

# The First Statutes

## BODOLAND UNIVERSITY

**Rangalikhata, Deborgaon,  
Kokrajhar- 783 370**

**Bodoland Territorial Area Districts, Assam**

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# THE FIRST STATUTES UNDER THE BODOLAND UNIVERSITY ACT, 2009

## PREAMBLE

In exercise of the power conferred by Section 40 (2) of the Bodoland University Act, 2009, the Governor of Assam and Chancellor, Bodoland University hereby notifies the following First Statutes of the Bodoland University.

## CHAPTER - I

### PRELIMINARY

#### 1. Title and Commencement:

- a. These Statutes shall be called the Bodoland University First Statutes, 2015.
- b. They shall come into force with effect from the date of publication in the official gazette.

#### 2. Definition:

In these statutes, unless in the context require otherwise:

- a. *Academic Council* – means the Academic Council of the University
- b. *Academic Staff* – includes any person in the service of the University who is appointed as a teacher, researcher, research officer, whether full time, temporary, ad- hoc, part time and on contract basis
- c. *Academic Year* – means the year commencing on the first day of August of a calendar year and closing with the thirty-first day of July of the succeeding calendar year immediately following.
- d. *Act* – means the Bodoland University Act, 2009.
- e. *Appendix* – means an Appendix appended to these Statutes.
- f. *Board of Studies* – means a Board of Studies of the University.
- g. *Complaints* – means receipt of information about corruption and malpractice on the part of the members of the University.
- h. *Corruption* – means improper and usually unlawful conduct inconsistent with official duty and the rights of others intending to secure a benefit for oneself or another. Its form includes gratification, bribery, extortion and any other forms of corruption as per the Prevention of Corruption Act, 1988.
- i. *Course Fee* – means and includes tuition fee and any other fees charged by the University.
- j. *Employee* – means any person duly appointed as Officer, Teacher and Other Staffs of the University.

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- k. *Examination Committee* – means the Examination Committee constituted under these Statutes.
- l. *Executive Council* – means the Executive Council of the University.
- m. *Faculty* – means the teaching, research, and extension staff of the University or division of the University having the rank of Assistant professor and above.
- n. *Finance Committee* – means the Finance Committee of the University.
- o. *Fund* – means the fund of the University.
- p. *Gazette* – means the Assam Gazette.
- q. *Members* – of the University mean and include Academic and Non- Teaching Staff of Bodoland University.
- r. *Non-Teaching staff* – includes officers and employee of the University who is not appointed as a teacher, researcher, research officer, and includes full-time, temporary, ad-hoc, part time, daily wager
- s. *Ordinances* – mean the Ordinances of the University.
- t. *Schedule* – means a Schedule attached to these Statutes.
- u. *Section* – means a section of the Act.
- v. *Statutes* – means Statutes of the University made under the Act.
- w. *Unfair* – imply any act to show/derived an undue favour.
- x. *University* – means the Bodoland University.
- y. *Warden* – in relation to Hall of Residence of the University means a Warden thereof.
- z. Words and expressions used but not defined in these statutes shall have the same meaning as assigned to them in the Act.

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## CHAPTER - II

Officers, Other Staff and Terms and Conditions of the University Employee. The following shall be the Officers of the University:-

### 3. Officers of the University:

- (1) The Officers of the University have been designated and are covered under Section 7 of the Act.
- (2) Other officers of the University under Section 7 (v) — In addition to those specified in Section 7 of the Act, the following shall also be the officers under clause (i) of sub-section (2) of section 32 of the University Act:-
  - a) The Finance Officer;
  - b) The Controller of Examination;
  - c) The Director of College and University Development Council;
  - d) The Academic Registrar
  - e) The Director of Students' Welfare;
  - f) The Librarian;
  - g) The Joint Registrar;
  - h) The Deputy Registrar (Academic);
  - i) The Deputy Registrar (Administration);
  - j) The Deputy Registrar (Examination);
  - k) The Deputy Registrar (Finance);
  - l) The Deputy Librarian;
  - m) The University Engineer;
  - n) The Assistant Engineer;
  - o) The Senior Medical Officer;
  - p) The Estate Officer;
  - q) The Medical Officer;
  - r) The System Administrator.

