

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR::GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the 12th July, 2011.

NO.AHE.23/2009/94 : In exercise of the powers conferred under Section 30 and 32 of the Assam Private Universities Act, 2007, the Govt. of Assam in Education Higher Department is pleased to notify herewith the First Statutes and the First Ordinance of the Assam Down Town University with immediate effect.

Sd/-(R.P.Mazumdar)
Addl. Secy. to the Govt. of Assam,
Higher Education Department

Memo No. AHE.23/2009/94-A Dated Dispur, the 12th July, 2011.

Copy to :-

1. The Chancellor, Assam Down Town University.
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
3. The Joint Secretary to the Governor Secretariat, Rajbawan, Assam, Guwahati-1.
4. The Legislative Department, Govt. of Assam, Dispur.
5. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication in the Assam Gazette with a copy of the First Statutes and First Ordinance of Assam Down Town University and furnish 2 (two) hundred copies of Gazette Notification to this Deptt.

By Order etc.

Addl. Secy. to the Govt. of Assam,
Higher Education Department



12/7/2011

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THE FIRST STATUTES OF THE ASSAM DOWN TOWN UNIVERSITY STATUTES 2011

(Framed under the provision of the Assam Down Town University Act, 2010 read with section 30 of the Assam Private Universities Act, 2007)

CHAPTER-I Preliminary

Short title:- These Statutes may be called the First Statutes of the Assam Down Town University, 2011

1. Definitions —

In these Statutes, unless there is anything repugnant to the subject or context:-

(a) "academic year" means a period of twelve months commencing on the first day of June;

(b) "chapter" means a chapter of these statutes;

(c) "department" means a University Department of Study and/or Research or a Department functioning, for specific purpose maintained at the cost of the Assam Down Town University;

(d) "Post-Graduate Studies" means studies for admission to which the requisite qualification is a Bachelors' degree or its equivalent, recognized by this University;

(e) "Section" means a section of the Act;

(f) "the Act" means the Assam Down Town University Act, 2010 (Assam Act No. VIII of 2010);


(g) "Trust" means the Down Town Charity Trust, Guwahati, Assam;

(h) "Undergraduate Studies" means a course of studies on successful completion of which a certificate or degree is awarded by the University and are not Post-Graduate studies;

(i) "University" means Assam Down Town University;

(j) "University Fund" means Assam Down Town University Fund;

(k) Words and expressions used in these statutes and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Assam Private Universities Act, 2007, Assam Down Town University Act, 2010 and the General Clauses Act, 1897.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

CHAPTER – II
Officers of the University
Part - I

Declaration of the posts of Officers of the University

2. The following posts are hereby declared to be the posts of officers of the University.—

- (1) Visitor;
- (2) Chancellor;
- (3) Vice Chancellor;
- (4) Registrar;
- (5) Chief Finance and Accounts Officer;
- (6) Such other officers as may be declared by the Statutes to be the officers of the University.

Part -II

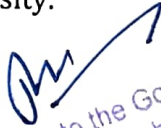
POWERS AND FUNCTIONS OF OFFICERS

3. Visitor.—

- (1) The Governor of Assam shall be the Visitor of the University.
- (2) The Visitor shall, when present, preside at the convocation of the University for conferring degrees and diplomas. The Visitor shall have the following powers, namely:-
 - (a) to call for any paper or information relating to the affairs of the University;
 - (b) on the basis of the information received by the Visitor, if he is satisfied that any order, proceeding, or decision taken by any authority of the university is not in conformity with the provisions of this Act or Statutes, Ordinances, Regulations and Rules made there-under, he may issue such directions as he may deem fit in the interest of the University and the directions so issued shall be complied with by the University.

4. Chancellor.—

- (1) The Chancellor shall be appointed by the Trust with the approval of the Visitor.
- (2) His tenure shall be three years, which period may be extended for a further period of three years by following the same procedure for the initial appointment
- (3) The Chancellor shall be the head of the University.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(4) The Chancellor shall preside at the meetings of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees, diplomas or other academic distinctions.

