

~~Assam University~~

# ASSAM UNIVERSITY



Establishment-1

ORDINANCES AND REGULATIONS

6/15/10

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P. B. No. 63, Silchar - 788001



# FOREWORD

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

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



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

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



Dated Silchar  
15 March, 1998

(J. B. Bhattacharjee)  
Vice-Chancellor



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# 1. ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

(Under clause 28 (a) of the AU Act, 1989 )

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

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

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



## C. INSPECTION COMMISSION

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

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

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

## D. TIME SCHEDULE FOR APPLICATION ETC.

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

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

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

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



## 2. ON THE AFFILIATION OF COLLEGES

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

### 1. REGARDING EXISTING COLLEGES

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

### 2 A. ESTABLISHMENT OF A NEW COLLEGE

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

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

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

### B. INITIAL SCREENING OF THE APPLICATION

(i) On the receipt of the application alongwith the prescribed fees, the Affiliation Committee of the Academic Council shall scrutinise the application and if necessary, ask for any further clarification from sponsoring body and on receipt of such clarification the committee shall offer its recommendations to the Academic Council as to whether it is satisfied with the project report and whether there is sufficient ground for starting the College.



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

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

#### 4. PROVISIONAL AFFILIATION

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

#### 5. COMMISSION FOR GRANTS OF PROVISIONAL AFFILIATION

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

#### 6. APPLICATION FOR PROVISIONAL AFFILIATION

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



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

## 7. THE AFFILIATION COMMITTEE

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

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

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

## 8. RENEWAL OF PROVISIONAL AFFILIATION

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

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



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

## 9. PERMANENT AFFILIATION

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

## 10. SUBMISSION OF STATEMENT OF PARTICULARS

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

## 11. ADMISSION

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

## 12. AFFILIATION AND OTHER FEES

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

### I. DEGREE COLLEGES

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



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

## II. LAW COLLEGES

- 1.) Application fee for permission to start a Law college ..... Rs.3,500/-



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

### III. TEACHERS TRAINING COLLEGES

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

### IV. MEDICAL COLLEGES

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



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

## V. ENGINEERING COLLEGES

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

## VI. POST-GRADUATE COURSES

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

## VII. ENROLMENT FEE

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

Roll as on the closing day of admission of the

year subject to a minimum of ..... Rs.500/-

**The fees are not refundable**

## 13. RESERVE FUND

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

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

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

(Applicable to Law and B.Ed.Colleges)

## 14. FEES FROM STUDENTS

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

## 15. QUALIFICATION OF TEACHING STAFF

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

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

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



ii) An M. Phil. Degree or a recognised degree beyond the Masters level or published work indicating the capacity of a candidate for independent research work or Diploma of one year duration in teaching of a subject (for posts in English or Foreign languages).

c) **Lecturer in MIL** (In which normal post graduate education is not available) :-

i) Consistently good academic record with atleast 55% Marks at Masters Degree at any subject and atleast 60% marks in the language concerned at the Degree examinations, and

ii) An M. Phil. Degree in any subject or published literary work of a standard equivalent to M. Phil. Degree in the concerned language with active interest in literary pursuits as evidenced by published works.

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

## 16. DUTIES OF TEACHERS

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

## 17. MINIMUM NUMBER OF CLASSES

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

## 18. MINIMUM STAFFING REQUIREMENT

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

## 19. ACCOMMODATION AND EQUIPMENT

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



## 20. LIBRARY

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

## 21. SIZE OF CLASSES

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

## 22. INSPECTION REPORT

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

## 23. WITHDRAWAL OF AFFILIATION

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

## 24. REMOVAL OF DIFFICULTIES

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



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

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

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

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

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

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

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

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



## 4. ON DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

8. The Examination Discipline Committee may recommend that :-

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

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

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

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

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



## 5. ON ESTABLISHMENT OF SCHOOLS OF STUDIES

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

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

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



## 6. ON ESTABLISHMENT OF DEPARTMENTS

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

The following Departments may be established in the University.

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



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

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## 7. ON ESTABLISHMENT OF CENTRES OF STUDIES

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

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

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



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



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

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



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

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

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

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



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



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

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# 9. ON DEGREES, DIPLOMAS AND CERTIFICATES

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

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

\* (i) Research Degrees like Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law.

(ii) Master's Degree in Arts, Science, Home Science, Commerce, Education, Law, Agriculture, Management Studies, Medicine and Engineering, like M.A, M.Sc, M.Com., M.D., M.S., M.E., M.Tech., M.Ed., etc.

(iii) Bachelor's Degree (Pass and Honours) in Arts, Science, Commerce, Home Science, Education, Agriculture, Medicine, Engineering and Law, like B.A., B.Sc., B.Com., M.B.B.S., B.E., BT/Ed., LL.B., etc.

(iv) Post-Graduate Diploma in special branches of learning or practical skills, like Statistics, Planning, Public Administration, Electronics, Instrumentation, Ophthalmology, Otorhinolaryngology, Obst. & Gynaecology, etc.

(v) Diploma in Civil, Mechanical, Electrical, Electronics, Agriculture and such other fields as may be approved by the Academic Council from time to time.

(vi) Diplomas and Certificates in various languages

(vii) Certificates in Arts, Science, Commerce, Agriculture and other courses as may be approved by the Academic Council from time to time.

(viii) Certificates in special branches of learning or practical skills, technical subjects, foreign languages. Statistics, Laboratory Technician Training, Radiography, Nursing-cum-Midwifery, Pharmacy, etc.

(ix) Honorary Degrees.

*9 types of degrees & diplomas*



## 10. ON EQUIVALENCE/RECOGNITION OF EXAMINATIONS/DEGREES \*

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

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

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

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

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

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

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

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



# 11. ON THE BOARD OF UNDER-GRADUATE STUDIES

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

- \* 1. There shall be a Board of Under-Graduate Studies for each subject taught at the degree level.
- 2. Each Board shall comprise not less than nine members. The Constitution of the Board shall be as follows :
  - \* (i) The Head of the University Department teaching the subject (Chairman, Ex-Officio)
  - (ii) Professors in the Department
  - (iii) One Reader in the Department by rotation
  - (iv) One Lecturer in the Department by rotation
  - (v) Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the school of studies ; and
  - (vi) Two outside experts nominated by the Vice-chancellor on the recommendation of the Head of the Department, of whom atleast one shall ordinarily be a person from the North-Eastern Region.

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

- (i) Three persons not below the rank of Readers to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor, provided that he should be a member of the Academic Council.
- (ii) Five teachers from the affiliated colleges engaged in teaching the subject concerned nominated by the school of studies.
- (iii) Two outside experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the schools of studies, of whom one should ordinarily be a person from the North-Eastern region.

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

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



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

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

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

✓ (b) To recommend text books when necessary ;

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

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

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

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

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

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

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

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

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

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## 12. ON THE BOARD OF POST-GRADUATE STUDIES

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

- \* 1. The Board of Post-Graduate Studies of each Department shall comprise :
- (i) The Head of the Department ;
  - (ii) All Professors of the Department ;
  - (iii) Two Readers and two Lecturers of the Department by rotation, on the basis of the seniority ;
  - (iv) Three teachers of the concerned department in the affiliated colleges, if any ;
  - (v) One teacher each from other departments within the school having common courses with the Department ;
  - (vi) Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor ; and
  - (vii) Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised Institutions.

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

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

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

4. The functions of the Board shall be :

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



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

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

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

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

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

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

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

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

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# 13. ON THE BOARDS OF THE SCHOOLS

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



1. The Board of the School shall consist of :

(i) Dean of the School

(ii) Heads of the Departments in the School

(ii) All Professors in the School

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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



## 14. ON THE BOARDS OF RESEARCH STUDIES

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

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

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

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

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

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

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

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

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

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

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

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

✗ 5. There shall be two Boards of Research Studies.

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

✓ (ii) Board of Research Studies (Sciences)



6. The composition of the Boards shall be :

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

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

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



# 15. ON THE DEPARTMENTS IN THE SCHOOLS

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

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

2. Duties of the Department shall be :

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

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

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

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

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

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

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

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

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

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

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

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## 16. ON THE DEANS COMMITTEE

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

1. The University shall constitute a Committee of Deans of the University to be known as Deans committee.

2. The Deans Committee shall comprise of the following :

(i) The Vice-Chancellor - Chairman

(ii) All Deans of Schools-Members

(iii) Registrar-Secretary

3. The functions of the Committee will be the following :

(i) Selections of candidates for Award of Fellowships ;

(ii) Recommend deputation of teachers for International Conferences ;

(iii) Consider matters arising from conduct of examination, standard of results, etc.

(iv) Consider general administrative matters relating to functioning of Schools and Departments ; and

(v) Such other matters as may be assigned to it by the Vice-Chancellor.

4. The meetings of the Committee shall be convened by the Chairman.

~~5.~~ 5. The quorum of the Committee shall be four.

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



# 17. ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY

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

1. The Academic workload for every member of the faculty is expected to be 40 hours per week including actual classroom teaching /tutorials, preparation for the classroom lectures, correction and examination work, guidance of research, seminars, administration and other professional work.
2. (i) The Basic unit of work in all departments will be one hour lecture period ;  
(ii) Tutorial and practical hours will be treated for the purpose of the workload as two-thirds of one teaching hour;  
(iii) Seminars of the two hour's duration will be treated as equivalent to one teaching hour ; and  
(iv) The teaching hour of post-graduate class and the M.Phil programme should be treated as equal.
3. (i) A Research Guide is expected to devote two hours per week for each M.Phil. student during the second and the third semesters. No credit will be given in respect of those students who are given extension beyond the third semester.  
(ii) Every guide is expected to devote an hour per week per Ph.D Scholar. No credit will be given for the purpose of work load in respect of these scholars after the eighth semester for Ph.D scholars or after thesis has been submitted, whichever is earlier.  
(iii) The work load in relation to the research project, taken by a member of the faculty with the approval of the University will depend on the size of the project.  
The work in relation to bigger projects will be treated as two hours per week and that of smaller projects as one lecture hour per week.
4. The Heads of Departments and Deans may be required to put in considerable time upto three hours a day on administration which may be treated as one lecture hour for the purpose of computing work load.
5. (i) All members of the faculty are expected to take a minimum 'core' academic programme. Core programme includes lectures in the post-graduate and M.Phil programme, tutorials and practicals only. The core academic load



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

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

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

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

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

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

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

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

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

1. The Dean of the School shall :

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

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

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

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

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

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

# 19. ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

(ii) The candidate has cleared all Sessionals ; and

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

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

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

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

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

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

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

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

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

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

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



## 21. ON THE MASTER OF PHILOSOPHY PROGRAMME

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

'O' (Outstanding), "A" and "B" with grade point valuation in the 10-point scale i.e. 7.00-10.00 corresponding to O grade, 6.00-6.99 corresponding to "A" grade, 5.00-5.59 corresponding to "B" grade, Those securing less than 5.00 points shall be graded as "C". A scholar will be eligible for the award of M.Phil Degree if he secures atleast a "B" grade in each course.

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

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



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

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

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

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

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

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

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

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

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



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

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

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

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

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

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## 22. ON THE DOCTOR OF PHILOSOPHY PROGRAMME

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

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

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

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

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

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

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

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

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

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

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



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-



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 persuing 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 Executive 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 Executive Council through the Board of Research Studies and the Academic 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 constitution 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



## 23. ON FEES PAYABLE BY STUDENTS

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 stuck 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 Univiersity.

(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 void 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.



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.

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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.

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



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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 → Page 87
- (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-puerperal 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 : 12

(a) 1/30th of actual service including vacation plus 1/3rd 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, extraordinary 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 wholtime 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 untill 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 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



weeks of the date of miscarriage and the application for leave is supported by a Medical certificate.

(ii) (a) Maternity leave may be combined with leave of any other kind.

(b) Notwithstanding the provisions contained in clause 7, any leave (including commuted leave) for a period not exceeding 60 days, applied for in continuation of maternity leave, may be granted without production of Medical certificate.

(c) Leave in further continuation of leave granted under sub-clause (ii) (b) above may be granted on production of a Medical Certificate for the illness of the female teacher. Such leave may be granted in case of illness of a newly born baby, subject to production of Medical Certificate to the effect that condition of the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.

12. (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.

(ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half-pay leave or extra-ordinary leave.

(iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

13. (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.

(ii) Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.

(iii) When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

(iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.



## 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 or 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 accummulate 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 hounours 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 1...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
Ist. 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	1st. Year	2nd. Year	3rd. Year
Ist. 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)
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	Ist. Year	2nd. Year	3rd. Year
Hons. Elective	Paper 1...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 CONP. 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 Consting 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 Comany 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 - V Cost Accounting 100 marks	Paper-VI, Financial Mgt. Paper - VII, 100 marks Accounting Theory & Mgt. Accounting	Paper-VIII, Law & Practice of Taxation. 100 marks
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 :



(ii) In written and oral taken together 50 % of the total marks (inclusive of internal assessment) and

(ii) Practical 50 % of the total marks, (inclusive of internal assessment)

(3) A student, in order to secure Honours in a subject must obtain 75 % of the total marks in that subject provided he/she passes the 1st M.B.B.S. Examination in the first attempt in the regular examination.

(4) If a student after completion of a regular course of study and after being duly sent up the Principal of a Medical College can not appear at or pass the examination, he/she may appear at any of the three consecutive examinations, including regular and supplementary immediately succeeding the original examination on payment of the prescribed fees, provided the Principal certifies to his/her good character and satisfactory progress in studies during the intervening period, and that he/she prosecutes his/her studies in the college for at least three-fourth of the course allotted for the semester immediately preceding the examination in which he/she wants to appear provided also that such a student may under special circumstances, as recommended by the Principal and Head of the Department concerned, be permitted to appear more than three examinations after the original examination.

(ii) Second M.B.B.S. Examination :

(1) Any student who has completed a regular course of study for the paraclinical (2nd M.B.B.S.) course in a Medical College affiliated to Assam University or a recognised University atleast eighteen months previously and sent up for the examination by the principal of the college may be admitted to 2nd M.B.B.S. examination on payment of the prescribed fee.

(2) A student in order to pass the 2nd M.B.B.S. examination must obtain in each subject :

(i) In written and oral taken together 50% of total marks (inclusive of internal assessment) and

(ii) Practical 50% of the total marks. (inclusive of internal assessment)

(3) A student in order to secure Honours in a subject must obtain atleast 75% of the total marks in that subject provided he/she passes the 2nd M.B.B.S. examination in the first attempt in the regular examination.

(4) If a student after completion of a regular course of study and after being duly sent can not appear at or pass the Examination he/she may appear at any of the three consecutive examinations, including regular



adn supplementary, immediately succeeding the original examination on payment of the prescribed fee, provided the Principal certifies to his/her good character and satisfactory progress of studies during the intervening period and provided further that he/she prosecutes his/her studies in the college for at least three fourths of the course allotted for the semester immediately preceding the examination in which he/she wants to appear provided also that such a student may under special circumstances, as recommended by the Principal and the Head of the department concerned, be permitted to appear at more than three examinations after the original examination.

(iii) Final M.B.B.S. Examination :

(1) Any student who has completed a regular course of study for 3 (three) years for clinical (Final MBBS) course in a Medical College affiliated to Assam University having passed the 2nd M.B.B.S. examination of Assam University or a recognised University at least 6 months previously and sent up for the examination by the Principal of the College may be admitted to the Final MBBS examination on payment of the prescribed fee.

(2) A Student in order to pass the Final examination must obtain in each subject :

(i) In written and oral taken together 50 % of the total marks (inclusive of internal assessments) and

(ii) In Clinical and Practical 50 % of the total marks (inclusive of internal assessment) provided the candidate secures at least 50% of the marks allotted to the clinical part separately.

(3) A student in order to secure Honours in a subject must obtain atleast 75% of the total marks in that subject provided he/ she passes the Final MBBS Examination in the first attempt in the regular examination.

(4) If a student after completion of regular course of study and after being duly sent up by the principal of a Medical College can not appear at or pass the examination, he /she may appear at any of the three consecutive examinations including regular and supplementary, immediately succeeding the original examination on payment of the prescribed fee, provided the Principal certifies to his/ her good character and satisfactory progress of studies during the intervening period, and provided further that he/she prosecutes his/ her studies in the college for at least three fourth of the course allotted for the semester immediately preceding the examination in which he/ she wants to appear, provided also that such a student may under special circumstances, as recommended by the Principal and the



Head of the Department concerned, be permitted to appear at more than three examinations after the original examination.

N.B. : For the purpose of above :

(1) 'Regular' or 'Original Examination' means the examination held immediately on completion of the regular courses of study.

(2) 'Supplementary Examination' means the Examination held after six months of the original examination.

(3) 'Completion of Course' means that the candidate has attended not less than three fourth of the lectures, tutorials, practicals and hospital duties wherever provided taken together in such subject at his/her college for full course of prescribed study.

#### 6. Compulsory Rotating Internship :

1. Every candidate will be required, after passing the Final M.B.B.S Examination to undergo compulsory Rotating Internship to the satisfaction, of the University for a period of 12 months so as to be eligible for the award of the degree of M.B.B.S and for full registration.

2. The University shall issue a provisional M.B.B.S. pass certificate on passing the Final M.B.B.S. examination.

3. The Medical Council shall grant provisional registration to the candidate on production of the provisional M.B.B.S certificate. The provisional registration will be for a period of one year. In the event of shortage or unsatisfactory work the period of provisional registration and the Compulsory Rotating internship may be suitably extended by the appropriate authorities.

4. The internee shall be entrusted with Clinical responsibility during the period of internship and shall maintain a record of work which is to be verified and certified by the medical officer under whom he works.

5. On the successful completion of pre-registration training as certified by the Principal on the recommendations of the authorities under whom the training was done, the University shall award the M.B.B.S degree or declare him eligible for it.

6. Full registration shall be given by the Medical Council on the award of M.B.B.S degree by the University or the declaration that the candidate is eligible for M.B.B.S degree.



