

DISCLOSURE OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2005

1. PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

The Assam University came into existence on 21st January 1994 as per the Assam University Act, 1989 (Act XIII of 1989) as passed by both the Houses of Parliament (Rajya Sabha on 11th May 1989 and Lok Sabha on 15th May 1989) and assented to by the President of India on 23rd May 1989. It was enforced by the Government of India by a notification on 15th January 1994. The headquarters of the University is at Silchar. The Permanent Campus of the University is located at Dargakona, 25 kms south of Silchar Town.

OBJECTIVES

The objects of the University shall be to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit and by the example of its corporate life to make provisions for integrated courses in Humanities, Natural and Physical Sciences and Social Sciences in the educational programmes of the University; to take appropriate measures for promoting inter-disciplinary studies and research in the University; to educate and train manpower for development of the State of Assam; and to pay special attention of the improvement of the social and economic conditions and welfare of the people of that state, their intellectual, academic and cultural development.

POWERS OF THE UNIVERSITY

The University shall have the following powers namely;

- (i) to provide for instruction in such branches of learning as the University may from time to time determine and to make provision for research and for the advancement and dissemination for knowledge;
- (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method

- of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause :
- (iii) to organise and to undertaken extra-mural studies, training and extension services;
 - (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
 - (v) to provide facilities through the distance education system to such persons as it may determine;
 - (vi) to institute Principalships, Profesorships, Readerships, Lecturships and other teaching and academic positions, required by the University and to appoint persons to such Principalships, Professorships, Readerships, Lectureships or other teaching or academic positions;
 - (vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
 - (viii) to recognise persons for imparting instructions in any college or institution admitted to the privileges of the University;
 - (ix) to appoint persons working in any other University or organisation as teachers of the University for a specified period;
 - (x) to create administrative, ministerial and other posts and to make appointments thereto;
 - (xi) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purposes as the University may determine;
 - (xii) to establish such campuses, special centres, specialised laboratories or other units for research and instruction as are, in opinion of the University, necessary for the furtherance of its objects;
 - (xiii) to institute and award fellowships, scholarships, studentships, medals and prizes;
 - (xiv) to establish and maintain Colleges, Institutions and Halls;
 - (xv) to make provision for research and advisory services for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
 - (xvi) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
 - (xvii) to admit to its privileges colleges and institutions not maintained by the University; to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes; to recognise, guide,

- supervise and control halls not maintained by the University and other accommodation for students, and to withdraw any such recognition;
- (xviii) to appoint on contract or otherwise visiting Professors, Emeritus Professors, consultant scholars and such other persons who may contribute to the advancement of the objects of the University;
 - (xix) to confer autonomous status on a College or an Institution or a Department as the case may be, in accordance with the Statutes;
 - (xx) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
 - (xxi) to demand and receive payment of fees and other charges;
 - (xxii) to supervise the residence of the students of the University and to make arrangements for promoting their health and general welfare;
 - (xxiii) to lay down conditions of service of all categories of employees, including their code of conduct;
 - (xxiv) to regulate and enforce discipline among the students and the employees and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
 - (xxv) to make arrangements for promoting the health and general welfare of the employees;
 - (xxvi) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purposes of the University;
 - (xxvii) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purposes of the University;
 - (xxviii) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects;

