

The Assam University Ordinance



Assam University :: Silchar
1998

FOREWORD


The Central University system in our country functions under a set of four-tier legislations, viz. (i) Act, (ii) Statutes, (iii) Ordinances and (iv) Regulations. These four are in order of precedence. Each superior legislation indicates the operative areas to be provided in more details by the immediate subordinate legislation. The University Bill passed by both Houses of the Parliament becomes the Act as soon as it assented to by the President of India. The schedules appended to the Act constitute the first set of Statutes. The Act and these statutes provide the basic frame of the functioning of the University. The Act can be amended only by the Parliament. The Statutes can be amended and new Statutes added with prior approval of the President of India in his capacity as the Visitor of the University. The Ordinances provide a set of laws which gives the basic structure of Act and Statutes a tangible operational form covering a wide spectrum of subjects. These Ordinances derive their authority from substantive provisions of the Act and the Statutes. The First Ordinance on any subject is to be framed by the Vice-Chancellor, but it comes into force only after the approval of the Government of India. However, the drafts are made in line of similar Ordinances in other Central Universities and accommodating the guidelines of the University Grants Commission. The Regulations are the next set of subordinate legislations which can be made by the authorities of the University under provisions of the Act. Statutes and the Ordinances.

Section 28 (1) of the Assam University Act 1989 (Act XIII of 1989) provided a list of matters on which ordinances may be made and Section 28(2) stated that the "First Ordinances shall be made by the Vice-Chancellor with the previous approval of the Central Government". The matters listed are such that the Ordinances must be made to make the University functional. The First Vice-Chancellor had, therefore, to prepare a set of First Ordinances to give effect to the letters and spirit of the Act and the Statutes. These were submitted to the Government Of India for approval. The authorities of the University also made regulations, consistent with the Act, Statutes and the Ordinances for conduct of the day to day business of the University, in the manner prescribed by the Statutes. The Ordinances so far approved by the Government of India and the Regulations made by the authorities of the University are included in this volume. Letters of approval of the Government and Resolutions

of the authorities have been cited at the end of each Ordinances and each regulation respectiely for future references. A few more ordinances are awaiting approval of the Government of India.

I am glad that we have been able to make most of the Ordinances and the Regulations required by the Act and the original Statutes. These were necessary to make the University functional and to consolidate its activities. Many more Ordinances and Regulations will be required in future as the University grows and expands. We are aware that the legislations in every enlightened society must be flexible to accommodate the needs of the changing times. Our Ordinances and regulations will also require changes and these may be amended in the manner prescribed by the Act and the Statutes. To facilitate the process of addition and updatations, the volume has been designed in a loose sheet style so that it may be easy to insert the additional legislations and to replace the amended portions by updated versions. I hope that the members of the Assam University family will find the compilation useful to work for the University with Conviction, Confidence and Creativity.

Dated Silchar
15 March, 1998



(J. B. Bhattacharjee)
Vice-Chancellor

Contents

ORDINANCES

Page

1. On the medium of instruction and Examination	1
2. On the affiliation of Colleges	2
3. On admission, enrolment, migration and transfer of students to the University including its affiliated Colleges	13
4. On discipline among students in relation to University examinations	14
5. On establishment of Schools of studies	19
6. On establishment of departments	20
7. On establishment of centres of studies	22
8. On assignment of departments/centres to the schools of studies	25
9. On degrees, diplomas and certificates	28
✓ 10. On equivalence/recognition of Examination/degrees	29
11. On the board of under-graduate studies	30
✓ 12. On the board of post-graduate studies	32
✓ 13. On the boards of the schools	34
14. On the boards of research studies	37
15. On the departments in the schools	39
✓ 16. On the deans committee	40
17. On the functioning of academic departments in the University	41
18. On the powers and functions of the deans of schools	43
19. On the functions of the heads of the departments	44
20. On the master degree programmes in Arts, Science, Commerce	45
21. On the master of philosophy programme	49
22. On the doctor of philosophy programme	53
23. On fees payable by students	60
24. On the students aid fund	64
✓ 25. On the selection committee procedures	68
26. On the notification of vacancies and preliminary selections	70
27. On service conditions, salary scales, classification and qualifications of teachers.....	74
28. On governing leave to teachers of the University	78
29. On the structure of bachelor of Arts, Science and Commerce	99
30. On the structure of bachelor of engineering course	107

31. On M.B.B.S. course	111
32. On the post-graduate course in medical sciences	126
33. On the post-graduate diploma course in medical sciences	130
34. On LL.B. course	133
35. On B.Ed. course	138
36. On the terms and conditions of service of the Registrar	143
37. On the terms and conditions of service of Finance Officer	145
38. On terms and conditions of service of the controller of Examinations	146
39. On alumni association	148
40. On Convocation	149-152
41. On Diploma Course in Marketing Management	153-155
42. On the College Development Council	156-157
43. On the Master Degree Programme in Mass Communication (MMC)	158
44. On the Master of Business Administration (MBA) Programme	159
45. On Five-year Integrated Degree and Master Degree Programmes	160
46. On Diploma Course in Journalism	161

Contents

REGULATIONS	Page
1. On Admissions To Post-Graduate Departments	1
2. On Library Membership	2-4
3. On Library Committee	5-6
4. On Book-Selection	7
5. On the Admission to and Conduct of Examinations of Bachelor of Arts, Science and Commerce Courses	8-9
6. On the Private Candidates in Bachelor of Arts	10-12
7. On the Paper-Setting/Evaluation/Moderation of Under-Graduate Examinations	13
8. On the Award of Medals and Prizes	14
9. On the Post-Graduate Examinations	15-16
10. Nagendra Chandra-Malati Shyam Memorial Prize	17
11. On Gajendra Kumar Roy Memorial Prize	18
12. On Benoy Kumar Gupta Memorial Research Scholarship	19-20
13. On Bipin Chandra Pal Memorial Prize	21
14. On Muktaashree Memorial Prize	22
15. On Sabitri Bhattacharjee memorial Prize	23
16. On Payment of T.A. to Teachers Joining the University	24-26
17. On Utilisation of Unassigned Grants for Promotion or Research	27-28
18. On Re-Evaluation	29
19. On Extension of facilities for Re-Appearing in a Semester Examination in the PGUG/ Diploma Courses of PG Departments	30-31
20. Guidelines for Dropping the Honours Subjects During the Academic Session in Three Year Degree Course	32
21. On Formation of the Students' Council	33-34

Content

22. On Service Book	35-38
23. On General Provident Fund Scheme and Contributory Provident Fund Scheme for all categories of employees of the University	39-41
24. Pension Fund	42
25. On Confidential Report	43-46
26. On Rajani Kanta Saha Memorial Prize	47
27. On Hrisikesh Saha Memorial Prize	48
28. On Orkam Meens Devi Memorial Prize	49
29. On Anil Chandra Das Memorial Prize	50
30. On Kaliprasanna Dengupta Memorial Prize	51
31. On Ushabati Sengupta Memorial Prize	52
32. On Nilima Sarma Memorial Prize	53
33. On Kiran Bala Bhattacharjee Memorial Prize	54
34. On Thakur Sukdev Brahmachari Memorial Prize	55
35. On Apama Roy Memorial Prize	56

1. ON THE MEDIUM OF INSTRUCTION AND EXAMINATIONS

(Under clause 28 (a) of the AU Act, 1985)

English shall be the medium of instructions and examinations, in degree and post-graduate courses, in the research and study programmes until further orders.

Provided that instructions and examinations in the modern Indian languages and classical languages, the language concerned shall be the medium with English as optional.

2. ON THE AFFILIATION OF COLLEGES

(Under Statute 33 of the Schedule to the AU Act, 1989)

1. REGARDING EXISTING COLLEGES

In terms of sub clause 2 under section 6 of the Assam University Act, 1989, the Colleges which were affiliated to the Gauhati University shall stand affiliated to the Assam University from 21st January, 1994 with the same privileges with which they were affiliated under the Gauhati University. These Colleges shall be required to apply to the Assam University for renewal/ extension or upgradation as per provisions of this ordinance.