7. The compulsory Rotating Internship for 12 months should be done in the teaching hospital and up-graded primary health centres attached to the teaching institutions but wherever the number of the enternees is large, other recognised hospitals may also be utilised. Satisfactory collaboration must exist between the hospitals undertaking internship programme and medical college. Each Medical college should have attached to it primary health centres as recommended by Indian Medical Council which must be teaching in primary health centres. The compulsory Rotating Internship shall include training in Medicine, Surgery and Obst and Gynaecology and in community health work at primary health centres which may extend for a period of 6 months. The interneers should be residents at the centres. One year's approved service in th Armed Forces. Medical Services, after passing the final M.B.B.S examination shall be considered as equivalent to the pre-iregistration training detailed above. Such training should as far as possible be at the base general military hospitals.

8. Minor adjustments to enable a candidate to obtain training in elective clinical subjects may be made.

#### V. Course of studies.

(1) Throughout the whole period of study, attention of the students shall be directed to the importance of the preventive aspect of Medicine, and of measures of promotion of positive health.

2. Introduction of medical students in out- patient and inpatient departments of the hospital shall be encouraged from the very begining of their Medical studies in order to stimulate their interests in their responsibilities and widening their outlook as regards to the sick.

(3) Throughout the course of training, due attention of the student shall be drawn to :-

(i) Self education, (ii) Regular work in the hospital, (iii) Community Medicines, (iv) Psychology, (v) Bio-statistics, (vi) Principles of genetics, Bio-Medical Electronics, Radiation Therapy, Nuclear Medicine and Space Medicine, (vii) Family Planning and some knowledge of National Health plan. (viii) Initiation into Methodology of Research. (ix) Elective subjects, (k) Students should be encouraged to be associated with research on their elective subjects.

#### (A) Pre-Clinical Course (1st M.B.B.S.).

In teaching of the subjects, stress shall be laid on the Fundamental and Basic Principles of the Sciences, so that every student will be in a position to understand the practical applications that follow during his/her study in the clinical course.



The Pre-Clinical course shall include the study in the clinical course.

(i) Human Anatomy including Histology and Embryology.

(a) A course of lecture demonstration and tutorials in Human Anatomy including Histology and Embryology.

(b) Dissection of Human Physiology.

(c) Practical course in Histology.

(d) Principles of Human Physiology.

(a) A course of lectures and tutorials in Physiology.

(b) Experimental Physiology, Amphibian experiments by the students be considerably reduced and stress be laid on demonstration in mammalian and human physiology. The students shall do practical in addition to demonstrations.

(c) Elements of the methods of clinical examination including the use of the common instruments and the examination of body with demonstration on both normal and abnormal living subjects.

Note : The demonstrations of structure and functions in the teaching of Anatomy and Physiology should be done as far as possible on the living subjects, and shall include information obtained from Radiology.

(iii) Bio-Chemistry including Nutrition and Dietetics :-

(a) A course of lectures and tutorials in Bio-Chemistry, Nutrition and Dietetics.

(b) Practical course in Bio-Chemistry.

(iv) Organic Chemistry and Bio-Physics :-

(a) A course of practical

Syllabus in Chemistry shall have to be completed in the first semester of these Pre-Clinical course at the end of which a University Examination on the subject shall be held which shall form a part of the 1st M.B.B.S Examination.

5. Introduction to Social Medicine and Environmental factors pertaining to health.

6. Introduction to Statistics



## 7. Normal Psychology

## 8. Examination : (i) 1st M.B.B.S Examination.

The 1st M.B.B.S Examination to be held in the last two weeks of the third semester of the Pre-clinical course shall comprise of :-

1. Anatomy

2. Physiology

3. Bio-Chemistry including Nutrition and Dietetics

University examination in Organic Chemistry and Bio-Physics shall be held at the end of the 1st. Semester of the Pre-Clinical course and shall form a part of the 1st M.B.B.S examination. The college test examination in Physiology to be held two months preceding the 1st. M.B.B.S Examination shall include one question from the Preventive and Social Medicine and Normal Psychology studies in Pre-Clinical Course.

Scheme of examination (University) :

Examinations are to be conducted with a view to ascertain the Candidate's knowledge in fundamental and basic principles of the subject.

Subject	Written	Oral	Internal Assessment on Written and Oral	Total	Practical	Internal Assessment on practical	Total	Grand Total
Org.Chem. Bio-Physics.	80	40	30	150	40	10	50	200
Anatomy	200	100	70	370	100	30	130	500
Physiology including Bio-Chemistry	200	100	70	370	100	30	130	500

(i) Note :- The examination in Organic Chemistry and Bio-Physics shall be held at the end of the 1st Semester of the Medical Course.

(ii) Note :- In Anatomy-Physiology there shall be two theory papers each of 3 hours duration carrying 100 marks.

Marks obtained in the periodical examinations conducted by the College shall be taken into account at all University Examinations as Internal Assessment. Out of the total marks allotted for the University examinations



at least 25 % shall be from the marks obtained in the Practical and Clinical Examinations as the case may be and also 25 % shall be from the marks obtained in the written and oral part of the terminal examinations. These marks of the Internal assessment certified by the Heads of the Departments and countersigned by the Principal of the college shall be kept sealed in the respective Departments to be opened again only in the presence of the External Examiners of the subject concerned at the time of the University examination of the subject.

(B) Para-clinical Course (Second M.B.B.S)

Note : In teaching of the subjects, stress shall be laid on the fundamental and basic principles of the sciences so that every student will be in a position to understand the practical applications that follows during his/her study in the clinical course.

The para-clinical course shall include the study of the following subjects :

1). Pathology and Microbiology including : -

(a) General and special Pathology and Morbid Anatomy

(b) Clinical and Chemical Pathology

(c) Microbiology and Parasitology

(d) Immunology

8. There shall be teaching of applied Pathology for the rest of the Clinical period.

Notes : Clinical course should run concurrently with para-Clinical course after the candidate has passed the 1st, M.B.B.S Examination. Each student shall be required to have received para-clinical instruction in the conduction of autopsies, and to have acted as a post mortem clerk in at least ten cases.

(ii) Pharmacology including Pharmacology - Therapeutics and Toxicology. Study of all drugs in Indian Pharmacopoeia. Experimental pharmacology by demonstrations and practical by students..

(iii) Forensic Medicine.

This course shall include instruction of duties which devolve upon practitioners in their relation to the states, and on the generally recognised rules of Medical ethics. Each student shall be required to have received practical instruction in the conduction of Medico-legal autopsies and to have acted as a Postmortem clerk in at least six cases.



(iv) Preventive and Social Medicine :

This course shall include the following subjects :

(a) Medical and Vital Statistics

(b) Environmental Hygiene

(c) Parasitology, Helminthology and Entomology in relation to communicable diseases, their prevention and control

(d) Principles of Epidemiology

(e) Communicable Diseases, their prevention and control

(f) Public Health Administration

(g) Advanced course on nutritional Deficiencies

(h) Training in Industrial Hygiene and Occupational Diseases. The course shall include :

(a) Clinico-Pathological conferences with other Departments

(b) Maternal and child health

(c) Care of mothers and infants including family planning and school health

(d) Supervised field study and visits

N.B. Throughout the whole period of study of the Clinical and paraclinical course, the attention of the student shall be directed by the teachers to the importance of preventive and Social aspects of Medicine and emphasis shall be laid on practical training, seminars and conferences etc.

## (ii) 2nd M.B.B.S. EXAMINATION

The 2nd M.B.B.S Examination to be held in the last two weeks of the 3rd semester of the Para-clinical course subsequent to passing of 1st. M.B.B.S Examination shall comprise of :

(1) Pathology and Medicine

(2) Pharmacology

(3) Forensic Medicine



#### (4) Preventive and Social Medicine

Note : Examinations are to be conducted with a view to ascertain the candidate's knowledge in fundamental and basic principles of the subject.

Subject	Written	Oral	Internal Assessment on written & practical	Total	Practical	Internal Assessment on practical	Total	Grand Total
Pathology & Micro biology	200	50	50	300	75	25	100	400
Pharmacology	100	60	40	200	40	10	50	250
Social & preventive	100	50	50	200	-	-	-	200
Medicine Forensic & State Medicine	100	50	50	200	-	-	-	200

\* As in 1st M.B.B.S.

#### (c) CLINICAL COURSE

N.B. : In the teaching of these subjects stress shall be laid on the fundamentals and also on common diseases of the region and their prevention.

The clinical course shall include the study of the following subjects :-

##### (1) Medicine including :

(a) A course of systematic instruction in the principles and practice of Medicine including paediatrics

(b) A medical clinical clerkship for a period of nine months including out-patient departments

(c) During the period of medical ward clerkship a period of not less than one month shall be spent as a resident pupil, where ever possible

(d) Lecture-demonstrations, seminars and conferences in clinical medicine and out-patient practice for at least 3 years which may run concurrently with other clinical subjects



(e) Instruction on comprehensive medical care

(f) Instruction in Applied Anatomy and Physiology throughout the period of Clinical studies

Attendance at each of the following departments for a period of 15 days during which there shall be not less than six lecture demonstrations :

1. Acute infectious diseases.
2. Tuberculosis.
3. Psychological medicine and psychiatry.
4. Disease of skin and Leprosy
5. Radiology and electro-therapeutics in their application to Medicine.
6. Dietetics, nutrition and principles of nursing.
7. Physio-therapy and rehabilitation.

(Instructions in these subjects (I) - (7) shall run con-currently with course of Instructions in Medicine).

8. A clinical clerkship for not less than 3 moths and should include social paediatrics, Neoantology, growth and development and Peadiatrics surgery.

(ii) Surgery : including

- (a) A course of systematic instruction in the Principles and practices of Surgery.
- (b) A surgical Clerkship for a period of nine months including out patient department.
- (c) During the period of surgical ward clerkship a period not less than one month should be spent as resident pupil wherever possible.
- (d) Lecture- demonstration, seminars and conferences in Clinical Surgery and attendance of general in-patient and out-patient practice for at least 3 years which run concurrently with other clinical subjects.
- (e) Practical instruction in Surgical methods including first aid and war emergencies.
- (f) Instruction in the administration of anaesthetics.
- (g) A course of instruction in operative surgery.



(h) Instruction in Applied Anatomy and Physiology throughout the period of clinical studies.

(i) Attendance at each of the following departments for a period of 15 days during which there shall be not less than six lecture demonstrations.

(1) Radiology and electro-therapeutics in their application to surgery.

(2) Venereal diseases.

(3) Dental diseases.

(4) Surgical disease of infancy and childhood.

Anaesthesiology (instruction in these subjects (1)-(5) may run concurrently with course of instruction in surgery.)

(i) Training in orthopaedics with hospital attendance for one month.

(ii) Midwifery : Diseases of women and infant and Maternal welfare including :

(a) Courses of systematic instruction in the principles and practice of Midwifery, Gynaecology and infant and maternal welfare including the applied anatomy and reproductive.

Physiology and labour.

(b) Lecture demonstrations in Clinical Midwifery, Gynaecology and infant and maternal welfare and family planning and attendance on the practice of maternity hospital or the maternity ward of a general hospital including

(i) Ante-natal case and

(ii) The management of the puerperium, and in in-patient and out-patient Gynaecological practice for a period of atleast six months. This period should be devoted exclusively to the instruction in these subjects, and should be subsequent to the medical clerk Section I (b), and the Surgical clerk-ship section 2 (b).

(C) Of this period of clinical instruction not less than one month shall be spent as a resident pupil either in a maternity hospital or in a hostel attached to a maternity hospital or to the maternity wards of a general Hospital. During this period, the student shall conduct atleast twenty cases of labour under adequate supervision.

A certificate showing the number of cases of labour attended by the students in the maternity hospital and in the patient's homes respectively should be signed by the Professor and should state :



(i) That the student has personally conducted each case during the course of labour making the necessary abdominal and other examinations under the supervision of the certifying officer who should describe his official position.

(ii) That satisfactory written histories of the cases conducted including when possibly antenatal and postnatal observations were presented by the student and initiated by the supervising Officer.

(ii) Ophthalmology including :

Instruction in common diseases of eye, refraction use of ophthalmoscope applied anatomy, Physiology and Pathology Microbiology of eye with hospital attendance for a period of two months.

(iv) Otorhinolaryngology including :

Instruction in common diseases of ear, nose and throat including applied Anatomy, Physiology, applied Pathology and Microbiology of these organs and clinical attendance at the Hospital for a period of two months.

v) Paediatrics including :

A clinical clerkship not less than three months and should include social paediatrics and neo-natology, growth and development and paediatrics surgery.

(iii) Final MBBS Examination.

The final MBBS Examination to be held in the last two weeks of the sixth semester of the clinical course, subsequent to passing of the 2nd MBBS Examination, shall comprise of :

1. Medicine.

2. Surgery.

3. Maternity and Gynaecology.

4. Otorhinolaryngology.

5. Ophthalmology.

Each of Otorhinolaryngology and Ophthalmology is to be treated as a separate subject for passing and marks of these subjects shall not be added together.

Scheme of Examination.

N.B. Examinations are to be conducted with a view to ascertain the candidate's knowledge in fundamental and basic principles of the subjects.



N.B. Throughout the course there should be vertical and horizontal integration of teaching. Teaching programme should be so arranged that the repetition of the same subject in different departments be avoided by teaching such subjects in seminars and conference of the departments concerned to avoid repetition and give students a full grasp of the subject.

Subject	Written	Oral	Internal assesment on written & Oral	Total	Clinical	Practical	Internal assesment on practical	Total of clinical & practical	Grand Total
1. Medicine	200	50	50	300	100	50	50	200	500
2. Surgery	200	50	50	300	100	50	50	200	500
3. Midwifery & Gyneae-cology	200	50	50	300	100	50	50	200	500
4. Otorhino-laryngology	100	25	25	150	50	25	25	100	250
5. Ophthal-mology	100	25	25	150	50	25	25	100	250

9. (i) The organisation of the programme leading to the Degrees 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 MBBS course in the affiliated medical colleges of this University 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.

10. 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.

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Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No. 9-13/94 Desk (U) dt. 31-3-95



## 32. ON THE POST-GRADUATE COURSES IN MEDICAL SCIENCES

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

1. There shall be in the affiliated medical colleges of the University the post-Graduate courses leading to M.B. and M.D. Degrees in Medical Sciences.

2. **ELIGIBILITY** : A candidate seeking admission to any of the above degree courses must fulfil the following conditions :

(i) He must have obtained the degree of MBBS of Assam University or a equivalent degree of any other University recognised by Assam University and have obtained the full registration of the Medical Council.

(ii) Subsequent to his obtaining the MBBS degree he must have served :

a) One year as houseman/demonstrator/research worker, or

b) Five years in the Armed forces or in rural areas,

Provided that for the purpose of the broad specialities, the housemanship can be done either fully in the speciality concerned or partly in the speciality and partly in other department or allied subjects in a hospital recognised by the Assam University.

### 3. DURATION OF THE COURSE :

The duration of each of the courses shall be three years including the period spent as Housemanship/Demonstrator/Research Worker.

N.B. : Five years service in the armed forces or in rural areas will be equivalent to one year Housemanship/Demonstrator/ Research Worker.

### 4. STRUCTURE OF THE COURSE :

1). For Basic Medical Science

Part ..... I ..... Thesis

Part ..... II ..... Theory

Part ..... III ..... Oral and Practical.



## 2) For General Medicine & General Surgery and Broad Specialities

Part ..... I Thesis / Dissertation

Part ..... II ..... Theory

Part ..... III Oral, Practical & Clinical.

**5. REGISTRATION :** A candidate for any of the above degree examination shall get himself registered in the following manner :

i) He shall apply to the University in the prescribed form through the Principal of the College, with a fee prescribed from time to time, two years prior to the examination at which he intends to appear. The Principal shall forward the application of a candidate after being satisfied that he fulfills the requirements prescribed under the regulations.

ii) Applications for registration will be received by the Registrar once a year within six months from the date of admission.

iii) Fresh registration will be necessary if a candidate does not submit his Thesis / Dissertation within three years from the date of registration.

iv) Every application received for registration shall be placed before the Faculty of the Medicine / Academic Council.

## 6. EXAMINATION :

Part- I :1. Thesis / Dissertation :- A candidate after setting himself registered in the manner prescribed under Sce.5 above for any of the above degree examinations shall submit a Thesis / Dissertation after his registration, prepared under the guidance of the supervisor who must be a teacher of the subject and whose name was approved for the purpose by the Faculty of Medicine / Academic Council of the University.

(A) Thesis :

i) The Thesis shall be on the approved problem of investigation. No candidate will be permitted to change the problem without prior approval from the Dean of the Faculty of Medicine / Academic Council.

ii) The Thesis should be the results of the candidate's own research.

(iii) The Thesis will show the evidence of the candidate's own work whether based on the discovery of new facts or of new relations of facts observed by others or an executive study of the criticism of the published work of others forming a valuable contribution to the literature on the subject.



(B) DISSERTATION :-

1) A Dissertation shall be on the approved problem of investigation and shall consist of not less than 20 cases relating to the problem.

2) Three copies of the Thesis / Dissertation embodying the results of research of the candidate shall be submitted to the University through the Principal of the College not less than four months before the date of commencement of examination.

3) The Thesis / Dissertation must be accompanied by a certificate from the supervisor of the candidate stating

(i) That the candidate has worked satisfactorily (ii) That the candidate has fulfilled all the requirements under the rules (iii) That the Thesis / Dissertation is the results of candidates own investigation (iv) That the Thesis / Dissertation or part of it was not submitted to any other Institute or University for any research degree.

(4) The Thesis / Dissertation shall be examined by at least three examiners appointed by the Vice-Chancellor out of a panel of not less than five names recommended by the Faculty of Medicine / Academic Council.

(5) The Thesis / Dissertation, shall be adjudicated by the examiners referred to in (4) above under the following categories :

Category - I "Highly Commended"

Category - II "Commended"

Category -III "Not Commended"

6) The Thesis / Dissertation shall be accepted only if it is commended by at least two examiners.

(7) A candidate shall be allowed to take the part II and part III examinations only if his Thesis/ Dissertation has been accepted.

