

2. The application for registration for Ph.D. shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling design, where necessary. The Department shall forward the research proposal alongwith its comments to the School Board (through the concerned Board of Post-Graduate Studies).

3. (1) The Board of Post-Graduate Studies shall forward the research proposal to two experts in the area of research, who may be preferably members of the concerned Board of Post-Graduate Studies or School Board for their opinion about the suitability of its scope, research methodology, etc. as also on the fact that it is not repetition of earlier work in the area. On the basis of the observation of the experts, and on their own, the Board shall satisfy itself that,

- (a) the research in the proposed subject can be profitably pursued ;
- (b) the research work can be suitably undertaken at the University ; and
- (c) the candidate possesses the competence for the proposed research.

(2) If the School Board is satisfied with the recommendations, it may, subject to confirmation by the Board of Research Studies, admit the candidate provisionally as a candidate for the Ph.D.Degree. The date on which the School Board accepts the proposal for provisional registration shall be the date of registration of the scholar for the purposes of the Ordinance.

4. (1) The Board of Research Studies, on the basis of the recommendation of the Department concerned, shall appoint a teacher of the University as a Supervisor to guide and supervise the work of the candidate ;

Provided that the Vice-Chancellor or the Pro-Vice-Chancellor if he is a recognised scholar of the rank of Professor in his own field may also be appointed by the concerned Department as a supervisor ;

Provided also that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint a group of two or three Supervisors from the related areas for which the scholar is registered for inter-disciplinary topic to guide and supervise the work of the candidate ;

Provided further that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint, in addition to a Supervisor, one or two Joint Supervisors or Consultants to guide the work of the candidate. In such a case, the Supervisor shall be in

overall charge of the supervision of the candidate's work and shall, as provided in Para 1 of this clause, be a teacher of the University. Joint Supervisor or Consultant need not necessarily be a teacher of the University. In the event of a Joint Supervisor or Consultant being from outside the University, he should be a person officially recognised through appropriate procedures for this purpose by the University.

(2) The Supervisor shall be Professor, Reader or a Lecturer with at least three years experience of independent Post-Doctoral research.

5. (1) The Scholar shall submit a report with recommendation of the Supervisor through his Department to the School Board as soon after one year of his preliminary registration as possible, but not later than eighteen months, about the progress of his work with reference to the scope of the topic, the provisional hypothesis, research methodology including design, etc., with proposal for modification, if any, in the topic, or its scope, or any other element in his research proposal with reasons there of.

The School Board may forward the same to the Board of Research Studies with their observations who may admit the scholar finally as a candidate for Ph.D.

(2) If a scholar does not seek final registration within the stipulated period, the provisional registration shall lapse and it shall be deemed that the candidate has discontinued his studies and his registration shall lapse automatically. If a candidate wishes to resume his research, he shall seek fresh provisional admission in accordance with the provisions of this Ordinance.

6. No Scholar shall be permitted to submit the thesis for the Ph.D. Degree, unless he has pursued a course of research at the University for not less than two years from the date on which his candidature has been provisionally registered.

7. (1) The name of a scholar shall be removed from the rolls of the University, if he fails to submit his thesis within four years of the date of his provisional registration.

Provided that in exceptional circumstances, the School Board, on the recommendation of the concerned Board of Post-Graduate Studies may extend the registration of the scholar at his request, for one more year. If the thesis is not submitted within that extended period, the registration shall lapse automatically.

(2). If a scholar whose registration has lapsed by virtue of the provision of sub-clause 7.1 above, wishes to compete his work, he may apply for re-

2. The application for registration for Ph.D. shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling design, where necessary. The Department shall forward the research proposal alongwith its comments to the School Board (through the concerned Board of Post-Graduate Studies).

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- (a) the research in the proposed subject can be profitably pursued ;
- (b) the research work can be suitably undertaken at the University ; and
- (c) the candidate possesses the competence for the proposed research.

(2) If the School Board is satisfied with the recommendations, it may, subject to confirmation by the Board of Research Studies, admit the candidate provisionally as a candidate for the Ph.D.Degree. The date on which the School Board accepts the proposal for provisional registration shall be the date of registration of the scholar for the purposes of the Ordinance.

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Provided that the Vice-Chancellor or the Pro-Vice-Chancellor if he is a recognised scholar of the rank of Professor in his own field may also be appointed by the concerned Department as a supervisor ;

Provided also that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint a group of two or three Supervisors from the related areas for which the scholar is registered for inter-disciplinary topic to guide and supervise the work of the candidate ;

Provided further that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint, in addition to a Supervisor, one or two Joint Supervisors or Consultants to guide the work of the candidate. In such a case, the Supervisor shall be in

overall charge of the supervision of the candidate's work and shall, as provided in Para 1 of this clause, be a teacher of the University. Joint Supervisor or Consultant need not necessarily be a teacher of the University. In the event of a Joint Supervisor or Consultant being from outside the University, he should be a person officially recognised through appropriate procedures for this purpose by the University.

(2) The Supervisor shall be Professor, Reader or a Lecturer with at least three years experience of independent Post-Doctoral research.

5. (1) The Scholar shall submit a report with recommendation of the Supervisor through his Department to the School Board as soon after one year of his preliminary registration as possible, but not later than eighteen months, about the progress of his work with reference to the scope of the topic, the provisional hypothesis, research methodology including design, etc., with proposal for modification, if any, in the topic, or its scope, or any other element in his research proposal with reasons there of.

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Provided that in exceptional circumstances, the School Board, on the recommendation of the concerned Board of Post-Graduate Studies may extend the registration of the scholar at his request, for one more year. If the thesis is not submitted within that extended period, the registration shall lapse automatically.

(2). If a scholar whose registration has lapsed by virtue of the provision of sub-clause 7.1 above, wishes to compete his work, he may apply for re-

registration within one year of the date when his registration lapsed and he may, on the recommendation of the Department concerned, be permitted to be re-registered as a candidate for the degree. After such re-registration the candidate may submit his thesis at any time during the two years following the re-registration, but not later.

8. Before completing the minimum prescribed in Clause 7. 1, no scholar:

(a) shall undertake any employment ;

Provided that those engaged in teaching and research in the affiliated colleges of this University and other institutions recognised for this purpose by the University may be exempted from this requirement .

(b) shall join any other course of study other than those which may be useful for his research programme ; or

(c) shall appear in any examination other than those prescribed by the Department without prior permission of the School Board.

9. 1. The Department shall arrange for periodical review of the progress of the scholar by organising a seminar in which he shall present a brief summary of his work. A report on his work including a list of the consensus in the seminar shall be prepared by the guide in consultation with atleast two other teachers participating in the seminar.

9.2. The scholar may be required from time to time to assist the teaching work in the Department and to give seminars assigned by the Supervisor.

9. 3. Those scholars who are not pursuing research on full-time basis and have been registered under special provisions shall submit a six-monthly report to the Supervisor about their work which shall be presented to the appropriate authorities.

9. 4. The School Board may cancel the admission of a candidate for a breach of the provisions of Clauses 7 and 8 or on account of his unsatisfactory progress in the manner prescribed by Regulations.

10. 1. When the guide is of the opinion that the thesis is in the final stage of completion, say, about twelve weeks before the likely date of submission, the scholar shall be required to prepare a synopsis of his research findings. This paper shall be discussed in a seminar organised for the purpose in a manner prescribed under Regulations where he may defend his work. The synopsis, along with the recommendation of the Supervisor including the fact of satisfactory defence of his work at the seminar, shall be submitted to the concerned Board of Research Studies along with a panel of not less than six examiners.