2 A. ESTABLISHMENT OF A NEW COLLEGE

(i) When it is proposed to establish a new college, the sponsoring body, or in the case of a Govt. College the Head of the Department concerned, shall submit an application to the Registrar in the prescribed form not later than August 15 of the preceeding year in which it has been intended to start the college, which should be accompanied by a project report giving details as laid down in the Regulations.

(ii) The colleges for purpose of this ordinance will be in the categories of Degree Colleges, Medical Colleges, Engineering Colleges, Law Colleges and B.Ed Colleges. The privileges of admission to the University for each category shall be decided separately.

(iii) A Degree College shall be admitted ordinarily to the privileges of the University, in the first instance in parts conforming to the courses of study for providing instructions for the prescribed degree course. It may be admitted to the further privileges of providing instructions at the postgraduate level provided that all the conditions as prescribed by the University at that level are fulfilled.

B. INITIAL SCREENING OF THE APPLICATION

(i) On the receipt of the application alongwith the prescribed fees, the Affiliation Committee of the Academic Council shall scrutinise the application and if necessary, ask for any further clarification from sponsoring body and on receipt

C. INSPECTION COMMISSION

(i) (a) The Academic Council after considering the report of the committee, may appoint Inspection Commission. The Commission shall comprise of not less than three members which will include Director of Public Instruction/Director of Education of the state or his representative.

(b) The Inspection Commission may take necessary steps to examine the request, inspect the site and submit the report to the Academic Council on the need for the proposed college, the adequacy of the physical and financial resources offered and also make suitable recommendations for granting the permission to start the college, or otherwise.

(ii) A new college may ordinarily be permitted, in the first instance, to start the Degree Courses only.

D. TIME SCHEDULE FOR APPLICATION ETC.

(i) The request for permission to open a course/renewal of provisional Affiliation/extension/upgradation/Permanent affiliation in an Academic Session shall be made before 15th May of the preceeding year. The Affiliation Committee shall meet as soon as possible and submit its recommendations to the Academic Council not later than 30th July. The Inspection Commission which shall be appointed by the Academic Council or by the Vice-Chancellor who is hereby authorised for the purpose till the first meeting of the Academic Council is held shall submit its report before the end of November. The decision on permission to start or extend affiliation of the college shall ordinarily be communicated by the University not later than 31st October.

(ii) **Opening of a faculty in an existing college** -When it is proposed to open a new faculty in an existing College, the Head of the Institution concerned, shall submit an application not later than May 15 of the preceeding year in which it is intended to open the faculty. The application shall be accompanied by a project report giving details as may be provided in Regulations.

3. PRELIMINARY STEPS BY THE SPONSORING AUTHORITY/HEAD OF THE INSTITUTION FOR AFFILIATION /EXTENSION /RENEWAL /UPGRADATION OF AFFILIATION

(i) On receipt of the permission to start a new college or a college already in existence, the sponsoring body shall constitute a Governing Body and proceed to make appointment for the post of the Principal and other academic staff in

accordance with the norms prescribed by the UGC and the provisions of the statutes, ordinances and regulations of the University about the composition, minimum qualification, procedures for appointment etc.

(ii) No persons who is not fully qualified as per the norms laid down for the purpose shall be appointed as the staff of the College or as Principal. In exceptional cases, however, if a properly qualified Principal is not available, one of the members of the staff having longest teaching experience at the college level may be designated as Vice-Principal and the post of the Principal may be kept vacant till such time a fully qualified person is recruited.

4. PROVISIONAL AFFILIATION

(i) On receipt of report from the inspection commission or a reconstituted commission as the case may be, the Academic Council or the Vice-Chancellor till the Academic Council is formed shall forward the report to the Affiliation Committee which shall submit its recommendations to the Academic Council or the Vice-Chancellor as the case may be and the later may grant provisional affiliation provided all requirements as prescribed in the Assam University Act. Statutes, Ordinances, Rules and Regulations are fulfilled by the College concerned. Provided further that, affiliation or renewal of provisional affiliation in major courses will be granted to the existing colleges already having affiliations, provisional or permanent, on the basis of examinations results for the last consecutive three years in the major courses concerned in addition to fulfilment of all other prescribed requirements and conditions.

5. COMMISSION FOR GRANTS OF PROVISIONAL AFFILIATION

(i) The Commission, which reported on the permission for starting the college and if the Academic Council or the Vice-Chancellor till Academic Council is constituted so decides, or a reconstituted Commission, shall visit the college on any working day in the first Academic Session of the college between July 15 and 30th September, and submit its report, as may be prescribed in the Regulations, to the Academic Council or the Vice-Chancellor as the case may be.

6. APPLICATION FOR PROVISIONAL AFFILIATION

(i) Ordinarily the application for provisional affiliation will be entertained only after the University is satisfied that the college has fulfilled the minimum requirement about the appointment of the Principal, the staff and other conditions laid down by the University.

(ii) The Governing Body of the college shall inform the University forthwith about the appointments and also of the fact that the college has been started not later than 15 days after the beginning of the Academic Session and make an application for provisional affiliation to the University.

7. THE AFFILIATION COMMITTEE

The Academic Council, or the Vice-Chancellor till the Academic Council is constituted, shall constitute an Affiliation Committee for the colleges. The composition of the Committee shall be as under :

- | | |
|--|------------------|
| 1) Vice-Chancellor | Chairman |
| 2) DPI/Director of Education,
Assam, or his nominee | Member |
| 3) Two nominees of the Academic
Council or the Vice-Chancellor
till the Academic Council
is constituted | Members |
| 4) Two Principals of the Affiliated
colleges nominated by the
Vice-Chancellor | Members |
| 5) Registrar or any other Officer nominated by the
Vice-Chancellor | Member-Secretary |

The term of office of the Affiliation Committee shall be three years.

8. RENEWAL OF PROVISIONAL AFFILIATION

(i) Provisional affiliation to the colleges shall be granted for a period of three years at a time. Request for renewal shall be submitted in prescribed form, if any or on plain paper, three months before the expiry of the Provisional Affiliation.

(ii) The Vice-Chancellor shall appoint an Inspection Commission to report on request for renewal. The Commission shall review the progress of the college,

its performance in general and make recommendations for renewal of provisional affiliation or otherwise. The Vice-chancellor may grant such renewal subject to ratification by the Academic Council whose decision shall be final.

9. PERMANENT AFFILIATION

The college which has been granted provisional affiliation may apply for permanent affiliation after the expiry of the stipulated period as prescribed in the Regulations and such permanent affiliation may be granted on the recommendations of the Affiliation Committee.

10. SUBMISSION OF STATEMENT OF PARTICULARS

The Principal of the college shall submit a written statement of particulars to the Inspection Commission at the time of inspection as may be laid down in the Regulations.

11. ADMISSION

No student will be admitted into any college or in any courses of instruction in a college before permission to start the classes is granted by the University. Breach of this rule may be the sufficient ground for refusal of any permission.

12. AFFILIATION AND OTHER FEES

A sponsoring authority seeking permission to open a new college or existing colleges seeking to open new course or upgradation or seeking provisional/permanent affiliation, shall pay the fees at the rates prescribed below.