JURISDICTION

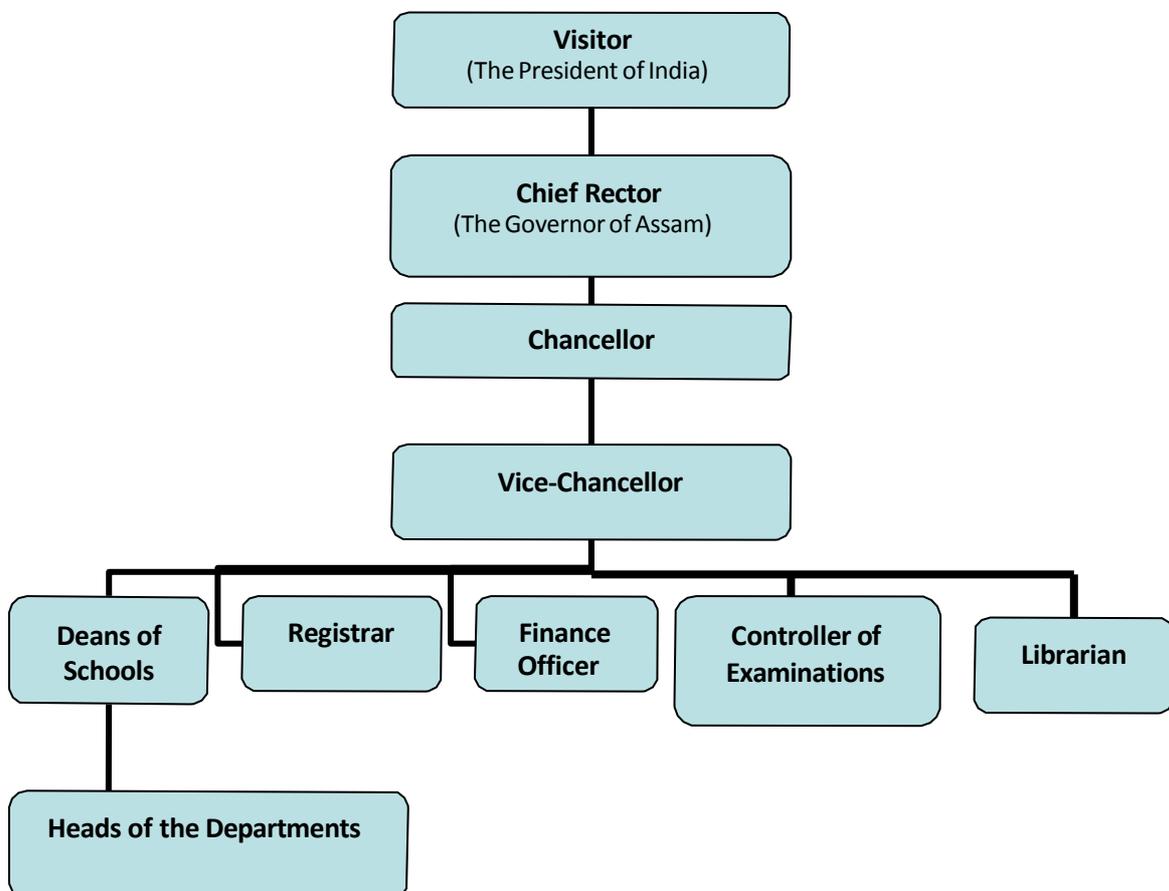
The jurisdiction of the University shall extend to the Cachar, Karimganj, North Cachar Hills, Karbi Anglong and Hailakandi Districts of the State of Assam.

UNIVERSITY OPEN TO ALL CLASSES, CASTES AND CREED

The University shall be open to persons of either sex and of whatever caste, creed, race, or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.

Provided that nothing in this section shall be deemed to prevent the University from making special provisions, for the employment or admission of women, physically handicapped or of persons belonging to the weaker sections of the society and in particular, of the scheduled castes and the scheduled tribes.

ORGANISATIONAL STRUCTURE



2. THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

The Chancellor

The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

The Chancellor shall, by virtue of his office be the Head of the University.

The Chancellor shall, if present, preside at the convocations of the University held for conferring degrees.

The Vice-Chancellor

The Vice-Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

The Vice-Chancellor shall be the principal executive and academic officer of the University, and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

The Vice-Chancellor may, if he is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority the action taken by him on such matter;

Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final;

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this subsection shall have the right in appeal against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

Pro-Vice-Chancellor

The Pro-Vice-Chancellor shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

Deans of Schools

Every Dean of a School shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

The Registrar

The Registrar shall be appointed in such manner, as may be prescribed by the Statutes.

The Registrar shall have the power to enter into agreement, sign documents and authenticate records on behalf of the University and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

The Finance Officer

The Finance Officer shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

Other Officers

The manner of appointment and powers and duties of other officers of the University shall be prescribed by the Statutes.

THE STATUTES OF THE UNIVERSITY

The Chancellor

- The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country :

Provided that if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations from the Executive Council.

- The Chancellor shall hold office for a term of five years and shall not be eligible for reappointment :

Provided that notwithstanding the expiry of his term of office the Chancellor shall continue to hold office until his successor enters upon his office.