Provided further that should there be any need in future to have a few more officers to facilitate the work of the University, such additional positions may be incorporated in the Statutes by the Executive Council from time to time.

### 4. Other Staff Positions:

The following posts shall exist in the University to carry out various functions in the University as may be created from time to time depending on necessity:-

- (i) Superintendent
- (ii) Library professional Assistant
- (iii) Personal Secretary to Vice-Chancellor
- (iv) Personal Assistant to Registrar
- (v) Junior Engineer (one civil, one electrical)
- (vi) Assistant Cashier
- (vii) Upper Division Assistant

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- (viii) Account Assistant
  - (ix) Lower Division Assistant
  - (x) Yoga Instructor
  - (xi) Pharmacist
  - (xii) Nurse
  - (xiii) Laboratory Assistant
  - (xiv) Library Assistant
  - (xv) Book Arranger
  - (xvi) Driver
  - (xvii) Laboratory Bearer
  - (xviii) Peon
  - (xix) Chowkidar
  - (xx) Sweeper
- } preferably to be outsourced.

**5. Qualifications and Corresponding Scale of Pay:**

The qualifications for appointment to the various posts under the University shall be determined by the Executive Council from time to time in consistent with qualification prescribed by appropriate authority/Government of Assam.

**6. Fitness:**

- (i) Appointment of persons by direct recruitment for periods of more than a year shall be subject to their being found medically fit by a Medical Board constituted for the purposes.
- (ii) No person shall be appointed to any post unless he possesses good character and antecedents.

**7. Methods of recruitment:**

Recruitment to the posts may be made —

- (i) by direct recruitment;
- (ii) by promotion
- (iii) by appointment of employees borrowed from Government Departments and institutions; or
- (iv) by appointment on contract basis for a limited period.

**8. Appointments:**

The authority for all appointments shall be vested in the Executive Council and the Vice-Chancellor/Registrar shall issue appointment letter with prior approval of Executive Council as per provision of the Act.

**9. Promotion:**

- (i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity from amongst employees serving in post in the immediate lower grade.

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- (ii) Every appointment by promotion shall be by selection on the basis of merit and efficiency, due regard being paid to seniority.
- (iii) The non-teaching technical as well as non-technical Class-III employees of the University have to undergo Departmental Promotion Examination for any promotion in a manner as prescribed by Executive Council. The Departmental Promotion Examination Committee has to meet periodically whenever vacancy exists and recommend list of persons in order of merit to be appointed by the Executive Council.

**10. The Selection Committees:**

A) There shall be three selection committees for selection of Officers, Teachers and other staff for making recommendation for appointment to the Executive Council of the University-

- i) Selection Committee for selection of Officers;
- ii) Selection Committee for selection of Teachers; and
- iii) Selection Committee for selection of Non-teaching and supporting staff.

**i) The Selection Committee for Selection of Officers:**

The selection committee for selection of officers shall be as mandated in Clause 29 (1) (a) of the Bodoland University Act.

**ii) The Selection Committee for Selection of Teachers:**

The selection Committee for Selection of Professor, Associate Professor, Assistant Professor and other teaching posts shall consist of:

- a) The Vice Chancellor – Chairperson
- b) One academician to be nominated by the Chancellor – Member
- c) One academician to be nominated by Executive Council – Member
- d) One academician to be nominated by the Govt. of Assam – Member
- e) Two experts in the concerned subject/relevant field from outside the University to be nominated by the Vice Chancellor out of the panel approved by the Executive Council – Members
- f) The Dean of the concerned Faculty – Member
- g) Prof. and Head of the Department – Member
- h) Registrar – Member Secretary

Five members including the outside experts shall form the quorum. In case of selection for the post of the Professor, the Dean of other Faculty of the Bodoland University may be nominated by the Vice Chancellor instead of the Professor and Head.