10. 2. A candidate shall submit his thesis for the Ph. D. in the manner prescribed by Regulations and may incorporate in his thesis the text of any work which he may have published on the subject and shall inform the examiner if he has done so, but he shall not submit as his thesis any work for which a Degree, other than M.Phil, may have been conferred on him by this or any other University.

10. 3. The thesis shall satisfy the following conditions : -

(a) It must be a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories : in either case it should evince the candidate's capacity for critical examination, original thinking and judgement. It shall also be satisfactory so far as its literary presentation is concerned.

(b) The candidate shall indicate how far the thesis embodies the results of his own research or observations and in what respects his investigations appear to him to advance the study of the subject of the thesis.

10. 4. A candidate shall submit his thesis through the Department under a certificate from his Supervisor that the thesis incorporates the student's bonafide researches and that these have not been submitted in support of an application for a degree to this or any other University or Institute of learning.

10. 5. The application for submission of the thesis shall be countersigned by the Head of the concerned Department.

10. 6. In the case of a teacher or researcher in a Research Institute or candidates who are not pursuing research on a full-time basis and who have been registered under special provisions, the thesis shall be accepted only :

(i) if the candidate has stayed in the University for at least 30 days in a year including vacation and participated in such academic programmes as may be decided by the department and total period of such stay in the University before submission of thesis shall not be less than 90 days.

(ii) on the production of periodical certificates from his guide that the candidate has been in continuous touch with him and has acquainted himself adequately with the latest theories and methods in research in his field of specialisation.

11. The thesis submitted by the candidate for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not on the staff of the University, while the third examiner shall be the Supervisor.

12. 1. Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D.Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in his opinion (a) the thesis could be accepted for the Ph.D.Degree, or (b) a Viva-voce examination may be held before recommending the candidate for the award ; or (c) thesis should be modified / revised ; or (d) the thesis may be rejected.

12. 2. If one of the examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the Vice-Chancellor for holding the Viva-Voce examination consisting of the Supervisor and atleast one of the external examiners. This examination shall be held within a period of six months of the receipt of the reports from the external examiners.

12. 3. In case an examiner suggests some modifications/improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and re-submit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirements of modification by the university.

If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor retrieved by the candidate the matter shall be referred to a Committee of experts to be appointed by the Vice-Chancellor.

12. 4. The Viva-Voce Board may, on the basis of the opinion of the external examiners and on the basis of the performance of the candidate at the Viva-Voce examination, recommend that :

(a) The candidate be awarded the Ph.D Degree : or

(b) The thesis be rejected and the candidate be not awarded the Ph.D. Degree.

12. 5. A thesis should be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If there is a difference of opinion it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already approved by the Academic Council and the Executive Council.

13. 1. A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D.Degree within one year of the intimation of the decision of the University.

13. 2. A thesis which has been re-submitted shall be examined by the external examiners unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner (s) may be appointed.

13. 3. No candidate shall be permitted to re-submit his thesis for the award of the Ph.D.Degree more than once.

14. 1. In case the School Board is satisfied that the examiners, where necessary after the Viva-Voce examination, have unanimously recommended that the candidate be awarded the Ph.D.Degree it shall recommend to the Excutive Council through the Board of Research Studies and the Academic Council that the Ph.D.Degree may be awarded to the candidate.

14. 2. In case the Viva-Voce Board or majority of the examiners recommend that the thesis of the candidate be rejected and no Degree be awarded to the candidate, the School Board shall recommend to the Excutive Council through the Board of Research Studies and the Acadmic Council accordingly.

15. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for Ph.D. who may be admitted to the University earlier than the constituton of the Board of Post-Graduate Studies or the School Board.

23. ON FEES PAYABLE BY STUDENTS

(Section 28 (i) (e) of the A.U. Act, 1989)

1. Fees payable by students

Students admitted to Courses of studies in M.Phil., Ph.D., Master of Science and Master of Arts ; and Master of Commerce shall pay the fees as specified below :

FEES	M.PHIL.	PH.D.	M.SC.	M.A/M. COM.
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.
Tuition fees (Monthly)	50.00	-	50.00	50.00
Laboratory Fees (Annual)				
(For subjects having practicals)	500.00	500.00	250.00	250.00
Registratin Fee	50.00	50.00	50.00	50.00
Laboratory Caution Money (Refundable)				
(For a student having practicals)	300.00	500.00	200.00	100.00
Library Fee (per semester)	50.00	50.00	50.00	50.00
Sports Fee (Annual)	20.00	20.00	20.00	20.00
Medical Fee (Annual)	20.00	20.00	20.00	20.00
Students Co-curricular				
Fund (Annual)	75.00	75.00	75.00	75.00
Students-Aid Fund (Annual)	25.00	25.00	25.00	25.00
Library Caution				
Money (Refundable)	300.00	300.00	100.00	100.00
Examination Fee	1000.00	1500.00	250.00	250.00
Hostal Admission Fee	250.00	250.00	250.00	250.00
Mark sheet Fee	10.00	-	10.00	10.00
Admission Fee	50.00	50.00	50.00	50.00

2. (1). Students shall deposit tuition fees :-

(i) For July, August and September at the time of Admission ;

(ii) For October, November and December on or before the 10th October :

(iii) For January, February and March on or before 10th January :

(iv) For April, May and June on or before the 10th April : and

(v) For July, August and September on or before 10th July.

2. (2) Annual fees shall be paid at the commencement of each academic year.

2. (3) Fees Shall be payable in cash or through Money Order or by a crossed Bank Draft drawn in favour of Assam University.

3. (1) If a student does not pay fees on time, a fine shall be levied as follows :

(i) One rupee for the first ten days.

(ii) Two rupees for the next 10 days.

(iii) Three rupees thereafter upto the last day of the month in which the fee is due.

(2) The Vice-Chancellor, or on his behalf any other Officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in Special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates so that a decision may be taken and communicated to the student concerned in time.

(3) Name of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following months.

(4) A student whose name has been struck off the rolls of the University may be readmitted on the recommendation of the Dean of the School concerned and on payment, in addition, of a fresh admission fee.

(5) Whenever a student proposes to withdraw from the University, he will submit an application to the Dean of the School concerned through the Head of the Department intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University.

for a minimum period of one month following the month up to which he has paid fees. He shall also be required to pay all fees/charges that may fall due during this period.

4. Blind students shall be exempted from payment of all fees except the Caution Deposit.

5 (1) The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant free-ship upto the percentage which may be prescribed by the University Grants Commission in this regard :

(i) Dean - Chairman.

(ii) Three Heads of the Departments (by rotation according to seniority for two years.)

(iii) Three students elected from amongst electoral college consisting of one representative from each Department concerned elected by the Students in the Department.

(2) If the number of applicants for freeship is more than the number of free-ships available, the Committee referred to in Clause 6.1 may recommend half freeships to some of the applicants so that the total of freeships does not exceed the prescribed percentage.

(3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School of Studies concerned through the Head of the Department by 31st. August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

(4) The following factors shall be taken into account while making recommendation on the applications of students for grant of freeships :

(i) academic record of the students :

(ii) his progress in studies, in case of the renewal of freeships :

(iii) his financial position : and

(iv) any other factor which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by 30th December.

(5) Freeships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year which shall be considered along with the new applications in that year.

(6) A freeship granted to a student may be cancelled if his conduct or progress in studies is found unsatisfactory or his financial condition improves and he is no longer in need of free concession.

(7) (1) Security deposits are refundable on an application from the student on his leaving the University, after deduction of all dues, fines and other claims against him.

(2) If any student does not claim he refund of any amount lying to his credit within one calender year of his leaving the University, it shall be considered to have been donated by him to the Students, Aid Fund.

Explanation : The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his name is struck off the rolls of the Unviersity.