The Vice-Chancellor

- The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee as constituted under Clause (2) :

Provided that if the Visitor does not approve of any of the persons included in the panel he may call for a fresh panel.

- The Committee referred to in clause (1), shall consist of three persons, none of whom shall be an employee of the University or a member of the Court, the Executive Council or the Academic Council or connected with an institution recognised by or associated with the University and out of the three persons two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convenor of the Committee.
- The Vice-Chancellor shall be a whole-time salaried officer of the University.
- The Vice-Chancellor shall hold office for a term of five years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier, and he shall not be eligible for reappointment :

Provided that notwithstanding the expiry of the said period of five years, he shall continue in office until his successor is appointed and enters upon his office :

Provided further that the Visitor may direct any Vice-Chancellor after his term has expired to continue in office for such period, not exceeding a total period of one year, as may be specified by him.

- The emoluments and other conditions of service of the Vice-Chancellor shall be as follows :
 - (i) The Vice-Chancellor shall be paid a monthly salary and allowances other than the house rent allowance at the rates fixed by the Central Government from time to time and he shall be entitled without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of maintenance of such residence.

- (ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Executive Council with the approval of the Visitor from time to time :

Provided that where an employee of the University or a College or an Institution maintained by or affiliated to it or of any other University or any Institution maintained by or affiliated to such other University is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor.

Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

- (iii) The Vice-Chancellor shall be entitled to travelling allowance at such rate as may be fixed by the Executive Council.
- (iv) The Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalments of fifteen days each on the 1st day of January and July every year.

Provided that if the Vice-Chancellor assumes and relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of two-and-a-half days for each completed months of service.

- (v) In addition to the leave referred to in sub-clause (iv), the Vice-Chancellor shall also be entitled to half pay leave at the rate of twenty days for each completed year of service. This half pay leave may also be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.

- If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor :

Provided that if the Pro-Vice-Chancellor is not available the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the Vice-Chancellor attends to the duties of his office, as the case may be.

Powers and duties of the Vice-Chancellor

- (i) The Vice-Chancellor shall be ex-officio Chairman of the Executive Council, the Academic Council, the Planning Board and the Finance Committee and shall in the absence of the Chancellor preside at the convocations held for conferring degrees.
- (ii) The Vice-Chancellor shall be entitled to be present at and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iii) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (iv) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of the authorities of the University.
- (v) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he may deem fit.
- (vi) The Vice-Chancellor shall have the power to convene or cause to be convened the meeting of the Executive Council, the Academic Council, the Planning Board and the Finance Committee.

The Pro-Vice-Chancellor

- (i) Every Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor :

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council :

Provided further that the Executive Council may on the recommendation of the Vice-Chancellor appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a professor.

- (ii) The term of office of a Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier :

Provided that a Pro-Vice-Chancellor whose term of office has expired shall be eligible for reappointment :

Provided further that, in any case, a Pro-Vice-Chancellor shall retire on attaining the age of sixty-five years;

Provided also that the Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (6) of Statute (2), continue in office notwithstanding the expiration of his term of office as Pro-Vice-Chancellor until a new Vice-Chancellor or the Vice-Chancellor, as the case may be, assumes office.

Provided also that when the office of the Vice-Chancellor becomes vacant and there is no Pro-Vice-Chancellor to perform the functions of the Vice-Chancellor, the Executive Council may appoint a Pro-Vice-Chancellor and

the Pro-Vice-Chancellor so appointed shall cease to hold office as such as soon as a Vice-Chancellor is appointed and enters upon his office.

- (iii) The emoluments and other terms and conditions of service of a Pro-Vice-Chancellor shall be such as may be prescribed by the Ordinances.
- (iv) A Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf from time to time, and shall also exercise such power and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

Registrar

- (i) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
- (ii) He shall be appointed for a term of five years and shall be eligible for reappointed.
- (iii) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Ordinances :

Provided that the Registrar shall retire on attaining the age of sixty years :

Provided further that a Registrar shall notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (iv) When the office of the Registrar is vacant or when the Registrar is by reason of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (v) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment :

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations :

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (vi) The Registrar shall be ex-officio Secretary of the Executive Council, the Academic Council and the Planning Board but shall not be deemed to be a member of any of these authorities and he shall be ex-officio Member-Secretary of the Court.