I. DECREE COLLEGES

- 1) Application fee for permission to open a new degree college.....Rs. 3,000/-
- 2) Application fee for starting 2nd year class..... Rs.1,500/-
- 3) Application fee for starting 3rd year class Rs.1,500/-
- 4) Application fee for opening new faculty..... Rs.1,500/-
- 5) Application fee for opening new subjects in General/
Pass courses (per subject) Rs.1,000/-

- 6) Application fee for opening Major/Honours subjects (per subject) Rs. 1,500/-
- 7) Application fee for temporary Affiliation Rs. 1,500/-
- 8) Application fee for temporary Affiliation upto 2nd year in General / Pass course..... Rs. 1,500/-
- 9) Application fee for temporary Affiliation upto 3rd year General / Pass course Rs. 1,500/-
- 10) Application fee for temporary Affiliation in Honours/Major course (per subject) Rs. 1,500/-
- 11) Application fee for temporary Affiliation upto 2nd year class in Major/Honours course (per subject) Rs.1,500/-
- 12) Application fee for temporary Affiliation upto 3rd year class in Major/Honours course (per subject) Rs.1,500/-
- 13) Application fee for Extension of temporary Affiliation in new subjects (per subject) Rs.1,500/-
- 14) Application fee for renewal of temporary Affiliation of college (per faculty) Rs.1,500/-
- 15) Application fee for permanent Affiliation..... Rs.2,500/-
- 16) Annual fee for permanent Affiliation Rs.500/-

II. LAW COLLEGES

- 1.) Application fee for permission to

start a Law college..... Rs.3,500/-

- 2.) Application fee for first Affiliation
for Part I/Preliminary standard Rs.1,500/-
- 3.) Application fee for Affiliation for
Part II/Intermediate standard Rs.1,500/-
- 4.) Application fee for Affiliation for
Part III/Final standard Rs.1,500/-
- 5.) Renewal of Affiliation fee Rs.1,500/-
- 6.) Application fee for permanent Affiliation Rs.3,500/-
- 7.) Annual fee for permanent Affiliation Rs.500/-

III. TEACHERS TRAINING COLLEGES

- 1.) Application fee for permission to
start a college Rs.3,500/-
- 2.) Application fee for first Affiliation Rs.1,500/-
- 3.) Renewal of Affiliation fee Rs.1,500/-
- 4.) Extension of affiliation in new subjects (per subject) Rs.1,500/-
- 5.) Application fee for permanent Affiliation Rs.3,500/-
- 6.) Annual fee for permanent Affiliation Rs.500/-

IV. MEDICAL COLLEGES

- 1) Application fee for Affiliation upto
1st MBBS course Rs.3,500/-
- 2) Application fee for Affiliation upto 2nd MBBS course Rs. 1500/-
- 3) Application fee for Affiliation upto
final MBBS course Rs.1,500/-

- | | |
|--|------------|
| 4) Renewal of Affiliation | Rs.1,500/- |
| 5) Application fee for permanent Affiliation | Rs.3,500/- |
| 6) Annual fee for permanent Affiliation | Rs.500/- |

V. ENGINEERING COLLEGES

- | | |
|---|-------------|
| 1) Application fee for first Affiliation | Rs.3,500/- |
| 2) Extension of Affiliation in a branch | Rs.1,500/- |
| 3) Renewal of Affiliation | Rs.2,000/- |
| 4) Application fee for permission
for new branch | Rs.2,500/- |
| 5) Affiliation to new branch | Rs.2,000/- |
| 6) Application fee for permanent Affiliation | Rs. 3,500/- |
| 7) Annual fee for permanent Affiliation | Rs.500/- |

VI. POST-GRADUATE COURSES

- | | |
|--|------------|
| 1) Application fee for permission to start
P. G. course (per subject) | Rs.2,500/- |
| 2) Temporary Affiliation fee (per subject) | Rs.1,500/- |
| 3) Fee for extension of Affiliation
in special paper | Rs.1,000/- |
| 4) Fee for renewal of Affiliation (per subject) | Rs.1,500/- |
| 5) Permanent Affiliation fee (per Subject) | Rs.2,500/- |
| 6) Annual fee for permanent Affiliation (per subject) | Rs.500/- |

VII. ENROLMENT FEE

Annual enrolment fee @ Rs.5/- per student on

Roll as on the closing day of admission of the

year subject to a minimum of Rs.500/-

The fees are not refundable

13. RESERVE FUND

Reserve fund in long term fixed deposits in the name of the college :

a) For Degree colleges in general course Rs.2,00,000/-

b) Degree colleges with major courses Rs.3,00,000/-

(Applicable to Law and B.Ed.Colleges)

14. FEES FROM STUDENTS

The colleges may levy such fees from students for tuition etc. as may be prescribed by the university from time to time.

15. QUALIFICATION OF TEACHING STAFF

a) Principal : A Principal of a college shall be a whole time officer, possessing integrity, commanding personality and organising ability, preferably with administrative experience. He should be the holder of atleast a 2nd class Masters degree with 10 years experience as a teacher in a college or a University or as an Educational administrator. His minimum age should be 35 years. Provided that in special cases of outstanding merit and administrative ability the length of experience may be relaxed upto 5 years.

b) Teachers : Teachers shall be the whole time employees of the college and must possess the minimum qualifications as under :-

- i) Consistently good academic record with atleast 55% marks in Masters Degree in a relevant subject or equivalent and

- ii) An M. Phil. Degree or a recognised degree beyond the Masters level or published work indicating the capacity of a candidate for independent research work or Diploma of one year duration in teaching of a subject (for posts in English or Foreign languages).
- c) **Lecturer in MIL** (In which normal post graduate education is not available) :-
 - i) Consistently good academic record with atleast 55% Marks at Masters Degree at any subject and atleast 60% marks in the language concerned at the Degree examinations, and
 - ii) An M. Phil. Degree in any subject or published literary work of a standard equivalent to M. Phil. Degree in the concerned language with active interest in literary pursuits as evidenced by published works.

(The qualifications of the teachers are subject to changes as prescribed by UGC/Regulation from time to time)

16. DUTIES OF TEACHERS

Duties of the teachers shall be as prescribed by the Regulations.

17. MINIMUM NUMBER OF CLASSES

The time table of a College shall provide for the minimum number of classes per week for a subject as prescribed by Regulations.

18. MINIMUM STAFFING REQUIREMENT

The minimum staffing requirement of a college shall be as provided in the Regulations. No College shall be granted Affiliation if it fails to satisfy such minimum requirement.

19. ACCOMMODATION AND EQUIPMENT

Every college shall provide suitable accommodation for class rooms, laboratories, library and administration as prescribed in the Regulations.

20. LIBRARY

Every college must have a well equipped library as per provisions of the Regulations in this regard.

21. SIZE OF CLASSES

Every college should follow the norms laid down by the University about the size of classes which may be prescribed by Regulations.

22. INSPECTION REPORT

The inspection report of a college shall not be communicated to the college but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been made, copies of the report may be sent, unless withheld under the orders of the Vice Chancellor for any reason, to the college and to the Director of Education concerned for information, guidance and necessary action.

23. WITHDRAWAL OF AFFILIATION

The Executive Council shall have power to withdraw any affiliation or permission from a college at any time whenever, in the opinion of the Executive Council, the College has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college authority fails to maintain order and discipline in the college or the normal/regular and proper functioning of the college become impossible due to mismanagement of the affairs of the college or any other reason.

24. REMOVAL OF DIFFICULTIES

Any difficulty arising in interpretation of or giving effect to, any provision of this Ordinance, shall be referred to the Vice-Chancellor whose interpretation or decision thereon shall be final.

3. ON ADMISSION, ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS TO THE UNIVERSITY INCLUDING ITS AFFILIATED COLLEGES

(Under Section 28 (1) (a) of the AU Act. 1989)

1. Without any prejudice to the provisions of the Act and Statutes and other rules of the University, the candidates seeking admission to a course of study in the University, including its affiliated colleges, must satisfy the rules and conditions made in this behalf.

2. No student shall be eligible for admission in Graduate or Post-Graduate courses of study under the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.

3. No student shall be eligible for admission to Graduate or Post-Graduate Courses of study under this University on migration from any other University/Board unless he/she passed the equivalent examination or examinations of that University/Board as prescribed by Ordinances for admission to the concerned course or courses of study of this University : Provided that the application for admission on migration must be supported by : (a) a migration/no objection certificate from the concerned University/Board and (b) a certificate from the Principal of the college in which last studied testifying the record of attendance and conduct of the student :

Provided further that the application of a student who has not completed his course of study and has not appeared at the examination for which he was reading in any other University / Board in India shall be considered for admission in a course of this University whose pattern and syllabi are similar to that of the course studied by him in the former University/Board.

4. Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on the production of :

- (i) a transfer/no objection certificate issued by the Principal of the college from which the migration is sought :
- (ii) certified copies of the report of attendance against his/her name in the register of students of the college concerned : and
- (iii) a certificate from the Principal testifying the conduct of the student.