**iii) The Selection Committee for Selection of Non-Teaching and Supporting Staff:**

The Selection Committee for selection of non-teaching and supporting staff shall consist of:

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- a) The Registrar – Chairperson
  - b) One Executive Council Member (to be nominated by Executive Council) – Member.
  - c) The Finance Officer – Member.
  - d) The Estate Officer – Member
  - e) The Deputy Registrar (Administration) – Member Secretary
- B) Where the Committee does not find any of the candidates appearing before it suitable for appointment to a non-teaching post, the matter shall be placed before the Executive Council and the Executive Council shall be competent to appoint suitable persons on deputation or on contract on such terms and for such periods as it may decide.
- C) The Executive Council while taking steps for recruitment of Officers and other employees shall ensure that they all possess such qualification as would enable them to shoulder the duties and responsibilities mentioned in the Act and the Statutes.
- D) No act or proceeding of any Selection Committee shall be called in question on the ground merely because of the absence of any member or members of the Selection Committee.

For any meeting of the Selection Committee, the Registrar with the approval of the Vice-Chancellor, shall give notice of the meeting to the members of the Committee at least a fortnight before the date of the meeting.

**11. Probation and Confirmation in Service of the University:**

- (1) Every person appointed against the substantive post under the University, shall be placed under probation for a period of one year, which under special circumstances may be extended by one more year.
- (2) Any person found unsuitable during probation shall be discharged from service without assigning any reason thereof.
  - (i) in the case of person appointed by probation revert him/her to the post held by him immediately before such appointment; and
  - (ii) in the case of person appointed by direct recruitment, terminate his/her service from the University without assigning any reason.
- (3) Every person appointed to a substantive post under the University, shall on satisfactorily completing his/her period of probation, be eligible for confirmation in that post.

**12. Terms and Conditions of Services of the Transferred Employees:**

Every person employed immediately prior to enactment of the Bodoland University Act No. IX of 2009 by the Gauhati University shall submit an option, to join the Bodoland University on the same rights, privileges and service conditions as he/she would have had

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under the Gauhati University. The option once exercised by the person concerned shall be final.

**13. Seniority List:**

- (1) Whenever in accordance with the Statutes any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his/her grade and in accordance with such other principle as the Executive Council may from time to time prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1)
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his/her own motion and shall at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

**14. Removal of Employees of the University:**

The Disciplinary Authority of the University, may initiate disciplinary action against any Officer/Teachers/Employees of the University, call for him/her explanations containing the charges against him/her, and in extreme necessity place such person under suspension if there is any possibility of his/her influencing the enquiry initiated against him/her by the authority. Before taking final decision, the disciplinary authority will place it before the Executive Council for approval for award of punishment etc. as decided by the Executive Council.

**15. Age of Superannuation:**

The age of superannuation for all officers, including teachers and staff of the Bodoland University shall be 60 years. In case of those deputed from Government, relevant rules of parent department shall be applicable. However, the age of retirement of teachers will be as per the UGC/AICTE rules and guidelines announced from time to time.

**16. Resignation:**

An employee of the University desiring to resign from the post of the University shall have to inform the University duly atleast 2 (two) months before departing his office. However, in genuine ground the University may accept the resignation immediately and release him/her forthwith.

**17. Scale of pay:**

The scales of pay for the posts under the University shall be as specified, from time to time, by the Executive Council:

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**18. Pay during suspension:**

An employee under suspension shall during the period of suspension, be entitled to subsistence allowance not exceeding an amount equivalent to half the rate, which is admissible to him/her immediately before the commencement of the suspension. However, for any reason if the enquiry cannot be completed and matter disposed takes time beyond 6 (six) months, the employee so suspended, entitle for 75% of the salary as substantive amount. However, the employee cannot engage himself/herself to any other job or vocation.

**19. Pay and allowance for holding additional charge of posts:**

- (1) An employee placed-in-charge of the current duties of a higher post will receive his basic plus 10 per cent of the minimum of the scale of pay applicable to the higher post.
- (2) No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (3) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowance at 20 per cent of the minimum of the scale of the post.
- (4) An employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work.
- (5) An official holding one post, if entrusted with the full duties of another post concurrently, will receive the higher of the pay plus 20 per cent of minimum of the time scale of pay of the other post. The appointment to the additional post should be made formally. The status of the post does not affect the quantum of the emoluments but, normally an official holding a post should not formally be appointed to hold full charge of a lower post.

