal to three days of earned leave. They shall earn three days of earned leave for every seven days they have worked during a vacation.
- f) Vacation will be admissible only if a person has put in a minimum of six months of physical service in the vacation department.
- g) When an employee is transferred from a non-vacation department to a vacation department, his period of service in the letter will be held to have commenced from the date of joining. Vacation will be admissible to him as per these Statutes.
- h) A member of the staff serving in a vacation department shall normally be expected to avail of the vacation or a part thereof unless he/she has been required by general or special order of an appropriate authority to forgo his vacation or a part thereof.
- i) Vacation cannot be availed in parts except when exigencies of service so demand.
- j) If a member of the staff working in the vacation department avails a vacation, he should be on duty on the last working day before the vacation starts and the first working day after the vacation. Otherwise, the total period of absence will be treated as earned leave or, in case no earned leave is due as leave without pay.

- k) If an employee, entitled to the vacation, is not permitted to avail the same, he shall be entitled to corresponding earned leave.
- l) Vacation cannot normally be combined with earned leave. However, the Dean of the School may permit such combination on merits of the case.
- m) If there are two or more vacations in an academic year, the period of all the vacations should be regarded as combined into one, provided that no vacation is of less than eight days duration.
- n) Grant of vacation is subject to the condition that the School will continue to function, if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Dean of the School, a proposal indicating the person in each department who would avail the vacation either in full or in part and the personal staying back to ensure that the department would be functioning during the vacation.

51 Pay Scales and other allowances

The Pay Scales of the various categories of the teachers and Registrar, Chief Finance and Accounts Officer, Controller of Examinations, Dean of the School shall be as laid down by the University Grants Commission and accepted by the Governing Body, from time to time.

The Pay Scales for the administrative and technical non-teaching employees shall be as laid down by the Governing Body.

Provided that Pay Scales shall be implemented from the date of the resolution of the Governing Body and notional pay fixation shall be done from the date of recommendation by the UGC and employees shall not be eligible for the arrears.

52 Service Book

The Service Book, as prescribed by the Governing Body, shall be maintained by the Appointing Authority, for every employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.

53 Seniority of Teachers

Seniority of the Teachers in the University shall be determined as per the following rules:

- a) The Professor shall be senior to Associate Professors and Associate Professor shall be senior to Assistant Professor. The Registrar shall prepare the seniority list of the Professors, Associate Professor and Assistant Professors at the University level, on the basis of their date of joining the University in respective cadre.

54 Duties and Responsibilities

54.1 Professor

- a) Teaching, including laboratory development
- b) Research and research guidance
- c) Consultancy and training programmes.
- d) Providing academic leadership in both under-graduate and post-graduate courses in relevant field of specialisation.
- e) Student evaluation and programme evaluation.
- f) Initiation and participation in continuing educational activities.
- g) Students' Counseling.
- h) Interaction with other institutions, universities at state, national and international levels.
- i) Interaction with industry, wherever applicable.
- j) Organisation and participation in seminars, workshops, summer schools, and winter schools for teachers and professionals.
- k) Publishing papers in national and international journals.
- l) Fellowship from professional bodies.
- m) Examination work such as organising, supervision and assessment, etc. pertaining to the School and University examinations.
- n) Curriculum development and developing resource material.
- o) Effective resource generation through consultancy and training programme.
- p) Promotion of ethics, Indian values amongst students by setting his own role model.
- q) Supervising the work of Ph.D. Students.

- r) Submission of Research Projects.
- s) Any other duties assigned by the Dean from time to time.

54.2 Associate Professors

- a) Teaching including laboratory instructions.
- b) Research activities and research guidance.
- c) Leading consultancy projects and extension services.
- d) Curriculum development and developing resource materials.
- e) Innovation in teaching, laboratory, instructions and instructional materials
- f) Participation in continuing education activities.
- g) Academic and administrative planning and development work at departmental level and assisting at institutional level.
- h) Students' counselling and interaction.
- i) Participation in Co-curricular and extra-curricular activities.
- j) Participation in at least one Seminar/Winter School/Summer School in an academic year.
- k) Assisting in administration at departmental, institutional and university level.
- l) Taking up membership of at least two relevant professional bodies.
- m) Initiating at least one activity contributing to academic development of the School.
- n) Motivating students to form the Students' Chapter of professional bodies, if any, and active participation in the same.
- o) Undergoing Industrial and relevant Training of at least three months during vacation at his cost during his probation period and regularly thereafter at the convenience of the university
- p) Contributing effectively in identifying live projects for the students wherever applicable.
- q) Participating in programmes, meant to improve his communication skills, computer literacy, personality and confidence.
- r) Conducting himself in a manner, befitting the noble profession of teaching by desisting himself from the temptation of private tuitions and unfair practices.
- s) Promotion of ethics, values and Indianess amongst students by setting his own role model.