(5) The Chancellor shall have the following powers, namely:-

- (a) to call for any information or record;
- (b) to appoint the Vice-Chancellor;
- (c) to remove the Vice-Chancellor in accordance with the provisions in clause 6 of these Statutes
- (d) such other powers as may be prescribed by the Statutes

5. Vice-Chancellor.—

(1) The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall, subject to the provisions contained in sub-section (7), hold office for a term of three years:

Provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years:

Provided further that a Vice-Chancellor shall continue to hold the office even after expiry of his term till new Vice-Chancellor joins. However, in any case this period shall not exceed one year.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities of the university.


(3) The Vice-Chancellor shall preside at the convocation of the university in the absence of both the Visitor and the Chancellor.

(4) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the university, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Board of Management and the Board of Management may confirm or modify or reverse the action taken by the Vice-Chancellor.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(5) If, in the opinion of the Vice-Chancellor, any decision of any authority of the university is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or Rules made there-under or is likely to be prejudicial to the interests of the university, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.

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

(7) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity of being heard.

6. Registrar. —

Appointment of the Registrar.—

- (1) The Registrar shall be appointed by the Chancellor.
- (2) The period of appointment of the Registrar shall be one year in the first instance. He shall be a whole time salaried officer of the University and be appointed by a written order.
- (3) Period of probation :-
 - (a) The Registrar shall be on probation for a period of one year in the first instance. Provided that it shall be competent for the Board of Management to extend the period of probation for a period not exceeding one year for good and sufficient reasons.
 - (b) On satisfactory completion of probation the incumbent appointed as the Registrar shall be confirmed by a written order.
 - (c) If, on the expiry of the prescribed period or extended period of probation, the Chancellor decides that the incumbent is not suitable for continuance in the post to which he has been appointed, he shall discharge him from service or revert him to his original post, as the case may be after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

for the Registrar


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(4) Emoluments:-

The Registrar shall receive such emoluments as may be determined by the Board of Management

(5) Leave, Provident Fund etc.:-

The Registrar shall be governed, as regards leave, provident fund, insurance pension and other retirement benefits and disciplinary proceeding, by the Statutes and ordinances, governing the conditions of service of the non-teaching staff of the University

(6) Mode of Resignation:-

The Registrar may, by writing under his hand addressed to the Board of Management, resign his appointment after giving three months notice of his intention so to do. The Board of Management shall be the authority competent to accept his resignation.

(7) Termination of appointment:-

The Board of Management shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(8) Age of retirement:-

Except as otherwise provided in this Statutes the date of compulsory retirement of the Registrar shall take effect from the afternoon of the last day of the month in which he attains the age of 65 years.

(9) Temporary Vacancy:-

In the event of a temporary vacancy occurring in the Office of the Registrar, it shall be competent for the Board of Management to make such arrangements as it may deem fit to carry on the duties of the Registrar.

(10) Ex-officio Secretary:-

The Registrar shall act as the Secretary to the Governing Body, Board of Management Senate, the Academic Council, the Faculties, the Board of Studies, and the Committees appointed by these authorities.

(11) Ineligibility for membership of the authorities of the University:-

The Registrar shall be ineligible for election or for appointment as a member of any of the authorities of the University


Addl. Secy. to the Govt. of Assam,
Education Higher Deptt.
Dispur, Guwahati-6

(12) Powers of the Registrar:—


(1) Subject to the general direction and control of the Vice Chancellor, the Registrar shall be in charge of the administration of the University office and shall have the power to fix and define the functions and duties of the officers and employees of the University

(2) He shall take prompt steps for the efficient working of the University office, subject to the prior approval of the Vice Chancellor

(13) Duties of Registrar:—

It shall be the duty of the Registrar,—

- (1) (a) to be the custodian of the records, the common seal and other properties committed to his charge by the Academic Council;
 - (b) to conduct the official correspondence of the University and to be responsible for the proper maintenance of all the records of the University;
 - (c) to issue all notices for convening meetings of the Governing Body, Board of Management, Academic Council, the Faculties, the Board of Studies and the committees appointed by those authorities and to prepare and maintain a record of the proceedings of the meetings;
 - (d) to make arrangements for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice Chancellor;
 - (e) to maintain all such Registers as may be prescribed by the laws of the University from time to time;
 - (f) to manage, under the directions of the Board of Management, the property and investments of the University and the University Fund;
 - (g) to sign contracts and other agreements on behalf of the University under the direction of the Board of Management;
 - (h) to perform such other functions as may, from time to time, be prescribed by the Board of Management;
- (2) The Registrar, shall in the execution of his official duties, be subject to the immediate direction and control of the Vice Chancellor and shall carry out his orders and render such assistance as may be required by the Vice Chancellor in the performance of his official duties.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

