



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
HIGHER EDUCATION DEPARTMENT

## NOTIFICATION

The 17th July, 2017

No.AHE.455/2017/55.-

### **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.
- 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.

## 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

- (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.



- (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:

- 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

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:

**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)

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.

**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.

**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           |
| 4. The Deans of the Faculties   | – Member           |
| 5. Ten Principals of the Affiliated Colleges to be nominated by the Vice-Chancellor on rotation for a period of 2 (two) years | – Member           |
| 6. 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.

**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;



**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.

**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;
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.

### **C H A P T E R – I I I**

#### **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.

## 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.

### **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.

**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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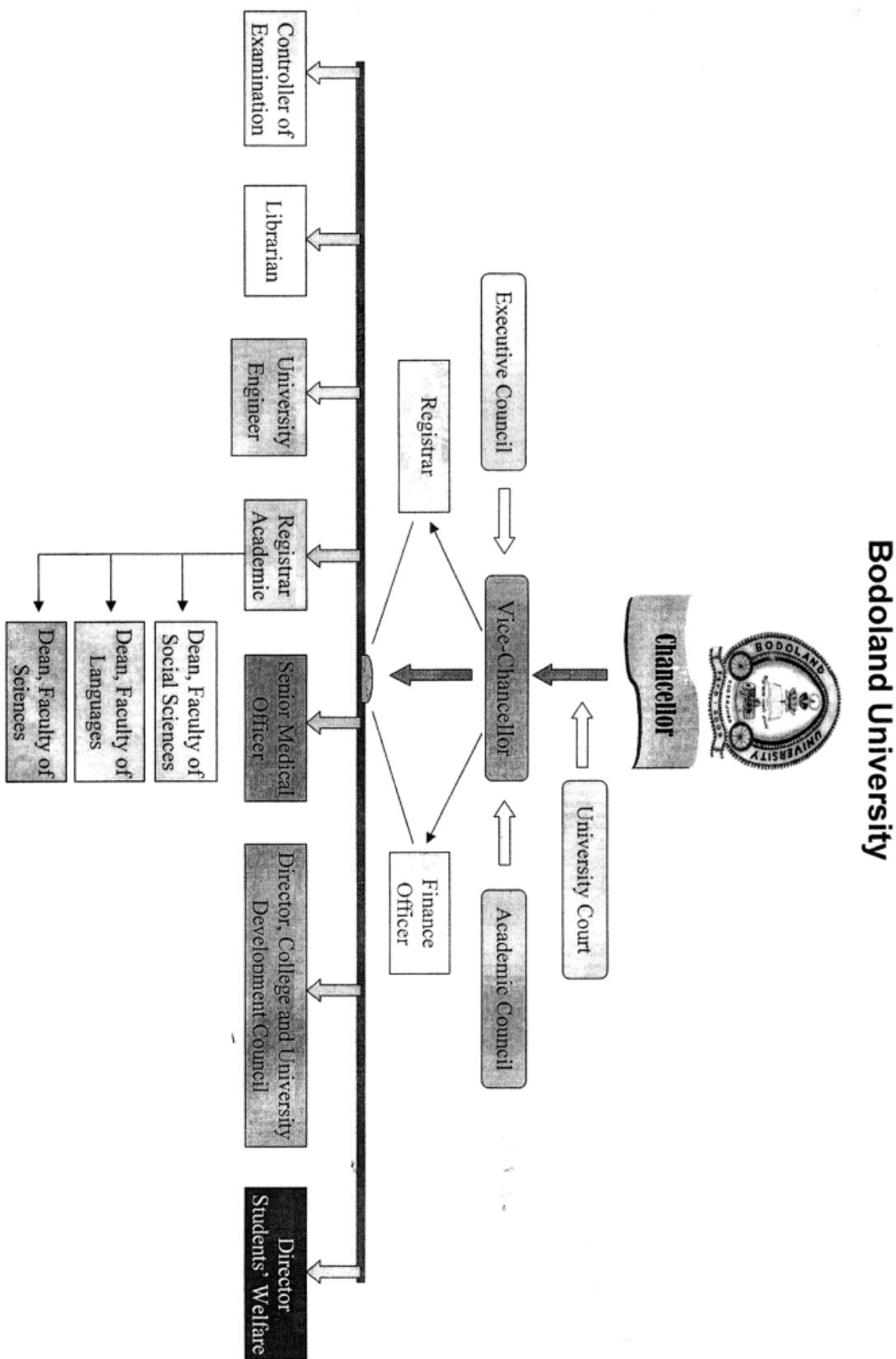


Fig.1: Organizational Structure of Bodoland University, Kokrajhar.

Whereas it is expedient to provide for the ordinances on matters related to implementation of various programmes of study including day to day activities of the University, the Honourable Governor of Assam and Chancellor of the University in accordance with the powers conferred on him/her by section 40 (2) of the Act is pleased to make hereby the following First Ordinances.

These ordinances shall come into force with immediate effect, from the date of notification in the official Gazette.

The ordinances shall be numbered and called as detailed hereunder:

### **Ordinance No. 1**

#### **Eligibility for Admission of Students to Different Programmes of Study**

Admission to the University shall be open to the residents of Assam or any other state irrespective of sex, race, caste, creed or class. Admission to various programmes providing wider access to higher education to persons of all ages to develop education as a lifelong activity so that the individual can refresh his/her knowledge in an existing discipline or to acquire knowledge in new areas.

The eligibility for admission to various programmes of study shall be as follows:

#### **1. 1<sup>st</sup> Year B.A./B.Com/BBA:**

Any one having completed any of the following courses/examinations shall be eligible for being enrolled in the 1<sup>st</sup> Year B.A./B.Com/BBA.

- i) Any one who has passed the 10+2 examination conducted by Assam Higher Secondary Education Council or similar Board/Council of any other state, or any equivalent examination.

#### **2. 1<sup>st</sup> Year B. Sc./BCA :**

- i) Any one who has passed the 10+2 (Science) examination conducted by Assam Higher Secondary Education Council or similar Board/Council of any other State or any equivalent examination.

#### **3. Certificate and Diploma Courses:**

- i) Any individual who has completed 18 years of age and can read and write is eligible to undergo certificate course(s).
- ii) Any one who has passed the relevant preparatory programme of Bodoland University or any other Central/State University or passed 10+2 or its equivalent examination of any recognised University/Board is eligible to be enrolled in Diploma programme.



**4. Bachelor of Education (B.Ed.):**

- i) Any individual who has a bachelor's degree and fulfill the requirement of National Council of Teacher Education (NCTE) in Arts/Science/Commerce will be eligible for admission.

**5. Post-Graduate Diploma:**

Any graduate will be eligible for admission into Post-graduate Diploma programmes in subjects/areas having relevance with subjects of his/her graduate programme.

**6. Post-Graduate Programmes:****M.A.**

Any one having a bachelor's degree in the relevant subject of any recognised University, deemed University or, having passed any other examination recognised by the University as equivalent thereto.

**M. Com.**

A bachelor's degree in Commerce of any recognised University, deemed University or, having passed any examination recognised by the University as equivalent thereto.

**M. Sc.**

A bachelor's degree in Science of any recognised University, deemed University or, having passed any examination recognised by the University as equivalent thereto.

**MBA**

A Bachelor's degree in any stream from a recognised University, deemed University or, having passed any examination recognised by the University as equivalent thereto.

**MCA (Master in Computer Applications)**

Graduation in any discipline (with at least 50% marks) from a recognised University, established by law in India with at least one paper of Mathematics (of 100 marks) at the Graduate Level.

**7. M. Phil. Programme:**

A Master's degree in relevant subject with at least Second class of any recognised University, deemed University or, having passed any examination recognised by the University as equivalent thereto.

**8. Ph. D. Programme:**

A candidate who wishes to get admitted to Ph. D. programme must have

- i) An M. Phil. Degree in relevant subject of any University, deemed University, or any institution recognised by the University Grants Commission.

OR

- ii) A master's degree with second class or equivalent grade in the relevant subject of any University/Deemed to be University.

**General:**

No individual shall be allowed to register for two degree programmes of this University at the same time.

**Ordinance No. 2****Evaluation of Students' performance and Conduct of Examination****A. EVALUATION****1. Evaluation of Students' Performance:**

The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of Learners enrolled in the relevant course/programme in the manner laid down in this ordinance.

**2. Methods of Evaluation:**

Unless otherwise specified, the performance of a learner enrolled in a course/programme will be assessed:

- 1) continuously on the basis of the evaluation of the assignments submitted by him/her;
- 2) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;
- 3) on the basis of execution of specific projects by Learners that the University may prescribe for a course/programme, wherever appropriate; and
- 4) in appropriate cases, the University may also prescribe field work, seminars, practical, or any other techniques/methods for assessment to determine the levels of performance of Learners pursuing different courses/programmes.

**3. Assignments:**

- 1) The methods of evaluation for each course/programme involving the combination of two or more components mentioned in Clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic council.
- 2) A Learner pursuing a programme of study shall be required to submit one assignment for every two credits of each course that constitutes the programme, provided that the maximum number of assignments for a course shall not exceed three.
- 3) The assignments may generally be of two types; those marked by concerned teachers and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for their submission shall be prescribed in the relevant programme guide and/or in the course itself.

**4. End-term Examination:**

The end-term examinations for various courses/programmes will ordinarily be held in the months of June and December every year. Learners will be free to appear at

any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

**5. Grading/Marking:**

- 1)
  - a) The levels of Learners' performance, both in continuous evaluation as well as at end-term examinations, in respect of all degree/diploma/certificate programmes will be indicated in marks/letter grades.
  - b) For the successful completion of a course and to qualify for the relevant degree/diploma/certificate as in (a) above, Learner has to obtain an overall average of grade/marks in the relevant course, as may be prescribed by the Academic Council. The marks statement/grade cards may reflect both marks as well as their equivalent letter grade as specified at sub-clause (a) above.
  - c) The mechanism of evaluation of assignments and answer scripts of the end-term examinations for the programmes shall be laid down in the form of guidelines for evaluators with the approval of the Academic Council from time to time.
- 2) In respect of components other than continuous evaluation and end-term examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of degrees/diplomas/certificates will be prescribed in respect of each such course of study separately by the Academic Council on the recommendation of the concerned academic unit.

**CONDUCT OF EXAMINATION**

**6. Appointment of Paper-setters/Moderators/Examiners:**

The concerned Board of study/academic unit shall draw up panels of paper-setters, moderators and examiners for each course and submit them through academic council to the Controller of Examinations who with the approval of the Vice Chancellor shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years. Provided that only those persons who have at least five years of teaching/academic experience at College/University level shall be eligible for inclusion in the panel.

**7. Procedure of Conduct:**

- 1) The end-term examinations shall be conducted once or twice a year depending on nature of the course/programme on such dates in the months of June and December and at such places as may be notified by the University from time to time. A candidate who has prosecuted the course of study for the required duration and who has submitted the required number of assignments shall be eligible to appear at the end-term examination in the course concerned.
- 2) Each candidate will be required to fill in the Examination Form and forward the same to the Examination Division of the University within the limits of the time to be notified.

- 3) The University may allow a candidate to change the examination centre provided he/she applies at least 30 days before the commencement of the examination on the prescribed form.
- 4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

**8. Rates of Remuneration:**

- 1) The remuneration to be paid to paper-setters, moderators, examiners and evaluators of student assignments, answer scripts, projects etc. shall be as fixed by the Academic Council from time to time.
- 2) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Academic Council from time to time.

**C. LEARNERS' CONDUCT IN RELATION TO UNIVERSITY EXAMINATIONS**

**9. Disciplinary control of an Examination Centre:**

- a) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any members of the supervisory staff or with any of the invigilators at the centre, he/she may be expelled from the examination for that session.
- b) The Officer In-charge 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 actions as it may deem fit to the Vice-Chancellor.

- 10.** Everyday, before an examination begins, the Invigilators shall call upon all the candidates to hand over 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. They are also to see that each candidate carries his/her Identity Card.

**11. Use of Unfair means:**

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

**12. The following shall be deemed to be unfair means:**

- a) Talking/communicating to another candidate or any person inside or outside the examination hall by any mode of communication during the examination hours without the permission of a member of the supervisory staff.
- b) Leaving the examination hall without delivering the answer book and/ or continuation sheet, if any, to the Officer In-charge or Supervisors 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 as question or solving a question on anything excepting the answer-book or the continuation sheet supplied to the candidate.
- d) Using abusive or obscene language in the answer-book.
- e) Deliberately disclosing one's identity or making any distinctive marks in the answer-book for that purpose.
- f) Making an appeal to the Examiner through the answer-book.
- g) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance in answering any part of the question paper.
- h) 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 paper or a part thereof, to any other candidate or to any person.
- i) 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.
- 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 in connivance with any person connected with the examination, or through any other agency, whatsoever.
- k) Receiving or attempting to receive, with or without the help of person, a solution to a question or apart thereof.
- l) Approaching or influencing directly or indirectly a paper-setter, examiner, evaluator moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing him/her 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) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination.
- 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 him/herself.
- p) Arranging to impersonate for any person, whosoever he may be, or impersonating 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.
- r) The Academic Council may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

13. If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at a particular centre(s), he/she may cancel the examination of all the candidates concerned and order re-examination.

Note: Where the invigilator in-charge is satisfied that one third or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

14. a) The Officer In-charge of the examination centres 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 University for the purpose.
- 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 Officer In-charge and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Officer In-charge, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means specified in clause 12 of section C of the Ordinance No. 2 shall be reported immediately to the controller of Examinations with all the relevant material.

**15. Examination Discipline Committee:**

- 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 at least three but not more than five members drawn from amongst the teachers and officers of the University.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final.
- f) All decisions taken by the Examination Discipline committee will be placed before the Vice Chancellor for approval.
- g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice Chancellor and if he/she is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline committee for reconsideration.

**16. The Examination Discipline committee may recommend that:**

- a) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) & (b) of clause 12 of section C shall be cancelled.
- b) 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 sub-clauses (c), (d), (e) and (f) of clause 12 of section C shall be cancelled.
- c) The entire examination of candidate in respect of which he is found to have used unfair means specified in sub-clause (g) of clause 12 of section C shall be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.
- d) The entire examination of candidate in respect of which he/she is found to have used unfair means specified in sub-clauses (h), (i), (j), (k), (l), (m), (n), (o) of clause 12 of section C shall be cancelled and he/she shall further be disqualified from appearing at any University examination for a period of as may be decided by the committee.
- e) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clauses (p) and (q) of clause 12 of section C shall be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of three years.



**Ordinance No. 3****Fees payable by Students****1. Fees payable:**

Students admitted to various courses of study of the University shall pay the fees as may be prescribed by the Executive Council on the recommendations of the Academic Council from time to time.

**2. Due Date and mode of payment:**

The fees shall be payable on such dates and by such mode as may be notified from time to time.

**3. Concession in Fee:**

The University may grant exemption from payment of fees, either in full or in part to any class or category of learners as may be notified from time to time.

**4. Refund of fees:**

Programme fee once paid shall not be refunded. However, in genuine cases, the Vice Chancellor may consider if a part of the fee can be refunded.

Learners may claim refund of any excess amount paid to the University within 12 months from the date of payment, failing which it shall lapse automatically.

**Ordinance No. 4****Courses of Studies for Degrees, Diplomas and Certificates**

The Bodoland University at initial phase may award the following degrees, diplomas and certificates to the learners who have successfully completed the prescribed programme of study in each case in accordance with the requirements laid down by the Academic Council from time to time.

**Certificate & Diploma Courses:**

Considering requisite demand and being recommended by the Academic Council, Certificate and Diploma Courses would be offered in specific subjects. However, Certificate in Foreign Languages would be offered in the Department of Foreign Languages and any other language as decided by the Academic Council.

**Degree Courses:**

The Degree programmes would be offered in the concerned Departments of the under mentioned Faculties. The University shall include the Faculties of Languages, Social Sciences, Science, Professional Studies and Post-harvest Technology and such other Faculties as may be prescribed by the Academic Council and approved by the Executive Council.

**1. Faculty of Languages:**

- i) Assamese
- ii) Bodo
- iii) English
- iv) Foreign Languages (Portuguese, French, Chinese, Japanese, Spanish, and German).

**2. Faculty of Social Sciences:**

- i) Political Science
- ii) History
- iii) Sociology
- iv) Economics
- v) Education
- vi) Women's Studies.

**3. Faculty of Sciences:**

- i) Physics
- ii) Chemistry
- iii) Zoology
- iv) Botany
- v) Biotechnology
- vi) Mathematical Sciences
- vii) Environmental Sciences

**4. Faculty of Professional Studies:**

- i) Computer Science & Technology
- ii) Business Administration
- iii) Physical Education and Sports
- iv) Teacher Education.

**5. Faculty of Post-Harvest Technology:**

- i) Post-Harvest Technology
- ii) Vocational Studies & Entrepreneurship.

The University may offer certificate/diploma/degree programme in the subjects pertaining to above mentioned departments from time to time only after the approval of the Competent Authority.

**Ordinance No. 5****Recognition of Examinations/Degrees****1. There shall be an equivalence committee consisting of the following:**

- i) The Vice Chancellor /his or her nominee --- Chairman
- ii) The Rector --- Member
- iii) The Dean of the concerned Faculty --- Member
- iv) The Head of the concerned Department --- Member
- v) An eminent Academician if necessary (nominated by the Vice Chancellor) --- Member
- vi) The Academic Registrar --- Member Secretary (Ex-officio)

**2. The Committee shall**

- i) recognise and determine the weightage to be given to the examinations conducted by other Universities or other examining bodies.
- ii) decide equivalence of such examination/qualifications as may be referred to it from time to time for the purpose of admission; and
- iii) withhold, suspend or cancel recognition of any examination/ qualification for such reasons and for such time as it may deem fit.

**3. In special cases, the Vice Chancellor may, if he is satisfied grant equivalence/ recognition to any examination/qualification or other Universities/Institutions and the action taken shall be reported to the committee.****4. The Committee may determine the procedure for the transaction of its business. It shall formulate guidelines, for the purpose of determining equivalence and/or accord recognition to examination/ qualifications, with the approval of the Academic Council.**

**Ordinance No. 6****Recruitment, Service Conditions, Workload for Professor, Associate Professor, Director, Assistant Professor and other Officers of the University.**

**No person shall be appointed in any of the posts without fulfilling the requirements mentioned against each such post.**

**A. Teachers to be a whole-time employee:**

All teachers shall be whole time salaried employee of the University and shall not engage himself/herself for any other vocation:

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or extension lectures or, to any other academic work with the permission of the Vice Chancellor.

**Explanation:**

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 teacher.