(3) If after having paid the fees, a candidate desires the admission to be cancelled, he shall be refunded all fees and deposits, except Tuition fee for one month, Admission fee and Enrolment Fee, provided his application for withdrawal is received by the Registrar at least five clear days before the commencement of the acadamic session concerned.

(4) If after having paid his fees a candidate does not join the University, only the Caution Money shall be refunded to him provided his application for withdrawal is received by the Registrar not later than 15 clear days after commencement of the academic session concerned.

(5) If a student owes any money to the University on account of any damage he may have caused to the University property, it shall be, alongwith outstanding tuition fee and fines, if any, deducted from the caution money due to him.

(6) The student will also be required to pay any other fees prescribed by the University from time to time.

24. ON THE STUDENTS AID FUND

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

1. There shall be a Fund called the Assam University Students Aid Fund instituted out of the contributions from the students and staff of the University and collections from other sources as well as the contributions received from the University Grants Commission.

2. The objects of the Fund shall be :

(i) To render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text-books, stationery etc.

(ii) To grant limited assistance to students to meet their hostel charges, expenses on clothes and emergency medical expenses, if their needs are considered genuine.

(iii) To grant interest-free loans to deserving students subject to maximum of 50% of the total amount standing to the credit of the fund : and

(iv) To meet any other needs of students considered to be genuine by the Committee referred to in rules :

Note :- The Fund shall not be utilised for award of Scholarships / Fellowships or stipends or for award of prizes, reward etc, to students.

3. (i) Each students of the University shall, contribute annually a sum which may be prescribed by the Ordinance. The sum shall be realised from the students alongwith the first instalment of fees in the academic year.

(ii) Voluntary contributions received from the staff as from students shall also be welcomed as well as unclaimed refund of any amount lying to the credit of a student within one calendar year of his leaving the University.

(iii) The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the UGC after it is audited in the manner laid down in Section 31 of the Assam University Act, 1989.

4. (i) There shall be a Committee consisting of :

(a) Senior-most Dean of the Schools (Chairman)

(b) Two Heads of Departments (by rotation)

(c) The Registrar or his representative.

(ii) The Committee shall consider the applications from the students and forward its recommendations to the Registrar.

5. The recommendations of the Committee shall be considered by the Deans Committee.

6 (i) A student requiring financial assistance or loan from the fund shall apply in the prescribed form to the Dean of the School concerned through the Head of his Department.

(ii) No applications for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan.

(iii) Applications for financial assistance/loan should reach the Committee within the notified dates.

7 (i) The Committee shall consider the applications of students for assistance/loans with regard to their merit and means and may, if it so desires, also interview them.

(ii) The Committee shall make recommendations in conformity with these rules after due considerations of :

(a) The purpose for which assistance/loan is asked for :

(b) The number of applicants seeking assistance/loan

(c) The progress maintained by the applicant in his studies.

(d) During a Semester/Academic Year financial assistance shall not exceed Rs. 500/-for each student (including assistance given in the form of loans); Provided that in very exceptional cases the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs. 500/-

(iii) The recommendations of the Committees shall be forwarded to the Registrar for being placed before the Deans Committee/Vice-Chancellor.

(iv) The Committee shall consider the recommendations and take a final decision in the light of :

(a) The total number of recommendations : and

(b) The amount available in the Fund.

(v) A list of names of the students and the amount of assistance sanctioned to each shall then be forwarded by the Registrar to the Finance Officer for making disbursements out of the fund. In the case of loans, the sanction should also indicate the number of instalments in which the amount is recoverable.

(vi) The Committee shall ensure that the assistance/loan given to the student out of the fund has been utilised for the purpose for which it was given and that the fund does not support a student who does not maintain satisfactory progress in his studies. For this purpose, the committee shall evolve a procedure of its own and may require the student to give an account of the expenditure with supporting details.

(8) (i) Students granted financial assistance (excluding loans) may repay the amount if convenient to them.

(ii) The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form :

(a) Any permanent member of the teaching or non-teaching staff (Other than a lower subordinate staff).

(b) Any Scholarship/Fellowship holder, provided his Scholarship/Fellowship is tenable upto the date by which the loan will be fully repaid.

(iii) The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.

(iv) The number of instalments shall, however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.

(v) The recovery of the loan shall commence from the month following that in which the loan is paid.

(vi) The account of loans granted to Scholarship/Fellowship holders shall be realised from their Scholarships/Fellowships and it shall be a condition of the grant of loans.

9. The Registrar shall prepare in consultation with the Dean, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.

25. ON THE SELECTION COMMITTEE PROCEDURES

(Statute 20 (5) of the Schedule to A.U. Act, 1989)

1. The Chairman shall fix the date and venue of the meeting of the Selection Committee.

2. Ordinarily, a week's notice of a meeting shall be given to the members.

3. Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.

Provided further that the proceedings of the Selection Committees shall not be valid unless :

(a) Where the Visitor's nominee and the persons nominated by the Executive Council number three in all, at least two of them attended the meeting ;

(b) Where the Visitor's nominee and the persons nominated by the Executive Council number four in all, at least three of them attended the meeting ;

3. The Selection Committee shall make recommendations as to the candidates referred to it, for consideration of the Executive Council.

4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.

5. The Chairman shall have the power to lay down procedures in respect of matters specified in these Ordinances.

6. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled tribes for the post of Lecturers separately and make its recommendations before other candidates are interviewed.

7. The Selection Committee may, for reasons to be recorded, consider curriculum vitae of the candidate in absentia and make recommendations for considerations of the Executive Council.

8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.

9. The name of the candidates interviewed, or considered in absentia, and the recommendations and observations, shall be recorded in the proforma prescribed by the University and signed by all members of the Selection Committee.

26. ON THE NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS

(Statute 20 (5) of the Schedule of AU Act, 1989)

1. (1) The Registrar shall obtain the up-to-date position about faculty positions in the Departments in a form which may be prescribed by the Vice-Chancellor, the nature of vacancies and such other details as may be necessary.

(2) The Head of the Department will intimate to the Registrar through the Dean of the School, the occurrence of the vacancy in the prescribed proforma along with such other particulars like the specialisation, etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University.

(3) Suitable advertisement will be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.

2.(1) All vacancies in academic cadres of the University shall be advertised in at least four all India papers, one each from the eastern, northern, western and southern region and at least one regional paper from the constituent area of the University.

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, advertisement may be limited to the papers in that region or regions only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.

(2)The fact that certain vacancies are reserved for SC/ST candidates will be clearly mentioned in the advertisement.

(3) The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.

(4) The closing date for receipt of applications shall be at least five weeks from the date of appearance of the advertisement in the papers.

(5) No application received after the closing date for the receipt of applications will be entertained unless the delay is accounted for the appropriate authorities or such other valid reasons as may be accepted as sufficient by the Vice-Chancellor.

3. A process of personal contact may also be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities in response to such request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

4. All applications shall be accompanied by such application fee for posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.

5. (1) The application of all candidates for the post of Lecturers, Readers, Professors or equivalent posts will be forwarded by the University office to the Head of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the post of Professors or equivalent will be forwarded to Professor in the Department or failing which to the Dean of the School.

(2) The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of a Reader including the Professor for scrutiny of the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinising the applications for the posts of Professors or equivalent. This Committee will comprise not less than three persons and shall include all Professors in the Department and at least one Professor from another Department in the School or another School.

(3) The procedure for scrutiny of applications will be as follows :

(i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. will be scrutinised and those candidates who suffer from any disability will be separately listed.

(ii) The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications.

(iii) Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more.

Provided that above number may be exceeded by the Committee for reasons to be given in writing.

(iv) A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the Committee in each case.

Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceeding the advertisement of the post in question shall not be called for interview unless the Committee makes a special recommendation for reason to be recorded in writing.