N.B. — The additional pay or allowance will not be admissible if the period of additional charge is less than 30 days.

**20. Leave and leave salary:**

The employees shall be governed by the rules relating to leave salary and other cognate matters made by the Executive Council separately in this behalf.

**21. Administrative control:**

Subject to the general authority of the Vice-Chancellor, the officers declared by these Statutes to be the officers of the University, shall be under the administrative control of the Registrar excluding the Finance Officer, the Controller of Examination, the Director of College and University Development Council, the Academic Registrar the Director of Students' Welfare and the Librarian who will directly be under the administrative control of the Vice-Chancellor.

**22. Powers and duties of the officers:**

(Under clause (ii) of sub-section (2) of section 32 of the Act, 2009)

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The officers of the University shall be the whole time salaried officers of the University and shall exercise the following powers and perform the following duties:

(a) The Joint Registrar:

The Joint Registrar shall exercise such powers and duties as may be delegated to him by the Registrar with prior approval of the Vice-Chancellor.

(b) The Deputy Registrar (Academic):

The Deputy Registrar (Academic) shall exercise such powers and duties as may be delegated to him by the Academic Registrar with prior approval of the Vice-Chancellor.

(c) The Deputy Registrar (Administration):

The Deputy Registrar (Administration) shall exercise such powers and duties as may be assigned to him by the Registrar with prior approval of the Vice-Chancellor.

(d) The Deputy Registrar (Examination):

The Deputy Registrar (Examination) shall exercise such powers and duties as may be delegated to him by the Controller of Examination with prior approval of the Vice-Chancellor.

(e) The Deputy Registrar (Finance):

The Deputy Registrar (Finance) shall exercise such powers and duties as may be delegated to him by the Finance Officer with prior approval of the Vice-Chancellor.

(f) The Deputy Librarian:

The Deputy Librarian shall exercise such powers and duties as may be assigned to him by the Librarian with prior approval of the Vice-Chancellor.

Subject to the control of the Executive Council, the powers and duties of the employees other than the Officer of the University shall be laid down by the Registrar from time to time with prior approval of the Vice-Chancellor.

**23. Transitory powers of the Vice-Chancellor:**

Pending the constitution of the Executive Council and the Examination Committee the Vice-Chancellor shall have the powers to arrange for holding of, conducting and publishing the results of the University Examinations.

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**24. Authorities under Section 14 (ix) of the Bodoland University Act, 2009:**

In addition to those specified in Section 14 of the Bodoland University Act, 2009 the following shall also be the authorities of the University:

1. The Faculties;
2. The College and University Development Council (CUDC);
3. The Examination Committee;
4. The University Planning Board;
5. The University Building and Works Committee;
6. The University Vigilance Committee; and
7. The Apex Body of SPARSH (Sensitization, Prevention, and Redressal of Sexual Harrashment) (ABS) and the Bodoland University Complaints Committee (BUCC).
8. Such other authorities as may be decided by the Executive Council.

**25. The Faculties:**

The University shall include Faculties of Languages, Social Sciences, Science and Technology, Commerce, Professional Studies, Post-harvest Technology, and such other Faculties as may be recommended by the Academic Council, and approved by the Executive Council.

i) Each Faculty shall, subject to the control of the Academic Council, have charge of the teaching and the courses of study and the research work in such subjects as may be assigned to such Faculty by the Ordinances.

ii) Each Faculty shall consist of –

- a) The Dean;
- b) The Heads of the Departments comprised in the Faculty;
- c) Such teachers of the subjects assigned to the Faculty as may be nominated / selected to the faculty by the Academic Council;
- d) Such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council;
- e) Ten teachers of the affiliated Colleges representing different subjects nominated by the Vice Chancellor;

Provided that a teacher so elected shall hold office for a period of two years from the date of his election;

- f) Such other persons as may be nominated by the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty;
- g) Provided that total number of members of each Faculty shall not exceed twenty.