(8) A candidate whose Thesis / Dissertation has been accepted must pass in the written, clinical, Oral and Practical examinations within a period of five years from the date of acceptance of the Thesis / Dissertation.

(9) A candidate whose Thesis / Dissertation has been accepted but who has failed in written, Clinical, Oral and Practical Examination, shall not be required to submit fresh Thesis / Dissertation if he wishes to appear at any subsequent examinations.



(10) A candidate to any of the above examinations shall be required to pay the fees prescribed by the University from time to time.

Examination fee will not be refunded or credited to the next examination under any circumstances.

Part II : Theory Examination shall consist of four papers. The candidate shall be allowed three hours to answer each paper as prescribed in the syllabus.

Part - III : Clinical, Oral and Practical Examination.

The Examinations under part II and III should be conducted by a Board of three examiner of whom two must be Externals from a panel of not less than five names recommended by the Faculty of Medicine / Academic Council. The results will be submitted by the Board of Examiners in the following categories :-

Category - I ..... "Highly Commended"

Category - II ..... "Commended"

Category - III ..... "Not Commended"

(11) A candidate shall be declared to have passed the Examination on being placed in category I or II at Part II and Part III.

7. (i) The organisation of the programmes leading to the degrees in this ordinance, framing of the courses and conduct of examinations and other relating terms will be laid down in the Regulations framed for this purpose from time to time.

(ii) The students who have been studying in the affiliated medical colleges of this University for M.D. and M.S. Courses 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.

8. 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.

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she becomes successful and will not get any class. If a student after completion of a regular course of study for the B.ed. examination does not register himself as a candidate for or present himself at or fails to pass at any of the three examinations immediately succeeding such completion, he may appear again only once at any of the subsequent examinations, provided he prosecutes a fresh course of study in a college affiliated for the purpose for at least six months and under goes necessary practical training during the year immediately preceding the examination at which he desired to appear. If he fails to pass again in this chance, he shall have to prosecute a course of study as a regular student.

6. i) The organisation of the programme leading to B.Ed. 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) Details of theoretical and practical classes, seminar, practice teaching, assignment, will be prepared by the concerned teachers of the college and approved by the Principal of the College, with intimation to the University.

iii) The students who have been studying for the B.Ed. degree courses 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.

7. 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.



### **33. ON THE POST-GRADUATE DIPLOMA COURSES IN MEDICAL SCIENCES**

1. There shall be in the affiliated medical colleges of the University courses leading to Post-Graduate Diploma in various branches of Medical Sciences.

2. **ELIGIBILITY** - A candidate seeking admission to the courses of diploma in the aforesaid sciences must fulfil the following conditions :

(i) He must have obtained the Degree of MBBS of Assam University or an equivalent degree of any other University recognised by Assam University, and have obtained the full registration of Medical Council.

(ii) Subsequent to his obtaining the MBBS Degree he must have spend one year as Houseman / Demonstrator / Research Worker or have served five years in the Armed forces or in the rural areas. The Housemanship can be done either fully in the speciality concerned or partly in the speciality and partly in other departments of allied subjects in a Hospital recognised by Assam University.

**3. DURATION OF THE COURSE** : The duration of the course shall be one year after attaining eligibility.

**4. CONTENTS OF THE COURSE** : Part - I Theory (300 Marks)

Part - II - Oral (100 Marks)

Part- III Practical or Clinical (200 Marks)

**5. REQUIREMENTS AND TRAINING :**

(I) Every candidates for Diploma Examination in Medical Sciences shall be required before offering himself for the examination to unergo a course of training as prescribed in the syllabus.

(ii) He shall work for the Diploma in the concerned subject for a period of one year.

(iii) The candidate shall have to appear at written , Oral and Practical and/or clinical examinations.



## 6. EXAMINATION AND RESULTS

(i) Every candidate for admission to the examination shall send his application to the Assam University with a certificate in prescribed form with a fee as may be fixed by the University from time to time within the date fixed for the purpose. The Examination fee will not be refunded or credited to the next examination under any circumstances.

(ii) The examination should be conducted by a board of three examiners of whom one will be the internal and the other two externals from the panel of not less than six examiners recommended by the Faculty of Medicine / Academic Council.

(iii) The examination shall consist of three parts :

Part - I : Theory

Part - II : Oral

Part - III : Practical / Clinical.

Part - I : Theory Examination - 300 Marks

It shall consist of three papers of 100 marks each. The candidate shall be allowed three hours to answer each paper. The papers shall be as prescribed in the syllabus.

Part II : Oral - 100 Marks

Oral examination shall be conducted by the same Board of Examiners.

Part - III : Practical / Clinical - 200 Marks.

Practical / Clinical examination shall be conducted by the same Board of Examiners.

## 7. RESULTS

(I) The pass mark shall be 50% in each of part I, part II & part III separately.



(ii) The examiner shall report the result of the examinations to the University.

(ii) As soon as possible after the examination, the University shall publish a list of successful candidates for each diploma course.

8. (i) The organisation of the programme leading to the Diplomas 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 Diploma courses in the affiliated medical colleges of this University immediately before the commencement of this ordinance shall be permitted to complete their examination as per the ordinance in force at the time of their enrolment.

9. 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.



## 34. ON LL.B. COURSE

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

1. There shall be a course of study of law named and styled as Bachelor of Laws (LL.B).

2. (a) LLB. course of study shall be of 3 years duration.

2. (b) A candidate having obtained the First Degree as recognised by the Assam University, will be eligible for admission into the LL.B. classes and he / she shall have to undergo a period of study spread over three academic sessions. But his / her enrollment to the legal profession will be subject to the rules, if any, that may be made by the Bar Council of India for such purposes, from time to time.

(c) This LLB. course of study cannot be undergone with any other full time courses simultaneously during the entire period of study.

3. The admission into this course shall ordinarily be on the basis of merit keeping in view the rules made by the University authorities in this regard and the instructions of Bar Council of India, if any, in this regard. The reservation policy of the University / Govt. in respect of SC / ST / OBC etc. shall be strictly followed.

4. The students shall be required to put in a minimum of 60% lectures and seminars and practical legal training computed separately. The student will be declared as non-collegiate if the percentage of the attendance falls below 60 % but not below 50 %.

Provided that in exceptional case the Vice-Chancellor or the Principal of the College concerned may condone the shortage of the attendance by 6% and 4% respectively.

5. Subject to clauses 2 (b) and 3 admission into the LL.B. 1st. year class will be permitted by the principal of the College concerned on the recommendation of the Admission Committee in this respect of the following :

(i) Candidates who have a post-Graduate degree in Arts or Science or Commerce or Management.



(ii) Candidate who have done First Degree with Honours / Major securing at least 45 % marks in the Honours / Major subject in any discipline included in the Faculties as shown in (i) above or First Degree with 50 % marks.

(iii) Candidates not qualifying under (i) & (ii) above but having a First Degree with at least 40 % marks in the aggregate shall have to qualify in an admission test to be conducted by the College.

6. (a) The strength of students in any class shall not exceed 320 in a college and maximum number of students in any section of such class shall not exceed 80 (eighty)

(b) The teacher student ratio shall not exceed 1:40

(c) The relative proportion of whole time teacher to part time teacher shall not fall below 3:1

7. (a) The medium of instruction and / or the medium of examination shall be English.

(1) Where the medium of instruction and / or the medium of examination is not English, the candidate shall be required to pass a written test on proficiency in English.

8. The course of instruction for 3 years of the study leading to the LL.B. degree shall be as follows :

LL B. (1 Year class)

1. Land Laws

2. Personal Laws

3. Principles of Torts & Easements

4. Jurisprudence

5. Law of Nations

6. Legal and Constitutional History of India.



## LL.B. (II year Class)

### 1. Equity, Trust and Specific Relief.

or

### Interpretation of Statutes and Comparative Law.

### 2. Law of Contracts.

### 3. Constitutional Law of India.

### 4. Property Law

### 5. Company Law or Laws of Taxation.

### 6. Industrial Law or Law of Banking and Insurance.

## LL.B (III year Class)

### 1. C.P. C. and Arbitration Act, 1940 (Act x of 1940)

### 2. Law of Evidence.

### 3. Administrative Law.

### 4. Drafting and Conveyances.

### 5. Law of Crimes.

### 6. Criminal Procedure Code, 1973 & Practical Legal Training.

9. Every paper as detailed in the LLB course of study shall be for 100 marks and examination will be of three hours duration. The maximum grand total will be 1800 only.

10. (a) In order to qualify in a particular examination leading to the LL.B degree a candidate shall have to obtain a minimum aggregate of 45 % of marks and secure atleast 36% of marks in individual subjects.



(b) Except in the case of LL .B III year examination, in all other examinations the list of successful candidates will be declared to have passed in order of Roll Nos. In the LL.B part-III examination the list of successful candidates will be prepared in order of merit placing in the FIRST CLASS only those candidates who obtain 60% or more in aggregate of the grand total of LL.B 1st year, LL.B II year and LL.B III year taken together and the rest successful candidates securing 45% or more shall be declared as passed in the SECOND CLASS. Provided that if a candidate fails only in one paper by not more than 5% of marks and has shown merit by obtaining 60% or more marks in the aggregate he / she shall be declared to have passed.

11. In every paper carrying 100 marks having duration of 3 hours the candidate shall be required to answer one compulsory question having five equal parts and will carry 20 marks, the rest five questions carrying 16 marks each.

12. All the examinations leading to the LL.B shall be held once in a year commencing on a date to be notified by the Controller of Examinations of the University.

13. Subject to clause 16 no student shall be normally admitted to the next higher class unless he / she has been declared to have passed in the proceeding lower examination.

14. (a) A candidate shall be admitted to a particular examination provided he / she has prosecuted a regular course of study prescribed for that particular examination in a constituent / affiliated law college.

(b) Every candidate qualifying under the above sub-clause shall have to pay the prescribed fees and apply in the prescribed form through the Principal, constituent / affiliated college. If he / she fails to pass or fails to present himself / herself for the examination he / she shall forfeit the examination fees so paid for that examination.

(c) A candidate shall have to submit a certificate from the Principal of the college concerned regarding his / her bonafides, satisfactory progress of studies and testifying to his / her good conduct and character.

15. A candidate who fails to pass or fails to appear in a particular examination shall have to pass in that examination within the period of holding the next three successive examinations.



16. If a candidate fails in not more than three subjects in any examination leading to the LL.B degree he / she shall be allowed to clear the subject (s) provided he / she can obtain the minimum aggregate marks calculated on the basis of the rest five or four papers as the case may be. The details in this respect shall be prescribed by Regulation.

17. The minimum number of Lectures delivered on each paper per week shall not be less than 4 classes of 45 minutes duration,

18. The number of working days during the academic session shall be ordinarily not less than 180 days.

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

(ii) Details of theoretical and practical classes, seminar, practical legal training, assignment etc. will be prepared by the teachers of the college and approved by the Principal of the college, with intimation to the University.

(iii) The students who have been studying for the LL.B degree course immediately before the commencement of this Ordinance shall be governed by the provisions of the Regulation in force at the time of their enrolment.

20. 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 thereon shall be final.



## 35. ON B.Ed COURSE

( Section 29 (1) (b) of the A.U. Act 1989)

1. B.Ed. course shall be of one year duration.

2. Any candidate may be admitted to the Bachelor of Education Examination provided that, after passing the B.A. / B.Sc / B.Com. Examination of this University or of any other University recognised by this University he / she has prosecuted for not less than a year of regular course of study in the subjects offered by him / her in a college of education affiliated to this University for this purpose, and has, in addition, undergone a course of practical work spreading over the year to the satisfaction of the Head of the institution in which a candidate is studying, consisting of items given here-under .

3. Every candidate shall be examined on the following four parts :

Part I - External Examination in theory course (4 compulsory courses and 2 elective method subjects) - 80 marks in each Total  $80 \times 6 = 480$  marks.

Part II - Internal Assessment of the practicum on above theory course - 20 marks in each. Total  $20 \times 6 = 120$  marks.

Part III - Internal Assessment / sessional work such as lesson plans, practical work, work experience, co-curricular activities, preparation of improvised teaching aids, seminar, Group discussions, Internal Examinations, preparation of Unit plan, Critical study of syllabus and text books, Essay and assignments, observation of teaching and demonstration classes.

Marks : 300

Part IV - External Examination - Final lessons

(Two Lessons, one in each method course, to be prepared)

The B.Ed. Examination will be of 1000 marks.



### 3.1. External written consisting of.

Part - I : Theory courses consisting of the following, each carrying 80 marks.

#### Course - I (Paper - I)

Education in Emerging India.

#### Course - II (Paper II)

Educational Psychology

#### Course - III (Paper - III)

Secondary Education and Teacher Functions

#### Course - IV (Paper - IV)

Foundations of School Practices

#### Course V & VI (Paper V & VI)

Teaching of any two school subjects (contents and methods) from the following list :

a) A modern Indian Language or any recognised Language taught in Schools (Bengali, Hindi, Manipuri, Assamese etc.)

b) English.

c) Sanskrit.

d) Mathematics.

e) General Sciences.

f) Social Studies

g) History.

h) Geography.

and any other subjects to be introduced by the University.



## OPTIONAL SUBJECTS

Optional subjects may be introduced by the University. Candidates may offer any one such subject at the B.Ed. Examination. Such subject will carry 100 marks. Marks over 45 will be counted towards determination of position only.

### 3. 2. Internal Assessment of Practicum (part -II) on courses under 3.1.

The Candidates will be required to submit records of practicum in specific time schedule as fixed by the teacher educator concerned/college. 20 marks in each course.

### 3.3 Internal Assessment relating to part- III as mentioned under 3.

Sessional work.

- |  |    |
|--|----|
| a) Practice Teaching - at least 30 lessons divided into two methods (15+15)              | 60 |
| b) Observation of demonstration classes report to be submitted                           | 10 |
| c) Observation of teaching given by peer group (Reports to be submitted on 10 lessons)   | 10 |
| d) Preparation of improvised teaching aids in two method subjects                        | 20 |
| e) Internal examinations   | 90 |
| f) Group discussion, seminar readings  | 10 |
| g) Critical Study of Syllabus  | 10 |
| h) Unit plan/critical study of text Book other than one taken as practicum under part II | 20 |
| i) Question Analysis (2 question papers of each method subjects                          | 20 |
| ii) Co-curricular activities   | 25 |
| iii) Work Experience   | 25 |

Total = 300



3.4. Assessment of all items shall be done jointly by the Lecturer-Incharge & the Principal or his nominee.

3.5. External examination on final lessons.

a) preparation of two lesson plans on two method subjects ..... 20

b) Performance of the student teacher in the class ..... 60

c) Viva ..... 20

Total = 100

The assesment shall be jointly done by the external examiner & the internal examiner, preferably a teacher educator.

The medium of instruction and examination of the B.Ed. course will be English. However, the medium of instruction and examination in language courses (such as Assamese, Bengali, Hindi, Sanskrit, Manipuri etc.) will be that language.

5. 1. Standard of passing :

To pass the examination a candidate must obtain at least 45% of marks in aggregate in courses under Part I & II taken together (i.e. in course I to VI), the minimum pass marks in individual course being 35, and 40% marks in aggregate in part III and IV separately i.e. in internal assesment and external examination on final lessons)

To pass the examination with classes the candidates will have to obtain at least the following marks as mentioned below :

1st class ..... 60 %

2nd class .....45 %

5.2. If a candidate passes either in theortical course portion part I & II together as mentioned under section - 3) or in practical portions (part III & IV) he/she is entitled to reappear in the part. If he / she failed, such candidate will get only three consecutive chances following the examination he / she appeared first. In such case the candidate will be declared 'Pass', if he/



### 36. ON THE TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

( Statute 5(3) of the A.U Act, 1989)

1. This Ordinance shall be called "Ordinance on the Terms and Conditions of Service of the Registrar, Assam University, Silchar".

2. To be eligible for appointment to the post of Registrar, a person must have the following qualifications :

(a) A Post-graduate degree with at least 55% marks or its equivalent grade.

(b) At least 15 years of experience as Lecturer / Reader of which 8 years should be in the Reader's grade with experience in educational administration.

Or

Comparable experience in research establishments and other institutions of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

3. (i) The Registrar shall be appointed for a term of five years and he/she shall be eligible for re-appointment.

Provided that the Registrar / Finance Officer / Controller of Examinations shall retire on attaining the age of sixty years ;

Provided further that the Registrar / Finance Officer / 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.



(ii) The Registrar shall receive salary in the scale of Rs. 4500-150-5700-200-7300 or such a scale as may be decided by the Executive Council from time to time.

(iii) The Registrar shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed in this regard by the University from time to time for employees of the University.

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Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter  
No. F. 9-24/95-Desk (U) dt. 5/1/95



## 37. ON THE TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER

(Statute 6(3) of the A.U. Act, 1989)

1. This Ordinance shall be called "Ordinance on the terms and conditions of service of the Finance Officer, Assam University, Silchar".

2. To be eligible for appointment to the post of Finance officer, a person must have the following qualifications :

(a) Chartered Accountant with at least five years experience as such.

Or

Accounts officer in the office of the Comptroller and Auditor General of India with at least 10 years experience as such.

Or

Member of the Indian Audit and Accounts service with at least 5 years experience as such.

3.(i) The Finance officer shall be appointed for a term of five years and he/she shall be eligible for re-appointment.

Provided that the 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, which ever is earlier.

3. (ii) The Finance Officer shall receive salary in the scale of Rs. 4500-150-5700-200-7300 or such a scale as may be decided by the Executive Council from time to time.

(iii) The Finance Officer shall be entitled to leave, leave salary, allowances, provident fund and other benefit as prescribed in this regard by the University from time to time for employees of the University.

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Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No. F. 9-24/95-Desk (U) dt. 5/1/95



## 38. ON TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

( statute 6 A of the A.U. Act 1989)

1. This ordinance shall be called "Ordinance on the Terms and Conditions of service of the Controller of Examinations, Assam University, Silchar".

2. To be eligible for appointment to the post of Controller of Examinations, a person must have the following qualifications :

(a) A post-Graduate degree with at least 55% marks or its equivalent grade.