7. CHIEF FINANCE AND ACCOUNTS OFFICER.—

- (1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor for a period of one year in the first instance.
- (2) He shall be on probation for a period of one year in the first instance. Provided that the Board of Management may, for good and sufficient reasons extend the period of probation for a period not exceeding one year. On satisfactory completion of probation, the incumbent shall be confirmed by a written order.
- (3) He shall work under the direct control and supervision of the Vice-Chancellor. He shall be the principal administrative officer in-charge of finance management and maintenance of accounts of the University.
- (4) He shall be responsible for;—
 - (a) the administration of the funds, the finances, the properties and assets and all endowments and trusts of the University;
 - (b) all receipts and disbursements;
 - (c) processing of all bills and ensure payment of the same without any undue delay;
 - (d) the maintenance of stock register and all account books and keeping them up-to-date at regular intervals;
 - (e) annual physical verification of all items of equipment, apparatus, and diagnostic and pathological instruments entered into the stock register.
 - (f) the preparation of Annual Budget and after consideration by the Finance Committee, present the same before the Governing Body.
 - (g) preparation of Periodical Statements of accounts to review the finances of the University and presentation of the same to Finance Committee for consideration.
 - (h) preparation of Annual Statements of accounts and the audit report relating to annual statement of Accounts, the Internal Audit Report and the Annual Balance Sheet and submission of the same to the State Government;
 - (i) the signing of all cheques on behalf of the University.
 - (j) performing such other duties as may be assigned to him by the Vice-Chancellor and or authorities of the University from time to time.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (5) The Chief Finance and Accounts Officer shall be the member - secretary of the finance committee.

8. OTHER OFFICERS.—

- (1) The university may appoint such other officers as may be necessary for its functioning.
- (2) The manner of appointment of other officers of the university and their powers and functions shall be such as prescribed in Chapter V.

CHAPTER -III FACULTIES

9. THERE SHALL BE FOLLOWING FACULTIES OF THE UNIVERSITY:-


- (1) Faculty of Language and Literature;
- (2) Faculty of Engineering & Technology;
- (3) Faculty of Performing and Visual Arts;
- (4) Faculty of Dental Science, Nursing, Pharmacy & Paramedical Courses;
- (5) Faculty of Commerce and Management Studies;
- (6) Faculty of Medical Sciences;
- (7) Faculty of Social Science;
- (8) Faculty of Education;
- (9) Faculty of Law;
- (10) Faculty of Life Science;
- (11) Faculty of Online Education;
- (12) Faculty of Distance Education;
- (13) Faculty of Hospitality;
- (14) Other Faculties as and when required.

10. EACH FACULTY SHALL CONSIST OF THE FOLLOWING MEMBERS:

- (a)(1) The Vice Chancellor - Chairman;
- (2) The Dean of the faculty concerned;
- (3) The Head or Heads of the Department or Departments concerned, if any;
- (4) One Principal from amongst the colleges imparting instructions in the respective discipline ;
- (5) Two persons having special knowledge in the subject or subjects concerned nominated by the Academic Council.

(b)(1) The Registrar shall be the ex-officio secretary of the faculty but he shall not be a member of the faculty.

11. A member of the faculty shall hold office for a period of three years. In case a vacancy occurs in the office of any member of the faculty, the vacancy shall be filled up by co-opting a suitable person by the faculty at a meeting convened for the purpose and such


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

member shall hold office for the unexpired period of time.