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**26. The College and University Development Council (CUDC):**

There is presently some machinery for affiliation and inspection of colleges, laying down of courses of study, conduct of examinations, etc. in the universities. In addition to the existing machinery, it is necessary to create appropriate bodies at the university headquarter for ensuring the proper planning and integrated development of affiliated/constituent colleges and to provide the colleges necessary help and guidance. The establishment of the College and University Development Council (CUDC) with the active and willing participation of various academic and administrative constituents, in accordance with the UGC guidelines, the CUDC is constituted with the following members:

- |  |                    |
|--|--------------------|
| 1.The Vice- Chancellor   | - Chairperson      |
| 2.The Rector   | - Member           |
| 3.The Academic Registrar   | - Member           |
| 5.The Deans of the Faculties   | - Member           |
| 6.Ten Principals of the Affiliated Colleges to be nominated by the Vice-Chancellor on rotation for a period of 2 (two) years | - Member           |
| 7.The Director, CUDC   | - Member Secretary |

One-third of the members shall form the quorum. The College and university Development Council may meet at regular intervals at least twice in an academic year, to review the implementation of various programmes and activities.

**27. The Examination Committee**

(1) There shall be an Examination Committee having the following composition.

- (i) Vice-Chancellor – Chairman;
- (ii) All Heads of the Departments;
- (iii) Academic Registrar;
- (iv) Controller of Examinations – Member-Convener.

(2) Ordinarily the committee shall meet at least thrice a year;

**28. Powers and duties of the Examination Committee:**

- (i) To accord approval for declaration of results of the Semester/Annual/Supplementary examination results;
- (ii) To recommend to the Academic Council, the list of candidates for conferment of degrees based on the above results for passing the same for post facto;
- (iii) To scrutinize, alter and approve the recommendations of the Boards of Studies regarding appointment of paper setters and examiners for various examinations;
- (iv) To consider the cases of examination malpractices/indiscipline through Examination Disciplinary Committee and award punishment as deem fit.
- (v) To issue guidelines to the Moderation Boards as and when necessary.

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**29. The University Planning Board:**

- (1) The Planning Board shall be the principal planning body of the University and its affiliated/constituent Colleges. The Planning Board shall consist of the following members:
  - (i) The Vice Chancellor-Chairperson;
  - (ii) The Rector;
  - (iii) An Eminent Academician from outside the University as and when found necessary nominated by the Vice Chancellor;
  - (iv) All Deans of the Faculties;
  - (v) Five Principals of constituent/affiliated Colleges elected from among themselves;
  - (vi) The Director, College and University Development Council;
  - (vii) The Finance Officer;
  - (viii) The System Administrator – Member and
  - (ix) The Registrar – Member Secretary.
- (2) All the members of the Board, other than the ex-officio members as stated above, shall hold office for a term of two years on rotational basis.
- (3) One third of the members of the Planning Board shall form quorum for a meeting of the Planning Board.

**30. Powers and duties of the University Planning Board:**

The University Planning Board will –

- (a) organize the structure of education in the University and its affiliated/constituent Colleges so as to provide opportunities to students to offer different combinations of subjects appropriate for the development of personality and skill for useful work in society;
- (b) keeping in view with the perspective plan of the University, suggest orientation of the educational programmes offered by the University and its constituent / affiliated Colleges;
- (c) create an atmosphere and environment conducive to value oriented education; and developing new teaching-learning processes which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects;
- (d) advise on the development of the University and review the implementation of programmes in its constituents so as to ascertain whether they are on the lines recommended by it and shall also have the power to suggest the Executive Council and the Academic Council on any matter in connection therewith;
- (e) The Academic Council and the Executive Council may consider the recommendations of the University Planning Board, and may implement such of the recommendations as are accepted by it. Such of those recommendations of the University Planning Board as have not been accepted by the Executive Council or the Academic Council shall be referred by the Vice Chancellor along with the recommendations of the Executive Council or the Academic Council to the Chancellor for advice, and the advice of the Chancellor shall be implemented by the Executive Council or the Academic Council, as the case may be;