- t) Effective resource generation for the University through consultancy, testing and projects.
- u) Examination work such as organisation, supervision and assessment, etc. Pertaining the School and University examination.
- v) Any other duties assigned by the Principal from time to time.

54.3 Assistant Professors

- a) Teaching degree courses, including lectures.
- b) Planning and implantation of instruction in laboratory.
- c) Design and developing of innovative laboratory experimental setups.
- d) Student assessment and evaluation.
- e) Developing resource material for teaching and learning.
- f) Assisting in extension services to the industry and community.
- g) Assisting in continuing education activities.
- h) Leading co-curricular and extra-curricular activities.
- i) Participating in Students' Counselling.
- j) R & D work on industrial problems and consultancy.
- k) Liaison with parents and community.
- l) Publication of papers, relating to his subjects, in renowned journals.
- m) Participating in at least in one Seminar/Winter School/ Summer School in an academic year at his own cost.
- n) Assisting in School administration.
- o) Becoming member of at least two relevant professional bodies.
- p) Enrolling for higher degree, such as, Ph.D. within one academic year from the date of his appointment.
- q) Initiating at least one activity contributing to the proposed accreditation of the University.
- r) Motivating students to form Student's Chapter of the professional bodies, if any, and actively participating in the same.
- s) Undergoing Industrial and relevant Training of at least two months during vacation at his probation period and regularly thereafter at the convenience of the University.
- t) Contributing effectively in identifying live projects for the students wherever applicable, leading to laboratory modification and removal of obsolescence.

- u) Participating in programmes, meant to improve his communication skills computer literacy, personality and confidence.
- v) Conducting himself befitting the noble profession of teaching by desisting himself from the temptation of private tuitions and indulgence unfair practices.
- w) Promotion of ethics, values and Indianness amongst students by setting his own role model.
- x) Examination work such as organising, supervision and assessment, etc. pertaining to the School and University examination.
- y) Any other duties assigned by the Dean from time to time.

55 Code of Professional Ethics

55.1 Introduction

a) Goal of Higher Education in our country

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism and peace, and the principles enunciated in the preamble to our constitution.

b) Teachers and their Rights:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

55.2 The Code of Professional Ethics

a) Teachers and Responsibilities

Whoever adopts teaching as a profession assumes the obligations to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education, which have already been set forth and which he should seek to inculcate among students, must be his own ideals. The

profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

b) Teachers should:

- i. adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii. manage their private affairs in a manner consistent with the dignity of the profession.
- iii. seek to achieve continuous professional growth through study and research;
- iv. participate in and express free and frank opinion at professional meetings, seminars, conferences, etc. and thereby try to make their contribution towards creation and/or spread of knowledge.
- v. be active in professional organisations and strive to improve the quality of education and profession through them;
- vi. inculcate discipline and spirit of intellectual enquiry among students.
- vii. perform their duties in respect of teaching, tutorials, practical's and seminars, conscientiously and with dedication;
- viii. co-operate with colleagues and assist them in carrying out functions relating to the educational responsibilities of the University and the University, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation; and
- ix. participate in extension, co-curricular and extra-curricular activities including community service.

55.3 Teachers and Students:

a) Teachers should:

- i. respect the right and dignity of the student in expressing his opinion;
- ii. deal justly and impartially with students regardless of their religious, caste, political, economic, social and physical characteristics;
- iii. recognise the differences in aptitude and capabilities among students and strive to meet their individuals needs;
- iv. encourage students to improve their attainment develop their personalities and at the same time contribute to community welfare;

- v. inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. be affectionate to the students and not behave in a vindictive manner towards them for any reason;
- vii. pay attention to only the attainment of students in the assessment of merit;
- viii. make themselves available to students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. make students to develop an understanding of our national heritage and national goals;
- x. refrain from inciting students, colleagues or administration.