4. ON DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

(Under Section 28(1) (g) of AU Act, 1989)

1. During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination for that Session.

The superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under section 8.

2. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc., and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.

3. A candidate shall not use unfair means in connection with any examination.

4. The following shall be deemed to be unfair means :

(a) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.

(b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the superintendent or supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.

(c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything except the answer book or the continuation sheet supplied to the candidate.

(d) Using abusive or obscene language in the answer books.

(e) Deliberately disclosing one's identity or making any distinctive marks in

the answer book for that purpose or writing Roll Number at place (s) other than the specified one for that purpose.

(f) Making an appeal to the Examiner through the answer book.

(g) Possession by a candidate or having accessibility to his books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

(i) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof or solution to a question or a part thereof, to any other candidates or to any Person.

(j) Smuggling into the examination hall an answer book or a continuation sheet or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.

(k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff (Grade-iv) or any outside agency, a solution to a question or to a part thereof.

(l) Approaching or influencing, directly or indirectly, a paper setter, examiner, evaluator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

(m) Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who :

(i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so ;

(ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so ;

shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of the clause.

(n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.

(o) Presenting a thesis, dissertation, practical or class work note-book, wherever required, not prepared or produced by the candidate himself.

(p) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

(q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

5. (a) The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.

(b) If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre (s) it may cancel the examination of the candidates concerned and order re-examination, or disqualify the candidates from appearing at such examination of the University for a period not exceeding three years; however, in case disqualification is to be imposed then such action may be taken on the report/ recommendations of the Examination Discipline Committee, or the Executive Council may take such action suo-moto after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions, i.e. ordering reexamination or disqualifying them from appearing at such examination as stated above.

Explanation : In clause 5. (b) Mass copying means : where the invigilator incharge is satisfied that 30% or more students are involved in using unfair means or copying in the particular paper.

6.(a) The Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations.

(b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff, if on duty, at the time of occurrence.

(c) A candidate detected or suspected of using unfair means in the examination shall be permitted to answer the remaining part of the question paper, but in a separate answer book. The answer script in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the candidate's right to appear in the rest of the examinations.

(d) All cases of use of unfair means specified in clauses d,e,l,n,o,q of paragraph shall be reported immediately to the Controller of Examinations by the examiner, paper-setter, evaluator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

7. (a) All the cases of alleged use of unfair means shall be referred to a committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.

(b) The committee shall consist of atleast five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.

(c) A member shall be appointed for a term of two years, but shall be eligible for re-appointment.

(d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.

(e) Atleast three members present shall constitute the quorum.

(f) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.

(g) A candidate may, within seven days of receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may not have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for reconsideration.

The Examination Discipline Committee shall then reconsider the case and an unanimous decision of the committee shall be final. In case of difference of opinion amongst members of the committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.

8. The Examination Discipline Committee may recommend that :-

(i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in clauses (a) and (b) of paragraph 4 be cancelled.

(ii) The Examination for the session or paper or the entire examination of a candidate in respect of which he/she is found to have used unfair means specified in clause (c), (d), (e) and (f) of paragraph 4 be cancelled.

(iii) The entire examination of candidate in respect of which he/she is found to have used unfair means specified in clause (g) of paragraph 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.

(iv) The entire examination of candidate in respect of which he/she is found to have used unfair means specified in clauses (h), (i), (j), (k), (l), (m), (n), (o), of paragraph 4 be cancelled and he/she shall further be disqualified from appearing at any University examination for a period of three years.

(v) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in clause (p) and (q) of paragraph 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of five years.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

5. ON ESTABLISHMENT OF SCHOOLS OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1986)

The following Schools of Studies may be established in the University:

1. School of Languages
2. School of Humanities
3. School of Social Sciences
4. School of Management Studies
5. School of Environmental Sciences
6. School of Information Sciences
7. School of Life Sciences
8. School of Physical Sciences
9. School of Medical Sciences
10. School of Technology

6. ON ESTABLISHMENT OF DEPARTMENTS

(Section 28 (1) (k) of the A.U.Act. 1989)

The following Departments may be established in the University.

1. Department of Linguistics
2. Department of English
3. Department of Bengali
4. Department of Hindi
5. Department of Manipuri
6. Department of Assamese
7. Department of Sanskrit
8. Department of Arabic/Persian
9. Department of Education
10. Department of Psychology
11. Department of Philosophy
12. Department of Fine Arts
13. Department of Performing Arts
14. Department of Economics
15. Department of Political Science
16. Department of History
17. Department of Sociology
18. Department of Social work
19. Department of Commerce
20. Department of Business Management
21. Department of Public Administration
22. Department of Geography
23. Department of Geology
24. Department of Ecology
25. Department of Architecture
26. Department of Mass Communication
27. Department of Library & Information Science
28. Department of Botany
29. Department of Zoology
30. Department of Micro-Biology
31. Department of Agri-Botany

32. Department of Bio-Chemistry
33. Department of Home Science
34. Department of Anthropology
35. Department of Physics
36. Department of Chemistry
37. Department of Mathematics
38. Department of Statistics
39. Department of Bio-Physics
40. Department of Computer Science

7. ON ESTABLISHMENT OF CENTRES OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1989)

The following centres of studies may be established in the University :

1. Centre for Socio-Linguistics
2. centre for ESP (English for special purpose)
3. Centre for Communicative English
4. Centre for Folkloristics
5. Centre for Literary and Cultural studies
6. Centre for Functional Hindi
7. Centre for Tibeto-Burman Studies
8. Centre for North-Eastern Languages
9. Centre for Functional Sanskrit
10. Centre for Mediaeval Manuscripts
11. Centre for Distance Education
12. Centre for Adult & Continuing Education
13. Centre for Population Education
14. Centre for Clinical Psychology
15. Centre for Industrial psychology
16. Centre for Comperative Religion
17. Centre for Folk Arts
18. Centre for Folk Music
19. Centre for Econometrics
20. Centre for Rural Development
21. Centre for Local Government
22. Centre for South Asian studies
23. Centre for Tribal studies
24. Centre for Quantitative History
25. Centre for Archaeology & Museology
26. Centre for Social Structures
27. Centre for Social Action

28. Centre for Export Marketing
29. Centre for Entrepreneurship
30. Centre for Tax Practices & Procedure
31. Centre for Consumer Protection
32. Centre for Social Control
33. Centre for Geo-Morphology
34. Centre for Slum Development
35. Centr for Geo-exploration & Drilling
36. Centre for Minerology
37. Centre for Water Resource Management
38. Centre for Enviornmentology
39. Centre for Urban and Country Planing
40. Centre for Auodio-Visual Training
41. Centre for Tourism & Travel Management
42. Centre for Data Bank
43. Centre for Forestry
44. Centr for Tea Science
45. Centre for Fishery
46. Centre for Cattle Technology
47. Centre for Sericulture
48. Centre for Seed-Technology
49. Centre for Bio-Technology
50. Centre for Industrial Bio-Technology
51. Centre for Food Technology & Nutrition
52. Centre for Social Medicine and Community Health
53. Centre for Electronics
54. Centre for Pulp Technology

- 55. Centre for Chemical Technology
- 56. Centre for Industrial Chemistry
- 57. Centre for Mathematics of Finance
- 58. Centre for Acturial Science
- 59. Centre for Self-organising System
- 60. Centre for Computer Appliances

2. Each centre shall be attached to one of the departments on the basis of its academic relevance. A professor or a reader from the parent department shall be Director/Co-ordinator of the centre in which teachers from various departments shall conduct inter-disciplinary study and research. The organisational set-up of the centres and the assignment of work to the centres shall be provided through regulations.

8. ON ASSIGNMENT OF DEPARTMENTS/CENTRES TO THE SCHOOLS OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1989)

The school of studies shall consists of the departments/centres mentioned under each as and when these are established.