- (vii) It shall be the duty of the Registrar

- a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charges;
- b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Planning Board and of any Committees appointed by those authorities;
- c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council, the Planning Board and of any Committees appointed by those authorities;

- d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Planning Board;
- e) to arrange for and superintend the examinations of the University in accordance with the manner prescribed by the Ordinances;
- f) to supply to the Visitor, copies of the agenda of the meetings of the authorities of the Universities as soon as they are issued; and the minutes of the such meetings;
- g) to represent the University in suits or proceedings by or against the University, sign powers-or-attorney and verify pleadings or depute his representative for the purpose; and
- h) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required, from time to time, by the Executive Council or the Vice-Chancellor.

Finance Officer

- (i) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (ii) He shall be appointed for a term of five years and shall be eligible for reappointment.
- (iii) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances :

Provided that a Finance Officer shall retire on attaining the age of sixty years;

Provided further that the Finance Officer shall notwithstanding his attaining the age of sixty years continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

- (iv) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence, or any other cause, unable to perform

the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

- (v) The Finance Officer shall be ex-officio Secretary of the Finance Committee, but shall not be deemed to be a Member of such Committee.

- (vi) The Finance Officer shall
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and,
 - (b) perform such other financial functions as may be signed to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

- (vii) Subject to the control of the Executive Council, the Finance Officer shall
 - (a) hold and manage the property and investment of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balance and on the state of investments;
 - (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and the stock-checking is conducted of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories, Colleges and Institutions maintained by the University.
 - (g) Bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault, and

(h) Call for from any Office, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

(viii) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

Controller of Examinations

(i) The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Executive Council.

(ii) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Ordinances.

Provided that the Controller of Examinations shall retire on attaining the age of sixty years.

Provided further that the Controller of Examinations shall, notwithstanding his attaining the age of sixty years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year whichever is earlier.

(iii) When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reason of illness, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

Deans of Schools of Studies

(i) Every Dean of a School of Studies shall be appointed by the Vice-Chancellor from among the Professors in the School for a period of three years and shall be eligible for reappointment.

Provided that a Dean on attaining the age of sixty years shall cease to hold office as such :

Provided further that if at any time there is no Professor in a School, the Vice-Chancellor, or a Dean authorised by the Vice-Chancellor in this behalf, shall exercise the powers of the Dean of the School.

- (ii) When the office of the Dean is vacant or when the Dean is, by reason of illness, absence or any other cause, unable to perform duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (iii) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.
- (iv) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be but shall not have the right to vote thereat unless he is a member thereof.

Heads of Departments

- (i) In the case of Departments which have more than one Professor the Head of the Department shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors.
- (ii) In the case of Departments where there is only one Professor, the Executive Council shall have the option to appoint on the recommendation of the Vice-Chancellor either the Professor or a Reader as the head of the Department :

Provided that it shall be open to a Professor or Reader to decline the offer of appointment as the Head of the Department.

- (iii) A person appointed as the Head of the Department shall hold office as such for a period of three years and shall be eligible for re-appointment.

- (iv) A Head of the Department may resign his office at any time during his tenure of office.
- (v) A Head of a Department shall perform such duties as may be prescribed by the Ordinances.

Proctors

- (i) Every Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor.
- (ii) Every Proctor shall hold office for a term of two years and shall be eligible for reappointment.

Dean of Students Welfare

- (i) Every Dean of Students Welfare shall be appointed from amongst the teachers of the University not below the rank of a Reader, by the Executive Council on the recommendation of the Vice-Chancellor.
- (ii) Every Dean appointed under clause (1) shall be whole-time officer and shall hold office for a term of three years and shall be eligible for re-appointment.

Provided that the Executive Council may, if it is considered necessary, on the recommendation of the Vice-Chancellor, a teacher, not below the rank of a Reader, to discharge the duties of the Dean of Students Welfare in addition to his duties as such teacher, and in such a case, the Executive Council may sanction a suitable allowance to be paid to him.

- (iii) A person who is appointed as Dean of Students Welfare shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him, but for his appointment as Dean of Students Welfare.

- (iv) When the office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (v) The duties and powers of a Dean of Students Welfare shall be prescribed by the Ordinances.