**B. Nature of duties:**

Every teacher shall take part in the teaching and research activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the UGC regulations framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

**C. The pay scales:**

The pay scales of the teachers and other officers will be determine by the Executive Council in consistent with the recommendation of the University Grants Commission (UGC), and accepted by the Government of Assam.

**D. Recruitment:**

Recruitment to the posts of the teachers and other officers shall be on the basis of merit through all-India advertisement and selection as per the statutes and ordinances of the University.

**E. Qualification:**

The minimum qualifications required for appointment to the posts of the teachers and other University Officers shall be those prescribed by the UGC from time to time and accepted by the Executive Council.

**1. Professor or its Equivalent posts:**

**Essential:** An eminent scholar with a doctoral degree in the subject concerned/allied subject (interdisciplinary subject) and published work of high quality, being actively engaged in teaching/research/extension, with ten (10) years of experience in Post-graduate teaching/research at the University/National Level institutions, including experience of guiding research at doctoral level.

In exceptional cases, however, an eminent scholar with 15 years of undergraduate teaching may also be considered.

**2. Associate Professor or its Equivalent posts:**

**Essential:** i) Good academic record with a doctoral degree in relevant subject. In addition to these, candidates who join from outside the University system shall possess 55% of marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level.

ii) Five years of experience of teaching and/or research excluding the period spent for obtaining the Research degrees and has made distinction in the areas of scholarship as evidenced by quality of publications, contributions to educational innovations, design of new courses and curricula.

OR

As per UGC norms

**3. Assistant Professor or its Equivalent posts:**

**Essential:** i) Consistently good academic records with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

ii) Besides fulfilling the above qualifications, candidates should have cleared the NET for Assistant Professors conducted by UGC, CSIR or similar test accredited by the UGC.

Provided that relaxation to requirement of NET/SLET/SET, marks at Master's level or any other requirement shall be as per UGC guidelines circulated for the purpose from time to time.

**4. Registrar:**

- i) The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee through advertisement as per UGC norms.
- ii) He/She shall be whole-time salaried Officer of the University.

- iii) Alternatively, in absence of suitable candidate, a senior state officer of the civil service may be borrowed.
- iv) He/She shall be appointed for a term of 5 (five) years.
- v) The emoluments and other terms and conditions of the service of the Registrar shall be as may be prescribed by the UGC/Government of Assam.
- vi) In case of temporary vacancy, it may be filled up by the Vice-Chancellor from among the Senior Professors of the University with approval of the Executive Council.

**5. Finance Officer:**

- i) The Finance Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee through advertisement as per UGC norms.
- ii) He/She shall be whole-time salaried Officer of the University.
- iii) Alternatively, in absence of suitable candidate, The Finance Officer post shall be filled up on deputation from the cadre of Assam Finance Service (AFS) in Class-1 (Senior) Financial Advisor/Joint Director or above rank.
- iv) He/She shall be appointed for a term of 5 (five) years and he/she shall be whole-time salaried officer of the University.

**6. Academic Registrar, Director of College and University Development Council, Director of Students' Welfare, Controller of Examination, and Equivalent Posts:**

- i) A Doctorate degree with at least 55% of the marks or its equivalent grade of B in the seven point scale at Master's level.
- ii) At least 15 years of experience as Assistant Professor (senior scale), and with 8 years of experience as Associate Professor's Grade along with experience in educational administration.

OR

Comparable experience in a research established establishment and/or other institutions of higher education.

OR

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

OR

As per UGC norms implemented from time to time.

**7. Deans of the Faculties:**

- (1) A Professor in each faculty according to seniority shall by rotation, act as Dean of faculty for a period of three years to be appointed by the Vice-Chancellor.

Provided that if there is no Professor, the senior most Associate Professor shall be allowed to act as Dean:

- (2) The Dean of each faculty shall be the Executive Officer of the Faculty and shall preside over the meetings of the Faculty.
- (3) The Dean shall exercise such other powers and discharge such other functions as required for proper functioning and advancement of the Faculty.

**8. Deputy Registrar and its Equivalent Posts:**

- i) Good academic record with a Master's degree with at least 55% of the marks or its equivalent grade of B in the seven point scale.
- ii) Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent Post.

**9. Assistant Registrar and its Equivalent Posts:**

- i) Good academic record plus Master's degree with at least 55% of marks or its equivalent grade B in the UGC seven point scale.

**10. Librarian and its Equivalent Posts:****Minimum Qualification:**

- i) Master's degree in library science/information science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii) At least thirteen years as a Deputy Librarian in the University library or eighteen years experience as a P.G. College Librarian.
- iii) Evidence of innovative library service and organization and/or published work.

**Desirable:**

M. Phil/PhD degree in library science/information science/documentation/archives and manuscript keeping.



**11. Deputy Librarian and its Equivalent Posts:****Minimum Qualification:**

- i) Master's degree in library science/information science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record or otherwise as per Assam Government Rules and Regulations.
- ii) Five years experience as a University Assistant Librarian/College Librarian.
- iii) Evidence of innovative library services, published work, professional commitment and computerization of library.

**Desirable:**

M. Phil/PhD degree in library science/ information science/documentation/archives and manuscript keeping, computerization of library.

**12. Assistant Librarian and its Equivalent Posts:**

- i) Master's degree in Library science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic record or otherwise as per Assam Government Rules and Regulations.
- ii) Qualified in the NET conducted for the purpose by the UGC or by any other agency approved by the UGC.
- iii) Experience in computerization of Library will be a desirable qualification.

**Notes:**

- i) A relaxation of 5% may be given from 55% to 50% for the marks at the Master's degree level for the SC/ST candidates.
- ii) A relaxation of 5% may be given from 55% to 50% for the marks at the Master's level to the Ph.D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September 1991.
- iii) Grade B in the 7 point scale of letter grade shall be regarded as equivalent to 55% marks.
- iv) The minimum requirement of 55% marks at the Master's level shall not be insisted upon for the existing incumbents of Professors, Associate Professors, Assistant Professors, Registrar, Deputy Registrars, Assistant Registrars, Librarian, Deputy Librarians, Assistant Librarians and other persons in equivalent posts who are already in the University system. However, these marks shall be insisted upon for those entering the system from outside and those at the entry point of the aforesaid posts.
- v) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only prior to 1989 when the minimum marks required to appear for the JRF examination were 50%.
- vi) The Ph.D. degree will be a compulsory requirement for the designation of Associate Professor. However, for other categories like those of Librarian and its equivalent posts, the Ph.D. degree shall be desirable and not an essential qualification.

- vii) The University system includes the Universities and the constituent affiliated Colleges and accredited Study Centres.
- viii) Any matter not covered by the Ordinance will be decided upon by the Executive Council as and when called for.
- ix) Fifty percent of the posts of Assistant Registrars/Assistant Finance Officers/ Assistant Controller of Examinations/Assistant Librarian shall be filled through promotion from the lower grades. The minimum educational qualifications as mentioned for respective posts shall not apply in case of promotion.
- x) The service conditions of all other non-teaching employees shall be as per Assam Government Rules and Regulations.

**13. University Engineer:**

- 1. B.E. or equivalent degree in Civil Engineering in the rank of Assistant Engineer or equivalent post in State Government.
- 2. Experience of modern retrieval and reprographic techniques and functional computer literacy.

**14. Systems Administrator:**

- 1. MCA with minimum of 60% marks or equivalent grade in 7 point scale of evaluation.

Or,

B.E. / B. Tech in Computer Sc. / Eng. / Technology with minimum of 60% marks or equivalent grade in 7 point scale of evaluation.

Or,

M.Sc. (Computer Science / Computer Software) with minimum of 60% marks or equivalent grade in 7 point scale of evaluation.

- 2. Minimum 5 (Five) years experience in Linux server administration, web server management, HPC, storage & backup solutions, managing Campus-wide Network or Enterprise Network & Network Security / Monitoring.
- 3. Minimum 2 (Two) years of experience in configuring & managing mail server, web server, proxy server, DNS, DHCP & Open Source.

**15. Incentives for Ph.D./M. Phil.**

- i) Four and two advance increments will be admissible to those who hold Ph.D. and M. Phil. Degree respectively at the time of recruitment as Assistant Professors as per UGC Rules. Candidates with D. Litt/D.Sc. should be given benefit at par with Ph.D.
- ii) An Assistant Professor with Ph.D. will be eligible for two advance increments when she/he moves into Selection Grade/Associate Professor.
- iii) A teacher will be eligible for two advance increments as and when she/he acquires a Ph.D. degree in her/his service career.

**16. Period of Probation and Continuation:**

- i) The minimum period of probation in all posts will be one year. However, in special cases, the Executive Council may extend the period for another year.
- ii) The University will decide upon continuation at the end of the statutory period of probation.

**17. Workload:**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College. Direct teaching-learning process hours should be as follows:

- i) Assistant Professor 16 hours
- ii) Associate Professor and Professor 14 hours
- iii) A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher. The work load of each teacher shall not be less than 40 hours a week for 30 weeks in an academic year. The teacher shall be available for at least 5 hours daily in the University/College.

**18. Superannuation Benefits:**

- i) The benefit in service upto a maximum of 3 years, shall be given to the teachers who have acquired Ph.D. degree at the time of entry so that they can get the retirement benefits, subject to overall age of superannuation.
- ii) Other conditions with respect to Superannuation Benefits will be given as per State Government Rules.

**19. University Employees' Service Conditions:**

Unless otherwise provided by the Act, the University employees other than the contractual staff shall be appointed by the Executive Council on such pay and on such terms and conditions as may be fixed by the Executive Council/State Government.

University employees may remain in service till their superannuation unless otherwise any other circumstance arises. The probationary period in the case of newly appointed persons will be one year except in the case of those taken over from the Government. After expiry of the probationary period, an employee may be made permanent by the Executive Council.

A teacher or an officer or an employee appointed by the University authority must enter into a Service Agreement with the University by filling in the prescribed format (Appendix – A) before being confirmed in their posts.

**Ordinance No. 7****Career Advancement Scheme (CAS)**

- 1) Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior Scale) would be four years for those with Ph.D., five years for those with M. Phil. and six years for others at the level of Assistant Professor, and for eligibility to move into the Grade of Assistant Professor (Selection Grade/Associate Professor), the minimum length of service as Assistant Professor (Senior Scale) shall be uniformly five years.
- 2) For movement into grades of Associate Professor and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Assistant Professor (Selection Grade).
- 3) An Associate Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 4) The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.
- 5) All other rules pertaining to CAS shall be governed by UGC Rules.

**A. Assistant Professor (Senior Scale):**

An Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if she/he has

- i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively for those with M. Phil or Ph. D.
- ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- iii) Consistently satisfactory performance appraisal reports.

**B. Assistant Professor (Selection Grade):**

Assistant Professor in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade Subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. They will be designated as Assistant Professors in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotions as Associate Professor and, if found suitable, could be given the designation of Associate Professor.

**C. Associate Professor (Promotion):**

1. An Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if she/he has
  - i) Completed 5 years of service in the Senior Scale.
  - ii) Obtained a Ph.D. degree or has equivalent published work.
  - iii) Made some mark in the areas of scholarship and research as evidence e.g. by self-assessment, reports, quality of publications, contribution to educational innovation, design of new courses and curricula, and extension activities.
  - iv) After placement in the senior scale, participated in two refresher courses/ summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
  - v) Possesses consistently good performance appraisal reports.
2. Promotion to the post of Associate Professor will be through a process of selection by a Selection Committee, which is the same as for direct recruitment of Associate Professor.

**D. Professor (Promotion):**

In addition to the sanctioned positions of Professors, which are filled in through direct recruitment, promotions may be made from the post of Associate Professor to that of Professor after 8 years of service as Associate Professor.

1. The Selection Committee for promotion to the post of Professor will be the same as that for direct recruitment.
2. For the promotion from Associate Professor to Professor, the following method will be followed.
  - i) The candidate will present herself/himself before the Selection Committee with the following -
    - a) Self-appraisal reports.
    - b) Research contribution/books/articles published.
    - c) Any other academic contributions.
    - d) Seminars/Conferences attended.
    - e) Contribution to teaching / academic environment / institutional corporate life.
    - f) Extension and field outreach activities.
  - ii) Three best written contributions of the teacher (as defined by her/him) will be sent to experts in advance to review before coming for the selection.

**E. Selection Committees:**

The process of selection and the Selection Committee for promotion under Career Advancement Scheme shall be in accordance with the said committee as stated for the direct recruitment for the concerned post.

**Ordinance No. 8****Regulating Leave to Officers and Employees**

**No leave can be claimed as a matter of right; but it may be granted subject to the exigencies of service.**

The following kinds of leave would be admissible to the officers and employees of the University:

**Casual Leave:**

1. An employee of the University will be entitled to a maximum of 12 day's casual leave in a calendar year subject to the condition that :
  - a) Casual leave exceeding 4 days at a time may not be sanctioned. The Vice Chancellor may, however, grant this leave upto 7 (seven) days at a time in case of genuine difficulties.
  - b) The casual leave cannot be joined with any other kind of leave except weekly holiday and general holidays. However, weekly holidays and general holidays prefixing or suffixing or falling within the casual leave shall not be counted as casual leave.
  - c) within the overall 12 days limit of casual leave, Half day casual leave shall also be allowed to the employees of the University, and in such case when half day casual leave is granted, two such half day casual leave shall be treated as a full day casual leave.
  - d) An employee going on such leave is entitled to the admissible allowances.
  - e) A new employee will be entitled to such leave commensurate with the period of his/her appointment during the year, even though he/she may not have actually earned it at the time of his/her going on leave, if he/ she fails to complete the full period of appointment, proportionate deduction will be made from his/her salary at the time of last payment.

**Special Casual Leave:**

1. An employee of the University, undergoing sterilization operation may be granted special casual leave as mentioned below on production of a Medical Certificate from the Doctor who actually performs the operation:
  - i) Special Casual Leave not exceeding 6 days to a male employee who has undergone sterilization operation.
  - ii) Special Casual Leave not exceeding 7 days to a male employee whose wife has undergone non-puerperal sterilization operation to enable him to look after the children and carry out other household duties. Special Casual Leave only under this clause may be combined with ordinary Casual Leave.
  - iii) Special Casual Leave not exceeding 14 days to a female employee who has under gone non-puerperal sterilization (Tubectomy operation without delivery).

2. Special Casual Leave for a half day may be granted to the employees donating blood to the Red Cross Society with a view to provide rest after tapping the blood.

**Note:** Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

**Earned Leave:**

The earned leave shall be calculated at the rate of two and half days for each completed month.

1. One month Earned leave in a calendar year will be granted to an employee.
2. The employee shall be paid during such leave the full salary which he/she would have received if he/she was on duty.
3. Any allowance attached to the post will be paid to his/her substitute but if no substitute is appointed, the allowance will lapse.
4. The employee shall get earned leave at the rate mentioned in (1) above irrespective of the fact whether the employee has enjoyed any kind of leave during the period except leave without pay or extra-ordinary leave.
5. Earned leave can be joined with Half Pay Leave or Commuted leave.
6. The leave will accumulate upto a period not exceeding 300 days or as may be prescribed by Government from time to time. Provided however that no employee can enjoy more than 90 days earned leave at a time.

**Half Pay Leave:**

1. The half pay leave shall be given to an employee at the rate of 20 days for every completed year of service.
2. This leave can accumulate upto any period but no employee shall get more than 3 months half pay leave at a time.
3. This leave can be commuted into full pay leave subject to a maximum of 45 days at a time only on production of medical certificate.
4. An employee going on commuted leave on full pay shall have to produce a medical certificate.
5. The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he/she would have received, if he/she were on duty. He/ She shall not be paid any work allowance during the period.
6. This leave can be joined with earned leave.
7. No employee who is granted leave on medical ground, for a period of two months or more shall return to duty without first producing a certificate of fitness from the Government Medical Officer in the form given below:

This is to certify that I have carefully examined  
Shri/Smt./Kum.....(designation).....  
to-day and have found that he/she has recovered from illness (illness for which  
the leave has been availed) and is now fit to resume his/her duties in the  
University.

**Medical Officer**



8. An employee may be granted commuted leave in case of sickness of any member of his/her family who is dependent on the employee. The medical certificate as is now necessary in respect of the University employee shall also be necessary when commuted leave is asked for on the ground of sickness of any of the dependent member of the family of the University employee.

The term "dependent" for the purpose of this rule means of a University employee's spouse, parents, and children including step children.

9. When the commuted leave is granted twice the amount of such leave shall be debited against half pay leave due.

#### **Maternity Leave:**

1. A competent authority may grant to a female employee maternity leave for a period as may be entitled as per Assam Government Rules.

#### **Extra-Ordinary Leave:**

- l) Extra-ordinary leave may be granted to University employees who apply in writing for such leave:
  - a) When no other leave is admissible.
  - b) Extra Ordinary Leave shall always be without pay and allowance.
  - c) The Extra Ordinary leave shall not count for increment except in the following cases:
    - i) Leave on Medical Certificate.
    - ii) Cases where the Vice Chancellor is satisfied that the leave has been taken due to causes beyond the control of the employee such as inability to join or rejoin duty due to Civil Commotion, Natural Calamity, provided that the employee does not have any kind of leave to his credit.
  - d) 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 on leave shall not exceed one year except in case where leave is taken on Medical Certificate. The total period of absence from duty shall in no case exceed three years in all.
- 2) The duration of leave without pay shall not exceed three months on any one occasion.
- 3) Applications for grant of leave without pay for period over three months shall be placed for orders before the Executive Council.

#### **Special Leave to T.B./Cancer/Leprosy /Mentally Ill Employees:**

- 1) The University will help employees who are T.B./Cancer/Leprosy/Mentally Ill Employees in getting admission in Government Hospitals.
- 2) All due leave may be granted to such patients in continuation for the period as may be recommended by the Medical Officer Maximum limits of leave



permissible at the time will not be applicable in such cases.

- 3) The University may in deserving cases grant special leave on full pay upto the maximum period subject to the recommendation of the Medical Officer on the line of the Government directives for the same.

**Note:**

- a) In the matter of interpretation of any leave rules, the decision of the Vice Chancellor shall be final.
- b) The rules and procedure for granting leave shall be same as laid down for State Govt. employees as amended from time to time.

**Ordinance No. 9****Appointment of the Visiting Professor or Eminent Research Scientist**

For improvement of the quality of the education, eminent teachers, scholars from outside the University may be invited from time to time as Visiting Professor/Scientist. The expenditure for their stay and remuneration etc. may be borne by the University. The Vice-Chancellor will take extra ordinary care before inviting such scholar.