SCHOOL	DEPARTMENT	CENTRE
1. Languages	1. Linguistics	1. Socio-Linguistics
"	2. English	2. ESP (English for special purposes)
"		3. Communicative English
"	3. Bengali	4. Folkloristics
"	"	5. Literary and Cultural Studies
"	4. Hindi	6. Functional Hindi
"	5. Manipuri	7. Tibeto-Bruman studies
"	6. Assamese	8. North-Eastern Languages
"	7. Sanskrit	9. Functional Sanskrit
"	8. Arabic/Persian	10. Mediaval Manuscripts
2. Humanities	9. Education	11. Distance Education
"	"	12. Adult & Continunig Education
"	"	13. Population Education
"	10. Psychology	14. Clinical Psychology
"	"	15. Industrial Psychology
"	11. Philosophy	16. Comperative Religion
"	12. Fine Arts	17. Folk Arabic
"	13. Performing Arts	18. Folk Music
3. Social Sciences	14. Economics	19. Econometrics
"	"	20. Rural Development
"	15. Political Science	21. Local Government
"	"	22. South Asian Studies
"	16. History	23. Tribal Studies
"	"	24. Quantitative History
"	"	25. Archaeology & Museology
"	17. Sociology	26. Social Structures
"	18. Social Work	27. Social Action

SCHOOL	DEPARTMENT	CENTRE
4. Management Studies	19. Commerce	28. Export Marketing
"	"	29. Entrepreneurship
"	20. Business Management	30. Tax Practices & Procedures
"	"	31. Consumer Protection
"	21. Public Administration	32. Social Control
5. Environmental Science	22. Geography	33. Geo-Morphology
"	"	34. Slum Development
"	23. Geology	35. Geo-Development & Drilling
"	"	36. Minerology
"	"	37. Water Resource Management
"	24. Ecology	38. Environmentology
"	25. Architecture	39. Urban and Country Planning
6. Information Sciences	26. Mass Communication	40. Urban and Country Planning
"	"	41. Tourism & Travel Management
"	27. Library & Information Science	42. Data Bank
7. Life Sciences	28. Botany	43. Forestry
"	"	44. Tea Science
"	29. Zoology	45. Fishery
"	"	46. Cattle Technology
"	30. Micro-Biology	47. Sericulture
"	31. Agri-Botany	48. Seed-Technology
"	32. Bio-Chemistry	49. Bio-Technology
"	"	50. Industrial Bio-Technology
"	33. Home Science	51. Food Technology & Nutrition
"	34. Anthropology	52. Social Medicine & Community Health

SCHOOL	DEPARTMENT	CENTRE
3. Physical Sciences	35. Physics	53. Electronics
"	"	54. Pulp Technology
"	36. Chemistry	55. Chemical Technology
"	"	56. Industrial Chemistry
"	37. Mathematics	57. Mathematics of Finance
"	38. Statistics	58. Actutial Science
"	39. Bio-physics	59. Self-organising systems
"	40. Computer Science	60. Computer Appli- ances

9. ON DEGREES, DIPLOMAS AND CERTIFICATES

(Section 28 (1) (d) of A.U. Act, 1989)

The following Degrees, Diplomas and Certificates in accordance with conditions, which may be laid down from time to time in each case by an Ordinance or otherwise, will be awarded by the University in accordance with the provisions of Ordinances and Regulations, if any, in each case :

- (i) Research Degrees like Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law.
- (ii) Master's Degree in Arts, Science, Home Science, Commerce, Education, Law, Agriculture, Management Studies, Medicine and Engineering, like M.A., M.Sc., M.Com., M.D., M.S., M.E., M.Tech., M.Ed., etc.
- (iii) Bachelor's Degree (Pass and Honours) in Arts, Science, Commerce, Home Science, Education, Agriculture, Medicine, Engineering and Law, like B.A., B.Sc., B.Com., M.B.B.S., B.E., BT/Ed., LL.B., etc.
- (iv) Post-Graduate Diploma in special branches of learning or practical skills, like Statistics, Planning, Public Administration, Electronics, Instrumentation, Ophthalmology, Otorhinolaryngology, Obst. & Gynaecology, etc.
- (v) Diploma in Civil, Mechanical, Electrical, Electronics, Agriculture and such other fields as may be approved by the Academic Council from time to time.
- (vi) Diplomas and Certificates in various languages
- (vii) Certificates in Arts, Science, Commerce, Agriculture and other courses as may be approved by the Academic Council from time to time.
- (viii) Certificates in special branches of learning or practical skills, technical subjects, foreign languages. Statistics, Laboratory Technician Training, Radiography, Nursing-cum-Midwifery, Pharmacy, etc.
- (ix) Honorary Degrees.

10. ON EQUIVALENCE/RECOGNITION OF EXAMINATIONS/DEGREES

(Section 28 (1) (r) of A.U. Act. 1989)

1. There shall be an Equivalence Committee consisting of Deans of all Schools and its functions shall be as under:-

2 (i) To recognise the examinations conducted by other Universities and Degrees awarded by them, on reciprocal basis.

(ii) To decide equivalence of such examination/degree as may be referred to it from time to time including those of foreign Universities.

(iii) To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.

(iv) While considering the cases of equivalence and/or recognition, the Committee may go through the syllabus, curriculum etc., and may either have the views/opinions of the concerned Head/Dean or may seek clarification for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.

3. Notwithstanding any of the clauses above, the Vice-Chancellor may grant recognition/equivalence to any examination/degree and action taken by the Vice-Chancellor shall be reported to the Equivalence Committee at its next meeting.

4. The committee shall frame the rules of business and lay down guide lines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

11. ON THE BOARD OF UNDER-GRADUATE STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1. There shall be a Board of Under-Graduate Studies for each subject taught at the degree level.

2. Each Board shall comprise not less than nine members. The Constitution of the Board shall be as follows :

(i) The Head of the University Department teaching the subject (Chairman, Ex-Officio)

(ii) Professors in the Department

(iii) One Reader in the Department by rotation

(iv) One Lecturer in the Department by rotation

(v) Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the school of studies ; and

(vi) Two outside experts nominated by the Vice-chancellor on the recommendation of the Head of the Department, of whom atleast one shall ordinarily be a person from the North-Eastern Region.

Provided that where there is no teaching at the University Department for which the Board of Under-Graduate Studies is to be constituted, the constitution will be as follows :

(i) Three persons not below the rank of Readers to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor, provided that he should be a member of the Academic Council.

(ii) Five teachers from the affiliated colleges engaged in teaching the subject concerned nominated by the school of studies.

(iii) Two outside experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the schools of studies, of whom one should ordinarily be a person from the North-Eastern region.

Provided further that for subjects for which there is no teaching at the Post-Graduate level in any University in India, the Vice-Chancellor may nominate a maximum of three persons, who in his opinion, possess the requisite expertise.

3. Members of the Board of Under-Graduate Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.

4. The Head of the Post-Graduate Department, where existing, shall be the Chairman of the Board. In his absence the Chairman shall be elected by the members of the Board. The Chairman shall preside over all meetings of the Board, and in his absence at any particular meeting the members present shall elect their own Chairman.

5. The power and functions of the Board shall be ;

(a) To recommend to the Academic Council panel of names suitable for appointment as examiners including paper-setters, etc., in the subject with which it deals in accordance with the provisions of regulations about examinations of the University ;

(b) To recommend text books when necessary ;

(c) To consult specialists who are not members of the Board ;

(d) To make recommendation to the Academic Council in regard to the syllabus of the courses of study and examinations in the subjects with which it deals ;

(e) To recommend to the Academic Council measures for improvement of the standard of under-graduate courses and teaching in the subject ; and

(f) To consider and report on any matter referred to it in accordance with the statutes, ordinances and regulations of the University by the Executive Council, the Dean of the school or the Professor and Head of the Post-Graduate Department concerned.

6. (i) Meetings of the Board of Studies shall be convened by the Chairman of the Board.

(ii) Special meetings may be called by the Chairman on his own or on the request of the Dean of the school or at the suggestion of the Vice-Chancellor or on a written request from at least four members of the Board.

(iii) Notice of the meetings of the Board shall be issued by an Administrative officer of the Registrar's office to be nominated by the Vice-Chancellor atleast three weeks before the date fixed for the meetings.