Librarian

- (i) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time officer of the University.
- (ii) The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

The Powers and Functions of the Court

The following are the powers and functions of the Court :

- (i) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;
- (ii) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;
- (iii) to advise the Visitor in respect of any matter which may be referred to it for advice and
- (iv) to perform such other functions as may be prescribed by the Statutes.

The powers and functions of the Executive Council

The following are the powers and functions of the Executive Council :

- (i) The Executive Council shall have the power of management and administration of the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
- (ii) Subject to the provision of this Act, the Statues and the Ordinances, the Executive Council shall in addition to all other powers vested in it, have the following powers, namely :
 - to create teaching and academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff and Principals of College and Institutions maintained by the University.

Provided that no action shall be taken by the Executive Council in respect of the number, qualifications and the emoluments of teachers and academic staff otherwise than after consideration of the recommendations of the Academic Council;

- to appoint such Professors, Readers, Lecturers and other academic staff as may be necessary and Principals of the Colleges and Institutions maintained by the University on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- to create administrative, ministerial and other necessary posts and to make appointments thereto in the manner prescribed by the Ordinances;
- to grant leave of absence to any officer of the University other than the Chancellor and Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;

- to regulate and enforce discipline among employees in accordance with the Statutes and Ordinances;
- to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee;
- to invest any money belonging to the University, including any unapplied income in such stocks, funds, share or securities, from time to time as it may think fit or the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- to transfer or accept transfers of any movable or immovable property on behalf of the University;
- to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- to enter into, vary, carry out and cancel contracts on behalf of the University;
- to entertain, adjudicate upon and if thought fit to redress any grievances of the employees and students of the University who may for any reason feel aggrieved;
- to appoint examiners and moderators and if necessary to remove them and to fix their fees, emoluments and travelling and other allowances after consulting the Academic Council;

- to select a common seal for the University and provide for the custody and use of such seal;
- to make such special arrangement as may be necessary for the residence and discipline of women students;
- to delegate any of its powers to the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans, the Registrar or the Finance Officer or such other employee or authority of the University or in a committee appointed by it as it may deem fit;
- to institute fellowships, scholarships, studentships, medals and prizes and;
- to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments;
- to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the Statutes.

Powers of the Academic Council

Subject to the Act, the Statutes and Ordinances, the Academic shall in addition to all other powers vested in it have the following powers, namely;

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instructions, cooperative teaching among colleges and institutions, evaluation of research or improvements in academic standards;
- (b) to bring about inter-School cooperation, to establish or appoint committees or boards, for taking up projects on an inter-School basis;
- (c) to consider matter of general academic interest either on its own initiative or on a reference by a School or the Executive Council and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University,

discipline, residences, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

Functions of the Planning Board

The following are the functions of the Planning Board :

- (i) to review the educational programmes offered by the University;
- (ii) to organise the structure of education in the University so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skill for useful work in society;
- (iii) create an atmosphere and environment conducive to value oriented education and
- (iv) develop new teaching-learning processes which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects;

Power of the Planning Board :

- (i) The Planning Board shall have the power to advise on the development of the University and review the progress implementation of programmes so as to ascertain whether they are on the lines recommended by it and shall also have the power to advise the Executive Council and the Academic Council on any matter in connection therewith.
- (ii) The Academic Council and the Executive Council shall be bound to consider the recommendations of the Planning Board and shall implement such of the recommendations as are accepted by it.
- (iii) Such of those recommendations of the Planning Board as have not been accepted by the Executive Council or the Academic Council under the above clause shall be submitted by the Vice-Chancellor along with the recommendations of the Executive Council or the Academic Council to the Visitor for advice and the advice of the Visitor shall be implemented by the Executive Council or the Academic Council, as the case may be.

(iv) The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.

3. The Procedure followed in the decision making process, including channels of supervision and accountability

The Vice-Chancellor is the executive head of the University. The University is run on the decisions taken by the Court, the Executive Council, the Academic Council, the Planning Board and other statutory bodies.

4. The norms set by the University for the discharge of its functions

Please refer to the link to the page entitled , “Acts and Statutes”.