**Ordinance No. 10****Permission/Affiliation of Institutions Imparting General / Professional / Technical / Vocational Education Sponsored by Registered Society/ Trust within the Jurisdiction of the Bodoland University.**

1. **Short Title:** The ordinance may be called the ordinance as provided under section 33 (2e) of the Bodoland University Act, 2009 on permission and affiliation of Colleges / Institutions imparting or intending to impart general/ professional/ technical /vocational education sponsored by registered Societies / Trusts / other recognised bodies.
2. **Extent of Application:** Application of the ordinance would be over the jurisdiction covered by the Bodoland University Act, 2009 under section 5(2). The jurisdiction of the University may also extend to such other areas and College/Institution and other bodies beyond the existing jurisdiction to which any or all of the powers of the University extended by it with the prior approval of the Govt. of Assam.
3. **Date of Commencement:** It shall come into force from the date of its adoption by the Executive Council.
4. **Definitions:** In this ordinance, unless the context otherwise requires.
  - (a) **General/Professional/Technical/Vocational colleges/Institutions** shall include all Institutions within the jurisdiction as defined in section 2 above intending to impart or imparting professional/technical/vocational education for Degrees /Diplomas/Certificates in both Undergraduate and Post-Graduate levels.
  - (b) **Registered Society Trust** shall mean a Society or Trust registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trust Act, 1882 for providing general/professional/technical/vocational education at the undergraduate /post-graduate level by maintaining a college/ institution with a minimum settled amount as may be fixed from time to time provided that such Society or Trust is not constituted by blood relatives, husband & wife, son-in-law, daughter-in law or any other members of a family.
  - (c) **Governing Body** shall mean the Governing Body constituted as provided in this ordinance.
  - (d) **Affiliation Committee** shall mean the committee constituted by the Executive Council to examine the matter of permission and affiliation of colleges/institutions established under the jurisdiction of Bodoland University as defined in section 2 above.
  - (e) **General/Professional/Technical/Vocational College/Institution** shall mean a college/institution imparting or intending to impart instruction in the courses, viz. General, Law, Management and such other courses as may be prescribed by the University from time to time as general/professional/technical/ vocational courses under the statutes.

- (f) **Director of CUDC** shall mean the Director of College and University Development Council appointed by the University as such and such other person(s) as may be authorized by the Vice Chancellor for the purpose of overall development of affiliated/recognised Colleges within the jurisdiction of Bodoland University.
- (g) **Sponsoring Body** shall mean a registered Society/Trust duly formed vide clause 4(b) above, for the purpose of establishing the college/ institution and for taking necessary steps to obtain permission from the Bodoland University or the State Government or any other relevant authority pertaining to the particular course for starting the institution. The Sponsoring Body shall also be responsible for arranging the fund, necessary to procure required land, construct building(s) for the institution, maintain teaching and non-teaching staff, etc.

#### 5. **Application for establishment of a new College/Institution:**

When it is proposed by the Sponsoring Body to establish a new institution imparting general/professional/technical/vocational education, the Secretary/authorized functionary of the Sponsoring Body shall submit an initial proposal in prescribed format along with processing fees of an amount as fixed from time to time to the Director of CUDC, Bodoland University on or before 31<sup>st</sup> December of the year prior to the year in which it is intended to start the college/institution. The application should contain the following particulars.

- (i) All particulars of the Sponsoring Body.
- (ii) Need and justification for the establishment of the proposed college/institute in the area.
- (iii) Certified copy of the Registered deed of Trust, Societies' Registration Certificate and Rules, if any.
- (iv) All particulars and documents of the land in the name of the institution and certificate of possession of the land.
- (v) Particulars of deposit of fund with documents.
- (vi) Amount of working fund with Bank A/C s and documents.
- (vii) Amount of reserve fund with Bank A/C s and documents.
- (viii) Site plan of the building along with permission etc. from the authority concerned.
- (ix) No objection Certificate from the State Govt. (s) concerned for the establishment of the college/institution.
- (x) No objection Certificate//approval from the All India Body concerned.
- (xi) Proposed intake capacity, teaching and non-teaching staff etc.
- (xii) Any other relevant information.

#### 6. **Procedure of screening an application etc.:**

On receipt of such a proposal, the Director, CUDC, Bodoland University shall refer the case to the Affiliation Committee as stated hereunder, and the Affiliation Committee, in turn, shall examine the merit of the proposal. If, after scrutiny of the proposal, the Affiliation Committee finds it eligible, it shall allow, the Director, CUDC to call for the necessary application in prescribed format along with application fees. Then the Director,

CUDC with the approval of the Vice Chancellor will send a team of experts for spot verification.

**7. Application fees for permission:**

Application fees for permission for different Colleges and courses shall be as may be prescribed from time to time by the University Authority.

**8. Permission to start classes and temporary affiliation to First & Second Semester Classes:**

The inspection report shall be submitted to the Academic Registrar, Bodoland University who will place the same before the Affiliation Committee. If the report is favourable, the Executive Council, on the recommendation of the Affiliation Committee, may grant permission as well as affiliation to first and second semester classes of the said course. Such a college/institute shall have to submit a compliance report to the Academic Registrar, Bodoland University within three months from the date of granting permission, stating the fulfilment of the conditions laid down by the University, if any.

**9. Affiliation Committee**

The Academic Council shall constitute an Affiliation Committee for Colleges/ Institutions (including Educational Institutions in any part of Bodoland Territorial Area Districts)/Subject/Courses of Study under the University. The composition of the Committee shall be as follows:

i)	Vice Chancellor	—	Chairman
ii)	Rector	—	Member
iii)	Director of CUDC	—	Member
iv)	Two members of the Academic Council nominated by the Vice Chancellor	—	Members
v)	Controller of Examinations	—	Member
vi)	Academic Registrar	—	Member Secretary

a) Powers and Functions: The Affiliation Committee shall be the main body to scrutinize the applications for affiliation and recommend to the Executive Council for affiliation of Colleges/ institutions/ Subjects/ Courses of Study. Withdrawal of affiliation if any, of Colleges/ Institutions/Subjects/ Courses of Study, shall also be recommended by the Affiliation Committee.

b) Meetings : The Affiliation Committee shall meet as and when necessary.

c) Quorum : The Quorum for the meeting of the Committee shall be one-third of its total membership.

**N.B.:** Under no circumstances the College/Institute will admit students before obtaining due permission from the University to start classes. If students are admitted in violation of the provision, the University will not accept any responsibility for such students.

**10. Permission for Second Year and Temporary Affiliation to Third and Fourth Semester Classes:**

The compliance report will be examined by the Director, CUDC and if it is found eligible, he/she will recommended to the Academic Registrar for acceptance of application along with requisite fees for permission and temporary affiliation for 2nd year. On receipt of application and requisite fees, the Academic Registrar will cause an inspection with the approval of the Vice Chancellor by a team of experts along with the Director, CUDC.

The inspection report shall be placed before the Affiliation Committee. If the report is favourable, the Executive Council may grant second year permission and temporary affiliation on the recommendation of the Affiliation Committee.

11. The procedure mentioned in 8 & 9 above shall apply in case of permission and temporary affiliation of every subsequent stage (where applicable). Affiliation shall have to be approved by the relevant All India Body/Bodies.
12. The affiliation granted by the University at every stage of the course shall be subject to approval/recognition by the All India Body concerned such as Bar Council of India, All India Council for Technical Education, National Council for Teacher Education etc., and the College/Institute will take necessary action for obtaining such approval/recognition.

**13. Renewal of Temporary Affiliation:**

A College/Institute which has been already granted temporary affiliation up to the last stage of the course, shall apply for renewal of temporary affiliation along with requisite fees not later than 31<sup>st</sup> March of the year after the grant of temporary affiliation of last stage. On receipt of the application along with requisite fees, the Academic Registrar will cause an inspection in the manner mentioned earlier. The Executive Council may grant renewal of temporary affiliation on the basis of a satisfactory inspection report and on the recommendation of the Affiliation Committee for a period as may be determined by the council. If a College/Institute fails to obtain the renewal of temporary affiliation, the students of that college shall be allowed to appear in the examination as non collegiate candidates.

**14. Fees for temporary affiliation/renewal of temporary affiliation:**

Fees for temporary affiliation/renewal of temporary affiliation shall be as may be prescribed by the University Authority from time to time.

**15. Tuition and other Fee structure:**

The tuition and other fees charged from the students by a College/Institute shall have to be intimated to the University without fail before commencement of admission each year.

**16. Governing Body:**

As per the State Government Rules implemented from time to time.

**17. Admission of Students:**

Admission of students to the College/Institute shall be as per guidelines of the University/respective All India Body/Bodies.

**18. Withdrawal of Affiliation:**

The Executive Council shall have power to withdraw any permission or affiliation granted to a College/Institute at any time, if,

- (i) In the opinion of the Executive Council, the College/Institute has failed to comply with the rules, regulations, statutes or ordinances or any other directives of the University.
- (ii) There is any adverse report from an inspection team duly authorized by the University for the purpose.
- (iii) The All India Body, after inspection of the college as envisaged in their rules, submits an adverse report.
- (iv) In the opinion of the Executive Council continuance of the College/Institute is detrimental to the cause of the society and/or not interest of the public.

**19.** Requirements of Reserve Fund, Working Fund, Buildings, Library, Laboratory, Workshop, Teaching and Non-Teaching Staff including Head of the Institution, enrolment etc. shall be as per norms of the respective All India Body/Bodies concerned.

**20.** The University may cause inspection of the College/Institute at any time as a measure for monitoring the functioning of the College/Institute and maintenance of proper academic standards.

**21.** Not withstanding anything contained herein above, the Executive Council of the University reserves the right to incorporate addition or alternation or effect deletion of all or any of the above clauses as it may deem fit and proper.

**Ordinance No. 11****SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT****Bodies of SPARSH:**

SPARSH shall include the Apex body of SPARSH (ABS) and the Bodoland University Complaints Committee (BUCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The BUCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

**Functions, Powers and Duties of ABS:**

- 1) To uphold the commitment of the Bodoland University, Assam to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- 2) To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- 3) To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

**Functions, Powers and Duties of Bodoland University Complaints Committee (BUCC):**

- 1) To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- 2) To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- 3) To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

**Operational definitions:**

**Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:

- a. Unwanted physical contact and advances.
- b. A demand or request for sexual favours.
- c. Sexually-coloured remarks
- d. Displaying pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



**Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.

**Campus:** This includes all the places vested; controlled and/or administered by the Bodoland University of Assam.

**Non-Governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.

**Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment.

**Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.

**Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Bodoland University of Assam.

**Service provider:** This shall include any person who runs on manages commercial enterprises, or provides services on the campus.

#### **Constitution of Apex body of SPARSH (ABS):**

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- 1) The chairperson, a women nominated by the Vice-Chancellor, Bodoland University of Assam from amongst the faculty members.
- 2) Five members representing various faculties/centers of the University, of which at least three shall be women.
- 3) Two student's representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- 4) Two members from the non-teaching staff, of which at least one should be women.
- 5) One woman NGO representative.
- 6) One woman counsellor.

#### **Constitution of Bodoland University Complaint Committee (BUCC):**

The Vice-Chancellor shall constitute the Bodoland University Complaint Committee (BUCC) from among the members of the Apex Committee. It shall comprise of the following.

- 1) Five (at least three women) teacher representatives.
- 2) One non-teaching staff representative of the University.
- 3) One person, with known contribution to women's issues, to be co-opted from outside the University, who could be an NGO representative.
- 4) The chairperson shall be elected from amongst the above mentioned members.

- 5) One member-secretary shall also be elected from amongst the above mentioned members.

**Term of office of chairperson and members of ABS and BUCC:**

- 1) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- 2) Provided that no chairperson or any member shall hold office for more than two terms.

**Procedures for Transaction of Business of ABS:**

- 1) The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- 2) Proceedings of all the meetings shall be recorded, confirmed and adopted.
- 3) Anybody may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

**Procedure for Filing Complaints with the BUCC:**

- 1) Wide publicity to be given for filing complaints.
- 2) Complaints to be registered in strict confidentiality.
- 3) Taking cognizance of complaints about sexual harassment, the BUCC shall conduct enquiries, provide assistance and redressal to the victims, and recommend penalties and other action to be taken.
- 4) Any student resident, service provider, outsider, faculty member or non-teaching staff may complain of sexual harassment against student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- 5) The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the BUCC.
- 6) The complaint may be oral or in writing. If it is oral, it shall be put into writing by the BUCC.
- 7) The BUCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- 8) The BUCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.

- 9) The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- 10) The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the BUCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice- chancellor.

**Vacancy of the office of chairperson or members of ABS/BUCC:**

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice- Chancellor.

**Penalties:**

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- 1) Warning
- 2) Debarring entry into hostel/campus
- 3) Withholding results
- 4) Expulsion from the university
- 5) Denial of re-admission
- 6) Written apology
- 7) Bond of good behaviour.

Note: In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities.

**Ordinance No. 12****GAMES AND SPORTS COMMITTEE**

1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
  - (1) Chairman, appointed by the Vice-chancellor
  - (2) Director, Students' welfare
  - (3) A Teacher (shall have interest on games and sports or player) from the faculty, nominated by the Vice-Chancellor and he or she shall act as "Sports Coordinator" of the Games and sports committee.
  - (4) Secretary's of various Games and Sports Clubs/Sections
  - (5) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year.
- (b) The Chairman of the Committee shall hold office for a term of two years.
2. The Committee shall:
  - (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
  - (2) frame the budget for games and sports;
  - (3) allocate finances to the various Clubs/Sections;
  - (4) maintain the play-grounds, gymnasias, swimming pools of the University;
  - (5) hold contests, competitions, tournaments, athletic meets etc.;
  - (6) perform such other functions, as may be assigned to it by the Academic Council from time to time; and
  - (7) take measures to attract the sports talent available in the University. The Sports Coordinator will prepare the budget under the supervision of Director, Students' welfare.

The Committee shall hold its meetings at least once in two months under the supervision of the Director, Students' welfare.

One-third of the total members shall form the quorum for a meeting of the Committee.

**Ordinance No. 13****RECOGNITION BY THE UNIVERSITY FOR COOPERATION/COLLABORATION  
WITH OTHER UNIVERSITY/AUTHORITY/INSTITUTION****PREAMBLE**

1. Section 4 (i) of the Bodoland University Act (2009) empowers the University “to provide for instruction (including correspondence courses) and research in the humanities, science and technology, education, medicine and other professional subjects and in other spheres of learning and knowledge of a standard and thoroughness required and expected of a university of the highest standing, and secure the advancement, diffusion and extension of knowledge in all spheres of learning”.
2. Section 4 (ii) of the Bodoland University Act (2009) empowers the University “to establish within the University area or outside that area such field stations and specialized laboratories and such other units for research and instruction as are necessary for the furtherance of its objects”.
3. Section 4 (xiii) of the Bodoland University Act (2009) empowers the University “to co-operate with any other University, Authority or Association or any other Public or Private Body having in view the promotion of purposes and objects similar to those of the University to act upon any such Body, Authority or Association for such purposes as may be agreed upon, on such terms and conditions as may, from time to time, be prescribed”.
4. In the context of the above, the Bodoland University of Assam proposes to recognize and collaborate with other institutions of higher learning that have core competence in various branches of knowledge to enrich and strengthen instruction and research in such areas as are beneficial to the University in furtherance of its Objectives.

**A. ELIGIBILITY FOR RECOGNITION:**

1. Such institutions that have a proven excellence and academic competence in instruction and research and are at least ten years old with a proven track record of competence will be eligible for the purpose of recognition to collaborate with the University.

*Provided that such institutions may be located anywhere within the country or in other countries of the world.*

*Provided further those that such bodies may be funded by the Government or other agencies except that they shall not be profit-making bodies and the source of funding shall be through legal and government approved means.*

2. Proven excellence and academic competence shall be adjudged, among other things, on the following basis:
  - a) The institution shall have full-time qualified core faculty consisting of at least four full time teachers and who should have drawn the UGC/AICTE/ICAR pay

scales for a minimum period of 5 years and must have published at least 5 papers and/or at least two books after his/her Ph.D. in journals/publication houses of National/International repute having ISSN/ISBN number.

b) The Institution shall have their own building with required laboratory facility Library for research purpose and the library shall have adequate number of research journals, reference books, advanced textbook along with internet facility or such modern equipment/facilities used in higher educational institutes/universities in the country.

c) The Institution shall have sufficient financial resources to fund research activities.

#### **B. PROCEDURE FOR RECOGNITION AND RENEWAL OF RECOGNITION:**

1. Any such institution that desires to be associated with the University shall express its intention to do so in writing to the University in the prescribed format with supporting documents in proof of para A.2 (a) of this ordinance.
2. All such requests shall be received by the Academic Registrar who will place the same before a Committee of Deans and Professors of the University which shall be composed of the following:

Rector or Nominee of the Vice-Chancellor	Chairman
All Deans of Faculty	Members
Head and all Professors of Department/Centre concerned in whose area of instruction the proposed collaboration is to be carried out	Members
Academic Registrar	Member-Secretary

50% of the members shall constitute a quorum.

All decisions shall be taken by consensus of at least 75% of the members present.

3. The above Committee shall consider the requests received and recommend a case for recognition to the Vice Chancellor who shall nominate a three-member committee to carry out physical inspection and verification of the facts claimed by the institute.
4. The Committee shall visit the institution and shall carryout physical verification. After doing so, it shall submit its report to the Committee who then make appropriate recommendation to the Vice Chancellor who, along with his opinion, place it before the statutory authorities for decision in the matter.
5. Recognition granted shall normally not exceed five years and will be subject to a mid-term review the manner and timing of which shall be as decided by the University.
6. Recognition may be extended after five years for subsequent terms of five years each.

- a) Provided that the continuing instruction and research schedule shall not be disturbed for the reason of expiry of the term of recognition alone.
  - b) Provided further that normally no new registration for research or initiation of an instructional semester shall be initiated by the University during the last six months period of the recognition.
7. Request for re-recognition/renewal of recognition shall be received at least six months in advance from the date of expiry of the period and shall be examined as per the procedure already detailed above.
  8. The University shall reserve the right to withdraw such recognition with immediate effect if any falsification of facts is found at a later stage or any fact comes to light that is damaging to the credibility or conduct of the institution in terms of academic credentials.
  9. All legal disputes shall be subject to the jurisdiction of the courts at Guwahati High Court.

#### **C. MANNER OF COLLABORATION/ COOPERATION AND OTHER DETAILS:**

1. The University may choose to collaborate with an institution for the purposes of either instruction or research or both.
2. Provided that in case of either of the above, the students shall be admitted and examined by the University as per existing rules and guidelines.
3. Fees shall be prescribed and collected by the University which may be equally shared by the institution after mutual agreement.
4. Guides/research supervisors shall be appointed / recognized by the University as per its rules and regulations as amended from time to time.
5. If a teacher of the institution retires in mid-term of the period of research or instruction, his/her services shall normally be utilized till the end of the semester following which suitable replacement shall be made by the University.
6. The timing of residence of a batch of students/research scholar(s) at the institution shall be decided by the Head of the Department concerned. However the maximum period of residence shall be regulated as follows:

For 5 years integrated and Ph.D. courses	3 non-consecutive semesters
For 3 years UG course	2 non-consecutive semesters
For PG courses	2 non-consecutive semesters
M. Phil. courses	1 semester

Any other matter not specifically covered in the above shall be regulated as per the University Rules as existing and amended from time to time.