12. Subject to the provisions of the Act, a faculty-

- (a) shall consider and report any matter referred to it by the Academic Council and or the Board of Studies concerned;
- (b) shall hold joint meeting with any other Faculty to consider any matter of common interest under the direction of the Academic Council;
- (c) shall send proposal to the Academic Council for introduction of new courses of studies in various disciplines as well as organization or re-organization of Faculty, if deemed necessary;
- (d) may offer suggestions to the Academic Council for improvement of standard of courses of studies and curricula to keep abreast of time;
- (e) may recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions;
- (f) may offer suggestions to the Board of studies for appointment of names of persons referred for evaluation of theses or dissertations and for conduct of Viva-voce examinations for Post-Graduate and doctorate degrees to be awarded by the University.

13. DEAN OF THE FACULTY, —

- (a) There shall be a Dean of each Faculty. He shall be an Honorary officer of the University nominated by the Academic Council from amongst the members of the Faculties. He shall be a distinguished Professor having long standing experience in teaching various disciplines pertaining to the Faculty in the University. He shall hold office for a period of 3 years and shall be eligible for re-nomination, if the Academic Council thinks fit and proper.
- (b) In the event of a vacancy in the office of the Dean by reason of resignation or death, the Academic Council shall nominate one of the members of the same Faculty to be the Dean as soon as possible and he shall remain as Dean for the unexpired period of the term.
- (c) In case the Dean, by reason of illness, leave or any other cause becomes unable to discharge the responsibilities of his office, the Vice-Chancellor shall appoint a member of the faculty to discharge the duties and functions of the Dean during the temporary absence of the Dean.

14. POWERS AND DUTIES OF THE DEAN-

The Dean shall maintain:-

- (a) liaison between the faculty and the Academic Council;


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (b) advise the Academic Council regarding creation and organization of new faculty;
- (c) send proposal for introduction of new courses of studies in various disciplines for consideration of the Academic Council and conduct correspondence pertaining thereto.
- (d) assist the Vice-Chancellor for all round improvement and development of various disciplines within the jurisdiction of the University;
- (e) ensure maintenance of minutes of faculty meetings;
- (f) help in the preparation of the development plan of the University.

CHAPTER- IV

THE MAINTENANCE AND MANAGEMENT OF THE UNIVERSITY

15. GOVERNING BODY. ———

- (1) The Governing Body of the university shall consist of the following, namely:-
- (a) the Chancellor;
 - (b) the Vice-Chancellor;
 - (c) five persons nominated by the Trust out of whom two shall be eminent educationists;
 - (d) one expert of management or information technology from outside the university, nominated by the Chancellor; and
 - (e) one expert of finance, nominated by the Chancellor.
- (2) The Governing Body shall be the supreme authority of the university. All the movable and immovable properties of the university shall vest in the Governing Body. It shall have the following powers, namely:-
- (a) to provide general superintendence and directions and to control functioning of the university by using all such powers as are provided by the Act or the Statutes, Ordinances, Regulations or Rules made thereunder;
 - (b) to review the decisions of other authorities of the university in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances, Regulations or rules made thereunder;
 - (c) to approve the budget and annual report of the university;
 - (d) to lay down the extensive policies to be followed by the university
 - (e) to recommend to the Trust about the voluntary liquidation of the university if a situation arises when smooth functioning of the university does not remain possible, inspite of all efforts;
 - (f) To bring about changes in the statutes and the ordinances of the University, if


Addl. Secy. to the Govt. of Assam,
Education Higher Deptt.
Dispur, Guwahati-6

and when it feels the need to do so.

(g) to review the work conducted by the Vice Chancellor, Registrar, Chief Financial officers and other important officers of the University, from time to time, and suggest accordingly.

(h) such other powers as may be prescribed by the Statutes.

(3) The Governing Body shall meet at least three times in a calendar year.

(4) The quorum for meetings of the Governing Body shall be four.

16. BOARD OF MANAGEMENT

(1) The Board of Management shall consist of the following members, namely:-

(a) the Vice-Chancellor;

(b) two members of the Governing Body, nominated by the Trust;

(c) three persons, who are not the members of the Governing Body, nominated by the Trust;

(d) three persons from amongst the teachers, nominated by the Trust;

(e) Two teachers, nominated by the Vice-Chancellor.

(2) The Vice-Chancellor shall be the Chairperson of the Board of Management.

(3) The powers and functions of the Board of Management shall be such as may be prescribed by the Statutes.

(4) The Board of Management shall meet once in every two months.