(b) At least 15 years of experience as Lecturer and Reader of which at least 8 years should be in Reader's grade with experience in educational administration.

Or

Comparable experience in research establishments and other institutions of higher education.

Or

15 years of administrative experience of which 8 years as Deputy Registrar / Deputy Controller or an equivalent post.

3. (i) The Controller of Examinations shall be appointed for a term of five years and he shall be eligible for re-appointment.

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.

(ii) The Controller of Examinations shall receive salary in the scale of Rs. 4500-150-5700-200-7300 or such a scale as may be decided by the Executive Council from time to time.



(iii) The Controller of Examinations shall be entitled to leave, leave salary, allowances, provident fund and other benefits as prescribed in this regard by the University from time to time for employees of the University.

4. Subject to the provisions of the Act, Statutes and Ordinances, the controller of Examinations shall make all arrangements for the conduct of the Examinations and perform such duties and functions as may be assigned to him from time to time by the Executive Council.

5. The Controller of Examinations shall exercise his powers and perform his duties under the immediate supervision of the Vice-Chancellor.



### 39. ON ALUMNI ASSOCIATION

1. There shall be an Alumni Association of the University under the name and style. 'The Alumni Association, Assam University' hereafter referred to as Association.

2. The objective of the Association shall be to promote the objectives of the University as enjoined in sec. 4 of the Assam University Act (1989), to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.

3. The membership of the Association shall be open to all degree holders of the University (in Arts, Science, Commerce, Medical, Engineering, Education and Law), including post-graduate diplomas and certificates.

Provided that the students who have graduated as students from the colleges now affiliated to the University, prior to the date of such affiliation, shall also be eligible to be registered as graduates of the University for the purpose of this clause.

4. The membership fee shall be Rs. 100 per year and Rs. 1000 for life or as decided by the Executive Council of the University from time to time. There shall also be an admission fee of Rs. 50 to become member for the first time and a re-admission fee of same amount in case of lapse of membership due to non-renewal.

5. The application for membership shall be in a form prescribed by the University.

6. The Executive Committee of the Association shall consist of the following :

1. Chairman
2. Vice-Chairman
3. General Secretary
4. Joint Secretary
5. 17 other Members



7. The Vice-Chancellor shall be the ex-officio Chairman. All other office-bearers and members of the Executive Committee shall be elected by the members of the Association for a term of three years.

8. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years standing.

Provided that the condition relating to the completion of one year's membership shall not apply in case of the first election.

9. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.

10. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Regulations.

11. Notwithstanding anything contained in the Ordinance, in case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.



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Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No. 9-13/94 Desk (U) dt. 31-3-95



## 40. ON CONVOCATION

1. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.
2. A special convocation for the purpose of conferring honorary degrees may also be held at such time as may be found necessary by the Executive Council in accordance with the process laid down in Statute 29(1) and (2) of the A.U.Act, 1989.
3. The convocation shall consist of the body corporate of the University.
4. The Chancellor shall, if present preside at the convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the convocation.
5. Not less than four weeks notice shall be given by the Registrar of all meetings of the convocation.
6. The Registrar shall, with the notice, issue to each member of the convocation, a programme of the procedure to be observed thereat.
7. The candidates who have passed their examinations in the year(s) for which the convocation is held shall be eligible to be admitted to the convocation. Provided that this will not be applicable to the First Convocation at which candidates for preceding years shall also be admitted to their respective degrees. Provided that in case the convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year to their respective degrees in absentia and issue the degrees on payment of prescribed fees.
8. A candidate for the degree must submit to the Registrar his application on or before the date prescribed for the purpose for admission to the degree at the convocation in person along with the prescribed fees.
9. Such candidates as are unable to present themselves in person at the convocation shall be admitted to the degree in absentia by the Chancellor or in his/her absence by the Vice-Chancellor and their diploma shall be given by the Registrar on application and on payment of the prescribed fees.
10. The fees for admission to the degree at the convocation in person shall be Rs. 100/- The fees for admission to the degree at the convocation in absentia shall be Rs. 120/- This fee shall also be charged in case of those who will apply for degree/diploma subsequently. Fee for original certificate shall be Rs. 100/-



11. Honorary degree shall be conferred only at a convocation and may be taken in person or in absentia.

12. The presentation of the persons at the convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or in his absence the Senior-most Dean of the University.

13. Candidates at the convocation shall wear scarfs appropriate to their respective degrees to be specified by the University. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.

14. The Chancellor, Chief Rector, Vice-Chancellor, Chief Guest, Deans of Schools, Registrar, Finance Officer, Controller of Examinations and the members of the University Authorities shall wear gowns/scarf/scroll as prescribed by the University.

15. For the award of degree at the convocation, the candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to the irrespective degrees. The Deans of respective Schools will present the Masters of Arts, Science, Commerce, etc., M.Phil. and Ph.D candidates. The principals of the affiliated colleges nominated for the purposes by the Vice-Chancellor will present, in the following order, the candidates for the degrees of MD, MS, ME, LL.B., B.Ed., M.B.B.S., B.E., B.A. (Honours and pass), B.Sc. (Honours and pass), B.Com. (Honours and pass), etc.

The names of the recipients of medals and prizes shall be announced by the Registrar. The candidates will receive medals and prizes from the Chief Guest.

The Registrar or the person appointed by the Vice-Chancellor for the purpose will present the candidates for their degrees in absentia for admission to their respective degrees.

Degree /Certificates shall be issued to the candidates in the manner to be prescribed by the Vice-Chancellor after the convocation is over.

16. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Finance Officer, the Controller of Examinations, Members of the University authorities shall wear their special robes prescribed by the University.

17. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, if any, the Registrar, the Deans, the Members of the University Authorities shall assemble in the meeting room at the ap-



pointed hour and shall walk in procession in the following order to the convocation hall:

1. The Registrar
2. Members of the Authorities :
  - The Court
  - The Academic Council
  - The Executive Council
  - The Planning Board
  - The Boards of Schools
3. The Deans of Schools
4. The Finance Officer
5. The Controller of Examinations
6. The Pro-Vice-Chancellor ( if any )
7. The Chief Guest
8. The Vice-Chancellor
9. The Chief Rector
10. The Chancellor
18. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, if any, the Registrar, the Deans, the Finance Officer, the Controller of Examinations, the members of University Authorities shall take their seats in places reserved for them.
19. When the procession enters the convocation Hall the candidates and the audience shall rise and remain standing untill the members of the procession have taken their seats.
20. When the Chancellor and the Chief Guest are present, the Vice-Chancellor or his nominee will welcome them.
21. The Convocation address will be delivered by the Chief Guest.
22. Having obtained the permission of the Chancellor or in his/her absence of the Vice-Chancellor, the Registrar shall declare the convocation open.
- The Chancellor, or in his/her absence the Vice-Chancellor shall then say "Let the candidates be presented".
23. The persons appointed for the purpose of presentation of candidates



for their respective degrees shall present the candidates in the following form. The candidates when presented shall rise in their seats.

Mr. Chancellor/Vice-Chancellor, Sir, I present to you.....  
..... candidates who have been examined and found  
qualified for the degree of.....  
to which I pray that they may now be admitted.

The Chancellor or in his/her absence the Vice-Chancellor will admit the candidates to the degrees in the following words :

"By virtue of the powers vested in me as Chancellor/Vice-Chancellor of the Assam University. I admit you to the degree of..... and I charge you that ever in your life and conversation you show yourselves worthy of the same"

The candidates will then take their seats.

24. The Registrar or the person appointed for the purpose will then request the Chancellor or in his/her absence the Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words :

"Mr. Chancellor/Vice-Chancellor Sir, on behalf of all other candidates for the..... who have been examined and found qualified for the Degree of..... and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees"

The Chancellor or in his /her absence the Vice-Chancellor will admit those candidates to their respective degrees in the following words :

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the Assam University, I admit these candidates to their respective degrees in absentia."

25. When all candidates have been admitted to their degrees, medals and prizes the Vice-Chancellor when the Chancellor is present, and a Dean, when the Chancellor is absent shall propose a vote of thanks.

26. After this, the Registrar shall, with the permission of the Chancellor or in his/her absence, of the Vice-Chancellor, will declare the convocation closed.

27. The procession will then leave the convocation hall in the same order in which it entered, when the graduates and the audience shall be standing.



## 41. ON DIPLOMA COURSE IN MARKETING MANAGEMENT

1. The University shall conduct a Diploma Course in Marketing Management of two semesters duration (one year)
2. The syllabus for the course shall be as jointly prescribed by the Board of Post-Graduate Studies in Commerce and Economics from time to time.
3. B.A/B.Sc/B.Com. or its equivalent examination of a University established by law in India will be eligible for admission to the course. Preference will, however, be given to candidates with Honours/Major in Commerce and Economics. The candidates with B.E and MBBS will also be eligible.
4. Fees for the course shall be as prescribed from time to time.
5. There shall be examinations conducted by the University at the end of each semester on date and place to be notified by the University.
6. The Diploma shall be awarded on the basis of evaluation of the candidates out of a total of 800 marks, divided into 8 courses of 100 marks each (four in each semester).
7. 75% of the total weightage of marks will be given to End-Semester Examination, whereas 25% of it will be given to continuous sessional work done during the semesters.
8. There shall be both an End-Semester Examination and continuous sessional evaluation for each semester. This applies to all practical work done as part of the course requirement.
9. The ratio of weightage of marks between End-Semester Examination and sessional work shall be applicable to each course of study.
10. Evaluation of continuous sessional work shall be made on the basis of the student's performance in (i) tests organised for this purpose by the Department concerned and (ii) written assignments and/or seminars, field work etc. The minimum work required for sessional evaluation shall be three tests and one written assignment/seminar for each course of study.
11. The schedule for the tests shall be made known to the students at the beginning of the semester and each test shall assess the student on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out throughout the semester.



12. The marks awarded for sessional tests shall be made known to the candidates within ten days of the conduct of the test. Candidates may discuss and seek clarifications, if any, about their performance from the chairman of the Examination Committee of the concerned Department within a week of the declaration of marks.
13. Each Department concerned shall constitute an Examination Committee consisting of atleast three members of its faculty to oversee all works connected with evaluation of sessional work. The Head of the Department shall be the ex-officio chairman of this Committee.
14. The awards given by the teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this committee to maintain the standard of sessional evaluation.
15. The question for the end-semester examination for each course of study shall be set by an external examiner. The teacher(s) responsible for instructions in a course shall set a model question paper covering the entire syllabus of the course concerned, for the guidance of the external examiner. The external examiner may, if he so wishes, incorporate in the final question paper not more than 50% of the total number of questions in the model paper.
16. It shall be the responsibility of the external examiner to ensure that the syllabus for the course is adequately covered in the question paper.
17. The answer scripts for End-Semester Examination shall be evaluated externally, preferably, by the respective paper-setters.
18. End-Semester practical examination shall be jointly conducted by an external and an internal examiner. If for any reason, the external examiner is not available, a panel atleast of three internal examiners shall conduct the practical examination in question.
19. There shall be a Moderation Board to moderate the end-semester examinations results in each subject and it shall consists of :
  - (i) Vice-Chancellor.
  - (ii) Dean of all the School of Studies.
  - (iii) Heads of the Departments concerned.
20. The Board shall scrutinise the statistics of results prepared by the tabulators and moderate the same, if need be, before the declaration/publication of the results.



21. The procedure for appointment of paper-setters and examiners and moderators shall be as provided by the regulations on post-graduate examinations.

22. Successful candidates shall be awarded the Diploma under the following classifications :

*First Division* : 60% marks or equivalent grades or more in aggregate of all the examinations and sessional work.

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

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



## 42. ON THE COLLEGE DEVELOPMENT COUNCIL

1. There shall be established a College Development Council, to be known as Council hereinafter, in the Assam University.

2. Without prejudice to the generality of the provisions of the Act, the Statutes, the Ordinances of the University, the objects of the Council shall be to provide a leadership role and generally extend help, guidance and advice to the Colleges admitted to the privileges of the University.

3. The Council shall be the Principal advisory body to the Executive Council, through the Academic Council, in all matters relating to the affiliated colleges.

4. The Council shall consist of the following members :

(i) Vice-Chancellor

Chairman, Ex-Officio

(ii) Four teachers of the post graduate departments of which two will be from sciences and two from humanities and social sciences, to be nominated by the Vice-Chancellor

Members

(iii) Six Principals of the affiliated colleges, one each from five districts in degree colleges and one from professional colleges.

Members

(iv) Six teachers of the affiliated colleges, one each from five districts in degree colleges and one from professional colleges.

Members

(v) Director of Public Instruction/ Education, Assam.

Member, Ex-officio

(vi) The Dean of Student's Welfare

Member, Ex-officio

(vii) The Director of Sports.

-- do --

(viii) The Registrar.

-- do --

(ix) The Finance Officer,

-- do --

(x) The Controller of Examinations.

-- do --

(xi) The Librarian,

-- do --

(xii) The Director, College Development Council.

Member-Secretary, Ex-officio.



5. The term of office of members, other than Ex-Officio shall be two years. They will be eligible for reappointment, except in cases where the appointment is by rotation, in which case they will wait for their turn to become members again.
6. Any vacancy arising due to illness, death or resignation or otherwise, shall be filled up as soon as convenient may be, and member or members so appointed shall continue in office for the residue of the term of office of the member or members concerned whose vacancy they fill up.
7. Seven members of the Council shall form the quorum for the meeting of the Council.
8. (1) The Council shall meet atleast twice in an academic year and meeting shall be convened by the Director, College Development Council, in consultation with the Vice-Chancellor. In the absence of the Vice-Chancellor, the members present will elect a member from among themselves to preside over the meeting.
- (2) A special meeting of the Council may be convened if a request to that effect is received by the Vice-Chancellor in writing from not less than six members of the council giving a notice of at least 21 days.
9. It shall be the duty of the Director, College Development Council, to keep record of the proceedings of the Council meetings and generally look after the day to day business of the Council.
10. The council shall have the following functions :
- (i) To provide a forum for consideration of various aspects of education in the affiliated colleges of the University with a view to continuously improve the general educational standards in the colleges ;
  - (ii) To assess the development needs of the colleges;
  - (iii) To help the affiliated colleges to prepare developmental projects which may be financed internally by the Institutions, or which may be presented to other funding agencies such as University Grants Commission, etc;
  - (iv) To submit projects to funding agencies on behalf of the affiliated colleges individually or collectively;
  - (v) To asses periodically the physical facilities in the affiliated colleges with reference to the number of students and subjects taught and to make recommendation; for their improvement;
  - (vi) To review the academic performance of affiliated colleges from time to time and to make suggestions for improvement;
  - (vii) To review the examination system and suggest innovations and improvement;
  - (viii) To follow up the Inspection Reports on various colleges and to suggest corrective measures wherever necessary;
  - (ix) To promote and encourage co-curricular activities in the colleges; and
  - (x) To perform such other functions as may be assigned to it by the Academic Council, the Executive Council or the Vice-Chancellor.
11. The office of the Council shall be located at Assam University, Silchar.

Approved by the Govt. of India, Ministry of HRD, Deptt. of Education Vide No. F.9-3/95-Desk(u) dated 18-12-95.



### 43. ON THE MASTER DEGREE PROGRAMME IN MASS COMMUNICATION (MMC)

1. The University will conduct a Master of Mass Communication (MMC) programme through the department of Mass Communication.
2. The graduates (10+2+3) in Arts, Science and Commerce or equivalent will be eligible for admission to MMC programme.
3. The admission shall be on the basis of entrance test and *viva-voce* conducted by the University.
4. The admission procedure, reservation of seats, duration of the programme, distribution of courses, evaluation and examination, finalisation of results, etc shall be governed by the provisions of the Ordinance and Regulations on the Master Degree Programmes in Arts, Science and Commerce of the University or as may be specifically provided by regulations from time to time.



## **44. ON MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMME**

1. The University will conduct a Master of Business Administration (MBA) Programme through the Department of Business Administration.
2. The graduates in Arts, Science and Commerce or equivalent will be eligible for admission to MBA programme.
3. The admission shall be on the basis of entrance test and *viva-voce* conducted by the University.
4. The admission procedure, reservation of seats, duration of the programme, distribution of courses, evaluation and examination, finalisation of results, etc shall be governed by the provisions of the Ordinance and Regulation on the Master Degree Programmes in Arts, Science and Commerce of the university or as may be specifically provided for the MBA programme by Regulations from time to time.



## **45. ON FIVE-YEAR INTEGRATED DEGREE AND MASTER DEGREE PROGRAMMES**

1. The University will conduct five-year integrated degree-cum-master degree programme in subjects like Fine Arts, Computer Science, Social Work etc. through concerned departments of the University.
2. The candidates who have completed Higher Secondary (10+2) or equivalent courses, recognised by the University, in relevant subjects, shall be eligible for admission in five-year integrated courses.
3. The admissions shall be on the basis of entrance test and *viva-voce* conducted by the University.
4. The five-year programme will be in two parts; the first three years (or 6 Semesters) will lead to Bachelor's Degree like BFA, B.Sc. (Computer), BSW etc. and this will be followed by another two years (or 4 Semesters) will lead to Master's Degree like MFA, M.Sc.(Computer), MSW etc.
5. The admission procedure, reservation of seats, distributions of courses and marks between semesters, evaluation and examination, finalisation of results, etc. shall be governed by the provisions of the Ordinance and Regulation on Master Degree Programmes in Arts, Science, and Commerce of the University or as may be specifically provided for these subjects by regulations from time to time.



## **46. ON DIPLOMA COURSE IN JOURNALISM**

1. The University will conduct a Diploma Course in Journalism through the Department of Mass Communication.
2. The duration of the course, reservation of seats, distribution of courses and marks between semesters, evaluation and examination, finalisation of results, etc. shall be governed by the provisions of the existing ordinances like one on Diploma Course in Marketing Management.



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# REGULATIONS

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# 1. ON ADMISSIONS TO POST-GRADUATE DEPARTMENTS

1. The authorised seats for admission in each Department shall be as decided by the University.

2. Only those candidates who have passed a Three-year Degree course in the relevant subjects shall be admitted to the Master's Course. However, upto ten percent of the seats may be assigned to students from other disciplines.