7. Four members of the Board shall form a quorum.

8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

12. ON THE BOARD OF POST-GRADUATE STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1. The Board of Post-Graduate Studies of each Department shall comprise :

- (i) The Head of the Department ;
- (ii) All Professors of the Department ;
- (iii) Two Readers and two Lecturers of the Department by rotation, on the basis of the seniority ;
- (iv) Three teachers of the concerned department in the affiliated colleges, if any ;
- (v) One teacher each from other departments within the school having common courses with the Department ;
- (vi) Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor ; and
- (vii) Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised Institutions.

Provided that ordinarily one person each should be from the North-East, the Eastern India and the rest of the country.

2. The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be renominated if the number of teachers in the Department is not large enough for rotation.

3. The Head of the Department shall be the Convener and ex officio Chairman of the Board.

4. The functions of the Board shall be :

- (a) to recommend to the Board of the School courses of studies for the Post-Graduate courses offered by the Department ;
- (b) to recommend to the School Board appointment of examiners for the Post-Graduate courses, other than for research degrees, in accordance with the provisions of Regulations about examinations of the University ;
- (c) to approve subjects for research for various degrees ;

(d) to recommend to the concerned Board of Research Studies through the School Board applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants ;

(e) to recommend to the concerned Board of Research Studies the name of teachers in the Department to be appointed as supervisors of research ;

(f) to recommend to the Board of the School measures for the improvement of Post-Graduate teaching and research in the Department ; and

(g) to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.

6. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.

7. The Chairman of the Board shall keep the Minutes of the meetings of the Board.

8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

13. ON THE BOARDS OF THE SCHOOLS

(Section 28 (1) (n) of the A.U. Act, 1989)

1. The Board of the School shall consist of :

(i) Dean of the School

(ii) Heads of the Departments in the School

(iii) All Professors in the School

(iv) One Reader and one Lecturer from each of the Departments by rotation on the basis of seniority :

(v) One representative each of the Board of other Schools which have interdisciplinary work with the school, to be nominated by the Vice-Chancellor :

(vi) Not more than two teachers of the subjects from affiliated colleges nominated by the Vice-Chancellor :

(vii) Not more than five persons nominated by the Academic Council, who have specialised knowledge of and expertise in the subject around which the Departments in the School are organised and who are not employees of the University or of any of its affiliated or recognised institutions.

Provided that ordinarily at least one person each should be from the N.E. Region, the Eastern India and the rest of the country.

2. The term of office of members, other than that of the Dean, Heads of the Departments and Professors, shall be two years.

3. The Dean of the School shall be Chairman of the Board and shall convene the meetings of the Board.

4. The powers and functions of the Board shall be as follows :

a) to prescribe the qualifications of and procedure for admission of candidates to the various study programmes of the Departments in the School ;

b) To co-ordinate the teaching and research work in the Departments in the School ;

c) To approve the courses of study of the various programmes, other than research degrees, offered by the Departments and to recommend courses of study for research degrees to the concerned Boards of Research Studies ;

d) To appoint committees to organise the teaching and research work in subject or areas which do not fall within the sphere of any Department in the School and to supervise the work of such committees ;

e) To recommend to the Academic Council the creation or abolition of teaching posts considering proposals received from the Departments or Committees mentioned in clause (d) above ;

f) to consider schemes for the advancement of the standard of teaching and research and to submit proposals in this regard to the Academic Council ;

g) to formulate arrangements for the School to participate in the work of the different Centres of Study in the University ;

h) to promote and review research within the school and to submit reports on research to the Academic Council ;

i) to frame general rules for the evaluation of sessional work ;

j) to recommend examiners for appointment for the courses other than research degrees, offered by the Departments on the recommendation of the Boards of Studies of the concerned Departments ;

k) to recommend to the Academic Council through the Board of Research Studies, the names of examiners for the evaluation of thesis after considering proposals received in this regard from the Departments ;

l) to recommend to the Academic Council through the Board of Research Studies the award of research degrees to candidates who have been found qualified and fit to receive such degrees ;

m) to consider and act on any proposals regarding the welfare of the students of the School ;

n) to perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor ; and

o) to delegate to the Dean, or to any other member of the Board or to the Committee such powers, general or specific, as may be decided upon by the Board from time to time ;

5. (a) The Board shall hold at least two ordinary meetings in an academic year, one in each semester ;

(b) The Board shall constitute a Committee of the local members of the Board which shall hold two meetings in a year, one in each semester ; and

(c) The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice-Chancellor or on written request from at least one-fifth of the total members of the Board.

6. The quorum for the meeting of the Board shall be one-third of its total membership.

7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

8. Rules for conduct of the meetings shall be as prescribed by the Regulations in this regard.

Search Studies
me.

Board of Re-

nes under its

ent and criti-

its particularly
r section 4 of
available in the
partments and

he recommen-

of Boards for

ndation of the

it by the Aca-

each semester.

3.

nces)

7

14. ON THE BOARDS OF RESEARCH STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1. The University may constitute one or more Boards of Research Studies as may be recommended by the Academic Council from time to time.

2. Subject to overall guidance of the Academic Council, the Board of Research Studies shall perform, inter alia, the following functions :

(i) To prepare a perspective of research, if any, in the disciplines under its purview ;

(ii) To review the current status of research in each Department and critically examine the progress thereof from time to time ;

(iii) To indicate the priority areas in research in the Departments particularly with reference to the role and responsibility of the University under section 4 of the Assam University Act, 1989, taking into account the facilities available in the University, the major thrust areas accepted for the concerned Departments and individual interests of the member of the faculty ;

(iv) To approve the courses of study for research degrees on the recommendation of concerned School Boards ;

(v) To appoint examiners on the recommendation of School Boards for evaluation of research dissertation ;

(vi) To approve award of research degrees on the recommendation of the School Board ; and

(vii) To perform such other functions as may be assigned to it by the Academic Council.

3. The Board of Research Studies shall meet at least once in each semester.

4. The Board may determine its own procedures for working.

5. There shall be two Boards of Research Studies.

(i) Board of Research Studies (Humanities and Social Sciences)

(ii) Board of Research Studies (Sciences)

6. The composition of the Boards shall be :

(i) Vice-Chancellor	Chairman
(ii) Deans of Schools and Heads of Departments concerned	Members
(iii) Professors, other than Heads of Departments, concerned	Members
(iv) Three Readers to be nominated by the Vice-Chancellor	Members
(v) Two outside experts to be appointed by the Vice-Chancellor	Members
(vi) Registrar	Secretary

7. The quorum of the Board shall be one-third of the total members .

8. Notice for any meeting of the Board shall be issued atleast 14 days before the date fixed for the meetings.

15. ON THE DEPARTMENTS IN THE SCHOOLS

(Section 28 (1) (b) of A.U.Act, 1989)

1. Each Department in a School shall consist of the members as given in the Statute 17 (5) (c) and also such other persons as are designated members of the Department by the School Board concerned on the recommendation of the Department concerned.

2. Duties of the Department shall be :

(a) To admit students in the Master's Programmes and to lay down the procedure for such admission ;

(b) To approve the pattern and the schedule of sessional evaluation for each course offered by the Department ;

(c) To make proposal to the Academic Council regarding the creation and abolition of teaching posts ;

(d) To approve research projects to be taken up by the members of the Department in groups ;

(e) To frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level ;

(f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence ;

(g) To appoint from amongst its teachers advisors to students ;

(h) To propose schemes for and help in the maintenance and improvement of the standard of under-graduate courses and teaching of the subject in the affiliated /recognised Institutions of the University ;

(i) To perform such other functions as may be assigned to it by the concerned Schools.