**Ordinance No. 14****MIGRATION, ADMISSION, ENROLMENT, AND TRANSFER OF STUDENTS**

1. No student shall be eligible for admission to Post-Graduate Course of study under this University on migration from any other University or Board unless he has passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances for admission to the concerned Course or Courses by this University.

Provided that the application for admission must be supported by:

1. A migration/no objection certificate from the concerned University/ Board; and
2. A certificate from the Principal of the College in which last studied testifying the record of attendance and conduct of the student.

Provided 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 or Board in India shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him/her in the former University/Board.

Transfer of a student from one affiliated College to another (wherever applicable) during a particular Course of study shall be permitted only on the production of:

1. A transfer/no objection certificate issued by the Principal of the College from which the transfer is sought;
2. Certified copies of the report of attendance against his name in the register of students of the College concerned; and
3. A certificate from the University/College testifying to the conduct of the student.



**Ordinance No. 15****POWERS AND DUTIES OF THE FINANCE OFFICER**

The Finance Officer shall –

- (i) The Finance Officer shall act under the superintendents, directions and control of the Vice-Chancellor;
- (ii) exercise supervision over the funds of the University and shall formulate the draft of Financial Policy and place before the Vice-Chancellor; and,
- (iii) perform such other financial functions as may be assigned to him/her by the Vice-Chancellor.

Subject to the control of the Vice-Chancellor, the Finance Officer shall –

- (a) maintain accounts.
- (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University;
- (d) receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.
- (e) devise and install suitable systems of accounting and business procedure for use in all University Officers.
- (f) develop and operate an internal audit system so that records of all offices and University employees responsible for the receipt or expenditure of money for keeping accounts or for the custody of property that can be verified by the audit.
- (g) place the financial position of the University before Finance Committee and the Executive Council through the Vice-Chancellor at its meeting.
- (h) scrutinize contingent bills passed by other authorized officers and if they are without error and within the budgetary provisions of the University and are not in violation of any law shall hold the duty of issuing prompt payment.
- (i) perform such other duties as may be required from time to time by the Vice-Chancellor with respect to matters pertaining to accounts and finances of the University.
- (j) be the convener of the Finance committee meetings.

- (k) prepare Annual Budget and Supplementary Budget of the University.
- (l) prepare utilization certificates for funds received from the Government, University Grants Commission/AICTE and other funding agencies and cause them to be sent in time to the appropriate authority.
- (m) prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof giving effect to deduction of tax at source, Provident Fund, Insurance Premium, etc.
- (n) get the Annual Reports containing annual activities, printed after its approval by Board and send copies to the Government to be laid before the State Legislature.
- (o) purchase materials and properties required by the University as may be authorized by competent authorities.
- (p) establish and administer such petty cash funds as are needed.
- (q) have the powers to countersign travelling allowance bills of the University employees working under him/her.
- (r) issue account slip to all employees in the month of May-June every year in respect of their P.F. deposits.

**Ordinance No. 16****POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATION**

- (1) The Controller of Examination shall be the principal officer-in-charge of the conduct of examinations and tests of the university and declaration of their results. He/She shall discharge his/her functions under the superintendence, direction and guidance of the Examination Committee to be constituted by the Vice Chancellor from time to time. The Controller of Examination shall work directly under the directions and control of the Vice Chancellor;
- (2) The Controller of Examination shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his/her responsibility-
  - (i) to conduct examinations in a fair manner in the University and in the University Departments observing utmost confidentiality in the process of paper setting and printing followed by evaluation and publication of results.
  - (ii) to appoint Flying Squads, Supervisors, Invigilators, Examiners, Scrutinizers, etc. from amongst the teachers of the University on approval of the Vice-Chancellor.
  - (iii) to maintain academic records, examination records, tabulation records and processing of results, preparation of transcripts, issue of admit cards, to the successful students.
  - (iv) to maintain separate confidential accounts and obtaining approval of Vice-Chancellor for its scrutiny before payment.
  - (v) to act as the Member Convener in the Examination Committee Meeting, Examination Conducting Board Meeting, and Disciplinary Committee Meeting related to examination works and forwarding their recommendations to the Vice Chancellor for approval before publication of results.
  - (vi) to conduct investigations into alleged malpractices by the students and recommending action, including removal of name from the Register of University students.
  - (vii) to prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor;
  - (viii) to register candidates for various examinations of the University and scrutinize all such cases with reference to the relevant Regulations, if any, on collection of prescribed fees.
  - (ix) to initiate payment of remuneration and other allowances to the paper setters, the invigilators, the examiners, persons associated with examination process and the examination expenses, as admissible.

- (x) to render such assistance to the Registrar, Academic Registrar, Dean of Faculties and Vice-Chancellor as may be necessary in the performance of their duties.
  - (xi) to prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Academic Council, Executive Council, and shall implement it.
  - (xii) to maintain the accounts of receipts, payments and utilization of Examination funds. He/She shall make audit of Examination Account every year as per the approval of the Vice-Chancellor through the Finance Officer.
  - (xiii) to prepare an annual budget of examination taking into account the income and expenditure with approval of the Vice-Chancellor and shall place it before the Examination Committee for approval.
  - (xiv) He shall be responsible for audit of the Examination Account.
- (3) The Controller of Examination shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Vice Chancellor.

**Ordinance No. 17****POWERS AND DUTIES OF THE DIRECTOR,  
THE COLLEGE AND UNIVERSITY DEVELOPMENT COUNCIL**

In the era of globalization, Higher Education has to face many challenges. Also, Indian Universities would have to compete at international level. On this background it is essential that College and University Development Council undertakes innovative programmes which would enhance the standard of education and enable teachers and students to take up challenges at the global level.

1. The College and University Development Council would serve as an academic guide to the university/college system on the one hand and the other hand to ensure interaction between the academic facilities in the University departments to the teachers in the colleges.
2. The CUDC shall coordinate and raise the standard of education in affiliated/constituent/recognized colleges, and for the purpose of performing its function it may:
  - a) Function as a policy making body in regard to proper planning and integrated development of colleges;
  - b) Conduct surveys of all the affiliated colleges, district wise with a view to preparing and maintaining an upto-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the concerned body;
  - c) Advise the University on all matters relating to development of affiliating colleges, such as provision of adequate facilities - academic and physical - for raising the standard of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;
  - d) Prepare a perspective plan for the development and opening of new colleges, to enable the University and State Education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;
  - e) Advise the University in regard to rationalization and implementation of University's policy on affiliation of colleges;
  - f) Keep close contact with the colleges with a view to helping them in their proper development, selection of teachers, student amenities, proper utilization of grants and efficient implementation of UGC/AICTE/ICAR etc. approved projects and reforms viz. examination reform, restructuring of courses to make them more relevant and significant not only to students, but also to the Bodoland Territorial Area Districts as a whole by assessing social transformation and area development.
  - g) review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC/AICTE and assist those having the potential of coming up to the norms within a few years.

- h) Help in the implementation of the regulation framed by the UGC/AICTE regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level.
- i) Help in the selective development of some colleges to remove location-specific imbalances; and also assist the colleges to realise their potential.
- j) Evaluate and assess the impact of UGC/AICTE/ICAR/Govt. grants utilised by the colleges for the implementation of various development projects.
- k) Ensure that the UGC/AICTE/ICAR/Govt. grants released to university for disbursement to colleges are not held/locked up or utilised by the university for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes accordingly to the guidelines laid down by the Commission.
- l) Obtain from the colleges and furnish to the Commission regarding utilisation and submission of certificates and completion documents in respect of UGC/BU grants and see to it that UGC/AICTE/ICAT/Govt. grants are properly and expeditiously disbursed to colleges through the university, and help in monitoring the BU programmes implemented by the affiliated colleges.
- m) Ensure close and continued contact and interaction between the academic faculties at the university teaching departments and at the colleges; monitor the development programmes and maintain regular statistics on the development of colleges.
- n) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.
- o) To establish liaison with nationally and internationally reputed educational organizations.
- p) To implement recommendations of National Knowledge Commission such as introduction of Semester and Credit System including Transfer of Credits etc.
- q) To establish Triple Connectivity with the Colleges and Institutes and develop Web based courses in order to promote Distance Education and e-learning.
- r) To prepare Annual Report of the functioning of the CUDC during the year and submit the same to the Syndicate and the University Grants Commission.
- s) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education that may be incidental or conducive to the discharge of the above functions.
- t) The College and University Development Council may be responsible to the Vice Chancellor and send periodic reports to the competent authority about the impact of different Programmes.

**Ordinance No. 18****POWERS AND DUTIES OF THE ACADEMIC REGISTRAR**

The Academic Registrar shall –

1. organize meetings of Academic Council and Board of Studies for framing course curricula, syllabus and revising the existing curriculum and syllabus as per the academic regulations of the University;
2. exercise any other power and perform duties that may be delegated and entrusted with by the Vice-Chancellor;
3. prepare an academic calendar of all academic activities including calendar for examination (however, the calendar of examinations shall be finalised in consultation with the Controller of Examination) to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Academic Council;
4. be responsible for co-ordination of Plan development of the Departments, Departmental Research Council, Faculty Research Council, Central Sophisticated Laboratory, Museum etc. Shall plan and prepare proposals for inflow of fund from the Central/ State Government for overall development of the University;
5. be responsible for co-ordination of the Publication of News Letter, Bulletin, Annual Report, Prospectus and other such publications of the Institute and updating the official Website of the University;
6. be responsible for answering queries from outside organizations such as U.G.C., A.I.C.T.E., State Government, Central Government, Indian & Foreign Universities, Ministry of Education, Parliament, etc. with approval of the Vice-Chancellor;
7. monitor the Performance Appraisal Report (PAR) of the Faculty members and proposal for attending Short Term Courses / Conferences; and
8. monitor cultural and other exchange programmes with foreign Universities and other foreign visits of faculty members.

**Ordinance No. 19****POWERS AND DUTIES OF THE DIRECTOR, STUDENTS' WELFARE**

1. The Director of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University;
2. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor;
3. The DSW shall maintain essential particulars of each student from the date of his/her enrolment in the University;
4. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters;
5. The DSW shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University;
6. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant officers and units of the University:
  - (a) Organizing & Managing all matters related to students' welfare, conduct, discipline and the industrial training programmes for all the students;
  - (b) Co-coordinating the Training and Placement works for all the registered students of the University;
  - (c) Co-ordinating N.C.C./Physical Training/N.S.S./Yoga programmes conducted for students and their sessional credits;
  - (d) Liaison with parents/guardians of students with respect to their performance and conduct on a regular basis;
  - (e) Co-ordination with Hall of Residences regarding smooth functioning of the hall of residence;
  - (f) Co-ordination with Presidents/Vice-Presidents of Students' Societies/Clubs about the extra-curricular activities of students and shall cause audit to the students' account with the help of Vice-Presidents and student representatives;



- (g) Co-ordination with Foreign Student Advisors regarding difficulties of Foreign Students;
- (h) Co-ordination with Anti Ragging Squad, Anti Ragging Monitoring Cell and Ragging Prevention Cell;
- (i) He shall co-ordinate with Law and Order authorities with respect to student discipline along with the Registrar;
- (j) He shall supervise the work of security staff and security agency appointed for the University and its hall of residence;
- (k) He shall look after the overall development of hall of residences and act as Chairman of Hall Co-ordination Committee;
- (l) Wardens shall report to him/her regarding Hall of Residence Management;
- (m) Arrangement of facilities for educational tours and excursions and participation in sports activities outside the University;
- (n) Organisation of social and cultural activities with student participation;
- (o) Organisation of student bodies in the University and their functioning;
- (p) Student-Teacher relationship;
- (q) Financial aid to needy students;
- (r) Securing fellowships or scholarships for further studies in the country or abroad;
- (s) Health and medical services;
- (t) Student counselling;
- (u) Special arrangement to be provided, if any, to women students, and differently able persons.
- (v) Student-information services;
- (w) Alumni association;
- (x) Issue of certificates as authorized and delegated by the Vice-Chancellor.

**Ordinance No. 20****POWERS AND DUTIES OF THE LIBRARIAN**

The Librarian shall function under the superintendents, direction and control of the Vice-Chancellor and shall –

- 1) Search standard reference materials, including on-line sources and the Internet, in order to answer patrons' reference questions;
- 2) Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information;
- 3) Teach library patrons to search for information using databases;
- 4) Keep records of circulation and materials;
- 5) Supervise budgeting, planning, and personnel activities;
- 6) Check books in and out of the library;
- 7) Explain use of library facilities, resources, equipment, and services, and provide information about library policies;
- 8) Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources;
- 9) Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems;
- 10) Locate unusual or unique information in response to specific requests.
- 11) Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use;
- 12) Respond to customer complaints, taking action as necessary;
- 13) Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access;
- 14) Develop library policies and procedure;
- 15) Evaluate materials to determine outdated or unused items to be discarded;
- 16) Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials;

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- 17) Plan and deliver client-centered programs and services such as special services for corporate clients, storytelling for children, newsletters, or programs for special groups;
  - 18) Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects;
  - 19) Arrange for interlibrary loans of materials not available in a particular library;
  - 20) Assemble and arrange display materials;
  - 21) Confer with teachers, parents, and community organizations to develop, plan, and conduct programs in reading, viewing, and communication skills;
  - 22) Compile lists of overdue materials, and notify borrowers that their materials are overdue;
  - 23) Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information;
  - 24) Develop and index databases that provide information for library users;
  - 25) Negotiate contracts for library services, materials, and equipment;
  - 26) Provide input into the architectural planning of library facilities;
  - 27) Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music;
  - 28) Plan and participate in fundraising drives;
  - 29) Perform public relations work for the library, such as giving televised book reviews and community talks;
  - 30) Write proposals for research or project grants;

**Ordinance No. 21****DEANS' COMMITTEE**

1. The University shall constitute a Committee of Deans of the University to be known as the Deans' Committee.
2. The Deans' Committee shall comprise the following:
  - a) The Vice-Chancellor – Chairperson
  - b) All Deans of Faculty – Members
  - c) The Academic Registrar – Secretary
3. The functions of this Committee will be as follows:
  - i) To recommend deputation of teachers for International Conferences;
  - ii) To consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc;
  - iii) To consider general administrative matters relating to functioning of the Departments; and
  - iv) To consider such other matters as may be assigned to it by the Academic Council, Executive Council or may be referred to by the Vice-Chancellor.
4. The meetings of the Deans' Committee shall be convened by the Secretary.
5. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

**Ordinance No. 22****POWERS AND DUTIES OF THE DEANS' OF FACULTIES****1. The Dean of the Faculty shall:**

- (a) Co-ordinate and supervise the teaching, research and extension works in the Department through the Heads of the Departments;
- (b) Maintain discipline in the classrooms 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 examinations of the University in respect of the students of the Department in accordance with such directions as may be given by the Academic Council;
- (e) Shall be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Departments;
- (f) Convene and preside over the meetings of the Faculty and keep the minutes of the meetings of the Board; and
- (g) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

**Ordinance No. 23****POWERS AND DUTIES OF HEADS OF THE DEPARTMENTS**

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Be responsible for the coordination and supervision of teaching, research and extension in the Department;
- (5) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the Faculty concerned according to the Rules framed for the purpose;
- (6) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library. Departmental Stock Book shall be maintained;
- (7) Operate the Budget of the Department;
- (8) Shall be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

**Ordinance No. 24****POWERS AND DUTIES OF WARDEN OF HALL OF RESIDENCE**

The Wardens of Halls of Residence shall be appointed by the Vice-Chancellor for a period of two years.

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Director, Students' Welfare.
2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
3. All students of the University, residing on campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University.
4. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.
5. The prior approval of the Director, Students' Welfare shall be necessary for a Warden to go on leave.
6. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.
7. In addition to the specific duties assigned by the Vice-Chancellor in consultations with the Director, Students' Welfare, the Wardens shall perform the following duties:
  - a) Welfare and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.
  - b) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.
  - c) Report to the Director, Students' Welfare in all cases of misbehaviour, indiscipline and illness of students residing in his/her Hall of Residence.
  - d) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.

- e) The Warden shall have the right to inspect rooms.
- f) The Wardens shall have administrative control over the staff assigned to the Hall of Residence.
- g) The Warden be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- h) The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
- i) The Warden shall allot and supervise Rooms and Guest Rooms.
- j) The Warden shall check the Resident Student's Register and the Guest Room Register.
- k) The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
- l) The Warden shall order double-locking of rooms of resident students and their re-opening, when required.
- m) The Warden shall take action for the eviction of resident students in consultation with the Director, Students' Welfare.
- n) The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- o) In case of misuse/damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship.

He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation, The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice- Chancellor on the recommendation of the Director, Students' Welfare concerned for retaining the room.



**Ordinance No. 25****ADMISSIONS TO HALLS OF RESIDENCE**

- A. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
- a) As soon as a student ceases to satisfy any one of the conditions in (A) above, he will become ineligible for accommodation in the Hall of Residence.
  - b) Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.
  - c) The Heads of the Departments may forward all applications of selected candidates for admission to their respective departments to the Director, Student's Welfare. The applications shall be scrutinised by the Central Committee which will allot a room in the Hall of Residence to each applicant.
  - d) Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.
  - e) The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/Tuition dues.
- B. Research personnel on projects sponsored by organisations like ICCSR, CSIR, UGC, ICAR, ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

**Ordinance No. 26****STUDENTS' DISCIPLINE**

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other rules as framed by the University from time to time shall strictly be observed by the students of the University;
  - 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
  - 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
  - 2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;
  - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
  - 2.5 Any Student found guilty of impersonation or of false name shall be liable to disciplinary action;
  - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
  - 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off from the roll call register/s. He/she may, however, be readmitted within the next fortnight by the competent authority on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
3. Indiscipline shall include:
  - 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - 3.2 Causing disturbance to a class or the office or the library, the auditorium and the play ground etc.;
  - 3.3 Disobeying the instructions of teachers or the authorities;

- 3.4 Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
  - 3.5 Misconduct or misbehaviour of any nature at the Examination Centre;
  - 3.6 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
  - 3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;
  - 3.8 Inciting others to do any of the aforesaid acts;
  - 3.9 Giving publicity to misleading accounts or rumour amongst the students;
  - 3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
  - 3.11 Visiting places or areas declared as 'out of bounds' for the students;
  - 3.12 Not carrying the identity cards issued by the competent authority;
  - 3.13 Refusing to produce or surrender the identity card as and when required by – competent authority and other staff of the University;
  - 3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;
  - 3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
  - 3.16 Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- i) Fine;
  - ii) Campus Ban;
  - iii) Expulsion; and
  - iv) Rustication.