Provided that the number of seats for other disciplines in the inter-disciplinary subjects, such as, Education, Sociology, Anthropology may be increased upto fifty percents.

Provided further that if teaching of honours in a subject has not been sufficiently developed within the jurisdiction of the University or in any unit in particular, seats in the concerned Department may be filled in a manner as may be decided by the Academic Council on the recommendation of the concerned Department.

3. The distribution of authorised seats in the University shall be as follows :

(i) Open category	-	50 %
(ii) Reserved for ST/SC/OBC candidates	-	48 %
(iii) Vice-Chancellor's discretionary seats	-	2 %

4. Departments may, if they consider necessary, conduct written test/interview for admission to the post-graduate programme. Performance of a candidate in the under-graduate course together with eligibility test, if any, shall be taken into consideration while preparing the merit list of students. Weightage for eligibility test/interview shall, however, not exceed 50%. To assess a candidate's performance in the under-graduate course, 10% marks shall be added in case of honours students to decide the relative position between honours and pass candidates.

5. In case of all internal students, i.e., students who have graduated from colleges affiliated to or maintained by the University, 10% marks shall be added to the subject concerned.

6. All Departments shall constitute Admission Committees and assign them specific responsibilities.

7. Students who have already obtained a Master's Degree from this University or any other University will be considered for admission only if there is vacancy after considering all other eligible candidates.



## 2. ON LIBRARY MEMBERSHIP

### 1. Eligibility for Library Membership

The following shall be eligible to become members of the Library :

- a) Teachers, Students, Officers and other employees of the University.
- b) Retired teachers and officers of the University who are residing in Silchar.
- c) Teachers of affiliated colleges of Assam University.
- d) Any other person whose name is recommended by the Head of the Department and approved by the Vice-Chancellor.

### 2. Procedure for enrolment

All categories of members shall fill in the prescribed forms and make the necessary deposit to become members of the Library. Members will be given Pass Book/Borrowing cards for borrowing books.

### 3. Loss of Pass Book/Card

If a member losses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of a fine of Rs. 25/-.

### 4. Termination of Membership

Any member intending to terminate the membership shall return all the books borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a "no dues" Certificate.

### 5. Refund of Caution Deposit

A member who has terminated his membership may claim a refund of the caution deposit from the Finance Department of the University after producing the "no dues" Certificate from the Librarian. In the case of members who do not have to make any caution deposit, the accounts will be settled only on production of a "no dues" Certificate from the Librarian.

### 6. Conditions regarding issue of books\*

Category of members	No. of volumes	Loan period	Amount of caution deposit
A. Teachers	10	1 month	Nil
B. Technical staff	2	5 days	Nil
C. Administrative staff			



a)	Officers	2	15 days	Nil
b)	Other staff	2	10 days	Nil
D. Students				
a)	Research Students (Ph.D)	6	15 days	Rs. 300+ Rs. 50 Library fee.
b)	Research Students (M. Phill.)	2	15 days	Rs. 300+ Rs. 50 Library fee.
c)	Post-Graduate Students	2	7 days	Rs. 300+ Rs. 50 Library fee.
d)	Teachers of affiliated Colleges	3	15 days	Rs. 300+ Rs. 50 Library fee.
e)	Other categories	2	15 days	Rs. 300+ Rs. 50 Library fee.

## **7. Responsibility of Borrower**

Each borrower will be responsible for the books borrowed against the Card/Pass Book issued to the member and for the return of the books to the Library without damage.

## **8. Suspension of membership**

In the event of misuse or damage of the books borrowed by a member, the Librarian will have the powers to suspend the member and report the matter to the Vice-Chancellor for appropriate action.

## **9. Damage of books**

If any member of the Library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offence and debarred from further use of the Library.

## **10. Reference Section**

Reference books, rare books, unbound periodicals and other expensive or otherwise precious material will not be issued but will be kept in the reserve section of the Library for on the spot use of the members. However, the Librarian may, at his discretion, permit overnight use of such materials to the teaching staff only.

## **11. Re-issue of books**

Books can be re-issued to the borrower for another week/month pro-



vided those books have not been requisitioned by any other member. However, re-issue will be done only after the books have been first returned and entry made in the books card.

## **12. Loss of books**

If a book borrowed is lost, the member who borrowed it shall have to replace it.

## **13. Delays**

Any member delaying the return of a book after the due date will be fined 15 paise per book for each day of delay. Member delaying the return of a text book used for overnight use will be fined @25 paise per book for each hour of delay for the first day and Rs. 10/- the second day. If the book is not returned by the third day, the facility of overnight issue will be withdrawn for one month.

## **14. With-holding of results**

The outgoing students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University Examination are liable to be withheld.

## **15. Special powers**

The Librarian shall have the power to refuse the issue of a book or to recall any book from a borrower if it is considered necessary in the interest of the institution.

## **16. Condition of loan**

Members shall take books on loan in person. However, teachers and other officers may borrow books through an authorised agent and with a letter mentioning the names of the volumes required.

## **17. General**

- (a) Personal belongings such as handbag, umbrella, files, personal books, etc, should be left with the attendant at the entrance of the Library
- (b) Smoking, chewing betel, speaking and talking is not allowed inside the Library.
- (c) Pets like Dogs, Cats, etc shall not be brought into the Library.
- (d) Books, Periodicals, etc. taken by members from the shelves may be left on the tables provided for this purpose.



### 3. ON LIBRARY COMMITTEE

**1. The Library Committee will consist of the following members :**

- (a) The Vice-Chancellor - Chairman
- (b) Deans of Schools
- (c) Two Heads of Departments-one representing Humanities and Social Sciences, and the other sciences, nominated by the Vice-Chancellor.
- (d) Three teachers nominated by the Vice-Chancellor.
- (i) Two experts in the field of librarianship, nominated by the Vice-Chancellor.
- (ii) One Principal from among the affiliated colleges, nominated by the Vice-Chancellor.
- (iii) Two post-Graduate Students, nominated by the Vice-Chancellor.
- (e) Registrar
- (f) The Finance Officer
- (g) One representative each from the Library Sub-Committee of Constituent Colleges, to be nominated by the Vice-Chancellor.
- (h) The Librarian - Ex-Officio Secretary.

**2.The Committee shall have the following powers and functions :**

- (1) To look after the proper management and use of the Library including services to be rendered to the readers.
- (2) To look after the proper furnishing of the Library.
- (3) To review the functioning of the Library on annual basis.
- (4) To control and suggest Library budget for every year.
- (5) To allocate funds to different Departments.
- (6) To lay down policy for the guidance of the Librarian.
- (7) To consider any matter referred to it by the Academic Council or the Vice-Chancellor.
- (8) To appoint a Book Selection Sub-Committee.
- (9) To add, amend or delete any rules prescribed for the use of the Library services by the readers.

- 3. The term of Office of the members, except the Ex-officio members, shall be three years.
- 4. The University Librarian will be responsible for the management of this system for which he will be answerable directly to the Vice-Chancellor.
- 5. The Library Committee shall hold one meeting in each semester.



## **STANDING COMMITTEE FOR BOOK SELECTION**

### **6.(1) The Standing Committee will consist of the following members :**

1. Deans of the Schools
2. Librarian.

The Senior most Dean will act as the chairman.

- (2) The functions and powers of the Standing Committee will be to scrutinise and review the requisitions for books received from various departments and other sources and approve them finally for orders.
- (3) The Standing Committee shall hold one meeting every month on first Saturday. In case the first Saturday happened to be a holiday, the following Monday.

## **LIBRARY SUB-COMMITTEE FOR CONSTITUENT COLLEGE**

### **8.(1) The Library Sub-Committee for the constituent college, if any, will consist of the following :**

- (a) Principal-Chairman.
- (b) 5 teachers to be nominated by the Vice-Chancellor on the recommendation of the Principal representing various disciplines.
- (c) 2 students to be nominated by the Vice-Chancellor.
- (d) Assistant Librarian/College Librarian-Secretary.

### **(2) Functions and powers of the Sub-Committee will be as follows :**

- (a) To look after the proper management and use of the college library including services to be rendered to the readers.
  - (b) To look after the proper furnishing of the college library.
  - (c) To review the functioning of the library on annual basis.
  - (d) To control and suggest library budget for every year.
  - (e) To allocate funds to different departments.
  - (f) To scrutinise and approve the indents for books received from various departments.
  - (g) To consider any matter referred to it by the standing library committee or by the Vice-Chancellor.
- (3) The term of the office of the members except the ex-officio members, shall be three years.
  - (4) The Sub-Committee shall hold one meeting in each semester.



## 4. ON BOOK-SELECTION

1. Each department shall review the new announcements of books in periodicals, publishers catalogues and other sources at least once a month in departmental library committee meeting.
2. Requisition for books shall be sent by the department quarterly, i.e., by the end of March, June, September and December in prescribed proforma. If no books of interest has appeared, a nil requisition will be sent. However, the department can send the requisition on monthly basis for immediate needs.
3. Requisition for books relating to semester courses shall be sent with one clear semester notice i.e., by January for July-January semester and by July for January-July semester.
4. Books selected by senior library personnel and other University authorities will be sent to the Department concerned for review.
5. The Library will check the requisitions against the holdings of books in order to avoid duplication.
6. The checked requisitions will be placed before the Standing Committee for further review and approval.
7. Duplication will be generally avoided except in cases of course books where they may be duplicated at the ratio of 1:5 for post-graduate students and 1:10 for under graduate students.
8. The proforma for sending the requisitions shall be as follows:

Department of.....  
Books reviewed in the meeting of the  
Departmental Library Committee on.....  
.....  
Requisition for.....  
.....

Author	Title	Publisher	Year of Publication	Price
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- 1.
  - 2.
  - 3.
- .....



## 5. ON THE ADMISSION TO AND CONDUCT OF EXAMINATIONS OF BACHELOR OF ARTS, SCIENCE AND COMMERCE COURSES

1. Admission to Bachelor Degree courses in Arts, Science and Commerce shall be as laid down by the Ordinance.

2.(1) There shall be three University examinations; one each at the end of first year, second year and the third year, corresponding to the three-year pass and the three-year honours degrees.

(2) A candidate for the Bachelor Degree examination shall be examined in the subjects as may be prescribed in this behalf.

(3) The duration of written papers carrying 100 marks shall be three hours unless otherwise indicated. The duration of the practical examinations shall be as fixed by the University.

(4) A candidate who has prosecuted a regular course of study for not less than one academic year in a college for this purpose may be admitted to the first examination as a regular student and in the same manner for the second and the third examinations respectively.

(5) Every candidate sent up for the degree examination in the pass course or honours course must submit his/her application in a prescribed form for either of the examinations through the college concerned to the University within the date fixed for that purpose. Any delay in submission of the form after the due date with fine, will be accepted only on specific recommendation of the Principal of the College with convincing documentary evidence from the candidate concerned. Cases of natural calamities, unforeseen events will, however, be an exception to this rule.

(6) The application must be forwarded by the Principal concerned testifying to :

- (i) The eligibility of the candidate to appear in the examination
- (ii) The good conduct of the candidate
- (iii) The satisfactory progress of the candidate in studies during the course; and
- (iv) The minimum attendance of the candidate in the lectures/tutorials and practicals.

(7) A candidate for the degree examinations shall be required to pay such fees as may be prescribed by the University.

(8) If a candidate, after completion of a regular course of study duly sent up for the examination by the Principal, is unable to appear or pass at the examination in the same year, he may appear in the examination at any of the two examinations immediately succeeding the original examination (the examination to which the candidate is sent up for the first time by a college) without attending the classes, provided



- (i) The Principal certifies to his good conduct and satisfactory progress of studies during the intervening period.
- (ii) A candidate offering subjects involving practical training will be required to attend at least twenty practical classes (in each subject) to the satisfaction of the Principal concerned.
- (iii) That such candidate will be treated as non-collegiate student and will be required to pay the prescribed non-collegiate fee.

Provided further that the same rule shall also be applicable for honours students who cannot appear or pass the Honours examination in the same year.

(9) If such a candidate is unable to appear or pass in any of the examinations referred to in sub-clause (8) above, he may appear at any two succeeding examinations, provided he prosecutes a fresh course of study in an affiliated college for a year immediately preceeding the examination at which he wants to appear and such a candidate shall be treated as non-collegiate student and will be required to pay the prescribed non-collegiate fee.

(10) Candidates who fail to pass the examination as prescribed in the fore-going sub-clause (8) and (9) shall not be presented to the examination without prosecuting a fresh course of study for the full period and such candidates become fresh /regular candidates as prescribed in sub-clause (4) above.

(11) 1. A candidate requiring change of centre of examination would apply in the prescribed form in duplicate through the Principal of the college who had forwarded his examination form.

2. The application form for change of centre should be accompanied with an identification certificate (in duplicate) and a passport size photograph duly attested by a Gazetted Officer stationed at the place where the centre of examination is sought to ensure ready identification, if need be.

3. One copy of the identification certificate should be with the candidate for production at the examination centre, if asked for.

4. A prescribed fee of Rs. 50/- (Rs. fifty) should be deposited either by a Bank Draft or an Indian Postal order/Challan, payable to the Assam University and the instrument of payment has to be attached to the application form referred to in sub-clause (1) above.

5. A candidate will not be permitted to change his centre of examination to a college wherein the affiliation of the subject/subjects in his combination had not been given by the University.

6. Private candidates shall not be permitted to change the centre of examination, except in cases of transfer or posting in service which should be supported by relevant document to that effect.



## 6. ON THE PRIVATE CANDIDATES IN BACHELOR OF ARTS

1. The University shall provide for private candidates to appear at examination for the three year pass course in Bachelor of Arts.
2. The following category of persons, subject to fulfilling the eligibility criteria, may seek for private appearance at the examination :
  - (i) Female candidates.
  - (ii) Teacher candidates.
  - (iii) Demonstrators in colleges affiliated to Assam University.
  - (iv) Laboratory Assistants in the University and the affiliated colleges of Assam University.
  - (v) Inspecting Officers of the Education Department of the State Government posted within the jurisdiction of Assam University.
  - (vi) Defence personnel stationed within the territorial jurisdiction of Assam University.
  - (vii) Members of Library staff such as :-
    - (a) Assam University Library
    - (b) Government Libraries-Central and State within the jurisdiction of Assam University.
    - (c) Libraries of Assam University affiliated Colleges.
    - (d) Library Associations, Bodies or Institutions duly approved by the Executive Council.
3. Candidate must have the following minimum qualification to be eligible to appear privately at the B.A. pass course examination :
  - (i) Must have passed the Two year Pre-University in Arts of a recognised University; or
  - (ii) Must have passed the Higher Secondary Leaving Certificate Examination of a recognised Board;
  - (iii) Must have passed an equivalent examination considered as such by the Executive Council.
  - \*\* (iv) Candidates who have passed the two year Pre-University or equivalent examination in Science or Commerce of a recognised University and want to switch over to Arts stream may also be considered.



4. In addition to the minimum qualifications prescribed in clause 3 above, the following shall also apply :

(1) A candidate must not have attended any college for a year prior to the date of examination.

(2) A teacher candidate should have been in service in a recognised institution for a continuous period of two years prior to the date of the examination and produce documentary evidence to that effect from the Inspector of Schools having jurisdiction over the school wherein the candidate is employed, provided that recognised Institution includes institutions recognised by the University or Board or any other educational authority approved by the University.

(3) Persons specified under clause 2 (vii) (c) should obtain prior approval of the University before making an application for private appearance.

(4) Employed persons must produce employment certificate from the employer concerned to the satisfaction of the University.

(5) Defence personnel must produce employment certificate from the employer, not below the rank of Commanding Officer. Such candidate must have been posted in the area for which this University is having jurisdiction.

5. A candidate seeking admission as private candidate in University examination must first apply for permission in prescribed form available with the University or Principals of affiliated colleges atleast two months before the date fixed for submission of forms by regular candidates, together with a permission fee as prescribed from time to time payable to the Assam University in the form of Bank Draft/Indian postal order or University Challan.

6. Such application should be accompanied by :

- (i) The instrument of payment;
- (ii) Employment certificate;
- (iii) Testimonials of previous examination passed; and
- (iv) Relevant previous mark-sheet.

7. Candidates residing within jurisdiction of the University should apply direct to the University, while those outside, through the Head of the Institution affiliated to Assam University which is the centre of Examination preferred.

8. Candidates must abide by the last date usually fixed by the University for receiving such permission.

9. A private candidate, when permitted, shall have to pay other examination fees prescribed by the University.



10. Private candidates shall not be permitted to offer any subject involving practicals and in no circumstances can they be permitted to appear the Honours Examinations.

11. Private candidates in science and commerce streams of the three year degree course are not allowed.

12. The following categories of graduates of this University may be allowed to appear in certain subject(s) of B.A. course in the 10+2+3 pattern as Non-Collegiate Private Candidates on the recommendation of the Principal of an affiliated College of this University from where they intend to appear.

(i) An Arts graduate (B.A) in the 10+2+3 pattern of this University may be allowed to appear in a certain subject not involving Practical of B.A. standard which he/she has not offered in his/her graduation.

(ii) A science graduate (B.Sc.) or a Commerce graduate (B.Com.) in the 10+2+3 pattern of this University may be allowed to appear in certain elective subjects of B.A. standard but such a candidate shall be required to offer (a) English (Arts stream); (b) MIL or Alt. English (Arts stream) along-with elective subject.

(a) Provided if the subject chosen for appearing as a certain subject is a language, the candidate must have offered it in H.S. or equivalent Examination.

(b) The candidate offering certain subject(s) shall be eligible to appear in the Part-II and Part-III Examination in the corresponding subject after one year of his/her passing the Part-I and Part-II Examinations respectively.

Provided further that permission in all such cases shall have to be obtained from the Controller of Examinations at least three months prior to the commencement of the concerned examination.