5. Categories of documents that are held by Assam University

Annual Confidential Reports files for Non Teaching Staff

Self Appraisal Report files of the Teaching Staff

Other Confidential Files

Personal Files of all teaching and non-teaching staff

General office management files on Personnel, Academic and General Administration

Files related to Examinations

Results, Mark sheets, certificates

Files related to financial management

Files maintained at Vice-Chancellor’s office

Files maintained at Registrar’s office

Files maintained at Controller of Examinations’ office

Files maintained at Librarian’s office

Files maintained at the office of the Deans of different School

Files maintained by the Heads of the Departments

Files maintained at the Office of the Dean, Students’ Welfare and Proctor

Files maintained at the office of the Asstt. Director (Sports)

Files maintained by the Wardens of Hostels.

6. Statement of the Boards, Committee etc.

The meetings of the Court, Executive Council, Academic council, Board of Research Studies, School Board, Board of Post Graduate Studies and Board of Undergraduate Studies are held periodically at regular intervals. Hon'ble members of those committees only attend the meetings. The minutes are duly circulated among the members and a copy of the minutes of the Court, Executive Council are forwarded to the Hon'ble Visitor, i.e., His Excellency the President of India.

7. Directory of the officers and employees.

Please visit the concerned webpage.

8. Monthly remuneration received by the officers and employees (Revised)

Vice-Chancellor	75000 (fixed) + 5000(special allowance)
Registrar/Finance Officers Controller of Examinations/ Librarian/Professor/Director, College Development Council/ Director ,Computer Centre Director ,IQAC	37400-67000(AGP 10000)
Associate Professor	37400-67000(AGP 9000)
Deputy Registrar	15600-39100(GP 7600)
Reader/Deputy Librarian	15600-39100(AGP 8000)
Asstt.Registrar/System Analyst/Networking Engineer/ Doctor (Medical Officer)	15600-39100(GP 5400)
Asstt.Librarian/Asstt.Professor/ stt. Director of Physical Education	As 15600-39100(AGP 6000)
Section Officer	9300-34800(GP 4600)
Workshop Superintendent	9300-34800(GP 4600)
Junior Engineer	9300-34800(GP 4200)
Nurse	9300-34800(GP 4200)
Senior Technical Assistant	9300-34800(GP 4200)
Professional Assistant	9300-34800(GP 4200)
Assistant	9300-34800(GP 4200)

Semi Professional Assistant	5200-20200(GP 2800)
Junior Technical Assistant	5200-20200(GP 2800)
Upper Division Clerk	5200-20200(GP 2400)
Laboratory Attendant	5200-20200(GP 2400)
Stenographer	5200-20200(GP 2400)
Plumber	5200-20200(GP 2000)
Lower Division Clerk	5200-20200(GP 1900)
Cook	5200-20200(GP 1900)
Fitter	5200-20200(GP 1900)
Driver	5200-20200(GP 1900)
Peon	5200-20200(GP 1800)
Library Attendant	5200-20200(GP 1800)
Mali	5200-20200(GP 1800)

9. Budget allocated to each of its agency

Please see concerned webpage (Annual Accounts Section).

10. The manner of execution of subsidy programme

The subsidy as sanctioned by Government of India specifically meant for different disadvantaged and weaker sections (SC/ST/OBC/Minority) of the society are made available to the students concerned.

11. Particulars of recipients of concessions

There is no such case.

12. Particulars of facilities available to citizens for obtaining information including the working hours of a library

The University Library is open to students, teachers and staff. The working hours of Library is 9-00 am to 5-30 pm.

13. The name and designation of the Public Information Officer

Mr. Partha Pratim Paul.
Assistant Professor & CPIO
Department of Law
Assam University
Silchar 788 011

STD Code- 03842

Vice-Chancellor (Prof. Somnath Dasgupta)	☐ 270801 270380 270273 (Direct) Fax 270802 270939 (Res) 270202
Pro-ViceChancellor(SilcharCampus) (Prof. Debasish Bhattacharjee)	
Pro-ViceChancellor(DiphuCampus) (Prof. D.K.Pandiya)	
Registrar (Dr. Sanjib Bhattacharjee)	☐ 270806 270368 (Direct)
FinanceOfficer (Dr. B.B. Mishra)	☐ 270804
ControllerofExaminations (Dr. Suprabir Dutta Roy)	☐ 270855
Librarian (Dr. Arun Kumar Sharma)	☐ 270887 Fax 270849
Director College Development Council(CDC) (Dr. Debasish Kar)	☐ 270808
DirectorComputer Centre (Dr. Angshu Maan Sen)	☐ 270826
Director ,IQAC (Prof. Asoke Kr. Sen)	☐ 270344