(v) Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage. In case of the posts of Research Associates and equivalent, the academic record and their achievements in research, teaching and other fields will be given equal weightage. In case of higher posts of Professors, the achievements in the fields of their study and work will be given a high priority.

(vi) The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special circumstances has been mentioned in the advertisement ; and

(vii) The basic academic qualifications will not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualifications will be given in writing.

(viii) The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates to be called for interview for the posts. The Vice-Chancellor may vary the list suitably at his discretion for reasons to be recorded in writing.

6. If the number of candidates eligible for being called for interview is less than three in all, the post shall be re-advertised with the stipulation that candidate who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three, the interviews shall be held in accordance with provisions of the Ordinance.

7. The candidates will be informed telegraphically as well as through ordinary post under certificate of posting of the venue and date of the interview at least two weeks ahead of the due date of their interview.

8. In case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinances.

27. ON SERVICE CONDITIONS, SALARY SCALES, CLASSIFICATION AND QUALIFICATIONS OF TEACHERS

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

1. The members of the Teaching Staff shall be designed as follows :

(i) Professor

(ii) Reader

(iii) Lecturer

2. The scales of pay of the teaching staff specified in column (i) of the table below shall be those specified against each in column (ii) :

Table

Post (i)	Scale of Pay (ii)
(i) Professor	4500-150-5700-200-7300
(ii) Reader	3700-125-4950-150-5700
(iii) Lecturer	2200-75-2800-100-4000

The above scale of pay are effective from 1.1 1986. The pay scales and such other allowances as may be sanctioned by the University Grants Commission from time to time will be admissible to the above grades of teachers.

3. The qualifications for the post of Professors, Readers or Lecturers shall be such as may be prescribed in the Regulations of the University in consultation with the University Grants Commission.

4. (1) For the purpose of this ordinance, "teacher" means a whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.

(2) A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.

(3) No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.

Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examinations of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

5. (1) Every teacher shall take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with Act, Statutes and Ordinances framed thereunder, organisation of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.

(2) A teacher who is assigned work relating to teaching or research in any Department other than his, within the School or outside the School, shall not be entitled to extra remuneration.

6. Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and Lecturers for a period of 24 months but in no case shall the total period of probation exceed twenty four months.

Provided that the Executive Council may, for reasons to be recorded, waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than nine months from that date.

7. (a) It shall be the duty of the Registrar or any Officer-in-Charge of the cases, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month and 19th month.

(b) The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of the probation.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

(c) A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.

8. Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.

9. Subject to the provisions of Statute 27, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of 60 years.

Provided that if the date of superannuation of a teacher falls at any time during the academic session, the teacher shall continue in service and retire on the last day of that academic session or the end of the month which ever is later.

Provided further that no teacher re-employed after attaining age of superannuation shall hold appointment as Head of Department or Dean of Faculty or any other such administrative position except in exceptional cases.

10. Every teacher of the University shall be bound by the Act, Statutes, Ordinances and Regulations for the time being in force in the University .

Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so to adversely affect him.

11. A teacher may, at any time, terminate his engagement by giving the Executive Council three months notice in writing.

Provided that the Executive Council may waive the requirement of notice at its direction.

12. (a) The written contract between a teacher and the University required to be entered in to under clause (2) of Statute 25, shall be in the prescribed form.

Provided that if contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like, equity, fairplay, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.

(b) Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit.

Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

28. ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY

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

A. PERMANENT TEACHERS

1. (1) The following kinds of leave will be admissible to permanent teachers :

(i) Leave treated as duty

(a) Casual leave, and

(b) Special Casual leave

(ii) Leave earned by duty

(a) Earned leave

(b) Half-pay Leave, and

(c) Commuted Leave

(iii) Leave not earned by duty

(a) Extra-ordinary Leave, and

(b) Leave not due

(iv) Leave not debited to leave account

(a) Leave for academic pursuits

(i) Study Leave, and

(ii) Sabbatical Leave

(b) Leave on grounds of health

(i) Maternity Leave, and

(ii) Quarantine Leave

(2) The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

2. (i) Casual leave is not earned by duty. Total leave granted to a teacher shall not exceed ten days in an academic year.

(ii) In addition, extra casual leave to the extent mentioned below may also be granted.

(a) to undergo sterilisation operation (Vesectomy or Salpingectomy) under family planning programme. Leave in this case will be restricted to six working days.

(b) to a female teacher to undergo non-pueporal sterilisation. Leave in this case will be restricted to fourteen days.

(iii) Casual leave can not be combined with the mid-semester break/winter vacation or any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

In cases where a teacher applies for more than 15 days he/she has to indicate in the application the number of classes missed during the academic year.

3. (1) (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teachers

(a) to conduct examination of a University, Public Service Commission / Board of Examination or other similar bodies/ institutions :

(b) to inspect academic institutions attached to a statutory board, etc.

(c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activity conducted by bodies recognised by the University Authorities and

(d) to do such other work as may be approved by the Vice-Chancellor as academic work.

(ii) Special casual leave can not be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

(2) Absence from duty and Head-quarters during a semester :

(i) The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement.

(ii) The total absence from head quarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University) shall not be more than fifteen days in all (exclusive of holidays in between, if any).

Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching, etc., during his absence.

4. (i) Earned leave admissible to a teacher shall be :

(a) $\frac{1}{30}$ th of actual service including vacation plus $\frac{1}{3}$ rd of the period, if any, during which he is required to perform duty during vacation.

Note : For purposes of computation of period of actual services, all periods of leave except casual and special casual leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 240 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

Note : (1) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(2) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

5. (i) Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, or for academic purposes.

Note : A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

6. Commuted leave not exceeding half the amount of half-pay leave due be granted on medical certificate to a permanent teacher subject to the following conditions :

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days :

(ii) When commuted leave is granted twice the amount of such leaves shall be debited against the half-pay leave due and ,

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

7. (i) A permanent teacher may be granted extra-ordinary leave :

(a) when no other leave is admissible ; or

(b) when other leave is admissible, the teacher applies in writing for the grant of extra ordinary leave.

Provided, however that save under the provision of sub-clauses (ii) to (iv) below, no extra ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

(ii) The Executive Council may grant, on the request from the institution concerned and on application from the teacher, extra-ordinary leave to hold appointment or a fellowship under a Government, a University, Research Institute or other similar important institution provided the leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years.

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave.

The application for such leave shall be sent through the Dean of the School concerned and the latter shall give his recommendations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a Department shall be allowed to be absent from the department on extra-ordinary leave, study leave and/ or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows :

(i) Professors and Readers

(ii) Lecturers

In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by

him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

(iii) (a) The Executive Council may also grant, at its discretion extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of at least three years and the application had been sent through and forwarded by the University

(b) The leave in such cases shall not exceed a maximum period of two years :

(c) Notwithstanding any other leave which may be due to a teacher the entire period for which the teacher holds the appointment outside the University shall be without pay ; and

(d) The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/contributory provident fund benefits unless the pension/contributory provident fund contributions are paid by the teacher or the foreign employer.

Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.

(v) Extra ordinary leave shall not count for increment except in the following cases :

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for prosecution of studies.

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(vii) Extra ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years, in all.

(viii) The authority empowered to grant leave may commute respective by period of absence without leave into extra-ordinary leave.

8. (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 60 days at a time and 180 days in all may be otherwise on medical certificate. Such leave shall be debited against the half-pay leave earned by him subsequently.

Provided that the teachers who are appointed on probation against substantively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.

(ii) Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom leave-not-due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council.

Provided that the Executive Council may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

9. (i) Study leave may be granted to a permanent whole-time teacher with not less than three years continuous service to pursue a special line of study or research or to make a special study of the various aspects of University organisation and methods of education, if the University is likely to benefit by the course of study or programme of research which the applicant wishes to undertake.