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**31. The University Building and Works Committee:**

The University Building and Works Committee shall also be an authority of the University and shall be constituted as follows:

- (i) The Vice-Chancellor-Chairman;
  - (ii) The Registrar;
  - (iii) The Finance Officer – Member;
  - (iv) One member of the Academic Council to be elected from among its members;
  - (v) Two Teachers representative nominated by the Vice-Chancellor – Members;
  - (vi) One Executive Engineer from Public Works Department/Central Public Works Department – Member; and
  - (vii) The Head of the Engineering Cell from the University – Member Secretary.
- Five members present in the meeting shall form the quorum.

**32. Powers and duties of the University Building and Works Committee:**

Subject to the control and supervision of the Executive Council, the University Building and Works Committee shall have the following functions and duties:

- (1) To prepare Master Plan for the University;
- (2) To invite and approve plans of buildings, roads, tanks, water-supply, drainage and other structures of the University;
- (3) To invite and accept tenders for the construction of buildings, roads, tanks, water-supply, drainage and other structures of the University; and
- (4) To do all other acts incidental or appertaining to construction of buildings, roads, tanks, water-supply, drainage and other structures of the University.

**33. The University Vigilance Committee:**

- a) The University Vigilance Committee is promulgated with an intention to maintain transparency and integrity in the governance of the University thereby increasing the efficiency as well as productivity through various preventive measures relating to corruption.
- b) The Vice-Chancellor will constitute a 3 (Three) members committee from amongst the officer/academic staff of the University and may entrust them to enquire into allegation, irregularities noticed or brought to the information of the Vice-Chancellor by any person. On the basis of the report of the committee, the Vice-Chancellor will initiate action as deemed fit and proper by him.

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**34. The Apex Body of SPARSH (Sensitization, Prevention, and Redressal of Sexual Harrassment) (ABS) and the Bodoland University Complaints Committee (BUCC):**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India.

Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work.

Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the Elimination of all forms of discrimination against women. Resultantly, the Bodoland University, Assam shall introduce and enforce the Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment."

**35. The Controller of Examination:**

- (1) The Controller of Examination shall be appointed by the Executive Council after being recommended by the Selection Committee constituted for the purpose;
- (2) The Controller of Examination shall be a whole time salaried officer of the University;
- (3) The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Ordinances/in accordance with the UGC norms;
- (4) When the office of the Controller of Examination falls vacant, or when the Controller of Examination is, by reason of illness, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other officer/faculty as the Vice Chancellor may appoint for the purpose.

**36. Director of College and University Development Council:**

The Director of the College and University Development Council may be appointed by the Executive Council on the recommendations of the Selection Committee. He/She may be appointed on a tenure basis for five years.

1. The Director, CUDC should hold meetings of the College principals with a view to apprising them of the ways in which the CUDC can function effectively for the development of Colleges. In brief, the Director, CUDC shall be responsible for implementation all the mandates of the CUDC in right perspective;
2. When the office of the Director of CUDC is vacant or when the Director of CUDC is by reason of illness or absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose;

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3. The duties of a Director of CUDC shall be dedicated towards implementation of activities of the CUDC in proper order.

**37. The Academic Registrar:**

The Academic Registrar shall be appointed by the Executive Council after being recommended by the Selection Committee constituted for the purpose. The Academic Registrar shall be whole time salaried officer of the University and shall be appointed by the Executive Council in accordance with the UGC norms. The emoluments and other terms and conditions of service of the Academic Registrar shall be such as may be prescribed in accordance with the UGC norms. When the office of the Academic Registrar falls vacant, or when the Academic Registrar, by reason of illness, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other officer/faculty as the Vice-Chancellor may appoint for the purpose.

**38. The Director of Students' Welfare:**

The Director of Students' Welfare shall be appointed by the Executive Council after being recommended by the Selection Committee constituted for the purpose. The Director of Students' Welfare shall be whole time salaried officer of the University and shall be appointed by the Executive Council in accordance with the UGC norms. The emoluments and other terms and conditions of service of the Director of Students' Welfare shall be such as may be prescribed in accordance with the UGC norms. When the office of the Academic Registrar falls vacant, or when the Director of Students' Welfare, by reason of illness, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other officer/faculty as the Vice-Chancellor may appoint for the purpose.