3. The quorum for a meeting of the Department shall be one-third of the total members of the Department.

4. The rules of conduct of the meeting shall be as may be prescribed by Regulations in this regard.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

16. ON THE DEANS COMMITTEE

(Section 28 (1) (n) of the A.U. Act, 1989)

1. The University shall constitute a Committee of Deans of the University to be known as Deans committee.
2. The Deans Committee shall comprise of the following :
 - (i) The Vice-Chancellor - Chairman
 - (ii) All Deans of Schools-Members
 - (iii) Registrar-Secretary
3. The functions of the Committee will be the following :
 - (i) Selections of candidates for Award of Fellowships ;
 - (ii) Recommend deputation of teachers for International Conferences ;
 - (iii) Consider matters arising from conduct of examination, standard of results, etc.
 - (iv) Consider general administrative matters relating to functioning of Schools and Departments ; and
 - (v) Such other matters as may be assigned to it by the Vice-Chancellor.
4. The meetings of the Committee shall be convened by the Chairman.
5. The quorum of the Committee shall be four.
6. The rules of conduct of the meeting shall be as may be prescribed by Regulations in this regard.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

17. ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY

(Section 28 (1) (r) of A.U. Act, 1989)

1. The Academic workload for every member of the faculty is expected to be 40 hours per week including actual classroom teaching /tutorials, preparation for the classroom lectures, correction and examination work, guidance of research, seminars, administration and other professional work.

2. (i) The Basic unit of work in all departments will be one hour lecture period ;

(ii) Tutorial and practical hours will be treated for the purpose of the workload as two-thirds of one teaching hour;

(iii) Seminars of the two hour's duration will be treated as equivalent to one teaching hour ; and

(iv) The teaching hour of post-graduate class and the M.Phil programme should be treated as equal.

3. (i) A Research Guide is expected to devote two hours per week for each M.Phil. student during the second and the third semesters. No credit will be given in respect of those students who are given extension beyond the third semester.

(ii) Every guide is expected to devote an hour per week per Ph.D Scholar. No credit will be given for the purpose of work load in respect of these scholars after the eighth semester for Ph.D scholars or after thesis has been submitted, whichever is earlier.

(iii) The work load in relation to the research project, taken by a member of the faculty with the approval of the University will depend on the size of the project.

The work in relation to bigger projects will be treated as two hours per week and that of smaller projects as one lecture hour per week.

4. The Heads of Departments and Deans may be required to put in considerable time upto three hours a day on administration which may be treated as one lecture hour for the purpose of computing work load.

5. (i) All members of the faculty are expected to take a minimum 'core' academic programme. Core programme includes lectures in the post-graduate and M.Phil programme, tutorials and practicals only. The core academic load

for a Professor will not be less than 8 hours, for a Reader not less than 12 and for a Lecturer not less than 16 hours per week.

6. (i) All members of the faculty are expected to be available in the department for about five hours on every working day.

(ii) Each department and School shall prepare a time table indicating engagement of all members of the faculty covering core academic programme and the contact hours for research scholars.

(iii) One day in a week can be kept 'free' for each member of the faculty. There may be no lecture assignments on this free day but the member will be available in the Department for general guidance to students and other academic programmes.

(iv) Every Department will have some academic programme or the other on every working day of the academic departments of the University.

7. (i) Lecturers with 3 years Post-Doctoral active research experience supported by publications may be assigned two students for Ph. D work and those having more than 7 years of experience four scholars. A Reader may be assigned six Ph.D. scholars and a Professor eight. These numbers will not include part-time research scholars.

(ii) The work load in relation to research scholars shall be in respect of only those research scholars who are full time research scholars of the University.

18. ON THE POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

(Section: 26 (1) (r) of the A.U. Act, 1989)

1. The Dean of the School shall :

a) co-ordinate and generally supervise the teaching and research work in the School through the Heads of the Departments ;

b) maintain discipline in the class rooms through the Heads of the Departments ;

c) keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed ;

d) arrange for the examination of the University in respect of the students of the school in accordance with such directions as may be given by the Academic Council ;

e) convene and preside over the meetings of the Board of the School and keep the minutes of the meetings of the Board ; and

f) perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

19. ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS

(Section 28 (1) (r) of the A.U. Act, 1989)

1. The Head of the Department shall, convene and preside over meetings of the Department.

2. The Head of the Department shall, under the general guidance of the Dean of the school :

(a) organise the teaching and research work in the Department ;

(b) allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department ;

(c) co-ordinate the work of Departmental Committees appointed for specific purposes ; and

(d) perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

20. ON THE MASTER DEGREE PROGRAMMES IN ARTS, SCIENCE AND COMMERCE

(Section 28 (1) (b) of the A.U. Act, 1989)

1. The Master Degree Programmes in the Schools under University are full time courses of study spread over a period of four academic semesters in two academic years. These courses cannot be combined with any other full-time course or any part-time Post-Graduate course offered by the University except those which may be designed by the University generally or specially for the Post-Graduate students of the University.

2. (a) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.

(b) Admissions to different courses shall be made only in the first semester in the beginning of each academic year, unless specifically decided for a course by the Academic Council.

(c) Candidates who have taken the Bachelor's Degree under three year Degree course in pass or honours/general or major, of this University or any other recognised University shall be eligible to apply for admission to courses offered by the Schools subject to provisions of the regulations relating to prerequisites, if any. The minimum qualifying marks for admissions to the different courses in the Schools shall be as per regulations.

(d) Final admission to a course will be made on the basis of the candidate's performance at the eligibility test by the Admission Committee of the concerned Department, if any, and his academic performance in the Under-Graduate courses.

3. (a) Subject to the general guidance of the Board of School, the instruction and outline in each course shall be under the control and direction of the Head of the Department concerned. Provided the number of lectures in a theory course shall ordinarily be not less than forty-five of one hour duration each.

(b) Each student, with respect to his work in the course as well as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department.

(c) The Board of School, on the recommendations of the Department, may recommend the removal of the name of a student from the course on the basis of unsatisfactory performance or indiscipline.

4. Ordinarily a student should complete sixteen courses during the period of four semesters. However, a student may be allowed to participate in the academic programme upto a maximum of six semesters.

5. A student must have attended a minimum of 75% of the lectures, seminars, tutorials and preceptorials organised by the Department during a semester to be eligible to appear at the End -Semester Examination.

6. The School Board may, on the recommendation of the Department concerned, consider and decide on the request for condonation of shortage of attendance upto 5% ; condonation of any shortage more than 5% and less than 15% may be recommended by the Board to the Vice-Chancellor with full justification whose decision shall be final.

7. A student who does not clear a course or courses (owing to failure to pass, or to appear in the Sessional work and End-Semester Examination), may clear the courses subsequently in one of the remaining Semesters during which he is eligible to participate in the curricular programme under the provisions of 4 above.

Provided that if a student by the end of the second semester has not been able to clear sessional work in more than four of the eight courses of the first two semesters or having cleared the course desires to improve his overall performance including the sessional work in more than four courses thus obliging him to attend regular classes, he shall not be eligible to move on to the third semester and will have to attend the concerned courses with the next batch or seek fresh admission and pursue the entire course-work as a fresh candidate.

8. (a) Evaluation for each course shall be done on the basis of performance in Sessional work and End-Semester Examination.

(b) Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purposes of determining the marks obtained by student in any course, the weightage assigned to Sessional work and End-Semester Examination shall be 1 : 3.

(c) The pattern and schedule of sessional work and evaluation for each course in a semester, as approved by the Board of the School on the recommendation of the concerned Department, shall be made known to the students at the commencement of each semester.

9. (a) Each semester shall have at least 90 working days excluding the examination days.

(b) The dates of commencement and termination of each semester shall be fixed by the Academic Council.

10. The Examiners or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Board of Post-Graduate Studies in accordance with the provisions of Examination Regulations of the University.

11. A candidate shall apply for admission to the End-Semester Examination in the prescribed form to the Dean of the School through the Head of the Department. Each application shall be accompanied by a certificate indicating that :

(i) The candidate has attended the minimum lectures etc. in respect of all courses ;

(ii) The candidate has cleared all Sessionals ; and

(iii) All dues including prescribed examination fees have been deposited.

12. The end-semester results shall be placed before the Dean of the School for approval after they have been screened by a committee consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean on the recommendation of Head of the Department.

13. (a) In order to qualify for the Master's Degree a candidate must have secured at least 35% marks or equivalent grade in each course and 40% marks or equivalent grades in the aggregate of all courses.

(b) A candidate who obtains 40% or equivalent grade or above in the aggregate of all courses but below 50% marks or its equivalent grade may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve his performance. The conditions for repeating a course or courses shall be prescribed by Regulations.