Provided that the Executive Council may, in the special circumstances of a case, waive the conditions of three years service being continuous.

Explanation : In comparing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided.

(a) the person is a teacher on the date of the application; and

(b) there is no break in his service.

(ii) Study leave shall be granted on the recommendation of the School Board. The leave shall not be granted for more than two years save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(iii) Study leave shall not be granted to a teacher who has not served the University continuously for a period of three years after the expiry of the last spell of extra-ordinary leave under clause 7 (ii) or (iii), sabbatical leave or who is due to retire within three years of the date on which he is expected to return to duty, after the expiry of study leave.

(iv) Study leave may be granted more than once provided not less than five years have lapsed after the teacher returned to duty on completion of earlier spell of study leave or sabbatical leave.

Provided that in such cases of study leave where the substitute's pay is borne partly or fully by any outside agency, one may avail the next spell of study leave after a period of three years only.

(v) No teacher who have been granted study leave shall be permitted to substantially alter the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless previous approval of the Executive Council to treat the period of short fall as extra-ordinary leave has been obtained.

(vi) Sabbatical leave cannot be combined with extra-ordinary leave.

(vii) (a) Subject to the provisions of sub-clause (viii) and (ix) below, study leave may be granted on full pay for the first year and on half pay for the second year and no pay shall be admissible thereafter.

Provided that when any teacher is awarded a Fellowship/ Scholarship by the Government of India/ University Grants Commission in United Kingdom or other bonafide agencies for which the University nomination was forwarded, the pay of the teacher shall be governed by the conditions stipulated for the award.

Note : The term 'pay' refers to average pay and shall be calculated as mentioned in clause 20 of this Ordinance.

(b) The teacher shall not ordinarily be entitled to house rent allowance or city compensatory allowance during the period of study leave.

Provided that the Vice-Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowances in part or in full.

(viii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(ix) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in case where the amount of remuneration received in respect of part-time employment is not considered adequate the Executive Council may determine the study leave salary payable in each case.

Note : It shall be the duty of the teacher granted study leave to communicate immediately to the University financial assistance in any form received by him during the course of study leave from any person or institution what so-ever.

(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.

(xi) A teacher granted study leave shall, on his return and rejoining the service of the University, be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.

(xii) Study leave shall count as service for pension/contributory provident fund provided the teacher rejoin the University on the expiry of his study leave.

(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

(xiv) A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.

(xv) A teacher, --

(a) Who is unable to complete his studies within the period of study leave granted to him, or

(b) Who failed to rejoin the service of the University on the expiry of his study leave, or

(c) Who rejoins the University but leaves the services within three years of the date of rejoining the service, or

(d) Who, within the said period is dismissed or removed from service by the University,

shall be liable to refund to the University the amount of leave salary, allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study, plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for study leave, together with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Provided that, if a teacher has served the University for a period of not less than 18 months on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher had been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with course of study, together with interest thereon at the rate of 6% per annum.

Explanation : If a teacher asks for extension of study leave and is not granted the extension but does not rejoin on the expiry of the leave originally sanctioned he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this Ordinance.

(a) Notwithstanding the above, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who within three years

on return to duty from study leave is permitted to retire from service on medical grounds.

Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

(xvi) After the leave has been sanctioned the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself for the fulfilment of the conditions laid down in sub-clause (xiv) and (xv) above and give security of immovable property to the satisfaction of the Finance Officer or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank or furnish security of two permanent teachers for the amount which might be refundable under clause (xv) above.

(xvii) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or the Head of Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified the payment of leave salary may be deferred till the receipt of such report.

Note : On return from study leave, the teacher shall report to the University, through the Head of Department, the nature of his work and his achievement. He shall also present a resume of his work in a School level seminar, specially organised for the purpose by the Head of the Department.

10. (i) Permanent wholetime teachers of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who have less than three years of service in the University to retire.

(ii) The duration of leave shall not exceed six months or one year accordingly as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of three years from the date of the teacher's return from previous study leave or any other kind of training programme, or extra-ordinary leave under clause 7 (ii) and (iii).

(iii) The teacher shall execute a bond, with proper sureties as in the case of a study leave, that after the expiry of sabbatical leave he will return to

the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad on sabbatical leave together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

(iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.

(v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw increment on the due date. The period of leave shall also count as services for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his leave.

Note : 1. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

2. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a school-level seminar specially organised for the purpose by the Head of the Department.

11. (i) Maternity leave on full pay may be granted to a women teacher for a period of 90 days from the date of commencement or the date of delivery whichever ever is earlier. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six

B. TEACHERS APPOINTED ON PROBATION

14. A teacher appointed as probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave which would be admissible to him if he held his post substantively otherwise than on vices of a probationer; any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on the probation' to a post, not substantively vacant, to assess his suitability to the post, shall, until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

C. TEMPORARY TEACHERS

15. Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions :

(I) Earned Leave

(a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows :

(i) 1/60th of the period of actual service, plus

(ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

(b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave as would have been admissible if his previous duty had been in permanent employ, diminished by any earned leave already taken, Leave is not interruption of duty for the purpose of this Ordinance.

(2) Half-pay Leave

No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

(3) Commuted Leave

Temporary teachers shall not be entitled to commute any portion of the half-pay leave.

4. Extra-ordinary Leave

In the case of a temporary teacher, the duration of extra-ordinary leave on any occasion shall not exceed the following limits :

(a) Three months at a time :

(b) Six months in cases where the teacher has completed three years continuous services and the leave application is supported by a medical certificate :

(c) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy;

(d) (i) Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the University's interest, provided that the teacher has completed three years continuous services on the date of commencement of extra-ordinary leave. In case where this condition is not satisfied, extra-ordinary to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above), if the teacher completes three years continuous service on the date of expiry of such leave.

(ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could have been granted such leave under (a) above, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

(5) Leave-not-due, Study Leave and Sabbatical Leave

Temporary teachers shall not be entitled for the grant of leave-not-due study leave and sabbatical leave.

(6) Vacation

(i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session.

(ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part of whole of the next academic

year and the teacher joins on the opening day and has also served on the last working day before the vacation.

D. TEACHERS APPOINTED ON CONTRACT

16. Teachers appointed on contract will be granted leave in accordance with the term of the contract.

E. HONORARY AND PART-TIME TEACHERS

17. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

F. GENERAL

18.(1) Leave-how earned

Leave is earned by duty only. The period spent in foreign service counts as duty if continuation towards leave salary is paid for such period.

(2) Right to Leave

(3) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

(3) Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuous period exceeding three years.

Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra-ordinary leave for five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorised absence.

(4) Application for leave

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

(5) Commencement and termination of leave

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty.

(b) Sundays and other recognised holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the clauses 5, 8 and 14 of this Ordinance.

(6) Rejoining of duty before the expiry of leave

(a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

(7) Leave on medical grounds to be supported by medical certificate

A teacher who applies for leave on medical ground shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

(8) Rejoining duty on return from leave on Medical ground.

No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave

A teacher on leave shall not, without the written permission of the University taken in advance engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education, or similar Bodies/ Institutions or with the permission of the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstayal of leave

Subject to provision of clause 18 (2) above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowances or salary for the period of such absence.

Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Wilful absence from duty may be treated as misconduct.

(11) Leave beyond the date of retirement

No leave shall be granted beyond the date on which a teacher must compulsorily retire.

(a) Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended upto 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave exceeding 120 days is granted under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him between the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied ; the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

(b) Provided further that a teacher :

(i) Who after having been under suspension is reinstated within 120 days or 180 days, as the case may be, preceeding the date of his retirement on suerannuation and was prevented by reason of having been under suspension from applying for leave preparatory to retirement, shall be allowed to avail of such leave as he was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.