55.4 Teachers and Colleagues:

a) Teacher should:

- i. treat other members of the profession in the same manner as they themselves want to be treated;
- ii. speak respectfully of other teachers and render assistance for professional betterment refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- iii. refrain from allowing consideration of caste, religion, race or sex in their professional endeavour;

55.5 Teachers and Authorities:

- a) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/professional organisation for change on any such rule detrimental to the professional interest;
- b) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d) co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

- e) co-operate with the authorities for the betterment of the institutions keeping in view the interest in conformity with dignity of the profession;
- f) adhere to the conditions of contract;
- g) give and expect due notice before a change of position is made; and refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

56 Career Advancement

All the teachers shall be eligible for the Career Advance Scheme (CAS) as per the University Grants Commission Regulations, from time to time as approved by the Governing Body.

**ASSAM KAZIRANGA UNIVERSITY,
JORHAT(ASSAM)**



THE STATUTES (57-63)

PREPARED UNDER SEC 31
OF
THE ASSAM PRIVATE UNIVERSITY ACT 2007



THE STATUTES (57-63)

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Statute No. -57

Statute- 57 as amended by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On Definitions of the statute no. 4 of the first statute

57 Definitions

The definitions given in the Act shall hold well for the purpose of these Statutes. In these Statutes, unless the context otherwise requires.

57.1 “Academic Council” means the Academic Council for the University constituted under the provisions of the Act;

57.2 “Board of Management” means the Board of Management of the University constituted under the provisions of the Act;

57.3 “Central Councils” means the respective central councils established under Act of Parliament

57.4 “Chancellor” means Chancellor of the University;

57.5 “Committee” means Committees constituted by the University under the provisions of the Act;

57.6 “Dean” means the Dean of the School nominated by the Vice-Chancellor;

57.7 “Employees” means teaching and non-teaching employees of the University and shall include all full-time, part-time, daily waged and consolidated salaried employees of the University.

57.8 “Ordinances” means the Ordinances of the University;

57.9 “Pro Chancellor” means the Pro Chancellor of the University;

57.10 “Pro Vice-Chancellor” means the Pro Vice-Chancellor of the University;

- 57.11 “Registrar”** means Registrar of the University;
- 57.12 “Regulation”** means the Regulations of the University;
- 57.13 “School”** means a School of Studies managed and maintained by the University;
- 57.14 “Sponsoring Body”** means the North Eastern Knowledge Foundation, Jorhat, Assam;
- 57.15 “Statutes”** means the Statutes of the Assam Kaziranga University;
- 57.16 “Study Centre”** means a centre established, maintained or recognised by the University for the purpose of advising, counselling or for rendering any other assistance including training, conducting contact classes and administering examinations required by the students;
- 57.17 “Teacher”** means full time approved Professor, Associate Professor, Assistant Professor, Dean of the School and Librarian by the University.
- 57.18 “University”** means Assam Kaziranga University, Jorhat, established under Assam Private University Act;
- 57.19 “University Grants Commission”** means University Grants Commission established under UGC Act 1956.
- 57.20 “Vice-Chancellor”** means Vice-Chancellor of the University.
- 57.21 “Visitor”** means the Visitor of the University.

Statute No. -58

Statute- 58 as amended by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On Power of the Chancellor of the Section 16, Sub Section 4 of the Assam Private University Act, 2007 and statute no. 11 of the First Statute.

58 Powers of the Chancellor

58.1 The Chancellor may issue directions to the Vice-Chancellor to convene the meetings of any authority or body of the University for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meetings to the Chancellor for his perusal.

58.2 The Chancellor may call for such information and record relating to any affairs of the University and issue such directions thereupon as he may deem fit in the interest of the University and the Authorities and Officers of the University shall comply with such directions.

58.3 The Chancellor may, after taking report in writing from the Vice-Chancellor, suspend or modify any resolution, order or proceedings of any Authority, Body, Committee or Officer, which in the opinion of the Chancellor, is not in conformity with the Act and the Statutes made there under or is not in the interest of the University and the Authority, Body, Committee and Officer shall comply with the same.

Provided that, before making such order the Chancellor shall call upon the Authority, Body, Committee or Officer, as the case may be, to show cause within a specified period, as to why such order should not be made and if any cause is shown, the Chancellor shall consider the same and wherever he deems it fit, decide the action to be taken in the matter, and such decision of the Chancellor shall be final.

58.4 Where in the opinion of the Chancellor, the conduct of any nominated, appointed or co-opted member is detrimental to the smooth functioning of the University or any Authority or Body or Committee, the Chancellor may, after giving such member an opportunity to explanation in writing and after considering such explanation, if any, and being satisfied that, it is necessary so to do, suspend or disqualify such member for such period as Chancellor may deem fit.