However, no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Vice- Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him/her.

5. All powers relating to discipline and disciplinary action in relation to the student shall vest on the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his

powers as he deems proper to the competent authority or to the Disciplinary Committee as the case may be or any functionary of the University.

- a) Without prejudice to Section 4 (ix) of the Bodoland University Act, 2009, there shall be a Disciplinary Committee comprising of the following members:
  - i) Vice-Chancellor's nominee or Rector – Chairman
  - ii) Registrar – Member
  - iii) Deans of the Faculty – Member
  - iv) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
  - v) Director Students' Welfare – Member Secretary
- b) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
- c) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
- d) The recommendations of the Disciplinary Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is on the opinion that the case merits to be reviewed, may refer the case back to the Disciplinary Committee for reconsideration.
- e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

**Ordinance No. 27****EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES**

There shall be constituted a mechanism for the redressal of the grievances of employees and students of the University. Unless otherwise mentioned:

Student means all students who are registered for a programme of study in any Centre/ Department or Campus maintained by the University.

Employee means any person appointed by the University and includes teachers and other staff of the University.

The Grievances Committee shall observe the following general principles:

1. The Campus Community should be made fully aware of the grievance redressal Mechanism;
2. Every grievance from the student/staff should be registered and acknowledged;
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
4. As a matter of general rule no grievances should be pending beyond the limit of three months;
5. The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once a week at fixed timings; and
6. He/she will take decisions on grievances which are pending for more than three months. Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Vice-Chancellor for a decision.

**A. STUDENTS GRIEVANCE REDRESSAL COMMITTEE****Chairman:**

The Rector or such other person to be nominated by the Vice-Chancellor.

**Members:**

- 1) 3 Representatives of Students' Union.
- 2) 3 Nominees of the Vice-Chancellor.
- 3) Director of Students' welfare, Member-secretary.

- 4) Dean of concerned Faculty (special invitee)

**POWERS AND FUNCTIONS:**

- (i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities - Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

**B. TEACHERS' GRIEVANCES COMMITTEE**

There shall be a Committee constituted by the Executive Council consisting of the following:

- 1) Vice-Chancellor or his/her representative Chairman
- 2) Five representatives from the teachers community representing gender, minority, scheduled caste, scheduled tribe, other backward class.
- 3) Vice-Chancellor's nominee shall be the Secretary to the Committee.

**POWERS AND FUNCTIONS:**

- (i) to entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as a group;
- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
- (iii) to recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

**C. NON-TEACHING STAFF GRIEVANCES COMMITTEE:**

- 1) The Chairman - to be nominated by the Vice-Chancellor.
- 2) Five representatives from the non-teaching community representing gender, minority, scheduled caste, scheduled tribe, other backward class.
- 3) The Registrar or his nominee shall be the Member-Secretary of the Committee-

**POWERS AND FUNCTIONS:**

- (i) to accept and consider written and signed complaints and petitions of staff (Non- Teaching) in respect of matters directly affecting them individually or as a group;

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- (ii) to enquire into the grievances, and make recommendations and report to the concerned authorities- Academic Council and Executive Council for redressal or suitable action; and
  - (iii) to recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

**Ordinance No. 28****PURCHASE COMMITTEE**

1. There shall be a Purchase committee of the University for the purchase of goods consisting of the following members, namely:
  - 1) One of the Deans to be nominated by the Vice-Chancellor – Chairman;
  - 2) The Registrar – Member;
  - 3) The Finance Officer – Member;
  - 4) Head of the Department/Institution concerned – Member; and
  - 5) Deputy Registrar (Finance) - (Secretary).
2. The purchases shall be made as and when necessary following the procedure observed by the State Government for similar purchase/construction etc.



**Ordinance No. 29****Provident Fund for the Benefit of the  
Teachers, Officers and Other Employees of the University**

The Bodoland University shall provide for the benefit of the Provident Fund for all categories of its regular employees. Till such time detail rules and regulations are framed by Bodoland University, the rules followed by the State Government in this regard may be followed by the University. The Bodoland University shall be the custodian of such fund which shall be gainfully invested to accrue maximum benefits to the contribution (to the Provident Fund) of the employees.

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**A. Regulations on Post-Graduate Examinations****I. Introduction:**

**Title:** These regulations shall be called the Regulations on Post-Graduate Examinations of Bodoland University embodying examination regulations relating to various Post-Graduate Degree programmes offered by different department/centres of Bodoland University.

**Terms:** Post-Graduate examinations in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading system (CAGS).

**Date of Enforcement:** These regulations shall come into force with immediate effect.

**Extent of Application:** These regulations shall be applicable to the students who enrolled themselves for various Post-Graduate Degree programmes under Bodoland University with immediate effect.

**Interpretation:** Subject to such advice as may be given by the Post-Graduate Examination Committee or/and the Academic Council, the decision of the Vice Chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside this University in respect of interpretation of these regulations and any other matter not covered by these regulations.

**Provision for Guidelines and Forms:** In order to specify modalities of implementing these regulations, a set of rules, guidelines and forms that shall form a part of these regulations, shall be issued by the Post-Graduate Examination Committee.

**2. Short Definitions:**

- (a) **Academic Year:** It means a period of 12 (twelve) months consisting of 2 (two) semesters.
- (b) **Board of Studies:** The term implies to the Board constituted as per provision of the University Act for a department/centre, which shall recommend the academic syllabus and the pattern of examination to be pursued in the department/centre. The Chairperson of the Board, normally the HoD/HoC, shall submit copy of the approved syllabi to the Controller of Examination at the beginning of every academic year.
- (c) **Centre:** The term is used to mean a recognized centre of study in or under Bodoland University with reference to a subject of Post-Graduate study.
- (d) **Choice Based Credit System(CBCS):** is a flexible system of learning. It allows students to –
  - i) Learn at their own pace;
  - ii) Choose elective/optional from a wide range of courses offered by the University Department/Centres;

- iii) Undergo additional courses and acquire more than the required number of credits;
  - iv) Adopt an inter-disciplinary approach in learning; and
  - v) Make the use of expertise of available faculty
- (e) Continuous Assessment and Grading System (CAGS) comprises continuous internal evaluations in each department/centre. There shall be at least two In-semester examinations in the form of Sessional tests and one End-semester examination for each course/paper in each semester.
- (f) Core Course (C): This is compulsory in nature. Offered right from the First Semester, and is deemed essential for students of a particular Master's programme.
- (g) Course: A 'course' is a unit of instruction or segment of a subject area under any discipline. Conventionally, the term is used to mean a 'Paper'. A Post-Graduate programme is divided into a number of 'CORE' (C) and 'OPEN' (O) courses.
- (h) Course Teacher: A Professor/Associate Professor/Assistant Professor of a Post-Graduate Department/Centre who shall be involved, in various academic activities such as-
- i) Preparing and Teaching a course ('core' and 'open') with due approval of the Board of Studies of the Department/Centre;
  - ii) Maintaining records of attendance, credits, and performance of all the students registered for the course;
  - iii) Conducting In-semester and End-semester examinations including setting and moderation of question papers, evaluation, scrutiny and finalization of results of the course(s); and
  - (iv) Counseling the students in choosing various courses.
- (i) Credit: The term defines the quantum of contents in the syllabus prescribed for a course and, determines the number of hours of instruction required per week. Credits shall be assigned on the basis of the number of lectures/tutorials/assignments or any other form of learning required for completion of the course.
- For instance, 1(one) credit course implies the quantum of work to be done corresponding to 1(one) hour of instructional activities every week for 15 to 46 class weeks or 90 instructional days during a semester. Normally, 1 (one) credit shall imply 18 hours of Teaching-Learning and Research and Extension activities.
- (j) Credit Earned: The total credits earned by a student during a semester shall be the Sum of Credits completed by the student securing 'Pass Grade'.
- (k) Credit Requirement: A student needs to earn minimum 18 (eighteen) credits in 1 (one) semester 72 (seventy-two) credits in 4 semesters and 108 (one hundred eight) credits in 6 semesters. The departments/centres may specify minimum credit requirements separately for different categories of courses, e.g. 'Core Course' and 'Open Course'.

- (l) **Department**: The term is used to mean a Post-Graduate Department of the University or that of a college affiliated to the University with reference to a subject of Post-Graduate study and designated as such by the University.
- (m) **Disciplinary Action Committee**: There shall be a Committee to deal with all matters of lapses and malpractices, and examine and recommend to competent authority to withhold/suspend/cancel of candidature of any student for such reasons and for such time as it may deem fit.

The Disciplinary Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University Ordinance.

- (n) **End-semester**: The term is used to refer to the terminal process of examination and evaluation at the end but within the semester period of 6 (six) months.
- (o) **Examination Committee**: All Post-Graduate examinations in Bodoland University shall be conducted under the direction and supervision of the Examination Committee which shall -
- i) Make policy decisions in regard to organize and hold Post-Graduate Examinations;
  - ii) Cause to prepare for evaluation and declaration of results and facilitate automation of examination system;
  - iii) Cause to procure/print required stationery materials for examinations;
  - iv) Take corrective measures in matters of Post-Graduate examinations, and suggest improvement of examination system;
  - v) Organize workshops on various process of examination from time to time; and,
  - vi) Perform any other exam-related work assigned to it by the Academic/Executive Council.

The Examination Committee shall be formed by the Vice Chancellor as per provisions made under Bodoland University Statute Clause 27 sub-clause (1).

- (p) **Faculty**: An Academic body, concerned with Teaching, Training, and Research of specific nature like languages, social sciences, science and technology, commerce, post-harvest technology etc. Each faculty may comprise several departments/centres and is headed by a Dean.
- (q) **Grades & Grade Point**: 'Grade' signifies the level of standard of qualitative and quantitative academic achievements, which a student attains in a particular course. Each of the grades represented by a letter shall also represent a grade point as mentioned at section 9 (Grading System). Grades from Core to Open are considered as 'Pass Grade' and 'F' as 'Fail grade'.
- (r) **In-semester**: It refers to the continuous evaluation done by Post-Graduate Departments/Centres through Sessional Examinations and other forms of Academic Assessment within the Half-Yearly term.

- (s) **Open Course (O):** Open courses are 'OPTIONAL' or 'ELECTIVE' in nature and are intended to allow students to acquire knowledge and skills in the areas of their choice. These shall be offered by the Departments/Centres in later phases of the Semester system. Moreover, some 'Open' courses shall be offered for Inter-disciplinary subject area.
- (t) **Post-Graduate Board:** It refers to the Post-Graduate Board of Studies formed with and functions in accordance of the Act and Statutes of the University for the approval of Curricula, Syllabi, and Patterns of examination of Post-Graduate departments/centres under Bodoland University.
- (u) **Programme:** The term 'Programme' or 'Academic Programme' implies any instructional programmes offered by Departments/Centres leading to the award of Master's degree by the University. The term normally means the whole learning experience or combination of courses in a particular field of study. A Post-Graduate programme shall consist of 2 (two) to 6 (six) semesters covering one, two, or three academic years respectively.
- (v) **Semester:** The term is used to mean a half-yearly term or term of studies including examinations, vacations, and semester breaks. The odd semesters (1<sup>st</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>) of each academic year shall ordinarily extend from the month of July to December and the even semesters (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup>) shall extend from the month of January to June each year.
- (w) **Semester Break:** There shall be a break at the end of each semester and shall be specified in the Academic Calendar. The semester breaks may be utilized for Study tour, NCC/ NSS camp, Sports and Athletics, other Co-curricular activities, Make-up courses, Short-term courses, Training, Workshops, Seminars, Project work etc.
- (x) **Semester Duration:** A semester normally extends over a period of 6 months, including examinations etc, having 15 to 16 weeks (minimum 90 days of instruction) duration, whereas a week normally spreads over 30 (thirty) hours of instruction.

### **3. Eligibility for Admission:**

- 3.1 The minimum qualification for admission into various Post-Graduate Degree programmes shall be fixed by the Academic Council from time to time.
- 3.2 Provided, however, that no student shall be eligible for admission to a Post-Graduate Degree programme in any department/centre without successfully completing a three year Bachelor's degree or without earning the number of credits prescribed if any for a Bachelor's degree through examinations conducted by a university or autonomous institution recognized by Bodoland University.

### **4. Course Registration:**

- 4.1 Each student shall be required to enroll him/herself by filling-in the course Registration Form within a fixed date by paying the prescribed fee.
- 4.2 Every student must register for the courses he/she intends to undergo in a semester in consultation with his/her course teacher.

- 4.3 Late registration may be permitted up to one month by the Post-Graduate Board on recommendation of the Head of the department/centre after the commencement of a Semester.
- 4.4 A one-time Course Registration Number shall be assigned to each student, which shall be made available to the Controller of Examination as well as to the concerned HoD/HoC by the University.
- 4.5 Each department/centre shall maintain a Student Handbook which shall contain complete list of courses (including 'core' and 'open' courses) offered to each student along with the credits earned by the student for these courses.
- 4.6 Application for withdrawal/change of an open/elective course by a student may be permitted for valid reasons by the Head of the department/centre up to two (2) weeks from the date of commencement of classes. This provision shall be restricted to one chance only. A copy of information regarding such change or withdrawal must, be forwarded by the HoD/HoC to the Controller of Examination for record.

**5. Course Structure:**

- 5.1 The Board of Studies of each Post-Graduate department/centre shall recommend the pattern of the curriculum, syllabi to be followed as well as revision of courses, and pattern of examination to the Post-Graduate Board which with or without any modifications shall forward to the Academic Council for their approval required.

The HoD/HoC shall, at the beginning of every academic year, inform in writing about the approved syllabi to the Controller of Examination for record.

- 5.2 Normally each Post-Graduate course shall have (a) 'core' course that shall spread over 4 to 5 papers containing 4 to 5 credits in each paper in every semester, and (b) 'open' course offered in later phases of the semester system, spreading over 2 to 5 choice papers having 1 to 5 credits each. The number and credits of each course shall be determined by the Post-Graduate Board.

- 5.3 A course may take the form of a dissertation, project work, intensive training, field-work, seminar etc or a combination of these as recommended by the Board of Studies of concerned department/centre.

However, the lecture sessions and tutorials shall not be substituted with any other activities like seminars, group discussions etc.

- 5.4 The minimum duration for completion of a two-year Post-Graduate programme in any subject shall be 4 (four) semesters; that of a three-year programme shall comprise 6 (six) semesters.

However, even if a candidate earns the required number of credits in less than 4 or 6 semesters as the case may be he/she has to inevitably study for either 4 or 6 semesters for the two or three year Post-Graduate programme respectively.

**6. Credit Requirement:**

- 6.1 A student is required to earn at least 18 (eighteen) credits in each semester to move to the next semester, and shall have to earn minimum 72 (seventy two) and 108 (hundred-eight)

credits during the period of 4 (four) and 6 (six) semesters respectively in core as well as in open courses.

6.2 The credits shall be awarded to the students on the basis of number of lectures/tutorial/practical classes attended or any other form of learning like seminars/laboratory works/assignments etc done by them.

6.3 If a student fails to earn required credits in a given semester for any reason whatsoever, must do so in the next semester on the recommendation of the concerned Board of Studies.

6.4 A student shall not be allowed to appear the final End-semester Examination if he/she fails to earn the minimum credits required for completion of the programme.

6.5 The HoD/HoC, with the help of the course teachers, shall maintain the record of credits earned and attendance scored by each student of the department/centre. This record shall be regularly provided to the Controller of Examination for the needful.

**7. Attendance:**

7.1 A student must attend a minimum of 75% of the classes Separately for the Theory and the Practical components in each course failing which he/she shall not be allowed to appear in the End-semester examination and shall be awarded 'I' Grade (Incomplete) in that course.

Hence, it shall be the responsibility of each student to ensure that his/her attendance does not fall short of the minimum requirement.

7.2 The course teacher shall be responsible for maintaining a record of attendance of students who have registered for the course. He/she shall be required to submit the same on demand to the competent authority.

7.3 The course teacher shall inform the Head of the department/centre in writing regarding particulars of all those students who have less than 75% attendance for the course at the end of instruction days every month.

The Head of department/centre, in turn, shall notify to the students regarding their shortfall every month.

7.4 The Head of the department/centre may, upon the recommendation of concerned Board of Studies, however, consider and decide on the request of a student for condonation of shortage of his/her attendance up to 5% only in case of any genuine cause(s). This shall be recorded in the Departmental Register.

7.5 Even in case of shortage of attendance due to illness minimum 60% attendance shall be necessary. Such student must submit Medical Certificate from a doctor serving in a Government Hospital or from the Board of Doctors of any registered Medical Institution to this effect.

For all such cases, the Head of the department/centre shall forward the particulars to the Vice Chancellor for his consideration immediately after the instruction days are over. The Head shall inform the Controller of Examination about the instruction of the Vice-Chancellor before filling in of form by the candidate for the End-semester examination.



- 7.6 The Head of the department/centre shall also notify the names of all students who shall be declared ineligible to appear the End-semester examination by the Board of Studies and the Vice-Chancellor, and shall send a copy of the same to the Controller of Examination for information.

These students shall not be allowed to fill in forms to appear End-semester examination and their registrations for those courses shall be treated as cancelled and they shall have to repeat the course when it is offered next.

**8. Examination:**

- 8.1 The Post-Graduate Examination and evaluation in Bodoland University shall be based on Choice Based Credit System (CBCS) and Continuous Assessment and Grading System (CAGS).

- 8.2 Post-Graduate degrees shall be awarded on the basis of evaluation of a candidate at least 3 (three) times during each semester: (i) 2 (two) In-semester (sessional) assessment, and (ii) 1 (one) End-semester examination in each course/paper during every semester.

For the purpose of uniformity, particularly for inter-departmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all departments/centres.

- 8.3 Each course/paper of a programme shall normally carry 100 marks of which 20% - 30% marks for In-semester assessments and 70% - 80% marks for End-semester examination.

- 8.4 A student shall be required to pass In-semester and End-semester examinations separately with minimum of 40% marks in each individual theory as well as practical paper.

- 8.5 Practical examinations may form a part of the internal evaluation besides being part of the End-semester examinations, which shall normally be held before the theory End-semester examinations or otherwise.