## **7. ON THE PAPER-SETTING/EVALUATION/ MODERATION OF UNDER-GRADUATE EXAMINATIONS**

1.(1) The Board of Under-Graduates Studies in each subject shall draw a panel of paper-setters/examiners/moderators on every alternate year and forward the same to the Vice-Chancellor, who shall appoint the paper-setters/examiners/moderators for a period of two years. Criteria for recommending the names shall be as under :

- (i) both internal and external paper-setters/examiners may be appointed.
- (ii) must be a teacher in the subject concerned with a minimum experience of 5 years in teaching the subject.

Provided that in exceptional circumstances, the Vice-Chancellor may relax the condition regarding experience.

- 2. Ordinarily not more than 200 scripts shall be allotted to each examiner.
- 3. For Honours, conditions of appointment of paper-setter/examiners/Moderator will be the same as for Post-Graduate examinations.
- 4. There shall be a Moderation Board appointed by the Vice-Chancellor to moderate the question papers for each paper/subject for a period of one year. The Board shall consist of :
  - (i) Chairman, Board of Under-Graduate Studies or any senior teacher in the subject, recommended by the Chairman.
  - (ii) One teacher in the subject concerned to be nominated by the Vice-Chancellor.
  - (iii) One expert in the subject concerned to be nominated by the Vice-Chancellor.



## 8. ON THE AWARD OF MEDALS AND PRIZES

1. One Gold Medal will be awarded to each candidate securing First position in order of merit at the Final M.A./M.Sc./M.Com. examination of the University provided that he/she is placed in the First Division and has passed the examination in first attempt. For this all subjects offered at the University will be considered separately.
2. One Gold Medal will be awarded to each candidate securing First position in order of merit at the B.A./B.Sc./B.Com. Final Honours/B.E./MBBS/B.Ed and LL.B Examinations provided that he/she is placed in the First Division. For this all subjects offered at the University will be considered together.
3. All medals will bear the University crest and an inscription giving the name of the candidate to whom the medal is awarded with the name and year of the examination.
4. The Medals will be presented at the convocation. Those candidates who are not able to receive the medals in person may obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice-Chancellor.
5. The value and the weight of the gold medal shall be determined by the Vice-Chancellor.
6. One prize in the form of books will be awarded by the University to the candidate securing the first position in order of merit, provided that he/she is placed in the First Class in final Honours examinations conducted by the University. For this all subjects in Honours Course offered at the University will be considered separately.
7. Each set of prizes shall bear the name of the University, the name of the candidate, the subject /course and the year of the examination and signed by the Vice-Chancellor with the University Seal.
8. The Prizes will normally be presented to candidates in person at the convocation. Those candidates who will not be able to receive the Prizes at the Convocation in person will have to obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice-Chancellor.
9. Any academic excellence at the University level can be awarded in a prize form at the convocation.



## 9. ON POST-GRADUATE EXAMINATIONS

### 1. Appointment of Paper-setter/Examiners

The Board of Post-Graduate Studies in each subject shall draw a panel of paper-setters/examiners ordinarily in the month of August every alternate year and forward the same to the Vice-Chancellor who shall appoint the paper-setter/examiners for a period of two years from this panel. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment so as to make it a criteria for recommending the names. The requirement shall be as under :

#### (i) Paper-Setter :

Ordinarily a person to be appointed as a paper-setter must be a teacher with atleast 5 years experience in teaching the subject/course at the Post-Graduate level.

#### (ii) Examiner :

Ordinarily, the Paper-Setter shall act as Examiner. In case an examiner has to be appointed other than the paper-setter, the criteria shall be the same as for paper-setter.

In exceptional circumstance, however, the Vice-Chancellor may relax the condition of experience.

### 2. Moderation Board

There shall be a Moderation Board for each paper/subject and it shall consist of :

- (i) Dean of the School concerned;
- (ii) Chairman, Board of Post-Graduate Studies in the subject concerned;
- (iii) One teacher teaching the concerned paper or a teacher nominated by the Head of the Department.

### 3. Evaluation

(a) The ratio of weightage of marks between end semester examination and sessional work shall be applicable to each course of study.

(b) 75% of the total weightage of marks will be given to end semester examination, whereas 25% of it will be given to continuous sessional work done during the semester.

(c) There shall be both an End-Semester examination and continuous sessional evaluation for each course of study. This applies also to all practical work done as part of the course requirement.

#### *Continuous Sessional Work :*

(d) Evaluation of continuous sessional work shall be made on the basis of the student's performance in (i) tests organised for this purpose by the



Department concerned and (ii) written assignments and/or seminars, field work, etc. The minimum work required for sessional evaluation shall be three tests and one written assignment/seminar for each course of study.

(e) The schedule for the tests shall be made known to the students at the beginning of the semester and each test shall assess the student on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out through the semester.

(f) The marks awarded for sessional test shall be made known to the candidates within 10 days of the conduct of the test. Candidates may discuss and seek clarifications, if any, about their performance from the Chairman of the Examination Committee within a week of the declaration of marks.

(g) Each Department shall constitute an Examination Committee consisting of atleast three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio chairman of this committee.

(h) The awards given by teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this Committee to maintain the standard of sessional evaluation.

#### Semester Examination :

(i) The questions for the end-semester examination for each course of study shall be set by an external examiner. The teacher(s) responsible for instruction in course shall set a model question paper, covering the entire syllabus of the course concerned for the guidance of the external examiner.

(j) It shall be the responsibility of the external examiner to ensure that the syllabus for the course is adequately covered by the question paper.

(k) The answer scripts for End-Semester Examination shall be evaluated externally, preferably, by the respective paper-setters.

(l) End-Semester practical examination shall be jointly conducted by an external and an internal examiner.

#### 4. **Moderation of Results**

There shall be a Moderation Board to moderate the results of the end-semester examinations in each subject and it shall consist of :

(i) Vice-Chancellor

(ii) Deans of all the Schools of Studies



## 10. NAGENDRA CHANDRA-MALATI SHYAM MEMORIAL PRIZE

1. **Title :** The Endowment Fund may be known as "Nagendra Chandra-Malati Shyam Memorial Endowment Fund".
2. **Amount :** Rs. 10,000 (Rupees ten thousand) donated by Mrs. Enanayani Das in memory of her parents
3. **Purpose :** The interest income out of the amount of Rs. 10,000 be paid to the student securing 1st position in 1st class in M.A. (Final) Examination in Bengali conducted by Assam University each year. In case in any year no such student is available, the amount will be added to the Principal. The Prize money may be paid in the rounding of Rs. 100.00 (Rupees one hundred) in all cases. In case two students secure the same position, the amount may be paid to both the students in equal parts not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000 (Rupees ten thousand) be opened in any Nationalised Bank in the best available scheme for the longest period and may be renewed on expiry of the stipulated period. The name of the FDR shall be "Assam University-Nagendra Chandra Malati Shyam Memorial Prize"
5. A savings Bank A/C in the name of "Assam University Nagendra Chandra Malti Shyam Memorial Endowment Fund" be opened with the same bank where the FDR is opened and the Bank may be instructed to deposit the interest accrued on the FDR to that S.B A/C from time to time. The prize will be paid by cheque drawn on this S.B. A/C. The S.B. A/C be opened with the balance amount available on encashment of the cheque issued by the donor after opening the FDR (Rupees 10,000).
6. The cheque for the prize money may be awarded to the recipient along with a citation signed by the Vice-Chancellor.
7. The responsibility for monitoring the award shall be vested jointly with the Incharge of the Academic Branch and Head of the Department of Bengali, Assam University.



## 11.ON GAJENDRA KUMAR ROY MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Gajendra Kumar Roy Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Gourish Chandra Roy in memory of his father.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in M.Sc. Examination in Chemistry conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University - Gajendra Kumar Roy Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University - Gajendra Kumar Roy Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Chemistry, Assam University.



## 12. ON BENOY KUMARI GUPTA MEMORIAL RESEARCH SCHOLARSHIP

1. The scholarship will be known as Mrs. Benoy Kumari Gupta Memorial Research Scholarship.
2. The scholarship will be utilised for promotion of research on "social structure of the ethnic groups in North East India with special reference to the status of women".
3. The amount of Rupees two lakhs donated by Shri Dhruva P. Gupta, son of Late Mrs. Benoy Kumari Gupta, will be invested in the name of "Assam University- Mrs Benoy Kumari Gupta Memorial Research Scholarship Fund" on a long term basis with a Nationalised bank or any financial institution like IDBI, ICICI, IFCI or UTI. It will be ensured that the annual return of the investment is not less than twelve per cent.
4. The principal or any portion thereof will not be utilised by the University for any purpose other than the one specified in 2 above. Similarly, no portion of the interest shall be liquidated by the University for any purpose other than as specified in 5 and 6 below.
5. The University may reimburse itself with an amount not exceeding fifteen percent of the net income out of the investment for meeting the costs towards management and monitoring of the research scholarship.
6. The balance amount of the net income of the investment, after deducting the administrative costs as in 5 above, will be disbursed on a monthly basis as Mrs Benoy Kumari Gupta Research Scholarship.

Provided that if the scholarship cannot be operated for any brief period/periods due to unavoidable reasons, the scholarship money for that period/periods will be added to the principal.

7. The scholarship shall be awarded to only one scholar at a time. The awardee shall be designated as Benoy Kumari Gupta Research Scholar.
8. Only bonafide and wholetime research scholars who have been admitted as M.Phil/Ph.D students in any of the relevant department of the Assam University, Silchar, for working on any aspect of the specified field, as in 2 above, will be eligible to apply for the scholarship.
9. The scholarship will be awarded by the Executive Council on the basis of the recommendation made by a duly Constituted Selection Committee consisting of the Dean, School of Social Sciences, as chairperson and Head/



Heads of the concerned department/departments and two experts nominated by the Vice-Chancellor as members.

10. The scholarship shall be awarded to a candidate for a period of two years or for the period he/she continues to be an M.Phil/Ph.D student, whichever is lesser.

Provided that, in special cases, it may be extended by the Vice-Chancellor for a maximum period of one year to enable the candidate to complete the work.

Provided further that if the scholar discontinues his/her research or opts for any other scholarship or accepts a salaried employment in or outside the University, he/she will be required to resign as Benoy Kumari Gupta Research Scholar.

11. The award of the Mrs Benoy Kumari Gupta Memorial Research Scholarship will be a permanent feature in the Assam University, Silchar and will be operated on a perpetual basis.



### 13. ON BIPIN CHANDRA PAL MEMORIAL PRIZE

1. **Title :** The Endowment fund shall be known as "Bipin Chandra Pal Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Prof. J.B. Bhattacharjee in memory of freedom fighter Bipin Chandra Pal.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Mass Communication Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University-Bipin Chandra Pal Memorial Endowment Fund".
5. A savings bank A/C in the name of "Assam University-Bipin Chandra Pal Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Mass Communication, Assam University.



## 14. ON MUKTASHREE MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Muktashree Memorial Award Endowment Fund".
2. **Amount :** Rs. 10,000.00/- (Rupees ten thousand) donated by Shri Kshitish Chandra Das, in memory of his mother.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to a student of Assam University securing highest marks in 1st class in M.A. in History. In case, in any year no student is eligible, the amount will be added to the principal. The amount of interest may be rounded to nearest Rs. 100/- in all cases. In case, two students secure the same position, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- ( Rupees ten thousand) shall be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period. The FDR shall be named as Assam University - "Muktashree Memorial Award Endowment Fund".
5. A savings Bank A/C in the name of "Muktashree Memorial Award Endowment Fund" may be opened with the same Bank where the FDR is opened and the Bank may be instructed to deposit the interest accrued on the FDR to that S.B. A/C from time to time. The prize will be paid by cheque drawn on this S.B. A/C. The S.B. A/C may be opened with the balance amount available on encashment of the cheque issued by the donor after opening the FDR of Rs. 10,000/-
6. The cheque for the prize money may be awarded to the recipient along with a citation signed by the Vice-Chancellor during convocations.
7. For awarding the prize, the responsibility may be vested with the I/C of Academic Branch and Head of the department of History, Assam University.



## 15. ON SABITRI BHATTACHARJEE MEMORIAL PRIZE

1. **Title :** The Endowment fund shall be known as "Sabitri Bhattacharjee Memorial Endowment Fund".
2. **Fund :** Rs. 10,000.00 (Rupees ten thousand) donated by Shri Partha Pratim Bhattacharjee in memory of his mother.
3. The interest income out of the amount of Rs. 10,000.00 shall be paid to the student securing highest marks in 1st class in M.Sc. examination in Life Science and Ecology taken together, conducted by the Assam University in each year. In case in a particular year no student is eligible for the award, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs.10,000.00 (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University - Sabitri Bhattacharjee Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University-Sabitri Bhattacharjee Memorial Endowment Fund" shall be opened with the same bank where the FDR is opened and the bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid to the student by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient along with a citation signed by the Vice-Chancellor during the convocations.
7. The responsibility for monitoring the award shall be vested jointly with the incharge of the Academic Branch and the Heads of concerned departments of the Assam University.
8. The additional sum of Rs.1,001.00 (Rupees one thousand and one) separately paid by the donor for one time Sabitri Bhattacharjee Memorial Prizes in Life Science and Ecology for the 1996-98 batch, in the manner stated in clause 3 of the this Regulation, shall be held in the SB A/C stated in clause 5 of this Regulation till it is disbursed in the convocation for the said batch of student.
9. This Regulation will come in force with effect from the 1997-99 batch.



## 16. ON PAYMENT OF T.A. TO TEACHERS JOINING THE UNIVERSITY

1. These rules may be called "Rules for payment of T.A. to teachers on first joining the Assam University."

2. These rules will come into force from the date the University notifies.

3. These rules will be applicable to teachers of the University and the Institutions maintained by it. Teachers will include Professors, Readers and Lecturers and teachers appointed on contract basis on their first joining.

4. Payment of T.A. will be admissible at the following rates :

(a) Single Journey fare by the shortest route, limited to first class train or actual bus fare, whichever is less.

(b) T.A. will be admissible to the teacher and three other members of the family. The family, if not accompanying the teacher, should perform the journey within six months from the date of joining of the teacher, otherwise the claim to T.A. shall stand forfeited.

(c) Shifting of personal effects will be admissible at the following rates :

Professors & Readers	-	45 Quintals
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Lecturers	-	<u>30 Quintals</u>
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(Transportation by goods train at owner's risk, and by road at the rates charged by the State Transport Corporation, where there is no rail link, or actual expenses, whichever is less)

5. The teacher shall have the option to claim the T.A. or not to claim it. In case the teacher claims the T.A. at the time of joining, he has to give an undertaking to the effect that he shall serve the University for a minimum period of three years, failing which he shall reimburse to the University the entire amount of T.A. drawn by him for the purpose.

However, if any teacher has to leave the University before completion of the stipulated period of three years under exceptional and compelling circumstances, the matter will be referred to the Executive Council which may waive the requirement of refund of amount taken in whole or part, and the decision of the Executive Council shall be final and binding.

6. Any person working abroad immediately prior to his joining Assam University shall draw T.A. from the port of arrival in India to the University by



the shortest route. Under no circumstances the expenses on travel from the foreign country to India shall be admissible.

7. The claims for T.A. under these rules, accompanied by all relevant receipts and vouchers etc., shall be preferred immediately on completion of the journey, and in any case not later than one year from the date of joining of the teacher.

8. Any difficulty arising in giving effect to or interpretation of any provision of these rules shall be referred to the Vice-Chancellor whose decision or interpretation, as the case may be, shall be final.

Note : For the purpose of these rules, "family" means :

(a) Wife or husband as the case may be

(b) Legitimate children, step children and adopted children residing with and wholly dependent upon the teacher.

(c) Major sons and married daughters including widowed daughters are included in the term family so long as they are residing with and wholly dependent upon the teacher.

(d) Parents, unmarried sisters and minor brother residing with the teacher and whose individual income from all sources does not exceed Rs. 250/- per month.

(e) "Family" also includes step-mother residing with and wholly dependent upon the teacher.

(f) Widowed sisters residing with and wholly dependent upon the teacher.



## 17. ON UTILISATION OF UNASSIGNED GRANTS FOR PROMOTION OF RESEARCH

1. This regulation shall be called "Regulation for Utilisation of Unassigned Grants".
2. The objective of the Regulation is to promote research activities in the University.
3. The operation of the Regulation is subject to the availability of fund received under 'Unsigned Grants' from the UGC.
4. The funds received under 'Unassigned Grants' can be utilised to enable the teachers (A) to attend seminars and conferences, (B) to undertake research projects and (c) to organise seminars and conferences.

### **A. Financial Assistance to teachers attending Conferences/Seminars/Symposia.**

(a) International Conferences etc. held abroad

#### **1. Selection :**

(i) Selection will be made by the "Committee of Deans" consisting of all the Deans of Schools with the Vice-Chancellor as Chairman.

(ii) The Heads of Departments will send their recommendations confidentially every six months to the Dean of their respective Schools.

(iii) The Dean shall review the recommendation received from the Head of the Department and send his recommendations to the Chairman of the Committee of the Deans.

(iv) The recommendations of (i) and (ii) above should reach the Chairman six months ahead of the commencement of the Conference, etc.

(v) Ordinarily three teachers—one Professor, one Reader and one Lecturer—will be eligible for selection during a particular year subject to availability of funds.

#### **2. Eligibility Criteria :**

(i) A teacher will be eligible for consideration after he has served the University for a continuous period of two years after



his initial appointment. No teacher will be considered for selection for a second time for a period of three years from an earlier visit abroad.

(ii) A teacher must have published atleast three papers relating to his subject in journals of international repute in the preceeding three years and his paper should have been accepted for presentation at the International Conference.

(iii) Preference will be given to a teacher who is offered a reasonable amount of contribution by a Government organisation, an academic body, a research or development organisation.

(iv) Among senior teachers preference will be given to those who are invited for plenary lectures at those conferences. The text of the lecture will be the property of the University.

### 3. *Sanction of Expenditure :*

(i) Expenditure on travel, etc. will be according to the guidelines prescribed by the UGC from time to time.