Deputy Registrar (Examinations) (Sri Jayanata Bhattacharjee)	□ 270854
Joint Registrar (Finance) (Sri M.K. Dutta)	□ 270330
Deputy Registrar (Examination) (Shri Pradosh Kiran Nath)	□ 270805
Deputy Registrar (Academic) (Sri Monoj Kumar De)	□ 270994
Deputy Librarian (Dr. (Mrs.) Sumana Chakrabarty Sharma)	□ 270832
Deputy Registrar (SC/ST Cell) (Sri D. Chakraborty)	□ 270986
Asstt. Registrar (Finance & DDO) (Sri S. Dhar)	□ 270308
Asstt. Registrar (Academic & Engineering) (Sri A.H. Chaudhury)	□ 270385
Asstt. Registrar (Estate) (Shri Niharendu Dhar)	
Asstt. Registrar (i/c-Establishment) (Smt. Ila Das)	
Asstt. Registrar (i/c-Examinations) Haji Md. Abdul Jalil	
System Analyst (Dr. Subrata Sinha)	□ 270826
System Analyst (Examination) (Sri Sobhan Kumar Bedajna)	□ 270826
Networking Engineer (Shri K. Anand Kumar Singha)	□ 270826

Asstt. Librarian (Sri Apurbajyoti Mazumder)	<input type="checkbox"/>	270832
Information Scientist(Central Library) (Sri Kallol Das Talukdar)	<input type="checkbox"/>	
Proctor (M. Faruque Hussain)	<input type="checkbox"/>	270920
Dean, Students' Welfare (DSW) (Dr. Subhabrata Dutta)	<input type="checkbox"/>	270843
DEANS OF SCHOOLS		
Rabindranath Tagore School of Indian Languages & Cultural Studies (Prof. Swapna Devi)	<input type="checkbox"/>	270836
Suniti Kumar Chattopadhyay School of English & Foreign Languages Studies (Prof. A.M. Bhuiya)	<input type="checkbox"/>	270839
Mahatma Gandhi School of Economics & Commerce (Prof. D. K Pandiya)	<input type="checkbox"/>	270970
Jadunath Sarkar School of Social Sciences (Prof. Gopalji Mishra)	<input type="checkbox"/>	270369
Swami Vivekananda School of Library Sciences (Prof. Sumanash Dutta)	<input type="checkbox"/>	
Deshabandhu Chitta Ranjan School of Legal Studies (Prof. R. R. Dhamala)	<input type="checkbox"/>	
Abanindranath Tagore School of Creative Arts & Communication Studies (Prof. G.P. Pandey)	<input type="checkbox"/>	270374
Sarvepalli Radhakrishnan School of Philosophy (Prof. Dipankar Purkayastha(i/c))	<input type="checkbox"/>	270921
Ashutosh Mukhopadhyay School of Education (Prof. N.B. Biswas)	<input type="checkbox"/>	270328
Albert Einstein School of Physical Sciences (Prof. Devoiyoti Biswas)	<input type="checkbox"/>	270949
Hargobind Khurana School of Life Sciences (Prof. Devashish Kar)	<input type="checkbox"/>	270823

Jawaharlal Nehru School of Management (Prof. R.K. Raul)	□	270847
E.P. Odum School of Environmental Sciences (Prof. Abhik Gupta)	□	270924
Triguna Sen School of Technology (Prof. N.V.S Rao)	□	270821
Sushruta School of Medical and Paramedical Sciences (Prof. Sanjib Das)	□	
Aryabhatta School of Earth Sciences (Prof. Nagendra Pandey)	□	
PS to VC (Sri Pinak Pani Nath Purkayastha)	□	270801

14. Other Informations

The Annual Reports , Annual Quality Assurance Reports and Annual Accounts containing the budgeted expenditure are available in the university website.

http://www.aus.ac.in/higher_education.html