(ii) Who attained age of superannuation while under suspension and was thus prevented from applying for leave prearatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 days or 180 days, as the case may be, after termination of proceeding as if it had been refused aforesaid leave, if in the opinion of the authority competent to order reinstatement, he has been fully exenorated and the suspesion was wholly unjustified.

(c) Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as under :

(i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation ;

Explanations : In determining the quantum of earned leave that could accumulate during the period of extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.

(ii) After the expiry of the period of extension :

(a) After earned leave which could have been granted to him under sub-clause (a) above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during period of extending ; and

(b) earned leave earned during the period of extension and applied for as leave preparatory of retirement in sufficient time before the date to final cessation of his duties and refused in the interest of the University.

Note : A teacher who avails himself of the refused leave in full or in part immediately after the date of his superannuation or on the expiry of extensiion of service will be deemed for purpose other than pensionary/ contributory provident fund benefits and lien, to be in service till the expiry of the refused leave. He will retire and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other late date if any extension of service is granted) from the date of expiry of such leave only.

(12) Leave to a teacher whose services are no longer needed (Terminal Leave)

(i) The earned leave to the extent due (but exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for or then refused in the University's interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently.

(ii) If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however where the resignation is for reasons of health or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days may be granted to him at the discretion of the Vice-Chancellor.

In cases in which a prescribed period of notice is required to be given the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(13) Conversion of one kind of leave to another.

(a) at a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was admissible to him at the time the leave was originally taken ; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

(14) Increment of pay falls during any leave, other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(15) Leave year

For the purpose of this Ordinance, unless otherwise specified, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

19. The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council.

Kinds of leave (1)	Sanctioning authority (2)	Extent of power (3)
(i) Casual leave and Special Casual Leave		
(a) Dean of Schools	Vice-Chancellor	Full
(b) Chairman of Centre/ Heads of Departments	Dean of Schools	Full
(c) Other teachers	Chairman of Centre/ Heads of Department	Full
(ii) Earned Leave, Half-pay Leave, Commutated Leave and Maternity Leave	Vice-Chancellor	Full
(iii) Extra-Ordinary Leave	Vice-Chancellor	Upto 90 days
(iv) Leave-not-due	Vice-Chancellor	Full

20. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clause 10 of this Ordinance. During other kinds of leave, a teacher shall be paid leave salary as under :

(A) Earned leave and Commuted leave

Leave salary equal to the average monthly salary earned during the ten complete months immediately proceeding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater.

Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he was the substantive holder of the post in which he would have so officiated but for his officiating appointment in an equivalent or higher post.

Note : The three years limit shall include :

(a) all period of leave during which a teacher would have officiated in the post but for his proceeding on such leave ; and

(b) all periods of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.

(B) Half-pay leave and Leave-not-due

Leave salary equal to half of the amount specified against (A) above.

(C) Extra-Ordinary leave

Not entitled to any leave salary.

(D) Study leave

As admissible under clause 9 of this Ordinance and calculated as shown above.

(E) Maternity Leave and Quarantine Leave

Pay drawn at the time of proceeding on leave. Subject to the provisions of clauses 9 and 10 of this Ordinance, payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

21. The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in :

(i) making application for leave and for permission to return to duty before the expiry of the leave ;

(ii) granting leave and submission of medical certificates while proceeding on or returning from leave ;

(iii) the payment of leave salary ;

(iv) the maintenance of records of service ; and

(v) the maintenance of leave accounts.

29. ON THE STRUCTURE OF BACHELOR OF ARTS, SCIENCE AND COMMERCE

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

1. There shall be courses of study leading to the Degrees of Bachelor of Arts, Bachelor of Science and Bachelor of Commerce. Each course shall be a three-year integrated programme leading to a Pass or a Honours degree in the respective branches.

2. Students who have passed the two year HS/Pre-University examination or any other equivalent examination from any recognised University / Board will be eligible to seek admission to the first year of the Degree Course.

3. The duration of the degree course will be three years. There shall be three University examinations, the first at the end of the first year, the second at the end of second year and third at the end of third year.

4. (i) In order to pass the Degree Examination, a candidate must obtain the following minimum marks.

Pass Course (in each paper)

(a) Where no practicals are involved 33 %

(b) Where practicals are involved

Theory 30 %

Practicals 40 %

Honours course (in each paper)

(a) Where no practicals are involved 33 %

(b) Where practicals are involved

Theory 30 %

Practicals 40 %

(ii) Students will be awarded Divisions in the pas course on the basis of their aggregate marks in all the subjects taken together. Students securing 35 % marks or more but less than 45% marks will be declared to have simply passed. Those securing 45 % marks or more but less than 60 % will

be placed in the Second Division and those securing 60 % marks or more in the First Division. Those students who obtain 75 % marks or more in any subject will be awarded distinction in that subject.

(iii) The students in the honours examination will be awarded Classes on the basis of the aggregate of marks of all the papers in that subject. The minimum percentage to qualify for honours shall be 45 % . Those securing 45 % and above but less than 60 % will be placed in the second class, those securing 60 % and above will be placed in the first class.

(iv) A candidate shall be awarded the final degree in respective stream taking into account his/her performance in all three years.

5. (a) Bachelor of Arts (i) The candidates shall study three elective subjects of equal weightage in addition to English paper I & II, MIL paper I & II and Foundation course. A honours student shall have to study five papers more ie. paper IV to VIII and they shall study only one paper in M.I.L. The English honours candidates shall not be required to take MIL.

(ii) The distribution of courses and marks shall be as follows :

For Pass Course candidates (Art Stream)

Subject	1st Year	2nd Year	3rd Year
1st elective	Paper I...100 marks	Paper II....100 marks	Paper III...100 marks
2nd elective	Paper I...100 marks	Paper II...100 marks	Paper III.... 100 marks
3rd elective	Paper I...100 marks	Paper II...100 marks	Paper III...100 marks
English Paper	I...100 marks	Paper II...100 marks	—
MIL	—	Paper II...100 marks	Paper II..100 marks
Foundation Course	—	—	One paper..100 marks
Total	400 marks	500 marks	500 marks

GRAND TOTAL :

1400 marks

For Honours Course Candidates

English	1st Year	2nd Year	3rd Year
Hons, elective	Paper I.. 100 marks	Paper II.. 100 marks.	Paper III.100 marks
1st. elective	Paper IV..100 marks	Papers V... 100 marks VI...100 marks	Paper VII ...100 Papers VIII ... 100 marks
2nd. elective	Paper I...100 marks	Paper II...100 marks	Paper III.100 marks
3rd. elective	Paper I...100 marks	Paper II..100 marks	Paper III.. 100 marks
English	Paper I..100 marks	Paper II... 100 marks	---
MIL/Alt English	Paper I 100 marks	
Foundation Course	---	---	One paper ...100 marks
TOTAL	500 marks	700 marks	600 marks

GRAND TOTAL : 1800 marks

(b) Bachelor of Science

(i) The candidate shall study three elective subjects of equal weightage in addition to English one paper and Foundation Course one paper. A honours student shall have to study 6 (six) papers more of 400 marks.