58.5 The Board of Management shall furnish to the Chancellor such returns or other information with respect to the property or academic and administrative activities of the University.

58.6 The Chancellor shall nominate person(s) to various Authorities and Bodies of the University as provided under the Act.

58.7 The Board of Management shall forward Budget Estimates, Income-Expenditure and Balance Sheet to the Chancellor.

58.8 The Chancellor shall appoint at his discretion, a Pro Chancellor who shall hold office at the pleasure of the Chancellor.

Statute No. -59

Statute- 59 as adopted by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On creation of Post and Appointment of Officers of the University of the Section 14, Sub Section 6 of the Assam Private University Act, 2007.

59 Pro Chancellor

There shall be a Pro Chancellor to be called as Pro Chancellor of the University.

The Pro Chancellor shall be entitled to free motor car for his use with service of chauffeur and no cost shall fall on the part of Chancellor.

The Pro Chancellor shall be entitled to business class airfare when he travels for the University work.

59.1 Appointment of Pro Chancellor

The Pro Chancellor shall be appointed by the Chancellor on the recommendation of the sponsoring body for a period of five years.

59.2 Powers of the Pro Chancellor

In the absence of Chancellor, or during the Chancellor's inability to act, the Pro Chancellor shall exercise the powers and perform the duties of the Chancellor.

In the absence of Chancellor, or during the Chancellor's inability to act, the Pro Chancellor shall exercise the powers and perform the duties of the Chancellor.

The Pro Chancellor shall exercise the powers and perform such duties as may be conferred on him by the Chancellor and under this statute.

Statute No. -60

Statute- 60 as adopted by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On creation of Post and Appointment of Officers of the University of the Section 14, Sub Section 6 of the Assam Private University Act, 2007.

60 Pro Vice Chancellor

There shall be Pro Vice Chancellor(s) to be called as Pro Vice Chancellor of the University.

60.1 Appointment of Pro Vice Chancellor

The Pro Vice Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body.

The person appointed as the Pro Vice-Chancellor shall, subject to the terms and conditions of his contract of service, hold office for the contract period of three years from the date on which he enters upon his office or till attaining the age of seventy years, whichever is earlier and shall be eligible for re-appointment.

The person appointed as the Pro Vice-Chancellor shall hold a lien, if any, on the post in which he is confirmed prior to the appointment in the University.

The Pro Vice-Chancellor shall be a whole-time salaried officer of the University and shall receive pay and allowances as determined by the University Grants Commission, from time to time or as per the terms and conditions prescribed by the Sponsoring Body.

The Pro Vice-Chancellor may, by writing under his signature addressed to the Vice Chancellor, after giving one months' notice resign from his office and shall cease to hold his office on the acceptance of his resignation by the Vice Chancellor or from the date of expiry of the said notice period, whichever is earlier.

The Pro Vice-Chancellor may be removed from his office without assigning any reason thereof with a notice period of three months or a salary commensurate with the notice period

60.2 Powers of the Pro Vice Chancellor

The Pro vice Chancellor shall perform such duties and exercises such functions and powers as the Vice Chancellor may specify generally or in individual cases and assist the Vice Chancellor in all academic and administrative matters.

When the Vice Chancellor is on leave or is away from campus for short duration, the Pro Vice Chancellor shall perform the functions of the Vice Chancellor.

Statute No. -61

Statute- 61 as amended by Board of Management vide Resolution No. dt:and approved by the Governing Body vide Resolution No. dt:

On Appointment of the Registrar of the Section 18, Sub Section 1 of the Assam Private University Act, 2007 and statute no. 16 of the First Statute.

61 Appointment of the Registrar

61.1 The post of Registrar, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview, with intimation of at least thirty clear days.

The particulars of the candidates invited shall be furnished to the members of the Selection Committee at least fifteen clear days in advance. The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference.

The Chairperson of the Sponsoring Body shall appoint the person as Registrar, strictly as per the recommendations of the Selection Committee, for a term of five years. The person appointed as Registrar shall be eligible for reappointment.

The constitution and composition of the Selection Committee shall be as laid down by the Statutes under Sec 29 of the Act.