14. Successful candidates shall be awarded the Degree under the following classification :

First Division : 60 percent marks or equivalent grade or more in the aggregate of all the examinations and sessional work.

Second Division : 50 percent marks or equivalent grade or more in the aggregate of all examinations and sessional work but below 60 percent.

15. No candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond six semesters of his first admission to the programme.

16. The course of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Board of Schools on the

recommendation of the Board of Post-Graduate Studies of the Department concerned.

17. The syllabus for the courses in any subject shall be such as may be approved by the concerned Department which shall also prescribe reference books and other reading material for each course.

21. ON THE MASTER OF PHILOSOPHY PROGRAMME

(Section 28 (1) (b) of the A.U. Act, 1989)

1. The University shall organise an M.Phil Programme with the objective of providing deeper insights in the relevant subject, broadening horizons and emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further research in different fields. M. Phil shall be the first research degree of the University.

2. The M. Phil programme shall comprise of two parts, viz, (a) course work, and (b) dissertation/project work. Both the parts shall have equal weightage.

3. 1. The course work for the M. Phil programmes shall include four courses covering one full semester.

3. 2. Each Department shall organise a number of core courses in the subject aimed at giving deeper insights to the students. Each Department shall also organise, as far as possible, one or more general courses in the subject with inter-disciplinary approach covering a wider area. Atleast one course shall also be organised at the School or University level.

3. 3. Every M.Phil scholar shall offer atleast one School or University level course and two core courses of the Department.

3.4. Every M. Phil scholar will be required to attend and participate in not less than three seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data.

4.1. Admission to M.Phil courses shall be once a year.

4. 2. Students securing not less than 55% marks in the Master's examination of a recognised University shall be eligible for admission to the M.Phil programme.

4. 3. Each school shall organise an admission test including an interview, if necessary, to assess the aptitude and potential for research of the applicants.

Provided that a candidate who is awarded a fellowship on the basis of a common examination conducted by the UGC, CSIR or such other body as may be approved by the University may be admitted to the M.Phil programme directly without being required to appear at an admission test provided under this Ordinance.

5. 1. A scholar should normally complete his M.Phil in not more than three semesters, the first semester being devoted to course work. An extension of one semester may be allowed in suitable cases by the University.

5. 2. In case a candidate, after clearing the course work, discontinues his/her research work for some unforeseen reason, the Board of Research Studies on being satisfied about the grounds for discontinuance, may condone a break of not more than four semesters and the candidate may be allowed to resume his/her work. If the break is for more than four semesters the scholar shall seek fresh admission to the appropriate course.

6. 1. An M.Phil Student will be required to attend all seminars and lectures organised by the Department. If the attendance of a candidate is less than 80% of the total lectures or less than requisite number of seminars laid down in 3 (4) above, the Board of School may, on the recommendation of the Department concerned, remove the name of the student from the rolls.

6. 2. Each scholar, after successfully completing his course work, shall take up the research/project work under a supervisor to be appointed by the Department. During this phase, the student shall spend not less than six months in the University campus or the field before he is eligible to submit his dissertation/project report.

7. The performance of the scholar shall be evaluated in the following grades :

'O' (Outstanding), "A" and "B" with grade point valuation in the 10-point scale i.e. 7.00-10.00 corresponding to O grade, 6.00-6.99 corresponding to "A" grade, 5.00-5.99 corresponding to "B" grade, Those securing less than 5.00 points shall be graded as "C". A scholar will be eligible for the award of M.Phil Degree if he secures atleast a "B" grade in each course.

8. 1. Each Department shall prepare a broad perspective of its research programme including the major thrust area keeping in view the special responsibility of the University in terms of Section 4 of A.U. Act, 1989, national priorities, research potential in the region, the advancing frontier of knowledge in each subject, available research facilities in the University, special interests of the members of the faculty, etc, which may be reviewed from time to time and approved by the Academic Council.

8. 2. Each Department shall also prepare a list of topics of research/project work for M.Phil scholars. Each scholar may select one or more topics, not included in the list but preferably falling within the broad perspective referred to above and submit the same to the Department.

8. 3. The Department may consider the topics so submitted by the scholars and provisionally allocate one topic each to each scholar and also assign a Supervisor to each student.

8. 4. The Supervisor and scholar concerned shall prepare an outline of the proposed research/project work of the scholar giving the scope of the work, methodology, etc., to the Department. The proposals of such candidates, as may clear the course work, may be submitted to the School Board for approval who will forward the same to the Board of Research Studies for final confirmation.

9.1. The Supervisor shall submit a bi-monthly progress report on each scholar to the Department which will review the progress and submit a consolidated report on all M.Phil scholars in the Departments to the School Board and the Board of Research Studies.

9. 2. In case the progress of a student is not satisfactory, the School Board, on the recommendation of the Department, may remove his name from the rolls.

9. 3. When the scholar completes his study and is at the stage of writing the dissertation, he shall prepare a brief paper incorporating the findings of his research and present it in a seminar to be organised by the Department for the purpose and defend the same. On successful defence, he may finalise his dissertation.

10. 1. The Supervisor shall submit to the School Board the brief paper referred to above or a revised paper along with the conclusion of the seminar to the School Board. He shall also submit a panel of not less than four external examiners who may forward the same to the Board of Research Studies for approval.

10. 2. A candidate shall submit his dissertation /project report through the Department under a certificate from his Supervisor that the dissertation/ project work incorporates the student's bonafide researches and that these have not been submitted in support of an application for another degree of this or any other University or Institute.

10. 3. The application for submission of the dissertation/project work shall be countersigned by the Head of the concerned Department.

11. 1. The dissertation / project report shall be examined by two examiners, at least one of whom shall be a person not connected with the University, to be appointed by the Executive Council on the recommendation of the Board of Research Studies.

11. 2. Each Examiner shall, after checking the thesis / project report submitted by the candidate for the award of M.Phil degree; shall evaluate the performance in the grades mentioned in clause 7. The candidate shall be awarded the average of the grades recommended by the two examiners.

11.3. The average of the course work and the dissertation / project report shall be taken as the final grade of the candidate.

11. 4. A candidate securing "B" grade and above shall be awarded M.Phil Degree.

12. 1. In order to conduct the M.Phil programme a department shall have, unless specially allowed by the Academic Council in this regard, at least four teachers with a Ph.D.Degree and/or equivalent published work, the quality of which shall be judged by the School Board concerned.

12. 2. The number of students to be admitted shall be as provided in the Regulations.

22. ON THE DOCTOR OF PHILOSOPHY PROGRAMME

(Section 28 (1) (b) the of the A.U. Act, 1989)

1. A candidate who has successfully completed M.Phil in the subject in which the candidate proposes to pursue the course of research, or in an allied subject, may be admitted as a candidate for the Ph.D. programme.

Provided that on the recommendations of the Department concerned and after the approval of the School Board, persons belonging to the following categories may be permitted to be registered directly for the Ph.D. programme :-

(i) Students securing "A" grade or 60% and above in at least three of the four courses in the M.Phil programme of the University ;

(ii) Recognised teachers of colleges affiliated to this University ;

(iii) Persons who have taken M.Phil Degree from another University recognised by this University and have secured at least "B" grade with a grade point average of 4.00 (or 55% marks) in the M.Phil examination :

(iv) Persons who have completed at least three years research in a research laboratory/ institute ;

(v) Persons who have obtained M.Phil Degree from Assam University and are employed as a teacher or as a researcher in a Research Institute, provided that the condition of residence guide etc. will be the same as for teachers of affiliated colleges of Assam University and for researchers in recognised Research Institutions within the territorial jurisdiction of Assam University ;

(vi) Persons having Master Degree in the relevant or allied subject and working in National or State-Level research organisation and stationed within the jurisdiction of Assam University, with at least five years of practical experience and having research publications to their credit :

(vii) Persons having Master Degree in the relevant or allied subject and at least seven years experience of administration management and specialised knowledge in the proposed field, or research papers to their credit, to the satisfaction of the University Department concerned ; and

(viii) Any other person who, on the basis of his qualification and experience, is of sufficient merit to be admitted directly.