(ii) Ordinarily 50% of the travel expenses (first class rail fare in India and International air fare by Economy class) and 50% of the maintenance and registration expenses will be borne out of 'Unassigned Grant' released by UGC and another 50% will be arranged by the teacher concerned from any funding agency.

(iii) Personal contribution from the teacher shall not be treated as matching share towards International travel cost, etc.

(iv) The teacher participating in such conferences, seminars, symposia shall travel by Air India on the sectors where it is operated. Even on sectors where it does not operate, air passage shall be booked through Air India.

### (8) *National Conferances etc.*

#### 1. *Selection*

(i) Selection will be made by the Committee of Deans in the same line as for International Conference in (i) to (v) above.

(ii) Ordinarily not more than one teacher will be eligible for selection in any one year from a particular Department subject to availability of funds and suitability.

#### 2. *Eligibility Criteria*

A teacher will be eligible for selection on the basis of his contribution in his area of research during the past two years on his subject.



## 17. ON UTILISATION OF UNASSIGNED GRANTS FOR PROMOTION OF RESEARCH

1. This regulation shall be called "Regulation for Utilisation of Unassigned Grants".
2. The objective of the Regulation is to promote research activities in the University.
3. The operation of the Regulation is subject to the availability of fund received under 'Unsigned Grants' from the UGC.
4. The funds received under 'Unassigned Grants' can be utilised to enable the teachers (A) to attend seminars and conferences, (B) to undertake research projects and (c) to organise seminars and conferences.

### **A. Financial Assistance to teachers attending Conferences/Seminars/Symposia.**

(a) International Conferences etc. held abroad

#### **1. Selection :**

(i) Selection will be made by the "Committee of Deans" consisting of all the Deans of Schools with the Vice-Chancellor as Chairman.

(ii) The Heads of Departments will send their recommendations confidentially every six months to the Dean of their respective Schools.

(iii) The Dean shall review the recommendation received from the Head of the Department and send his recommendations to the Chairman of the Committee of the Deans.

(iv) The recommendations of (i) and (ii) above should reach the Chairman six months ahead of the commencement of the Conference, etc.

(v) Ordinarily three teachers—one Professor, one Reader and one Lecturer—will be eligible for selection during a particular year subject to availability of funds.

#### **2. Eligibility Criteria :**

(i) A teacher will be eligible for consideration after he has served the University for a continuous period of two years after



his initial appointment. No teacher will be considered for selection for a second time for a period of three years from an earlier visit abroad.

(ii) A teacher must have published atleast three papers relating to his subject in journals of international repute in the preceeding three years and his paper should have been accepted for presentation at the International Conference.

(iii) Preference will be given to a teacher who is offered a reasonable amount of contribution by a Government organisation, an academic body, a research or development organisation.

(iv) Among senior teachers preference will be given to those who are invited for plenary lectures at those conferences. The text of the lecture will be the property of the University.

### 3. *Sanction of Expenditure :*

(i) Expenditure on travel, etc. will be according to the guidelines prescribed by the UGC from time to time.

(ii) Ordinarily 50% of the travel expenses (first class rail fare in India and International air fare by Economy class) and 50% of the maintenance and registration expenses will be borne out of 'Unassigned Grant' released by UGC and another 50% will be arranged by the teacher concerned from any funding agency.

(iii) Personal contribution from the teacher shall not be treated as matching share towards International travel cost, etc.

(iv) The teacher participating in such conferences, seminars, symposia shall travel by Air India on the sectors where it is operated. Even on sectors where it does not operate, air passage shall be booked through Air India.

(8) National Conferances etc.

#### 1. *Selection*

(i) Selection will be made by the Committee of Deans in the same line as for International Conference in (i) to (v) above.

(ii) Ordinarily not more than one teacher will be eligible for selection in any one year from a particular Department subject to availability of funds and suitability.

#### 2. *Eligibility Criteria*

A teacher will be eligible for selection on the basis of his contribution in his area of research during the past two years on his subject.



## **(B) Funding Research Project and Publications**

1. The University may provide fund for any long term and major research and/or publication in pursuance of discharging its special responsibilities for the advancement of objectives laid down in section 4 of the Assam University Act.
2. The fund so provided shall be treated as seed money for initiating the work and taking up the actual programme which may be a part of the large project. However, if the financial support is received from any other organisation for the general support of the project or for any specific part thereof, the same shall be added to the total fund of the concerned project.
3. The funding shall be decided by the Deans Committee, under the chairmanship of the Vice-Chancellor.
4. The project officer shall prepare the Annual Report and the Finance Officer shall prepare the Annual Accounts and shall place the same before the competent authorities for such observations as they deem fit.

## **C. Financial Assistance for holding Seminars/Conferances/Symposia**

(i) The University shall provide financial assistance to the Schools and Departments for holding seminar, Conference, Symposia etc.

(ii) The quantum of assistance shall not exceed 50% of the total expenditure. To qualify for the assistance the School or the Department concerned must have already received a grant of atleast 50% of the estimated expenditure from any other source.

(iii) The Dean of the School or Head of the Department concerned shall be responsible for submitting the accounts to the Finance Officer.

(iv) The funding shall be decided by the Deans Committee.



## 18. ON RE-EVALUATION

1. A candidate may apply for re-evaluation of papers subject to a maximum of two papers on payment of Rs. 100/- per paper/course in the shape of demand draft, in prescribed form through Principal of the college or head of the deptt. (in case of PG students) to be sent to the Examination Branch.
2. The re-evaluation of the scripts will be restricted to the theory papers only and not in the practical or dissertation or project papers.
3. Re-evaluation of a particular paper shall be permitted if marks secured in the particular paper is short of 10% (i) to pass or (ii) to secure 45% or (iii) to secure 60% marks.
4. If the marks obtained as a result of re-evaluation computes less than the marks originally awarded, the original marks will remain unaltered. Other benefits, if any, given originally shall be given to the eligible candidate after re-evaluation also.
5. The script shall be re-evaluated by an examiner other than the original one and the average of the two marks shall be awarded. In the event of variation of more than 20% marks between marks originally awarded and marks as a result of re-evaluation, the script shall be referred to a 3rd examiner. The average of the nearest two marks shall be awarded to the candidate.
6. The application for re-evaluation must be submitted within one month, in the way prescribed at clause (1) above, from the date of receipt of marksheet by the College/Deptt. from the University. Applications submitted thereafter shall not be entertained.
7. Notwithstanding anything provided in this regulation, a candidate may apply for scrutiny (retotalling) for any number of papers by paying fees @ Rs. 50/- per paper.



## **19. ON EXTENSION OF FACILITIES FOR RE-APPEARING IN A SEMESTER EXAMINATION IN THE PGUG/DIPLOMA COURSES OF PG DEPARTMENTS**

1. All the arrear courses or re-appearance in the course etc. must be cleared within four semesters from the first admission in the first semester for 1 year diploma course, within 6 semesters for 2 years PG courses and within 8 semesters for 3 year UG Courses and within 12 semesters for 5 years integrated courses of PG department of the Assam University. If the arrear courses of a candidate are not cleared within the stipulated period then the candidate may be re-admitted in the 1st semester, if otherwise eligible.
2. The student who has cleared both the sessional and end semester paper of a particular course and also passed the said semester examination then he/she may be allowed to repeat the semester papers (but not sessionals) in not more than two courses of that semester examination. But he/she shall have to appear in the immediate next semester examination of that course provided he/she has secured more than 35% of marks but less than 55% of marks in that course.
3. A candidate shall be allowed to clear all courses/papers within the stipulated semester examinations but he/she will be allowed to avail a maximum of one chance to repeat for betterment in that course/paper in a particular semester examination during the full period of his/her study.
4. If one finishes the final semester examination and has obtained the degree after fourth semester examination for PG courses, sixth semester examination for the UG courses and second semester examination in Diploma courses in the PG departments then one may be allowed to re-appear in not more than two courses papers (semester but not sessional) in immediate next examination. In this case one has to obtain more than 40% marks but less than 55% on average in the aggregate of all courses in the semester examinations.
5. In the repeat or improvement examination the marks of a course/paper may be changed. The candidate shall have to accept the new marks after re-appearance in that course/paper. But if it is seen that after re-appearing in the paper the candidate fails or the class is lowered than the candidate may be given the benefit so that his/her original result do not change i.e., the



previous marks in that course/paper may remain unaltered with an information to the department.

6. The candidate shall have to obtain permission from the controller of examinations for re-appearing the courses at least one month before the last date of submission of application forms for the said examination. They are to apply in the prescribed form alongwith enclosures as directed.

7. The candidate shall have to surrender the original marksheet while applying for the permission and shall be ready to forego his/her earlier marks obtained in that course.



## **20. GUIDLINES FOR DROPPING THE HONOURS SUBJECTS DURING THE ACADEMIC SESSION IN THREE YEAR DEGREE COURSE**

(i) Any student offering Honours in a subject in TDC course will be allowed to discontinue or drop Honours course in the subject if he/she so desires after admission before a month of filling of Examination Form. Permission for that will have to be sought in prescribed form addressed to the Controller of Examinations supported by Admit Card(s)/Marksheet(s) of earlier TDC Examination, if any, and duly forwarded and recommended by the Principal concerned. Dropping of Honours may be allowed on getting formal permission from the University through respective colleges after the part-I examination.

(ii) The student who opts out of the Honours course in TDC Part-II, will have to offer the Honour subject in pass course (all papers) alongwith other elective and compulsory papers prescribed for examination in subsequent year(s) and pass within admissible chances.

(iii) For such student, the score in the paper(s) which is/are common for pass and honours will be retained by the University and he/she will not be required to sit for the common paper(s) of Part-I.

(iv) The student, who offered English Honours at the time of admission and subsequently wants to discontinue will have to offer General English Paper-I and Paper-II, Mil/Alt. English Paper-I and Paper-II and three other elective subjects of which one will be English.

(v) The student, who initially offered Honours in a subject other than English and wants to offer pass course subsequently, will have to offer MIL/Alt. English paper-I and II, in addition to General English Paper-I and II and three other elective subjects.



## 21. ON FORMATION OF THE STUDENTS' COUNCIL

(Under Statute 41 of the Assam University Act. 1989)

1. The council shall be called "The Assam University Students' Council".
2. The Council shall consist of the following persons :
  - (i) The Dean of Students Welfare who shall be the chairman.
  - (ii) All students who secured medals and prizes in the University in the previous academic year in the fields of studies Fine Arts, Sports and Extension Work.
  - (iii) Each department in the University shall be represented by a student whose name shall be recommended by the Head/Incharge of the Department.
3. The Head/Incharge of the Department shall recommend the name of a student for the Students Council from a list of alternative choices, if any, after allowing the students free display of self-expression.
4. The Dean of Student Welfare will prepare a list of prize winners in consultation with the Head/Incharge of Department and the Registrar and Controller of Examinations of the University.
5. The Head/Incharge of department will submit the recommended names to the Dean of Student Welfare in a sealed cover within seven days of the issue of notification.
6. For the purpose of recommendation, the following qualities shall be desirable :
  - (i) The student should have continuous interest in studies and other co-curricular activities desirable in an institution.
  - (ii) He/she should have sufficient communication skill and should believe in human values and relationships.
  - (iii) He/she is generally acceptable to the students in the Department.
  - (iv) According to the Head/Incharge of the department, he/she is a good choice.
7. Only a student from the 3rd semester shall be eligible for recommendation; provided that in case of the departments where there is no 3rd semester at present, a student from the first semester may be recommended.



8. If after the last date of receipt of recommendations it is found that one or more department is unrepresented, the Dean of Students' Welfare shall make recommendations after consulting the Head/Incharge of such departments.

9. If after the receipt of the recommendations from all departments it is found that the representation of girls students' is grossly inadequate, the Dean of Students Welfare may recommend the names of not more than three girls students to be permanent invitees.

10. The Dean of Students Welfare may also recommend the names of not more than two whole-time research scholars in the University for inclusion as members, if at least two research scholars are not included under clause 2 (ii).

11. After the last date of receiving the recommendations from the department is over and after taking necessary steps from his end, if any, the Dean of Students' Welfare shall forward the recommendations in a consolidated form under a sealed cover to the Vice-Chancellor for further actions.



## 22. ON SERVICE BOOK

1. **Service Book :** A Service Book in the Prescribed form must be maintained for every Officers and staff holding a substantive post or officiating in a post or holding a temporary post from the date of his first appointment except in the case of those officiating in posts or holding temporary posts who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

The service Book must be kept in the custody of the Registrar or any Officer authorised by him.

2. **Certificates to be recorded in the Service Book :**

1. Employee has been medically examined and found fit .
2. His/her character and antecedents have been verified.
3. He/she has furnished declaration of his/her not having contracted bigamous marriage.
4. He/ she has taken the oath of allegiance/affirmation to the Constitution.
5. He/she has furnished the declaration of home town which has been accepted.
6. The correctness of the entries of the following items of Part - I "Bio-data" has been verified from original certificates furnished as valid documentary evidence for the respective purpose :

i) Whether a member of Scheduled Caste/Tribe ?

ii) Date of birth by Christain Era and wherever possible also in Saka Era (both in words and figures).

iii) Educational qualification :

a) at the time of appointment :

b) subsequently acquired :

iv) Professional and technical qualification not covered by (iii) above.

Entries regarding the above will be made at the time of first appointment and attested by the Head of Office or any other officer duly authorised in this behalf. Additions and alterations will also be similarly attested.

7. He/she has filed nomination for GPF and the related notices have been forwarded to the Finance Officer on various dates.

8. He/ she has furnished details of the family members.

9. He/she has filed nomination for Death/Retirement Gratuity.

3. **Entries to be recorded in the Service Book :**

1. Details of initial appointment.
2. Occurrence of events involving a change in the post office, station, scale of



pay or nature of appointment, which will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave, suspension and other forms of interruption in service.

3. Events like stoppage of increment, enforcement of efficiency bar.

4. Facts of availing Leave Travel Concession either by Officers and staff or members of his family.

**4. Documents to be placed in volume - II of the service Book in the safe custody of the Registrar or any officer authorised by him.**

1. Relaxation of age, educational qualifications (authenticated/attested copy)

2. Report regarding verification of character and antecedents (original).

3. Medical certificate of fitness (original)

4. Attested copies of certificates of age and educational qualifications.

5. Declaration regarding marital status (original)

6. Oath/affirmation of allegiance to the Constitution (original)

7. Declaration and acceptance of hometown (signed/attested copy)

8. Nomination for GPF (signed/attested copy)

9. Nomination for retirement/Death gratuity;

10. Details of family (signed/attested copy)

11. Exercise of option in service matters (signed/attested copy)

12. Condonation of break in service (authenticated/attested copy)

13. Order regarding change of date of birth (authenticated/attested)

14. Collateral evidence in respect of past service (original).

15. Change of name (original)

**5. Inspection of Service Book by the Officers and staff.**

It shall be the duty of Registrar or officer authorised by him to initiate action to show the Service Book to the officer and staff concerned every year and to obtain their signature therein as token of their having inspected the Service Book. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September.

**6. Attestation of entries in the Service Books.**

i) The Registrar must see that all entries are duly made and attested, and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested. However, the Registrar may delegate power to a subordinate Officer under him to attest entries in the Service Book of all officers and staff (except their own Service Books) for the maintenance of which he is responsible and to keep these documents in his custody, and to attest entries in the



leave accounts. The service books of the teachers, academic staff and the Head of the non-teaching branches shall be submitted to the Vice-Chancellor. The scrutiny of service books of the teachers shall be by the Deans of the respective schools and of the library staff by the Librarian. The Vice-Chancellor shall scrutinise the service books of the Deans, Librarian, Registrar, Finance Officer, Controller of Examinations, Directors and other heads of branches. The Registrar shall scrutinise the rest.

All service books shall be in the custody of the Registrar.

#### **7. Annual verifications of service.**

At fixed time early in the year the Service Books shall be taken up for verification by the Registrar who after satisfying himself that the services of the Officers and staff concerned are correctly recorded in each of the service books shall record in each case a certificate in the following form over his signature

"Services verified up to (date) from .....  
( the record from which the verification is made)."

The annual verification of service is intended to ensure that the Registrar has satisfied himself that the Officer's and staff's entire service as recorded in the Service Book, is completely borne out by actual facts. No certificate of verification need be recorded by him in respect of periods of foreign service if any. The entries made in the Service Book by the Finance Officer under the provisions of SR 203 will be sufficient for this purpose.

#### **8. Procedure for making entries of foreign service.**

If an Officer/staff is transferred on foreign service the Registrar must send his service book to the Finance Officer concerned, The Finance Officer will return it to the Head of the Office after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Officers and staff's re-transfer to Service, his service book must again be sent to the Finance Officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to the time spent in foreign service may be attested by any authority other than the Finance Officer.

#### **9. Procedure to be followed when benefit of past service is allowed for pension.**

Under Rule 26(2) of CCS (Pension) Rules, 1972, resignation of an appointment to take up, with proper permission another appointment whether permanent or temporary, service in which counts in full or in part, is not resignation from public service. In such cases, the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper



permission and that the benefits under Rule 26 (2) will be admissible to him. The contents of the above order should be noted in the service books of the individuals concerned under proper attestation.

#### **10. Supply of certified copy of Service Book on quitting service.**

The cost of Service Book should be borne by the University and that it should not be returned to the Officers and staff on retirement, resignation or discharge from service. However, a certified copy of the Service Book may be supplied to the Officers and staff, if asked for by the Officers and staff concerned, on his retirement, resignation or discharge from service on payment of a copying fee of Rupees Five.

#### **11. Leave Account.**

A leave account shall be maintained in the prescribed form for each Officer and staff by the Registrar or by the officer to whom power is delegated for maintenance of Service Book.