**8.6 In-semester examinations:**

- (a) The Board of Studies of each department/centre shall recommend the pattern of In-semester assessments carrying 20% - 30% marks in each course/paper. It shall organize and hold the examinations and declare results accordingly. However, the Post-Graduate Examination Committee may scrutinize the examination process and issue necessary guidelines.
- (b) The schedule for In-semester examination shall be made known to the students by concerned departments/centres at the beginning of each semester. Normally, each test shall evaluate the student's competence 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.
- (c) Students shall compulsorily attend at least two sessional (written) tests carrying 50% of the total marks allotted for In-semester examinations, failing which they will not be allowed to appear for the End-semester examination.
- (d) For the remaining 50% of total marks allotted for In-semester evaluations, teachers in the departments may employ two or more assessment tools such as objective tests, assignments, paper presentation, field/library/laboratory work etc. suitable to the course or may decide as per recommendation of concerned Board of Studies.



Provided, if for any compulsive and valid reason a student could not appear the in-semester examination(s), the course teacher(s) may arrange special in-semester examination(s) with approval of the Board of Studies of concerned department/centre.

- (e) A student shall be required to pass In-semester examination separately with minimum of 40% marks in each theory and practical paper. The marks and grades obtained by a student in the In-semester examinations shall be carried over for evaluating the overall grade of a course.
- (f) If a student fails to clear the In-semester examination, he/she cannot repeat the same examination, but shall be required to repeat the course anew.
- (g) Normally, each In-semester examination shall be of 1 (one) hour duration.
- (h) The course teacher shall evaluate the answer scripts and the evaluated answer scripts may be shown to the students for remedial measures.
- (i) The result of the examinations shall be notified to the students by the Course teacher(s) within 7 (seven) days of the examination. The students may appeal to the Head of department/centre for re-checking/re-evaluation.
- (j) The Head, after removing all anomalies, shall provide a copy of the result within 15 (fifteen) days of the declaration of each In-semester results to the Controller of Examination who shall make necessary arrangement for preparation of the Grade Card.

#### 8.7 End-Semester examination:

- (a) There shall be an End-semester examination carrying 70% - 80% marks in each paper covering the entire syllabus prescribed for the course. This shall normally be a written/laboratory-based examination/Project work/Dissertation.
- (b) A student shall be required to pass each paper/course of the End-semester examinations with minimum of 40% marks.
- (c) If the student does not clear an End-semester examination, that is, Secures less than 40% marks, he/she shall be required to repeat examination in corresponding End-semester examinations.
- (d) End-semester practical examinations shall normally be held before the theory examinations or otherwise.
- (e) The pattern of the End-semester examination shall be decided by the Post-Graduate Board/Academic Council in consultation with concerned Board of Studies.
- (f) The duration for an End-semester examination shall normally be 3 (three) hours.
- (g) The End-semester examination schedules shall be notified by the Controller of Examination in consultation with the Examination Committee. The date and schedule shall be notified at least 15 (Fifteen) days in advance.

- (h) The immediate responsibility and authority to take necessary action against any candidate for adopting unfair means/practice, violating examination rules, or disturbing the peaceful conduct of any examination shall be vested on the Officer in-charge for the examination. However, this shall lie before the Disciplinary Action Committee for final decision.

**9. Grading System:**

- 9.1 The Bodoland University shall adopt Absolute Grading System for evaluating performance of the students.
- 9.2 The marks obtained in the In-semester examinations shall be carried over for deciding the ultimate Grade to be awarded to a student.
- 9.3 A candidate shall be required to obtain minimum 40% marks in each theory as well as practical papers.
- 9.4 To be eligible for the award of Master Degree, a student must obtain a minimum 'C' grade with final Cumulative Grade Point Average (CGPA) of 4.0.
- 9.5 The performance of students from the First semester onwards shall be indicated by (i) Semester Grade Point Average (SGPA), and (ii) Cumulative Grade Point Average (CGPA) which is the real performance indicator of a student, shall be finally awarded on the Grade Card at the end. The formula given below shall be used to calculate SGPA and CGPA.

$$SGPA = (\sum C_i G_i) / (\sum C_i)$$

$$CGPA = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \text{ where,}$$

$C_i$  = Number of Credits for the  $i^{th}$  Course

$G_i$  = Grade Point obtained in the  $i^{th}$  Course

$C_{ni}$  = Number of Credits of the  $i^{th}$  Course of the  $n^{th}$  semester, and

$G_{ni}$  = Grade Points of the  $i^{th}$  Course of the  $n^{th}$  Semester

- 9.6 The following Grading Scale shall be applied to indicate the performance of students in terms of letter grade and grade points as given below:

Letter Grade	Grade Points	Description	Percentage of Mark	Class
O	10	Outstanding	90 to 100	First
E	9	Excellent	80 to 89.9	
A <sup>+</sup>	8	Very Good	70 to 79.9	
A	7	Good	60 to 69.9	
B <sup>+</sup>	6	Fair	55 to 59.9	Second
B	5	Average	50 to 54.9	Pass
C	4	Marginal	40 to 49.9	
F	0	Poor	Below 40	Fail
I	—	Incomplete	—	—

9.7 The letter grade A and above shall be considered First-class and letter grade B+ shall be considered Second class with minimum of 55% marks.

9.8 A student shall be considered to have completed a course successfully and earned the prescribed credits if he/she secures a letter grade other than F (Fail) or I (Incomplete).

9.9 For convenience, **Equivalent Percentage** of marks may be calculated by using the conversion formula:  $10 \times \text{CGPA}$ . However, this formula shall not be applied on the Grade Card/transcript.

#### 10. Evaluation and Declaration of Results:

10.1 Evaluation of the In-semester examinations shall be done Internally by the departments/centres, while evaluation in End-semester examination shall be done externally.

The overall examination and evaluation process shall, however, be conducted under the direction and supervision of the Examination Committee of the University.

10.2 The distribution of marks for periodical presentations, dissertation, and viva-voce shall be decided as per recommendation of the concerned Board of Studies and duly approved by the statutory bodies of the university.

10.3 Project report/dissertation/practical papers shall be evaluated jointly by the internal supervisor and an examiner from outside the University to be appointed by the Controller of Examination from a panel of examiners approved by the Vice Chancellor.

10.4 A student shall be required to pass In-semester and End-semester examinations separately. He/she must secure a minimum of 40% marks in each individual paper (theory as well as practical) in both In-semester and End-Semester examinations to clear a particular semester.

10.5 Before preparing the Grade Card and declaration of results of each End-semester examination, the Controller of Examinations, upon approval of the Vice Chancellor, shall cause to convene a meeting of the Examination Committee to scrutinize the results of both In-semester and End-semester examinations.

- 10.6 It shall be at the discretion of the Examination Committee/Vice Chancellor to seek clarification from any course teacher(s) or call for answer scripts from any department/centre in matters of over/under marking or for any other anomaly.
- 10.7 The Post-Graduate Examination Committee/Vice Chancellor shall approve the results of each End-semester examinations and recommend the Controller of Examination for declaration of the same. The results may be declared through notification in print or/and the University Website.
- 10.8 Under normal circumstances, the entire process of evaluation and declaration of results shall be completed within 45 (forty-five) days from the last date of the End-semester examination.
- 10.9 The first rank holder of a programme may be decided on the basis of overall weighted percentage of marks obtained in CGPA.
- 10.10 Students who either availed 'betterment' chance or passed in 'supplementary' examination shall not be considered for the award of any prize/medal, rank or distinction.

**11. Results and Promotion to Next Semester:**

- 11.1 A student shall be considered to have completed a course of a semester successfully if she/he secures a grade other than F or I.

However, all students shall normally be promoted to next semester even if they get any arrear/back paper and are placed in F grade.

- 11.2 Grade I shall be awarded to a student if he/she has -

- (a) Failed to appear in any course(s) in an End-semester examination;
- (b) Failed to submit the project work/dissertation/assignment of an End-semester examination;
- (c) Declared ineligible to appear in any course(s) in an End-semester examination by the Post-Graduate Board due to shortage of required percentage of attendance or due to such reason(s) as may be determined by the Post-Graduate Board.

The list of students securing I grade due to reasons as mentioned at (c) above, shall be notified by the HoD/HoC and such students shall not be allowed to fill in form for an End-semester examination.

If a student secures I grade due to reason as stated at (b) above, he/she shall be required to re-submit it after necessary revision: as suggested by the course teacher(s) within 30 (thirty) days from the publication of results.

If a student fails to appear in any course(s) in an End-semester examination as mentioned in (a) above, he/she shall have to clear it in the corresponding End-semester examinations.

- 11.3 A student shall not be considered successful in a semester when she/he secures less than 40% marks (In-semester and End-semester separately) in a course, and he/she shall be placed in F Grade.

In this case, she/he shall be required to clear the 'arrear/backlog' course as per provisions of this regulation.

- 11.4 A student who is placed either in I or F grade shall have to clear the 'arrear/backlog' paper(s) in corresponding End-semester examination as scheduled below:

- (i) 1<sup>st</sup> semester with regular 3<sup>rd</sup> semester
- (ii) 2<sup>nd</sup> semester with regular 4<sup>th</sup> semester
- (iii) 3<sup>rd</sup> semester with regular 5<sup>th</sup> semester
- (iv) 4<sup>th</sup> semester with regular 6<sup>th</sup> semester

However, for students having 'arrear/backlog' course in the 4<sup>th</sup> or 6<sup>th</sup> semester, a special 'supplementary' examination shall be held within 2 (two) months from the date of declaration of regular results.

- 11.5 No candidate shall be allowed to appear for a particular course more than twice (excluding the 1<sup>st</sup> appearance) which shall include the paper(s) which the candidate opts not to appear within the maximum time allowed.

Further, no candidate shall appear in any course beyond 6 (six) semesters of her/his admission to a 2 (two) year Post-Graduate programme, or 8 (eight) semesters in programmes that require normally 3 (three) years for completion.

**12. Backlog (Arrear) & Betterment (Repeat) Provisions:**

- 12.1 A student who is placed either in I or F Grade in any semester examination shall have to clear the 'arrear/backlog' paper(s) within the maximum extended period allowed in order to be awarded Post-Graduate Degree.

- 12.2 A student having 'arrear/backlog' paper(s) shall be allowed 2 (two) chances to clear such paper(s) in corresponding semester examinations within the maximum duration allowed. Corresponding semester examinations shall be held as per schedule given at 11.4.

- 12.3 A student having 2 (two) or more 'arrear/backlog' papers shall have to first clear those papers in the corresponding semester examinations before applying for 'betterment/repeat' appearance.

Provided a student who has only 1 (one) 'arrear/backlog' paper shall be allowed to appear for 1 (one) more paper under 'betterment/repeat' provision along with the arrear paper.

- 12.4 A special 'supplementary' examination shall be held within 2 (two) months after the last regular semester examination of extended period to enable those students who availed 2 (two) chances to clear their 'arrear/backlog' papers of 3<sup>rd</sup> and 4<sup>th</sup> or 5<sup>th</sup> and 6<sup>th</sup> semesters.

- 12.5 'Betterment/repeat' provision shall be available for the students who opt to improve their mark/grade in any particular paper(s). In order to avail this opportunity, a student must have secured 40% or above marks in that particular paper(s).

Provided a student shall be allowed to avail only 1 (one) chance to repeat maximum 2 (two) papers of a particular semester.

Further, in order to improve his/her performance in any paper(s) of the 3<sup>rd</sup> or 4<sup>th</sup> semester, a student may repeat the particular papers in corresponding semester of the next batch of the regular students.

- 12.6 There shall be no 'betterment/repeat' provision in case of practical/project/dissertation/assignments/laboratory work etc.

**13. Grievance Redressal:**

- 13.1 A student may apply to the concerned Head of department/centre for scrutiny/revision of the marks/grades awarded to him/her for any course in the In-semester examination within 1 (one) week of the declaration of results by the department/centre.

- 13.2 The department/centre may have the answer scripts of the aggrieved student re-examination by the course teacher, if the appeal of the candidate(s) is found to be genuine.

The aggrieved student may be allowed to have a look on his/her answer script(s).

- 13.3 If still not satisfied, the aggrieved student may apply to the Examination committee which may either seek clarification/explanation from the concerned department/centre, or/and ask the answer scripts of the aggrieved candidates re-examined by any other course teacher(s) or a panel of examiners. The committee's decision shall be final in this regard.

- 13.4 A candidate may apply to the Controller of Examination for re-evaluation of his/her answer script(s) – excluding practical and non-credit papers – of an End-semester examination within 15 (fifteen) days of declaration of semester result.

Provided maximum of 2 (two) paper of a particular semester examination shall be allowed for re-evaluation.

The application in prescribed form must be made through the Head of the department/centre with payment of requisite fee.

- 13.5 The Controller of Examination shall follow prescribed norms and the re-evaluation result shall be final and binding even if the earlier result was better.

- 13.6 Under RTI (Right to Information) Act 2005, if a candidate wants photocopy of his/her evaluated answer scripts for self-inspection, he/she may apply to the Controller of Examinations/RTI Officer of the university in prescribed format and with payment of requisite fee after 30 (thirty) days and within 45 (forty-five) days of publication of result of the concerned examination.

Provided that no application for photocopy of evaluated answer scripts in practical papers and non-credit papers shall be entertained by the university.

- 13.7 The provisions under RTI Act as said above shall have to be ratified by the Executive Council of the university.

- 13.8 A candidate, when expelled by the Officer-in-charge for adopting unfair means in any examination, or is detected of adopting unfair practice at later stage, shall be called to appear before the Disciplinary Action Committee to prove his/her innocence. The decision of the Committee shall be final and binding.

**14. Prevention of Unfair Practices in Examination:**

- 14.1 The responsibility of maintaining high standard of discipline, dignity, and morality in examinations and help the authority, conduct them smoothly and strictly as per rules and regulations lie mainly on the examinees.

They are expected to follow all instructions related to examination in letter and spirit. Instructions are usually printed on the back of the Admit Card and on the front page of the Answer book.

- 14.2 Examinees must not take recourse to any unfair means. They must not try to give or take help from any other person either inside or outside the examination hall. Any violation of this and/or resorting to adopt unfair means in examination shall attract stringent disciplinary action.
- 14.3 The Invigilators and the Officer in-charge are the immediate authority to take any prompt and decisive action that they believe to be necessarily just and fair for conducting examination as per the university rules and regulations.
- 14.4 The Officer in-charge has the authority and responsibility to curb any unfair means/practice inside and outside examination hall/centre. He/she can expel any candidate from examination if the latter breaks any rule or instruction or adopts any unfair means for which she/he is liable to be penalized.
- 14.5 Any examinee using any form of violence, verbal or physical, against another examinee or invigilator(s), or in any way disturbs peaceful conduct of the examination, shall also be expelled from the examination. In this case, the Officer in-charge shall also immediately inform the local police as well as the Controller of Examination.
- 14.6 If an examinee is expelled, the Officer in-charge shall forthwith report the case with (a) relevant answer script (b) incriminating documents (c) examinee's statement (d) report of detecting invigilator/witness (e) notice of expulsion to the Controller of Examination.
- 14.7 A Notice shall also be served on the examinee to the effect that the expulsion case will be finally decided by the Disciplinary Action Committee with such other consequences as may follow therefore. Pending the decision of the Disciplinary Committee the candidate shall be ineligible to appear rest of examinations.
- 14.8 All the cases of unfair means/practice adopted by the examinees and action taken report from the Officer in-charges shall be put before the Disciplinary Action Committee that may decide to call the erring candidate to appear before it to plead his/her innocence. The decision of the Committee shall be final and binding.

The Disciplinary Action Committee may recommend any further stringent action against an errant student to be taken by the Executive Council.

**15. Grace Principle:**

- 15.1 The Post-Graduate Examination Committee shall decide, if and when necessary, on any grace principle to be followed for any particular End-semester examination.



**16. Grade Card:**

- 16.1 After the results of an End-semester are declared, the Controller of Examination shall issue a provisional Grade Card to each candidate while the final Grade Card shall be given at the end of the course of study.
- 16.2 The Grade Card shall contain the student's name, enrollment and registration number besides a list of papers for that semester and the grade obtained by the candidate. A summary of the Grading System shall be printed on the reverse. It shall appear thus:

Course Code	Course Title	Credit Earned	Grade Point Obtained	Semester Grade Point Average (SGPA)	Cumulative Grade Point Average (CGPA)

**17. General:**

- 17.1 The Examination Committee of the University shall remove any difficulty that may arise in the course of operations relating to examinations.
- 17.2 The Academic Council following recommendations of the Examination Committee or otherwise, shall have the right to add or amend any provision(s) of these Regulations in accordance of the Bodoland University Act, Statutes and Ordinances.



**B. Regulations on Doctor of Philosophy (Ph.D.) Programme**

The management and organization of research programmes leading to Ph.D. Degree shall remain vested with the Research council subject to the recommendation of the Academic council and the general approval of the Executive Council of the University.

**1. Committees of Ph.D. Programmes:****A. Constitution of Departmental Research Committee (DRC):**

There is a Departmental Research Committee (DRC) constituted as mentioned below in each Department/Centre for studies of the University:

1. Head of the Department – Chairperson & Convener
2. All recognized Research Guides/Supervisors of the Department – Members
3. Academic Registrar – Observer
4. The Dean of Faculty – Member

The chairperson shall place all matters relating to research before the DRC for discussion and send the same to the Ph.D. Committee for consideration. The Chairperson shall also take necessary action on the procedure for admission, course-work, examination, submission of Thesis etc. as mentioned in this Regulation.

**B. Constitution of Ph.D. Committee:**

The University has a Ph.D. Committee for making guideline frame of Research fraternity of the university with the following duty and objectives

1. Shall give recommendation of: (a) Ph.D. Provisional Registration (b) Ph.D. Final Registration, (c) Ph.D. Research Guides (d) Panel of Examiners
2. Shall take decision regarding the admission of the candidates and fixing the number of candidates to the Ph.D. programmes.
3. Shall consider to approve recommendations of the respective Departmental Research Committees (DRCs) with regard to applications of the candidates as mentioned in this Ph.D. Regulations.
4. Shall scrutinize Ph.D. Guides/Supervisors based on decision of the respective DRC to that effect as provided in the Ph.D. Regulations and send for "Recognition" to Research Council.
5. Shall scrutinize, modify, and approve the Ph.D. proposals as recommended by the DRC for registration.
6. The Committee has right to invite external experts from other Universities/Institutions at the time of approval of Ph.D. proposals.
7. Ph.D. Committee will constitute a team of at least two experts along with Academic Registrar/Deputy Academic Registrar for inspection for recognition of Institute / Department / Centre / Laboratory / Library / Museum etc. and will send the recommendation to Research Council for approval of Recognition.

8. Shall consider and forward to the Research Council any issue/matter related to research work for the latter's decisions.