(ii) The distribution of course and marks shall be as under :-

For pass course candidates

Subject Ist. elective	1st. Year Paper I (Theory) ... 70 marks	2nd. Year Paper II..70 marks (Theory) Paper III...60 marks (practical) Paper IV.. 70 marks (Theory).	3rd. Year Paper V...70 marks (Theory) Paper VI....60 marks (practical)
2nd elective	Paper I (Theory) ...70 marks	Paper II...70 marks (Theory) Paper III...60 marks (practical) Paper IV...70 marks (Theory)	Paper V...70 marks (Theory) Paper VI...60 marks (practical)
3rd. elective	Paper I (Theory)	Paper II...70 marks (Theory) Paper III...60 marks (practical) Paper IV....70 marks (Theory)	Paper V..70 marks (Theory) Paper VI...60 marks ((practical)
English	One paper ..100 marks	---	---
Foundation course	---	---	One paper... 100 marks
TOTAL	310 marks	600 marks	490 marks

GRAND TOTAL : 1400 marks

For Honours course candidates :-

Subject	1st. Year	2nd. Year	3rd. Year
Hons. Elective	Paper I...70 marks (Theory) Paper VII..70 marks (Theory)	Paper II...70 marks (Theory) Paper III...60 marks (Practical) Paper IV...70 marks (Theory) Paper VIII..70 marks (Theory) Paper IX ...60 marks (Practical) Paper X...70 marks (Theory)	Paper V...70 marks (Theory) Paper VI...60 marks (Practical) Paper XI...70 marks (Theory) Paper XII... 60 marks (Practical)
2nd elective	Paper I 70 marks (Theory)	Paper II..70 marks (Theory) Paper III...60 marks (Practical) Paper IV...70 marks (Theory)	Paper V...70 marks (Theory) Paper VI...60 marks (Practical)
3rd. elective	Paper I 70 marks (Theory)	Paper II.. 70 marks (Theory) Paper III..60 marks (Practical) Paper IV ... 70 marks (Theory)	Paper V...70 marks (Theory) Paper VI...60 marks (Practical)
English Foundation Course	One Paper 100 marks	---	One Paper 100 marks
Total	380 marks	800 marks	620 marks

GRAND TOTAL : 1800 marks

(c) Bachelor of Commerce :

(i) TOTAL PASS PAPERS TO BE OFFERED BY A STUDENT IS 14, ALL ARE COMPULSORY OPTION BEING CONFINED TO PAPER II OF GROUP E BETWEEN RMSTAT AND BM COMP. A. A STUDENT OFFERING HONOURS IN EITHER (a) ACCOUNTANCY & TAXATION OR (b) BUSINESS MANAGEMENT OF (c) BANKING & FINANCE. WILL HAVE TO APPEAR IN ALL THE 14 PAPERS OF PASS COURSE AND IN ADDITION WILL OFFER FOUR ADDITIONAL PAPERS OF THE SUBJECT. Graduation in Honours will depend on marks scored in 8 papers, 4 Honours papers and 4 papers from pass course. Of the 4 papers from the pass course to be considered as Hons. Paper I, Hons. Paper II, Hons. Paper III and Hons. Paper IV, there will be the first three papers of either group C (for Accy. & Taxation), or group D (for Business Management) of Group B (for Banking & Finance). The Fourth Hons. paper will be paper II of Group E of Pass Course. Thus two papers in Hons. will be common for Hons. students of any group. They are paper II of Group E of Pass Course and Hons. Paper VI (Financial Management).

(ii) The distribution of Course and marks shall be as under :-

For Pass course candidates

Group	First Year	Second Year	Third Year
A : Humanities	Paper - I (Eng) 100 marks	Paper-II (MIL)/Alt English 100 marks	Paper-III (Foundation Course) 100 marks
B : Economics	Paper- I Business Economics 100 marks	Paper-II Econ. Development & Planning in India (EDPI) 100 marks	Paper-III Money, Finance & Trade (MFT) 100 marks
C : Accountancy & Taxation	Paper-I Financial Accounting 100 marks	Paper-II Higher Accounting & Elements Of Costing 100 marks	Paper-III Auditing & Elements Of Income Tax 100 marks
D : Business Organisation & Management (BOM)	Paper-I BOM 100 marks	Paper-II Mercantile & Industrial Law 100 marks	Paper-III Company Law and Management 100 marks
E: Subsidiary Group	---	Paper-I Banking Theory & Practice 100 marks	Paper-II Business Mathematics and Statistics (BMSTAT) 40 + 60 = 100 marks OR Business Mathematics and Comp. Awareness 60 + 40 = 100 marks
Total	400 marks	500 marks	500 marks

GRAND TOTAL : 1400 marks

For Honours Course candidates :

GROUP	FIRST YEAR	SECOND YEAR	THIRD YEAR
Accy & Taxation	Paper-I of Pass Course 100 marks	Paper - II of pass Course 100 marks	Paper -III of Pass Course 100 marks Paper- II of Pass E considered as Hons. (IV) 100 marks Paper-VIII, Law & Practice of Taxation. 100 marks
	Paper - V Cost Accounting 100 marks	Paper-VI, Financial Mgt. Paper - VII, 100 marks Accounting Theory & Mgt. Accounting	
Business Managemt	Paper -I of Pass Course 100 marks Paper- V, principles Of management 100 marks	Paper - II Paper -II of Group D of Pass Course Paper -VI : Financial Mgt. 100 marks Paper -VII : Marketing Mgt 100 marks	Paper -III of Pass Course 100 marks Paper -IV - Paper -II Paper - VIII of Group E of Pass Course 100 marks Psychology & Organisation Behaviour 100 marks
Banking & Finance	Paper-I of Group B of Pass Course 100 marks Paper-V : Rural Banking & Finance 100 marks	Paper-II of Group B of Pass Course 100 marks Paper-VI : Financial Management 100 marks Paper-VII : Indian Financial System 100 marks	Paper-III of Group B of Paper -IV Course 100 marks Paper-II of Group B of Pass Course 100 marks Paper-VIII : Banking System & Banking Law & Practice. 100 marks
English	One paper 100 marks	---	Foundation course 100 marks
TOTAL	500 marks	700 marks	600 marks

GRAND TOTAL : 1800 marks.

6. (i) The organisation of the programmes leading to the degrees in this ordinance and framing of the courses will be laid down in the Regulation framed for this purpose from time to time.

(ii) The students who have been studying for degree course immediately before the commencement of this Ordinance shall be permitted to complete their examinations as per the Ordinance in force at the time of their enrolment.

(iii) Notwithstanding anything contained in this Ordinance, any difficulty arising in the interpretation of or giving effect to, any provision of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision there on shall be final.

30. ON THE STURCTUTE OF BACHELOR OF ENGINEERING COURSE

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

1. The Bachelor of Engineering Course, called the B.E Course hereafter, shall comprise of four academic years and each academic year shall consist of two semesters. Each semester shall approximately consist of 15 weeks of teaching and 6 weeks of academic and other formalities including the semester examination.

2. The following categories of candidates will be eligible for admission to the B.E Course.

(a) A Candidate, who has passed the two year Higher Secondary Science Examination or its equivalent as recognised by the Assam University, securing at least the minimum marks required to pass in Physics, Chemistry and Mathematics with an aggregate of 50 % marks in these subjects will be eligible for admission to the FIRST SEMESTER of the B.E. Course. Relaxation for SC and ST candidates will be made as per Rules of the University, formulated from time to time.

(b) A candidate, who has passed the FINAL DIPLOMA examination in a branch of study conducted by the State Council of Technical Education, Assam, will be eligible for admission to the THIRD SEMESTER of that particular branch of study after passing the first and second semester Theory (written) papers in Mathematics, Physics and Chemistry of the B.E course of the Assam University.

3. (a) Each subject offered by a student in a semester shall consist of one or more of the following parts :

(i) Theory (written paper)

(ii) Sessional

(ii) Practical/Viva-voce.

(b) In order to pass a subject, a student shall have to pass all the parts separately.