**39. The Librarian:**

- (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he/she shall be a whole-time officer of the University.
- (2) The librarian may deal with provision and maintenance of information in many formats, including: physical books; electronic resources; magazines; newspapers; audio and video recordings; maps; manuscripts; photographs and other graphic material; bibliographic databases; and web-based and digital resources.
- (3) He/She may also provide other information services, including: computer provision and training; coordination with community groups to host public programs; basic literacy education; assistive technology for people with disabilities; and assistance locating community resources.
- (4) The Librarian shall exercise such powers and perform such duties as may be assigned to him/her by the Executive Council.

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### CHAPTER - III

#### 40. The Faculty/Teacher of the University:

The Faculty/Teacher of the University shall be the Professors, Associate Professors, Assistant Professors, Students' Counselors and such other persons engaged in teaching/research/extension activities of the University as may be designated by the Executive Council on the recommendations of the Academic Council.

- (1) The qualifications, emoluments, service conditions, leave rules etc. of recognised teachers shall be such as may be prescribed by the Ordinances;
- (2) No teacher shall be recognised as a teacher except on the recommendation of a Selection Committee constituted for the purpose.

#### 41. The Code of Professional Ethics:

##### (a) Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under observation of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

##### (b) Faculty/Teacher Should:

- (i) Adhere to a responsible pattern of conduct and manner expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation;
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service;
- (ix) A teacher in the University shall fully and enthusiastically participate in the corporate life of the University; and
- (x) Every teacher shall be required to submit a personal appraisal report at the end of each year in the manner prescribed as per UGC norms.

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CHAPTER - IV

**42. Conferment and Withdrawal of Honorary Degrees, Degrees, Diplomas, Certificates, Medals Etc.:**

A) Honorary Degrees:

- (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Chancellor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may on its own motion, make such proposals.

- (2) The Executive Council may by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Chancellor, any honorary degree conferred by the University.

B) Degree:

In accordance with the regulations promulgated, the University will institute courses of study, and hold examinations to grant and confer Bachelor, Master, Doctorate and Research degrees (D.Sc., D.Lit. etc.) and academic distinctions on persons who have pursued and passed a prescribed course of study or carried out research in the University or Institution recognized by the University.

C) Diplomas, Certificates, Medals Etc.:

In accordance with the regulations promulgated, the Vice Chancellor may award to the enrolled students and other persons who completed non-degree courses offered/sponsored by the University, appropriate diplomas, certificates, medals etc. as deemed by the Academic Council in the best interest of the University.

**43. Withdrawal of Degrees, Etc.:**

The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause;

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him/her to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his/her objections, if any, and any evidence he/she may produce in support of them, have been considered by the Executive Council.

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**44. General:**

1. Any matter not expressly provided in the statutes, shall be decided under the direction of the Executive Council.
2. The power of interpreting these statutes is reserved to the Executive Council.

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CHAPTER - V

45. University Funds:

- (1) While incurring expenditure or to take any action, section 7 of "The Assam Fiscal Responsibility and Budget Management (FRBM) Act, 2005 may be strictly adhered to.
- (2) The Bodoland University shall create a Corpus Fund which shall be maintained by the University authority.

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# Bodoland University



**Chancellor**

University Court

Executive Council

Vice-Chancellor

Academic Council

Registrar

Finance Officer

Controller of Examination

Librarian

University Engineer

Registrar Academic

Senior Medical Officer

Director, College and University Development Council

Director Students' Welfare

Dean, Faculty of Social Sciences  
Dean, Faculty of Languages  
Dean, Faculty of Sciences

W. 05/09/2016 (A.K. Debbarma)

15/09/2016  
N.N. Debbarma  
M. S. Debbarma  
(M.C.)

Fig.1: Organizational Structure of Bodoland University, Kokrajhar.

15/09/2016  
N.N. Debbarma  
M. S. Debbarma  
(M.C.)