**C. The Composition of Ph.D. Committee:**

- a) Vice-Chancellor – Chairman
- b) Academic registrar – Convener
- c) Dean of the concerned Faculties – Member
- d) Heads of the concerned Departments – Member
- e) One Guide/Supervisor from each Department – Member.
- f) Controller of Examination – Member

**D. Constitution of Research Council (RC):**

The University has a Research Council with the following duties and objectives:

1. Shall frame and review the policy matters/regulations pertaining to research leading to Ph.D. and M Phil degrees.
2. For any other matter not covered by the Ph.D. Committee, the decision of Research Council shall be the final and binding.
3. Shall recognize and approve Ph.D. Guides/Supervisors and panel of examiners on the basis of recommendations of Ph.D. Committee following the qualifications provided in the Ph.D. Regulations and will send to Academic council/Executive council for final approval.
4. Shall recognize and approve other Institute / Department / Centre / Laboratory / Library / Museum etc. recommended by Ph.D. Committee.

**E. Research Council of the University shall consist of the following persons:**

- a) Vice-Chancellor – Chairman
- b) Academic Registrar – Convener
- c) Dean of the Concerned Faculty – Member
- d) Controller of Examinations – Member
- e) 3(three) senior Professors of the University (to be nominated by the Vice-Chancellor for three years) – Member
- f) 2(two) senior Professors/Scientists of the other recognized Institution/University (to be nominated by the Vice-Chancellor for three years) – Member
- g) Heads of concerned Departments – Member

**2. Eligibility for Admission into Ph.D. Programme:**

Admission to the Ph.D. Programme shall be done preferably in the beginning of the academic year. Any person with at least 55% marks or equivalent Grade (50%marks or equivalent Grade in case of SC/ST candidates) in a Master's Degree of this University and

from other University recognized by the UGC in any subject like Faculties of Humanities, Arts, Science, Commerce, Management, Technology may apply for admission to the Ph.D. Programmes. All candidates shall have to appear in the admission test to be conducted by the parent department. However' candidates with M. Phil degree in regular mode from UGC recognized, institutions and in concerned subject as well as NET-JRF qualified candidates are eligible to apply for admission to Ph.D. programme without entrance test for admission.

It may be noted that the DRC, with approval from the Ph.D. Committee, may allow a scholar to undertake research in any allied/cognate subject other than one in which the candidate has obtained Master's Degree. Before permitting the candidate to do so, the Committee shall satisfy itself that the branches are inter-related and/or the candidate is competent to undertake research in the particular subject as evidenced by published/practical works.

**3. Admission Procedure:**

- a) At first, all candidates must apply for entrance test for admission in the Ph.D. Programmes in the prescribed form obtainable from the office of the Academic Registrar on payment of prescribed fees.
- b) The application must be submitted to concerned Head of the Department who is also the Chairperson of the DRC. The Head of the Department shall place the applications at the meeting of the Departmental Research Committee for scrutiny and selection of candidates.
- c) The Entrance Test shall be comprised of written test of 100 marks (80 marks for written test for two hours duration and 20 marks for interview) which will be conducted by the respective Departments. The date of the examination shall be fixed by the DRC of the Departments concerned; however, the date of examination fixed by the Departments shall not be after the last date notified by the Academic Registrar.
- d) The question paper shall contain the questions both from TDC (Major/Honours) as well as Master degree course. The weightage of each course shall be determined by the respective Departments. The question paper shall consist of both MCQ and short answer question/any other form of question pattern and the qualifying marks shall be 50.
- e) The candidates, who have qualified NET/JRF of UGC/CSIR/DBT and other, recognized organization like ICAR/ICMR and also those who have done M. Phil course in regular mode in the concerned subject are exempted from appearing in the entrance test.
- f) The result of the test should preferably be declared within one week of the date of examination and the same shall be notified in the Departments and a copy of the list of successful candidates shall be submitted to the Academic Registrar for necessary follow up action

- g) Successful candidates shall have to apply for admission to course work to the Head of the Department in the prescribed form to be obtained from the office of the Academic Registrar within 10 days of notification of list.
- h) It shall be the responsibility of the candidate to get the consent of a supervisor. The Department shall be responsible for providing suitable guides to the candidates.
- i) Admission to the course shall be made after obtaining clearance from the Ph.D. Committee on the basis of the result of the Entrance Test.
- j) Documents to be submitted at the time of admission:
  - i) All Certificates and Mark sheets of BA/B.Sc./Equivalent
  - ii) All Certificates and Mark sheets of M.A/M.Sc/Equivalent
  - iii) Registration Certificate of Bodoland University (Migration Certificate if candidate is outside the Bodoland University).
  - iv) No Objection Certificate (NOC) from his/her employer for Institutional candidates serving in any organization.

**Ph.D. Course Work:**

- (a) After being admitted to course-work, a scholar shall have to undertake a compulsory one semester (six month) course-work which may include research methodology, quantitative methods, computer applications, review of literature etc.
- (b) There will be 4 (four) papers. Each paper shall be of 4 (four) credits, which imply that there will be a total of 16 (sixteen) credit course. Total marks in each paper shall be 100 (20 marks for sessional, 80 marks for end semester examination) with the following papers :
  - i) Paper I – Research Methodology (as per UGC recommendation)
  - ii) Paper II – Computer Application: Basic Computer Application/Numerical analysis as designed by the Department.
  - iii) Paper III – Overview on relevant subject Paper.
  - iv) Paper IV – In-depth of the relevant subject.

Course for paper I and Paper II shall be framed by the Departments, which will be compulsory. Paper III and IV shall be subject specific. Each Department will offer several courses and the students shall exercise the option of choosing two.

As the University has recognized several Colleges/Institution outside the campus, as Centres for carrying out Research activities, these institutes shall exercise the option of framing their own course for paper III and IV with the approval of the DRC.

- (c) Provided, in exceptional cases, as approved by the Research Council, course-work may be carried out in the affiliated colleges/Institutions recognized by the University for which due credit shall be given to them. However, question paper setting, evaluation process will be done by the department concerned in the University.

- (d) A scholar must have a minimum of 70% attendance during the course-work. He/she must come out successful with 50% of marks or equivalent Grade in every paper of the course work examination; if not he /she shall be declared as unsuccessful. In that case, he/she shall have to repeat and clear the course-work examination (without course fee but will have to pay examination fee) in the next session. Candidates will be given maximum of 2 (two) chances to clear the course-work examination failing which his/her admission to the programme shall summarily be rejected. For the candidates who required 2 (two) chances will be allowed to pursue research work if concerned guide/supervisor will agree to supervise him and in such a case his/her duration of Provisional Registration may be extended by one year in addition to present period with a fine.

- (e) The calculation of semester Grade Point Average (SGPA) shall be made according to following formula:

$$SGPA = (C_i G_i) / (C) \text{ where,}$$

$C_i$  = Number of Credits for the  $i$ th Course

$G_i$  = Grade Point obtained in the  $i$ th Course.

The following Grading Scale shall be applied to indicate the performances of the scholar in Course-Work Examination:

Grade	O	E	A	B	C	F	I
Grade Points	9	8	7	6	5	0	–
Description	Outstanding	Excellent	Very Good	Good	Fair	Poor	Incomplete
Marks (%)	90 to 100	80 to 89	70 to 79	60 to 69	50 to 59	0 to 49	–

- (f) Preparation of question paper and evaluation of scripts etc. will be done by the faculty members appointed by the DRC.
- (g) The results in the form of grades will be declared by the DRC of each Department.
- (h) Prescribed format for certifying successful completion of the Ph.D. course work will be circulated by the Academic Registrar to all the Departments/Research institutes, which will be used for declaration of the result.
- (i) Course work completion certificate will be distributed by Academic Registrar which is the final result and can approach for Provisional Registration.
- (j) Candidates who have done M. Phil course in regular mode from UGC recognized institutions in the concerned subject are exempted from the Course Work.

**5. Registration:**

There are steps of Ph.D. Registration system: (A) Provisional Registration and (B) Final Registration.

**A) Provisional Registration:**

- a) After successful completion of the course-work, the scholar applies for Provisional Registration in the prescribed form obtainable from the office of the Academic Registrar. The application for registration must be submitted to the concerned DRC through the Head of the Department within 3 (three) months from the date of declaration of result of the course-work examination.
- b) Candidate failing to apply for provisional registration within 3 (three) months from the date of declaration of result of the course-work examination due to unavoidable circumstances may on the recommendation of the concerned guide be allowed up to 5 months (2 months extension) under orders of the Vice-Chancellor on request with late fee of ₹ 500.00 with his/her normal fee. If a candidate does not apply for the provisional registration within 5 months his/her admission to Ph.D. Programme will stand cancelled.
- c) Along with the application for registration, the scholar shall submit in triplicate a Synopsis of the proposed research work duly authenticated and forwarded by his/her Guide/Supervisor.
- d) The synopsis shall include the research topic, scope of the study, tentative hypothesis, research methodology including sampling and design where necessary, review of literature, probable outcome/finding from the research etc.
- e) The DRC shall, after due consideration, forward the research proposal to the Ph.D. Committee for final decision on registration.
- f) The Ph.D. Committee shall have the discretion to consult any expert from outside the University, who shall not ordinarily be a recognized Guide/supervisor of Bodoland University, on such questions as (a) the status of the topic vis-a-vis the current state of research on the area, and (b) whether the topic is suitable for Ph.D. Research.
- g) Furthermore, the Ph.D. Committee shall have the discretion to suggest any modification in the research proposal on the basis of the feasibility report which shall be binding on the part of the scholar and he/she has to submit the modified proposal within next 3 (three) months.
- h) The date on which the Ph.D. Committee accepts the proposals for registration shall be the date of Registration of the scholar.

**B) Final Registration:**

- a) All candidates provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed form within 24 (twenty four) months from the date of provisional registration but not before 18 months from the date of provisional registration.
- b) Candidates must have a minimum of 1 (one) research paper Publication in peer reviewed National/International journal with ISSN /ISSN certification number and having Impact Factor within the date of his provisional Registration to the date of Final Registration. (Conference papers or on-line journal publication with page charges will not be counted).
- c) Candidate failing to apply for final registration within 24(twenty four) months from the date of provisional registration due to unavoidable circumstances may on the recommendation of the concerned guide be allowed under orders of the Vice-Chancellor to apply for final registration up to 36 (thirty six) months from the date of provisional registration on payment of late-Registration fee of `1000.00. If a candidate does not apply for the final registration within 36 months his/her provisional registration will stand cancelled However, he/she may be allowed re-provisional registration in the Ph.D. Programme on the same topic and under the guidance of the same guide on payment of prescribed fees for the period on recommendation of Ph.D. Committee.
- d) Candidates must give one open seminar for test defending his research progress and giving the justification that he has fulfilled all requirements for Final registration. The seminar will be arranged in the concerned Department by chairman of DRC where three experts along with Guide/Supervisor and other scholars of the Department will be present. The presence of the Dean of the faculty and the Academic Registrar or his representative during the presentation shall be ensured.
- e) The chairman of the DRC shall issue an authentication Certificate to this effect if experts of the seminar are satisfied with the presentation otherwise authentication certificate won't be issued; in-stead experts will advise for re-presentation of his seminar after three months giving suggestion of his shortfalls'
- f) Application for final registration in prescribed form with authentication certificate and a progress report countersigned by his/her Guide/Supervisor will be sent to Academic Registrar, which will be placed before the Ph.D. Committee.
- g) The Ph.D. committee will consider such report and accord approval for the final registration of the scholar for the Ph.D. Degree. The Ph.D. Committee shall finally decide the viability of title of the thesis, the subject and the faculty under which the thesis should be submitted.
- h) The date of final registration shall be effective from the date of provisional registration.



- i) At the time of Final Registration, the candidate with consent of his/her Guide/Supervisor will have a chance of minor change/modification to the title of Thesis if necessary without hampering the basic meaning/basic thrust or contention of the original research proposal which will be the final. In this case, he/she has to mention the cause-why the minor change/modification is required at the time of open Seminar for Final Registration.
- j) Candidates with Master's Degree from the university, other than Bodoland University shall be required to submit a copy of Bodoland University registration certificate along with the application for Final registration.

**6. Change of Research Topic:**

In an exceptional case, a candidate may appeal to the concerned DRC for consideration of change of his/her Research Topic in same discipline within the same Department/Faculty within 1(one) year from the date of his/her Provisional registration provided his/her Guide/supervisor will agree to him/her and capability to do so. The matter shall be processed by the DRC and forwarded with its recommendation to the Ph.D. Committee.

However, in such a case, a fresh feasibility report on the revised Research Topic shall be necessary. The candidate in this case must pay the required re-provisional registration fee to the University and effective date of his Ph.D. Programme period will be counted from the date of his/her re-provisional registration.

**7. Periodical Progress Report:**

- a) The Guide/Supervisor(s) shall regularly monitor the progress of the research work of the scholar. If he/she finds that the progress of the work is not satisfactory, a report to that effect should be submitted to Ph.D. Committee through the DRC for appropriate action.
- b) Each research scholar shall be required to submit a half-yearly progress report from the date of provisional registration through his/her-Guide/Supervisor to the concerned Head of the Department who shall place it before the DRC for review. The DRC shall examine the Progress Report and forward their opinions to the Ph.D. Committee for consideration.
- c) The Progress Reports will be reviewed by the Ph.D. committee and will note down the opinion of the DRCs from time to time. If at any stage, it is found that a candidate is not making satisfactory progress, his/her registration may be cancelled.
- d) Candidate will have to clear dues annually along with the progress report failing which their registration will be cancelled.

**8. Attendance, Library and Laboratory work:**

- a) Full-time research scholars shall attend their respective departments or laboratories according to the prearranged time-table and the records of their attendance shall be maintained by the concerned Guide(s).



- b) In case of part-time scholars and scholars working in recognized research laboratory outside the Bodoland University, the Guide(s) must be satisfied that the scholar has done work for at least six months in the University Library/Laboratory/Department or in any other Library/Institute/Establishment/Laboratory recognized by the University for the purpose. This period of six months may include actual fieldwork wherever applicable and to this effect, the candidate shall be required to submit a certificate from their Guide(s) at the time of submission of his/her thesis.
- c) Scholars employed shall be required to take at least 6 (six) months leave from their duty, but not necessarily at a stretch.

**9. Validity and Registration:**

- a) Normally, a scholar's registration for Ph.D. Programme would remain valid for a period of 3 (three) years from the date of Provisional Registration.
- b) A scholar may submit the thesis after completion of 3 (three) years of research from the date of admission to Course-Work but within the validity of Registration Period.
- c) If however, a scholar fails to submit the thesis within 3 (three) years from the date of Provisional Registration, he/she may be allowed an extension of 2 (two) years by the DRC with the permission of the Vice- Chancellor. In this case candidates have to pay late fee of ₹ 1000.00 with his normal fee, if his/her date of submission of Thesis is not within the period of Registration.
- d) If a scholar fails to submit the thesis within his extension period the Vice-Chancellor may reconsider on request (a scholar shall be required to apply through the Supervisor justifying the need thereof) for further one year on due discussion with Ph.D. Committee. In this case candidates have to pay the fine of ₹ 1500.00 with his normal fee.
- e) The Registration of the scholar shall stand cancelled after 6 (six) years from the date of Provisional registration and his/her name shall be struck off from the Ph. D. Programmes and he/she shall not be allowed to work on the same topic further.

**10. Prerequisites for submission of Thesis:**

**[The Thesis will be summarily rejected if it is found already rejected by other University or found that a Thesis with the same title and topic has already been published by other University or if any duplicity of parts/chapters of the Thesis is detected. In this particular case there is no question of evaluation of submitted Thesis for awarding the Ph.D. degree]**

Prior to the submission of the thesis, each registered scholar shall have to fulfill certain conditions as mentioned below:

**A) Pre-Submission Seminars:**

- i) Every scholar shall be required to present a Pre-Submission Seminar at the concerned Department in the presence of DRC, all faculty members and scholar/students for getting feedbacks and comments.

- ii) Date of Pre-Submission Seminar will be declared by concerned HOD after getting the application from candidate on time.
- iii) Three internal experts including Guide/Supervisor will be selected by Chairman of the DRC for giving final suggestions. The presence of the Dean of the faculty and the Academic Registrar or his representative during the presentation shall be ensured.
- iv) The scholar shall be required to present his/her research findings in a pre-submission Seminar when his/her Guide/Supervisor is of the opinion that the thesis is in the final stage for submission, preferably a (four) months before submission. Note that date of submission should be within his/her Registration period.
- v) The feedbacks will be suitably incorporated into the thesis under the advice of the experts.
- vi) The Chairman of the DRC shall submit a compliance certificate of the candidate to the Academic Registrar for records. If experts of the seminar are dissatisfied, the presentation of the seminar compliance certificate cannot be submitted to the Academic Registrar; instead experts will advise for submission after three months giving suggestion of his/her shortfalls.

**B) Publication:**

Before submission of Abstract of the Thesis, every scholar shall have to publish at least 2 (two) Research Papers on his/her work in a peer reviewed National and International journal with ISSN/ISBN certification number and having Impact Factor (**Conference papers or on-line journal publication with page charges will not be counted**) and produce evidence to that effect in the form of re-print or acceptance letter to the chairperson of concerned DRC who shall authenticate and forward it to the office of the Academic Registrar for record. Candidates have to take permission from University authority for publication of patented papers/ products and etc.

**C) Abstract submission:**

- i) The candidate shall submit an application to the Chairperson of DRC/Head of the concerned Department in proper format obtainable from office of the Academic Registrar along with 4 (four) copies of the Abstract (not exceeding 1500 words) after Pre-Submission Seminar.
- ii) Concerned Guide/Supervisor must submit a list of panel not less than 8 (eight) experts; not below the rank of Associate Professor with guideship (excluding him/her) or in equivalent rank in research institution recognized by UGC with full address, designation, and broad area of specialization etc. at the time of Abstract submission by the candidate. List of panel must contain at least 3 (three) experts from outside the state/country.

- iii) If the DRC of concerned Department is satisfied with the candidate's requirements mentioned above [with 10(A) and (B)], the chairperson of DRC/Head of the concerned Department shall countersign candidate's application form and forward it with the copies of the Abstract of the thesis along with other certificates/testimonials to the Academic Registrar who shall place it before the Ph.D. Committee for necessary approval.
- iv) After being recommended by the Ph.D. Committee and approval of Vice-Chancellor, the abstracts shall be sent to the approved examiners for obtaining their consent to examine the Thesis.

**11. Language:**

In all subjects, the language of the Thesis shall be written in English. However, in the language subjects, thesis may be written in English or in the language concerned if approved by the Ph.D. Committee, except for Assamese and Bodo, where all copies of the Thesis must be written in English.