(c) The minimum pass marks shall be as follows :

TABLE - 1

Examination	Minimum Pass Marks		
	Theory	Sessional	Practical/ viva-voce
First & Second Semester	30 %	40 %	30 %
Third to Eighth Semester	35 %	50 %	35 %

4. Semester Examinations are divided into two groups : odd (i.e. FIRST, THIRD, FIFTH & SEVENTH) AND even (i.e. SECOND, FOURTH, SIXTH, & EIGHTH). Each group of examinations will be held once in an academic year, except the FIRST, SECOND, SEVENTH & EIGHTH Semester examinations. Candidates who failed in the regular FIRST, SECOND, SEVENTH & EIGHTH semester examinations will only be eligible to sit for the compartmental examination that will follow.

5. (a) A student will not be sent up for a semester examination from an affiliated college if he/she has not attended at least 75 % of the classes held for each subject taught in the semester and/or has not passed all the sessionals of the semester. At the time of applying for permission to sit for a semester examination a student must produce a certificate from the Principal of the concerned affiliated college to the effect that the student has satisfactorily completed the course work of the semester and has fulfilled all the conditions stated above.

(b) A student, satisfying clause 5 (a) above and subsequent relevant clauses of the ordinance, will be allowed to sit for a semester examination on payment of the prescribed fees separately for each semester examination in which the candidate desired to appear.

(c) A student is eligible for promotion to the next higher semester on passing all the subjects of the current semester, provided that the student has no arrears in subject (s) of earlier semesters and satisfies relevant clauses of the regulations.

Arrears in subjects are the subjects in which a candidate fails to secure at least the minimum pass marks in a semester examination in the written paper or the Practical/Viva-voce part of the subject.

(d) A student admitted to appear in the FIRST semester examination is eligible for provisional promotion to SECOND SEMESTER but his/her subsequent provisional promotion to higher semester from and including THIRD semester onwards, will be as per clauses 5 (e), 5 (f), 5 (g), 5 (h), 5 (i), 5 (j).

(e) A student will not be allowed to attend classes of the FOURTH semester if he/she either (I) failed in more than FOUR subjects of the SECOND semester or (II) failed to clear all subjects of FIRST semester.

(g) A student will not be allowed to attend classes of FIFTH semester if he/she has failed in more than FOUR subjects of the SECOND semester.

(h) A student will not be allowed to attend classes in the SIXTH semester if he/she has failed in more than FOUR subjects of FOURTH semester.

(i) A student will not be allowed to attend classes of SEVENTH semester if he/she has failed in more than FOUR subjects of THIRD & FIFTH semesters taken together.

(j) A student will not be allowed to attend classes of EIGHTH semester if he/she has failed in more than FOUR subjects of FOURTH & SIXTH semesters taken together.

6. (a) A student, failing to pass all the subjects of FIRST semester in three consecutive examinations from his/her admission into the courses, shall not be allowed by the concerned college to continue studies.

(b) Similarly a student failing to pass the courses of the B.E. degree examination in 8 years from the date of his/her admission into the course will not be allowed to sit for the B.E Examination. However, under special circumstances the Vice-Chancellor of the University, on the recommendation of the Principal of the concerned affiliated college may extend the period by one year for the purpose.

(c) Further a student as per rules and having arrears in any subject of any earlier semester will be required to obtain prior clearance from the concerned Principal of the affiliated college for appearing at any earlier semester examination with due intimation to the University.

7. (a) A candidate will be awarded B.E degree in an appropriate branch, on passing all the eight semester examinations.

(b) For the purpose of determining class in which a candidate is to be placed, marks secured by him/her in all the semester examinations from the THIRD to EIGHTH semester shall be added up as follows :

(i) 25% of the total marks secured in the THIRD and FOURTH semester examinations.

(ii) 75 % of the total marks secured in the FIFTH and SIXTH semester examinations.

(iii) 100 % of the total marks secured in the SEVENTH and EIGHTH Semester examinations.

Marks so obtained shall be compared with the full marks in these semesters taken in the same proportions for calculating percentage of the marks secured.

(c) On assessment as per clause 7 (b) above, a candidate securing 65 % marks and above will be awarded a FIRST CLASS and a candidate securing below 65 % and having the minimum aggregate of 40 % will be awarded SECOND CLASS. A student failing to secure a minimum aggregate of 40% marks may be allowed to appear in all the theory papers of the 8th SEMESTER EXAMINATION in the immediately following examination.

(d) A candidate will be declared to have passed with Honours in the appropriate class provided the candidate passes all the semester examinations from the FIRST to the EIGHTH regularly, without keeping any arrear subject at any semester and completes the B.E. course in four academic years from the date of his/her admission and secured at least 75 % marks as per assessment under clause 7 (b) above.

(8). (i). The organisation of the programmes leading to the degree in this ordinance, framing of the courses and conduct of examinations and other related matters will be laid down in the Regulations framed for this purpose from time to time.

(ii) The students who have been studying for B.E. course immediately before the commencement of this Ordinance shall be permitted to complete their examinations as per the Ordinance in force at the time of their enrolment.

(iii) Notwithstanding anything contained in this Ordinance, 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.

31. ON M.B.B.S. COURSE

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

1. The M.B.B.S. course in the affiliated medical colleges of the University shall be of $4\frac{1}{2}$ years duration followed by 12 months compulsory Rotating Internship.

2. No candidate shall be admitted to the M.B.B.S. Course unless :

(i) He/She has completed the age of 17 years at the time of admission or will complete this age on the 31st December of the year of his/her admission to the 1st M.B.B.S. Course.

(ii) He/She has passed :

(a) The two year P. U. Examination in Science or twelve year Higher Secondary Examination in Science or Pre-medical examination of any recognised University or equivalent examination recognised as such by the Assam University with Physics, Chemistry and Biology including practical tests in each of these subjects.

(b) A student who has passed the B.Sc. Examination with two of the three subjects i.e. Physics, Chemistry and Biology may be admitted to the Medical Course if he/she passed the third subject in the two year P. U. or Twelve year Higher Secondary Examinations before appearing for the First M.B.B.S. Examination.

(i) In all the above cases the candidate must have passed the Higher Secondary or the Pre-University examination with English as one of the subjects.

(ii) Selection of candidates to the Medical course shall be based on the candidate's academic record, Physical fitness, aptitude, personality and proficiency in sports and N.C.C. training.

3. The following shall be the period of study :

(a) Every student must undergo a period of study certified by the Principal of the college extending over $4\frac{1}{2}$ academic years from the date of commencement of the 1st semester.

(b) The First $1\frac{1}{2}$ years shall be occupied in the study of the Pre-Clinical subjects and that no student shall be permitted to study the Para-clinical and Clinical group of subjects until he/she has passed all pre-clinical subjects.

4. The scheme of study in the Medical course shall be as follows :

(a) For pre-clinical course :

from July to January of the following calendar year containing three semesters. ($1\frac{1}{2}$ academic Years)

1st semester - from July to January

2nd semester - from January to July

3rd semester - from July to January

(b) For Para-Clinical Course :

From January to July of the following calendar year containing three semesters ($1\frac{1}{2}$ academic years).

4th Semester - from January to July

5th semester - from July to January

6th semester - from January to July of the next calendar year.

(c) For Clinical Course : (includes Para-clinical course also)

From January of one year to the January of the third calendar year containing 6 semesters (3 academic years).

4th Semester - from January to July of the same calendar year.

5th semester - from July to January of next calendar year.

6th semester - from January to July of the next calendar year.

7th semester - from July to January of the next calendar year.

8th semester - from January to July of the same calendar year.

9th semester - from July to January of next calendar year.

5. (i) First M.B.B.S. Examination.

(1) Any student who has completed a regular course of study for the Pre-clinical (1st M.B.B.S.) Course in a Medical College, affiliated to Assam University and is sent up for the examination by the Principal of the College may be admitted to the 1st M.B.B.S. Examination on payment of the prescribed fee.

(2) A student, in order to pass the 1st M.B.B.S. Examination, must obtain in each subject :