- 61.2** Subject to the provisions of the Act, the qualifications and the pay scales for the post of Registrar shall be as per UGC guidelines, or as terms and conditions prescribed by the Governing Body.
- 61.3** The Registrar shall execute a contract of service as prescribed by the University.
- 61.4** The person appointed as Registrar shall hold lien, if any, on the post on which he is confirmed prior to such appointment. He shall be entitled to retain his past service and the service rendered as the Registrar shall be treated as continuous and qualifying service for the purpose of fringe benefits.
- 61.5** The person appointed as Registrar shall be entitled to earn accumulate, enjoy or surrender the leave admissible under Statutes rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.
- 61.6** The person appointed as Registrar may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.
- 61.7** The age of retirement of Registrar shall be of 65 years.

Statute No. -62

Statute- 62 as amended by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On Power and Duties of the Registrar of the Section 18, Sub Section 4 of the Assam Private University Act, 2007 and statute no. 17 of the First Statute.

62 Powers and Duties of the Registrar

The Registrar shall have following powers and perform following duties namely:-

- 62.1** The Registrar shall be the Chief Administrative Officer of the University. He shall be a whole salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.
- 62.2** (Omitted)

- 62.3** When the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding three months, the Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the Registrar resumes duty.
- 62.4** The Registrar shall act as a Secretary to the Governing Body, Board of Management, Academic Council and such other authorities constituted under sub-sec (4) of Sec 21 of the Act.
- 62.5** Subject to the decision of authorities, the Registrar shall have the powers to enter into agreement, sign documents and authenticate record on behalf of the University.
- 62.6** The Registrar shall be the disciplinary authority of the employees of the University other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be referred within thirty days from the date of communication of such decision, to the Vice-Chancellor.
- 62.7** The Registrar shall be the custodian of the records, the common seal and such other property of the University as the Board of Management may, commit to his charge.
- 62.8** The Registrar shall prepare and update the Handbook of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the University.
- 62.9** The Registrar shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.
- 62.10** The Registrar shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him, from time to time, by the Board of Management and Vice-Chancellor.

Statute No. -63

Statute- 63 as amended by Board of Management vide Resolution No. dt:
.....and approved by the Governing Body vide Resolution No. dt:
.....

On Appointment of the Chief Finance and Accounts Officer of the Section 19, Sub Section 1 of the Assam Private University Act, 2007 and statute no. 19 of the First Statute.

63 Appointment of the Chief Finance and Accounts Officer

63.1

- (a) The post of the Chief Finance and Accounts Officer, when available for filling in or in anticipation of the vacancy, shall be widely advertised and applications invited. The persons duly qualified and eligible shall be invited for the test and/or interview. The particulars of the candidates invited for test and/or interview shall be furnished to the members of the Selection Committee.

The Selection Committee may adjudge the performance of the candidates and recommend a name or names in order of preference. The Chancellor shall appoint the person as the Chief Finance and Accounts Officer strictly as per the recommendations of the Selection Committee.

The constitution and composition of the Selection Committee for the post of Chief Finance and Accounts Officer shall be as laid down by the Statutes under Sec 29 of the Act.

- (b) The appointment of the Chief Finance and Accounts Officer shall be for the period of five years and shall be eligible for re-appointment.

63.2

- (a) Subject to the provisions of the Act, the qualifications and the pay scales for the post of the Chief Finance and Accounts Officer shall be as prescribed by the University Grants Commission, from time to time.

63.3 The person appointed as the Chief Finance and Accounts Officer shall hold lien, if any, on the post on which he is confirmed prior to such appointment.

63.4 When the office of the Chief Finance and Accounts Officer falls vacant or when the Chief Finance and Accounts Officer is, by reason of illness or absence or any other cause, unable to perform the duties of the office, the Vice-Chancellor shall appoint a suitable person to officiate as the Chief Finance and Accounts Officer for a period not exceeding six months or only till a new Chief Finance Accounts Officer is appointed or the Chief Finance and Officer resumes duties as the case may be.

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- 63.5** The person appointed as the Chief Finance and Accounts Officer shall be entitled to earn, accumulate, enjoy or surrender the leave admissible under these rules and shall be entitled to encash the same at the end of his tenure or at the end of his service.
- 63.6** If the person appointed as the Chief Finance and Accounts Officer chooses to retire or superannuates, while in the post and shall be entitled to the retirement benefits based on the pay drawn as Chief Finance and Accounts Officer.
- 63.7** The age of retirement of the Chief Finance and Accounts Officer shall be of sixty five years if he is from teaching or sixty years if he is from non-teaching cadre.
- 63.8** The person appointed as the Chief Finance and Accounts Officer may at any time during the tenure, vacate his post by giving one month's notice in writing to the Vice-Chancellor or salary in lieu thereof.