### **23. On General Provident Fund Scheme and Contributory Provident Fund Scheme for all categories of employees of the University**

1. Each regular employee of the University other than deputationists and employees whose lien with his parent organization has not been terminated will be eligible to be a member of either G.P.F. or C.P.F. and can subscribe towards the fund to which he/she has opted.
2. It will be compulsory on the part of each employee to subscribe to either G.P.F. or C.P.F. on completion of 1 year service. However, any employee at his/her own option may subscribe to the fund to which he desires to be a member prior to completion of 1 year service.
3. An employee who likes to be a member of C.P.F. and contribute to that fund must fulfill either of two following conditions :
  - 1) He/She must not have such length of service at disposal to render the period qualify for pension. In other words the total length of service from the date of joining in Assam University till the date of retirement on superannuation is less than 10 (Ten) years (Subject to change in the event of amendment in relevant provision of pension rules of G.O.I. or C.U.R. rules which the University may adopt) and (2) He/she must have been a member of C.P.F. in his previous employment and there is no break in service in between the two employments subject to the condition that entire accumulations in his C.P.F. account in his previous employment taking both his own contribution and contribution of his previous employer till the last date of his/her previous employment alongwith upto date interest is deposited to his/her C.P.F. account opened in Assam University.
4. The employees who opted for C.P.F. may opt out of C.P.F. and subscribe towards G.P.F. at any time within his/her entire service period. However, in the event of such option, only his/her individual contribution towards his C.P.F. A/C alongwith interest there on will be transferred to his G.P.F. account. No employee who has once become the member of G.P.F. will be allowed to opt out of G.P.F. and to become a member of C.P.F.
5. For the purpose of management of funds, University may adopt the C.C.S. (G.P.F.) rules and C.C.S. (C.P.F.) rules alongwith their all provisions.
6. The rates of minimum contribution towards C.P.F./G.P.F. by each employee will be 10% of pay from time to time rounded to nearest ten rupee. However, there will not be any upper limit of individual subscription. (pay means basic pay, Dearness pay, Interim relief, Special pay granted in lieu of separate higher scale or any other element classified as pay).
7. Each employee will apply for opening a G.P.F./C.P.F. Account in his/her name, in the prescribed form, immediately after joining the services under the University



- or immediately after becoming eligible to be a member of G.P.F./C.P.F. under Assam University, indicating the 'salary month' from which he desires to subscribe.
8. University Authorities will have the right to deduct @ 10% of pay, rounded to nearest ten rupee as subscription towards G.P.F. in respect of such employees who has not applied for opening a GPF/CPF account in his name even within a period of 1 (one) year from the date of joining in Assam University or becoming eligible to be a member of G.P.F./C.P.F. In such cases University will open a G.P.F A/C in the name of the employee and he will not be permitted to become a member of C.P.F. even if he is eligible to be a member of C.P.F.
  9. A member of CPF will not be entitled to pension. However he/she will be entitled to Death Retirement gratuity etc as per pension Rules. His/Her family will however be entitled to get family pension/Death gratuity etc in the event of his death as per pension Rules.
  10. In case of C.P.F., the University's share of contribution to individual C.P.F. will be at the rate prescribed by the Government of India from time to time as per the procedure laid down in C.C.S (C.P.F.) Rules.
  11. Interest payable towards individual G.P.F./C.P.F. will be at the rates prescribed by the Government of India from time to time.
  12. For the purpose of maintenance of G.P.F./C.P.F. Accounts two separate savings bank Accounts will be opened with the nomenclature "Assam University G.P.F." and "Assam University C.P.F." in any Nationalised Banks having its branch at Silchar and subscriptions made by the individual subscribers in each month will be credited in these two accounts every month. Employers contribution towards C.P.F. and amount of interest payable by the University in respect of both G.P.F. and C.P.F. at the end of each year may also be deposited to these two S.B. A/c every month as far as possible on prorata monthly basis making a tentative monthly calculation so that a huge liability at the end of the year worked out after Annual Closing of P.F. Accounts can be avoided. At the end of the year, when the final figure for one year will be available only a small amount of transfer of fund will set right the matter.
  13. The amount credited in to the Savings Bank Accounts may be invested (leaving a lump sum amount as may be felt necessary to pay temporary advances to the G.P.F./C.P.F. subscribers or to meet any relevant urgent payment) in profitable investment schemes, covered under Indian Trust Act so that interest payable to individual subscribers of G.P.F./C.P.F. may be earned in full after a few years out of the income generated from investment and University Budget is not required to be charged for the purpose of interest payment.
  14. In course of time if it is found that there is surplus income (out of the investment)



after discharging the interest liabilities the surplus found may be utilized in different employees welfare programmes.

15. In no circumstances the accumulated fund in the G.P.F./C.P.F. should be utilized for any other purpose of the University. However, in extreme urgent situations the investments may be pledged as security in drawing loans/overdrafts from Bank.
16. The University should in due course constitute a Provident Funds Management Committee.



## 24. Pension Fund

1. The employees who are members of G.P.F. or are entitled to be a member of G.P.F. will be entitled to the benefit of Pension and other Retirement benefits as admissible under Rules.
2. The employees who are members of C.P.F. will also be entitled to the retirement benefits as admissible under rules for members of C.P.F.
3. The University may adopt the C.C.S. (Pension) Rules for its employees.
4. The University may open a 'Pension Fund' and contribute in that fund every month @ 1% of total gross salary of each month. This amount may be charged to the University Budget to the relevant Head. The employees of other organization who are absorbed permanently in the services under this University and in whose case his/her previous employer transferred his/her prorata retirement benefits to this University so as to enable this university to count his/her past services for the purpose of pension, the entire amount of prorata retirement benefits received by Assam University may be credited in this Fund.
5. For the 'purpose of pension Fund' a Savings Bank Account may be opened in any Nationalized bank having its branch at Silchar and all credits relevant to 'Pension Fund' may be deposited in this S.B. Account.
6. The amount credited in the S.B. Account may be invested in profitable investment schemes so that in course of time the University could generate a Fund, the interest income of which may take care of monthly pension liabilities of the University without charging the University Budget.



## **25. On Confidential Report (For Non-Teaching Staff)**

### **Importance of Annual Reports.**

Merit as reflected in the Confidential Report is generally recognised as the main criterion for deciding the cases of promotion to higher grades, confirmation and crossing of E.B. etc. It is, therefore, very important both in the interest of efficiency of the service and also of the Officers and Staff that the reports are written with the greatest possible care so that the work, conduct, character and capabilities of the person reported upon can be accurately judged from the recorded opinion. Officers recording remarks must realise the importance of these entries as their own competency will be judged partly from the confidential remarks they record about Officers & Staff working under them.

### **Periodicity of writing CRs.**

The Confidential reports of Officers and Staff are to be written for each financial year i.e., from April to March. After filling in part - I of the CR form by the Administration, the blank CR form will be given to the Officials reported upon under intimation to the Reporting Officers or through the Reporting Officer with clear indication that the Officials reported upon should submit the self-appraisal in Part -II of the CR within 15 days of receipt of the blank CR form i.e., preferably by 15th April of each year. A Reporting Officer should not wait till the expiry of the first week if self appraisal is not received by the stipulated time, the Reporting Officers should take it upon himself to remind the Official to be reported upon in writing asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the official to be report upon fails to submit the self appraisal by the stipulated date, the report will be written without self-appraisal. If no self appraisal is received by the stipulated date, the Reporting Officer can obtain another blank CR form and proceed to write the report on the basis of his experience and conduct of the Official reported upon. While doing so he can also point out the failure of the official reported upon to submit his self-appraisal within the stipulated time.

### **Instructions to the Reporting/Reviewing Officers in writing C.R Principles to be observed by Reporting officers in writing reports.**

The general instructions/principles which are required to be observed by the Reporting Officers for writing annual reports are given in the Annexures attached to the CR forms.

### **Communication of adverse remarks.**

All adverse remarks in confidential Reports both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points, within one month of their being recorded. The communication should be in writing and a record to that effect should be kept in the C.R. dossier of the officer/ staff concerned. Any adverse comments in the confidential reports in respect of Group C & D staff should be brought to the notice of the Vice-Chancellor.



## **Representation against adverse remarks.**

The time limit for submission of representation against adverse remarks is one month from the date of communication of the adverse remarks. While communicating the adverse remarks, the official should be informed that he can submit his representation within one month.

When his first representation is rejected, the official has a right to represent against the rejection within six months of the rejection of the representation and this will be to the authority above the authority which has rejected the representation.

The representation against adverse remarks should be examined by the authority superior to the Reviewing officer and should be decided within three months from the date of submission of representation.

## **Writing of C.R. when no Reporting Officer is entitled to write the report on the official.**

There may be case when there is no Reporting Officer having the requisite experience of 3 months or more during the period of report as a result of which no Reporting officer is in a position to initiate the report. In such case the Reviewing officer, provided the Reviewing officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting officer. Where a report is thus initiated by the Reviewing officer, it will have to be reviewed by the officer superior to the Reviewing officer.

## **Only photo copies of C.R.s to be sent out.**

Often confidential Reports are required to be sent outside for some purpose but their timely return is generally not monitored resulting in dislocation of programme for the D.P.C. where the C.R. of the officials are required to be retained by an authority other than the authority who maintains it for some or other reasons. It is advisable that the original CR should be kept with the cadre authority and only a photo copy is sent out so that no delay takes place merely for the reason that the C.R. are not available with the cadre authority. The photo copies should be destroyed after the purpose for which they were made, has been accomplished.

## **Extraneous materials not to be placed in C.R. file.**

Copies of warnings issued as an administrative action should not be placed in the C.R. file abinitio. It should be placed in the personal file of the concerned official. At the end of the year, if the confidential report contains adverse remarks on the same ground for which warning was issued, a copy of the warning may be placed as annexure to the C.R. if warranted.

If as a result of disciplinary proceedings any of the penalties prescribed under rule 11 of the C.C.S. (C.C.A) Rules, 1965, is imposed on a official, a copy of the penalty order should invariably be kept in the C.R dossier of the concerned official.

Placement of extraneous materials in C.R. file may mislead the D.P.C. in their assessment.

## **Physically defects/ill health are not considered adverse in C.R.**

The intention behind the communication of adverse remarks is to enable an



employee to make efforts to remedy or overcome the defects communicated to him. In the case of physical defects or ill health, the employee concerned has no control to remedy the situation. It is therefore, not necessary to communicate the entries on physical defects/ill health to the employee concerned.

### **Custody of confidential reports.**

The Confidential Reports of the employees of the different categories are kept in the custody of different authorities as indicated below :

<b>Confidential Reports of</b>		<b>Kept in the custody of</b>
<b>(1)</b>		<b>(2)</b>
(1)	Officers	Vice-Chancellor
(2)	All other staff	Registrar

### **Completion Certificate of writing of C.R.s**

After the confidential reports of all officials have been written/reviewed and adverse remarks, if any, communicated to the official concerned, a certificate regarding completion of the work of writing confidential report for the year should be sent to the Vice-Chancellor by 31st July each year. The certificate should also indicate the total number of cases in respect of which confidential reports are required to be written and number of cases in which such reports for the year have not been written and action taken to obtain the confidential reports in those cases. It should also be certified that the adverse remarks in the confidential reports have been communicated wherever necessary. The report besides indicating the upto date position showing details of C.Rs of the current year should also indicate the position of the earlier years which are awaiting from Reporting/Reviewing Officers.

A chart showing authority who can initiate, Review & accept the C.R. is appended below :

Sl. No	Category of employees	Recording authority	Reviewing authority	Accepting authority
1.	PVC, Regr/OSD, Finance officer/ Controller of Exams, Librarian, Director CDC, planning Officers & Secy. to V.C., P.S. to V.C., Sr. P.A to V.C, C.E, PSO, Heads of branches.	V.C.	V.C.	V.C.
2.	Dy. Regr., Dy. Finance Officer, Dy. Librarian.	Administrative H.O.D. Concerned/Librarian.	PVC or VC as the case may be.	V.C.
3.	Asstt. Registrar, Asst. Librarian, ADO & Other Officers in that level.	-- do --	-- do --	V.C.
4.	Section Officers.	Branch Officer concerned.	Regr. & Admn. HOD concerned.	V.C.



5.	E. Es/AE/SSO	CE/PSO as the case may be.	Registrar	V.C.
6.	PS/Sr. PAs/PAs/ Stenographers attached to PVC & other Officers.	Officers Concerned.	PVC/Regr. as the case may be.	V.C.
7.	Group 'C' staff (including technical staff)	S.O.s/Asstt. Librarian/ Planning Officer/Director of Sports/Director, CDC/ HOD concerned /DSW/ Regr./PVC/VC as the case may be.	Branch Officer concern-ed/Libra- rian/F.O./COE as the case may be.	Registrar
8.	Group 'D' staff (Viz. Peons Cleaners/Lab Attendant/Ch- owkidar/ Mali/Sweepers, etc.	S.O.s/Security Officers/ Secy. to V.C. & HOD Concerned.	Head of Deptt/ F.O./Librarian/ COE /Branch Officers concerned.	Registrar

The above are the guideline which would indicate that the Recording Officer should have direct supervision over the staff whose performances are to be assessed.

For the Group 'D' staff the first Recording Officers are the Section Officers or the Security Officers wherever available, and in cases where they are not available, the Heads of Deptts. may kindly record. The Recording Officers may kindly take necessary steps to put up the ACRs to the concerned Reviewing Officers before finally sending the same to the office of the Registrar. Part I of the form is to be completed by the office and then part II is to be completed by the employee concerned.

The transaction of ACRs should strictly be in a sealed confidential cover.

**Note :** For initiating C.R. or for reviewing, the official concerned should work under IO/ RO atleast for 90 days in a year.

**Format :** The standard formats of ACR forms.

### **Self Appraisal report (For teaching staff)**

In the case of teaching staff there shall be Self Appraisal Reports which shall be confidentially authenticated or otherwise by the Heads & Deans. In case of the Deans, the confidential authentication shall be by the Vice-Chancellor.

The Self Appraisal reports of teachers shall be in the custody of the Vice-Chancellor.



## 26. ON RAJANI KANTA SAHA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Rajani Kanta Saha Memorial Endowment Fund".
2. **Fund :** Rs. 12,000/- (Rupees twelve thousand) donated by Dr. Ashish Kr. Roy, Shri Angshu Kr. Roy & Shri Anup Kr. Roy in memory of their grand father Late Rajani Kanta Saha.
3. The interest income out of the amount of Rs. 12,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Sanskrit) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 12,000/- (Rupees twelve thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Rajani Kanta Saha Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Rajani Kanta Saha Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Sanskrit, Assam University.



## 27. ON HRISHIKESH SAHA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Hrishikesh Saha Memorial Endowment Fund".
2. **Fund :** Rs. 12,000/- (Rupees twelve thousand) donated by Dr. Ashish Kr. Roy, Shri Angshu Kr. Roy & Shri Anup Kr. Roy in memory of their father Late Hrishikesh Saha.
3. The interest income out of the amount of Rs. 12,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Science (Computer Science) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 12,000/- (Rupees twelve thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Hrishikesh Saha Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Hrishikesh Saha Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Computer Science, Assam University.



## 28. ON OKRAM MEENA DEVI MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Okram Meena Devi Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Okram Churamani Singh in memory of his daughter Late Okram Meena Devi.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Manipuri) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Okram Meena Devi Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Okram Meena Devi Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Manipuri, Assam University.



## 29. ON ANIL CHANDRA DAS MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Anil Chandra Das Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Ashish Kr. Das in memory of his father Late Anil Chandra Das.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (English) Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Anil Chandra Das Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Anil Chandra Das Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of English, Assam University.



### 30. ON KALIPRASANNA SENGUPTA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Kaliprasanna Sengupta Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Kalyan Kumar Sengupta in memory of his father Late Kaliprasanna Sengupta.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Fine Arts Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Kaliprasanna Sengupta Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Kaliprasanna Sengupta Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Fine Arts, Assam University.

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Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 9



### 31. ON USHABATI SENGUPTA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Ushabati Sengupta Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Kalyan Kumar Sengupta in memory of his mother Late Ushabati Sengupta.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Education) Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Ushabati Sengupta Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Ushabati Sengupta Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Education, Assam University.



## 32. ON NILIMA SARMA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Nilima Sarma Memorial Endowment Fund".
2. **Fund :** Rs. 10,100/- (Rupees ten thousand one hundred) donated by Shri Jnanendra Nath Sarma in memory of his wife Late Mrs. Nilima Sarma.
3. The interest income out of the amount of Rs. 10,100/- shall be paid to the best Girl Graduate with highest marks in the 1st class Honours in all three streams (Arts, Science & Commerce) Final Examination conducted by the Assam University each year. In case in a particular year no girl student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two girls students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,100/- (Rupees ten thousand one hundred) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Nilima Sarma Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Nilima Sarma Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch, Assam University and the Principal of the concerned College in which the student studied and appeared in the examination.



### 33. ON KIRAN BALA BHATTACHARJEE MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Kiran Bala Bhattacharjee Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Dr. D. K. Bhattacharjee in memory of his mother Late Kiran Bala Bhattacharjee.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in first class in M.Sc. Examination in Physics conducted by the Assam University each year. In case in a particular year no such student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Kiran Bala Bhattacharjee Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Kiran Bala Bhattacharjee Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Physics, Assam University.
8. The additional sum of Rs. 1,150.00 (Rupees one thousand one hundred and fifty) separately paid by the donar for one-time Kiran Bala Bhattacharjee Memorial Prize in Physics for the 1996-98 batch in the manner stated in Clause 3 of this Regulation, shall be held in the SB A/C stated in clause 5 of this Regulation till it is disbursed in the Convocation for the said batch of students.
9. This Regulation will come in force with effect from 1997-99 batch.



### **34. ON THAKUR SUKDEV BRAHMACHARI MEMORIAL PRIZE**

1. **Title :** The Endowment Fund shall be known as "Thakur Sukdev Brahmachari Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Dr. Nikunja Behari Biswas.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Social Work Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Thakur Sukdev Brahmachari Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Thakur Sukdev Brahmachari Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Social Work, Assam University.



### 35. ON APARNA ROY MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Aparna Roy Memorial Endowment Fund".
2. **Fund :** Rs. 10,001/- (Rupees ten thousand and one) donated by Shri Gaurish Chandra Roy.
3. The interest income out of the amount of Rs. 10,001/- shall be paid to the student securing 1st position in 1st class in Master of Science (Mathematics) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,001/- (Rupees ten thousand and one) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Aparna Roy Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Aparna Roy Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Mathematics, Assam University.