**12. Submission of Thesis :**

- a) A candidate shall submit 5 (five) printed and binding copies (six copies in case the work is done under joint supervision) along with soft copy of the thesis to the chairperson of DRC/Head of the concerned Department within four (4) months from the date of submission of the abstracts in the prescribed format along with requisite amount of fees.
- b) The candidate may incorporate the text of any work, which he may have published on the subject. But he shall not submit in the thesis any work for which a Degree has been conferred on him/her by this or any other University.
- c) The-thesis shall satisfy that it is a piece of research work characterized 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 judgment. It shall also be satisfactory as far as its literary presentation is concerned.
- d) The thesis shall include a certificate from the Guide/Supervisor and the declaration from the candidate that the thesis incorporates the scholar's bonafide researches and that these have not been submitted for award of any degree in this or any other University or institute of learning.
- e) The application for submission of thesis shall be countersigned by the Chairman of concerned DRC who shall then forward the thesis together with the observations of the committee on pre-submission seminar and other certificates to the office of the Academic Registrar.
- f) The Academic Registrar, after verifying all records/testimonials and obtaining clearance from the Research council shall issue necessary instruction to the candidate to submit the thesis.
- g) The Academic Registrar, on the advice of the Research Council shall send the thesis to the Examiners approved by the Vice-Chancellor along with a recommendation.

- h) After the declaration of result with permission of the Vice-Chancellor, the candidate shall have to submit 1 (one) hard copy of the Thesis to the University Library for preservation and 2 (two) soft copy (in the CD form) which the Academic Registrar shall forward to digital repository for uploading in INFLIBNET (Information and Library Network) Centre of UGC of India.

**13. Rules for writing the Ph.D. Thesis:**

1. All copies shall have the standard A-4 size in good quality paper. A margin of at least 3cm shall be left on all sides.
2. The content of the thesis should be typed/printed in 1.5 spaces with Times New Roman.
3. The maps and drawings may have appropriate size as advised by the guide.
4. All copies must be bound as specified in clause and must have the title of the thesis, the name of the degree, the year of submission and the name of the scholar embossed/printed on the spine and front page of the cover.
5. The number of pages of the thesis must be restricted to around 300 pages.
6. The colour of the thesis and the letters there on will be as given below:

Faculty	Colour the Cover	Font size	Colour of the Letters
Commerce/Management	Light Blue	Body Text=12 Heading/Sub-heading=14	Black in white background
Language/Arts/Social Science/Humanity	Dark Green	Body Text=12 Heading/Sub-heading=14	Black in white background
Science/ Technology	Dark-Cherry-Red	Body Text=12 Heading/Sub-heading=14	Black in white background

**14. Appointment of Examiners :**

- a) The thesis shall be examined by a Board of Examiners consisting of 2 (two) external Examiners and the Guide/Supervisor.
- b) For this the concerned DRC in consultation with the Guide/Supervisor of the thesis shall prepare a list of not less than eight (8) experts; not below the rank of Associate Professor (one expert from each institution excluding Guide/Supervisor) with full address, designation, and broad area of specialization, from a panel of examiners already approved by the Research Council. This should be done at the stage of submission of the Abstract copies by the scholar.
- c) The DRC and the Guide/Supervisor must ensure that the list of External Examiners shall contain at least 3 (three) examiners from outside the state/country.

- d) Further, the list must not contain the names of any recognized Ph.D. Guide/Supervisors of the University or of any person from the institution where the Guide/Supervisor/Co-supervisor is working.
- e) The approved list of examiners shall be put before the Vice-Chancellor by Academic Registrar to choose any 2 (two) External Examiners -1 (one) preferably from outside the state/country. The Guide/Supervisor would be an examiner automatically.
- f) The Academic Registrar shall send the Abstracts to the Examiners as approved by the Vice-Chancellor as a first step towards the examination of the thesis.
- g) External examiner for Ph.D. Thesis should belong to concerned subject. If External Examiner is not available in concerned subject, in such case External Examiner may be appointed from other relevant subjects (Interdisciplinary).

**15. Evaluation of Thesis:**

The thesis shall be examined in two parts: (1) **Written Comments** by the appointed examiners on the thesis submitted, and (2) **Viva-Voce**.

**(1) Written Comments:**

- a) While giving detailed comments on the thesis, the examiners shall recommend that in their opinion-either (i) the thesis be accepted, or (ii) it must be revised and resubmitted or (iii) the thesis be rejected.
- b) In case of (i), opinion of, the examiners shall be based on the detailed report and it must not contradict the detailed report.
- c) Further, the examiners shall also state whether the thesis is worthy of publication or not. If not the reasons will be clearly stated by him/her. This recommendation, however, is necessary only for publication of the thesis. In case the thesis is not recommended for publication, this will not have any bearing on the award of the degree.
- d) In case of (ii), the examiner shall indicate the lines along which the thesis should be revised. For such revision, the candidate shall be provided with the report of the examiner/examiners who have recommended revision of the Thesis.
- e) In case of (iii), detailed reasons for rejection shall be given by the Examiner(s).
- f) In case, one examiner suggests revision and resubmission while the other examiners accept the thesis, the candidate shall be asked to resubmit the thesis on payment of half the prescribed examination fees after 6 (six) months (but within one year) from the notification made by Academic Registrar in the light of the suggestions made by the examiner concerned. The revised thesis will be referred to the same examiner who had suggested revision.
- g) If the candidate does not follow the suggestions made by the examiner concerned for revision and resubmission and resubmission as advised after 6 (six) months (but within one year) the thesis shall be rejected.

- h) If the thesis is recommended for Ph.D. degree by any 2 (two) examiners and one of the external examiners recommends rejection, then the thesis shall be referred to another external examiner (i.e. 4<sup>th</sup> examiner) from the panel already approved by the Research council. In that case the candidate will have to pay half of the prescribed examination fees.
- i) If this 4<sup>th</sup> external examiner also recommends rejection, the thesis shall be rejected.
- j) If the 4<sup>th</sup> external examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed for holding Viva-Voce.
- k) If the thesis is rejected by any two of the three examiners, it shall be summarily rejected.
- l) If the thesis is recommended for Ph.D. degree unanimously by all the examiners, it will be sent to Confidential Committee constituted by V. C. for Confidential Report. After getting the positive confidential report it will be processed for holding Viva-Voce.

**(2) Viva-voce:**

- a) After the Thesis has been recommended by all the examiners and its positive confidential report for award of Ph.D. degree, examiners' report will be made available to the Guide/Supervisor(s) and Head of the Department by the Academic Registrar and the scholar shall be asked to appear at a Viva-Voce.
- b) Candidates shall be required to pay Vive-Voce fee for appearing the Vive-Voce at the prescribed rate on or before the date of the said examination. The fees for re-appearing at the Vive-Voce and/or Practical Examination shall be half of the prescribed Vive-Voce fees. Vive-Voce will be conducted by a Board of Examiners consisting of:
  - 1. The Chairperson of the DRC-Convener
  - 2. The Guide/Co-Guide/Joint Guides/Supervisors of the Thesis.
  - 3. In case the Chairperson happens to be the Guide/Supervisor of the candidate, the Vice-Chancellor shall nominate a member from the DRC to the Vive-Voce Board or the Vice-Chancellor himself may decide to chair the proceedings.
  - 4. Further, in case of joint supervision, at least one Guide/Supervisor must remain present.
- c) One External Examiner of the thesis to be chosen by the Vice-Chancellor.
  - 1. Provide that if any external examiner is not readily available to conduct the viva-voce, the Vice-Chancellor may appoint any other examiner from allied Departments from the panel. Even the Vice-Chancellor himself may decide to chair the proceedings.



2. Further, under an exceptional situation some-other experts from the panel of examiners may be invited by the Vice-Chancellor in lieu of the appointed external examiner.
- d) A nominee of the Vice-Chancellor, preferably represented by the Dean of Faculty or the Academic Registrar, who shall oversee the proceedings but shall not take part in decision making process of the Board. Even the Vice-Chancellor may decide to oversee the proceedings.
- e) The Board of Examiners shall submit a combined report in writing.
- f) In the event of absence of unanimity amongst the members of the Viva-Voce Board with regard to the award of the Ph.D. degree, the majority decision shall prevail.
- g) Provided that in case of rejection by the majority the candidate shall be required to appear again for the Viva-Voce after 3 (three) months but not later than six months.
- h) In case of a Ph.D. scholar doing independent research with -out any Guide/supervisor, the Viva-Voce will be organized by the concerned HOD and will be conducted by two external experts appointed by the Vice-Chancellor.

**16. Result & Issue of Certificate:**

- a) The Report of the Viva-Voce and the Examiners' report shall be forwarded by the chairperson of the DRC to the Academic Registrar for declaration of result, which shall be done with permission from the Vice-Chancellor.
- b) When the Vice-Chancellor's permission is obtained, result shall be declared by the Academic Registrar. However, the candidate shall have to submit one hard copy of the Thesis to be preserved in the University Library and two soft copies (in CD from).
- c) Academic Registrar who shall submit the soft copy to the UGC within a period of 30 (thirty) days for hosting the same in INFLIBNET (Information and Library Network) Centre of UGC of India.

**17. Award of the Doctorate (Ph.D.) Degree:**

- a) The permission from the Vice-Chancellor shall remain pending approval of the Executive Council (EC). The EC shall approve the award of the Degree of Doctor of Philosophy (Ph.D.) as early as possible and shall cause the candidate's name to be published with the title of the thesis, name of the Guide/Supervisor(s), name of the Faculty and Department to which the thesis belongs.
- b) A Provisional Certificate shall be issued to the successful candidates certifying that the Degree has been awarded in accordance with the provision of the UGC Regulations 2009 and after submission of one hard bound copy of the thesis along with the two soft copies (in CD form) to the Academic Registrar.
- c) Original certificate under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation for conferring the Degree.

**18. Publication of the Thesis:**

Thesis accepted by the University must not be published without prior permission of the Registrar of the University.

**19. Candidates' access to the Report:**

Copy of the reports of the examiners may be made available to the candidates on request and on payment of a prescribed fee.

**20. Eligibility of Guide/Supervisor:**

Upon the recommendation of the Ph.D. Committee and subject to the approval of the Academic Council, the Research Council may declare any person eligible to be Guide/Supervisors for Ph.D. programmes relating to respective areas of specialization. The criteria for recognition of Ph.D. Guide/Supervisor will be as follows:

1. Any teacher of the University who has research experience of minimum two years after Ph.D. and who has served the Department for a period of minimum one year on regular basis, and have a minimum of 3 research papers publication (after obtaining Ph.D.) in peer reviewed National/International Journal with ISSN/ISBN certification number and having Impact Factor (conference papers or on-line journal publication with page charges will not be counted) shall be eligible for Guideship. However, 2 (two) research papers publication is sufficient for a particular teacher, who has a sponsored Minor/Major Research Project in the University by reputed funding agency.
2. Teachers of affiliated Colleges/Institutions of the University who have research experience of minimum 2 (two) years after Ph.D. and have completed minimum of two years of his/her regular service and have at least 3 research papers publication (after obtaining Ph.D.) in peer reviewed National/International Journal with ISSN/ISBN certification number and having Impact Factor (Conference papers or on-line journal publication with page charges will not be counted) shall be eligible for Guideship provided the Department/Centre/Laboratory/Library/Museum etc. of the College/Institution has obtained recognition from the university (Rules 25 of the Regulations). However, 2 (two) research papers publication is sufficient for a particular teacher, who has a sponsored Minor/Major Research Project in his/her institution by reputed funding agencies.
3. Scientists/Eminent scholars of any Research Institutions/Study Centres of Assam in the concerned Department who have research experience of minimum 2 (two) years after Ph.D., and have a minimum of 4 (four) research papers publication (after obtaining Ph.D.) in peer reviewed National/International journal with ISSN/ISBN certification number and having Impact Factor (Conference papers or on-line journal publication with page charges will not be counted) shall be eligible for guide ship provided the Department/centre/Laboratory/Library/Museum etc. of the institution has obtained recognition from the university (Rules 25 of the Regulations). However, 3 (three) research papers publication is sufficient for a scientist who has a sponsored Minor/Major Research Project in his/her institution by reputed funding agencies.
4. Retired University teachers who have attained the age of 65 years shall be allowed to continue his/her Guideship up to the age of 70 years.



5. The Research Council on Recommendation of DRC and Ph.D. Committee can recognize as guide any person of eminence of any Recognized University, National Institute, Research institute, Library, Museum etc. who have adequate research publications in National and International Journals and have outstanding contribution in respective field provided the institution is recognized and within the State of Assam.
6. Scientists/Eminent Scholars of a Recognized University, National/International Institute, Library, Research institute outside the State of Assam can be considered as a Joint Guide only, provided his/her application is approved by DRC of the relevant University Department. However, he/she shall be required to select a guide from the University and guide research in collaboration.
7. The application for recognition of Ph.D. guide will be Processed in the respective DRC and Chairman of the DRC will forward the same to the Academic Registrar after due scrutiny and comments by the DRC which will be then placed before the Ph.D. Committee.
8. No recognized Guide/Supervisor shall be allowed to supervise the Ph.D. programme of any near relatives.
9. Recognized Guide/Supervisor shall be allowed to supervise the Ph.D. programme in a single discipline only. However, he/she can be recognized as Co-Guide/Supervisor in a subject area of his same ramifications with similar mode within the University.
10. Candidates, other than the University to be recognized should have "Recognition" of his Institute/Department/Centre/Laboratory/Library/Museum etc. from the Bodoland University (as per Rule. 25 of this Regulation).
11. Ph.D. Committee, subject to the recommendation of Research Council has right to de-recognize any Guide/Supervisor if he/she has zero performance in Research Activities for continuous five years from his date of recognition or any doubtful character found from him/her in academic integration.
12. Guide/Supervisor or Recognized Guide/Supervisor shall be required to submit a No Objection Certificate (NOC) from his/her employer.
13. In case of any critical academic and technical matters relating with Ph.D. Guideship, Academic Registrar may take decision in consultation with Vice-Chancellor.

**21. Allotment of Scholars to Guide/Supervisor:**

The number of scholars to be admitted to Ph.D. course in a particular session to be allotted to a Guide/Supervisor is as follows:

- i) Professor – 8 (eight)
- ii) Associate Professor – 6 (six)
- iii) Asstt. Professor – 4 (four)

However, 2 (two) research scholars to each Guide/Supervisor may be allotted in addition to the intact capacity of the concerned Guide/Supervisor provided the Research Scholars have their Research Project financed by outside recognized funding agencies.

**22. Joint Supervision:**

In the event of a scholar pursuing research programme on a topic with inter-disciplinary ramifications may apply to the concerned DRC to work under supervision of two Guide/Supervisors not from the same discipline. The Research council, after scrutinizing the research proposal of the candidate forwarded by the DRC, shall take the final decision.

**23. Change of Guide/Supervisor :**

In case the Guide/Supervisor, of a candidate leaves the university/College/ recognized institutes before the completion of research of the scholar, the Research Council, upon the recommendation of the DRC may allow the Guide/Supervisor to continue with ongoing research work.

The change of Guide/Supervisor shall be permitted only in exceptional cases like death, state of being incapacitated due to illness, mental disabilities, removal from the job and the like decided by the Research Council upon the recommendation of the DRC. In such cases the contribution of the original supervisor shall have to be recognized/acknowledged.

**24. Independent Research:**

With the prior permission of the Vice-Chancellor, a candidate fulfilling the eligibility conditions and with at least 10 (ten) years of teaching experience in the University Department or College within the territorial jurisdiction of Bodoland University and having adequate publication in standard Research Journal may apply for pursuing his/her Ph.D. research programme independently. While seeking permission from the Vice-Chancellor, the candidate will have to submit certificates from 2 (two) members of the concerned faculty of the University having experience in supervising research so as to testify the fitness of the candidate to pursue independent research. All other provisions and conditions of these rules will be applicable to all such scholars working independently.

A scholar having registered once under a Supervisor shall not be permitted to submit his/her thesis independently.

**25. Rules for recognition of other Institute/ Department/ Centre/ Laboratory/ Library/ Museum etc. for Ph.D. Research:**

1. The Institute/Department/Centre/Laboratory/Library/Museum etc. under territorial jurisdiction of the Bodoland University shall apply to the Academic Registrar in triplicate with an application fees of Rs. 21,000/-, within the month of June every year together with three copies of report containing information as per rules. The Research Council may also consider the applications from outside the territorial jurisdiction of the University. In such cases the applying authority will have to bear the total cost of T.A./D.A. etc. in connection with the inspection in addition to the application fee.
2. A team consisting of at least two experts along with Academic Registrar will visit the Institute/Department/Centre/Laboratory/Library/Museum etc. and shall inspect the facilities for their satisfaction in the following aspects (wherever applicable):

- a) A Library with adequate number of books (minimum three thousand) and journals (minimum five) of National and International standard on the subject and allied fields of study.
  - b) A full-time qualified Librarian with supporting staff.
  - c) Adequate reading room facilities.
  - d) A Laboratory with adequate equipments and space (wherever applicable).
  - e) Adequate staff facilities for fabrication of specialized equipments needed for research: (wherever applicable).
  - f) Adequate staff for running and maintenance of the range of equipments needed for research (wherever applicable).
  - g) Manuscript or Microfilming may be accepted as alternative (wherever applicable).
  - h) At least one person who has been recognized as Guide of the subject/discipline for which Ph.D. recognition is sought.
  - i) Details regarding land and building:
    - i) Areas of land stating whether permanent and belonging to the Institute.
    - ii) Nature and type of building.
    - iii) Numbers of rooms with space in which the concerned Institute/ Department/
  - J)
    - i) Recurring grant received during the year previous to the visit and in the visit year (if available).
    - ii) Non recurring grant/grants received during the year previous to the visit and in the visit year (if available).
    - iii) Any other financial source (with details of magnitude and nature) including interest from fixed deposits if any.
  - k) A whole time executive in charge of administration of the Institute/ Department/ Laboratory/ Library/ Museum etc.
3. The Committee will submit its report to the Ph.D. committee of the University with full details covering the above aspects along with its critical observations and recommendation, which will be submitted to the Research Council for further course of action. The Research council will be placed in the Academic Council/Executive Council for approval.
  4. The matter regarding recognition will be subject to renewal on the basis of report submitted by the Institute/Department/Centre/ Laboratory/Library/Museum etc. and after periodic inspection, if necessary after every three years.
  5. Recognition will be accorded for a period of three years subject to renewal based on report on activities to be submitted along with a non-refundable prescribed renewal fee for three years. If any recognized institute fails to renew the registration within three years (before completion of due validity), the recognition will stand canceled.

**26. Removal of Difficulties:**

Notwithstanding anything contained in the above Regulations, the Vice-Chancellor on Recommendation of the Academic Council may take such measures as may be necessary for removal of difficulties. Right to further Revision of this Regulation has reserved for Research Council only, subject to the recommendation of the Academic Council and the general approval of the Executive Council of the University.

**K. C. KALITA,**

Under Secretary to the Government of Assam,  
Higher Education Department.