(5) The quorum for meetings of the Board of Management shall be four.

(6) The powers of the Board of Management shall include the following, namely:-

(i) To provide general superintendence and directions and to control the functioning of the University;

(ii) to review the decision of other authorities of the university, to approve the budget and annual report of the university;

(iii) to lay down policies to be followed by the university and the various bodies like the academic council and board of studies;

(iv) To discuss and start any new programs in the University as per their decision and


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

forward to the academic council to lay out the academic guidelines for such course;

(v) to take all decisions with regard to running of the courses, with regard to tenure, fees, eligibility, internships; etc

(vi) All such other powers as prescribed by the Statutes.

17. ACADEMIC COUNCIL :—

(1) The Academic Council shall consist of the Vice-Chancellor and the following members, namely:—

(a) the Deans of Faculties;

(b) chairman of the Board of Studies;

(c) two Members Nominated by the Chancellor, from the Board Of Management;

(d) one professor from amongst the professors in the university departments ;

(e) one teacher representing the various faculty to be co-opted by the Academic Council from amongst the teachers;

(f) one head of a recognized institution, nominated by the Vice-Chancellor;

(g) one eminent expert in the field of higher education, nominated by the Chancellor;

(2) The Vice-Chancellor shall be the Chairperson of the Academic Council.

(3) The Academic Council shall be the principal academic body of the university and shall, subject to the provisions of this Act and the rules, Statutes or Ordinances, made thereunder, co-ordinate and exercise general supervision over the academic policies of the university.

(4) Procedure for conducting meetings :—

(i) Meetings

The Academic Council shall ordinarily meet twice a year on dates to be fixed by the Vice Chancellor and as and when required by the Vice Chancellor

(ii) Quorum for the meetings


One fifth of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum

(iii) Special meetings

The Vice Chancellor may whenever he thinks fit, convene a special meeting of the Academic Council

(iv) Chairman

The Vice Chancellor shall, if present, preside over all meetings of the Academic Council. In his/her absence, the member nominated from the board of management


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

will be asked to exercise the powers and performing the duties of the Vice Chancellor shall be the Chairman of the meeting and in the absence of both the above persons, a member shall be chosen by the members present to preside over the meeting

(v) Validity of proceedings in certain cases

Non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting of the Academic Council

(vi) Notice of Meeting

The Registrar shall, under the direction of the Vice Chancellor, give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting

(vii) Proceedings

The proceedings at each meeting of the Academic Council shall be prepared by the Registrar and approved by the Vice Chancellor (Chairman). The Registrar shall send by post, ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Board of Management, the Finance Committee, the Faculties and the Board of Studies. A copy of the minutes shall be submitted to the Chancellor.

(viii) Objection to proceedings


If no exception is taken by any member who was present at the meeting to the correctness of the proceedings within ten days of the date of dispatch of the proceedings, they shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine, he may correct the proceedings

(ix) Standing Committee of the Academic Council

The Vice Chancellor shall appoint a Standing Committee which shall consist of the Vice Chancellor as Chairman and Deans of Faculties as members. One half members of the Committee shall be the quorum. The committee shall consider all such matters referred to it by the Academic Council or the Vice Chancellor and submit its recommendation to the Academic Council

18. FINANCE COMMITTEE -

(1) Constitution:-


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (a) The Finance Committee shall consist of not more than 7 members as may be decided by the Board of Management.
- (b) The Chief Finance and Accounts Officer shall be the Secretary of the Finance Committee.

(2) Quorum:—

Four members of the Finance Committee shall constitute the quorum for of meeting.

(3) Term of office:—

Members of the Finance Committee other than ex-officio members shall hold office for a term of four years.

(4) President:—

The Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Chancellor, the members present shall elect one member from among themselves to preside at the meeting.


(5) Meeting of the Finance Committee:—

The Finance Committee shall meet at least once in every quarter to examine accounts and scrutinize the proposals for expenditure.

(6) Powers and functions of the Finance Committee:—

The Finance Committee shall,—

- (a) examine the draft annual estimates of income and expenditure and annual accounts of the University;
- (b) scrutinize every item of new expenditure not provided for in the budget estimates of the University;
- (c) advise the Board of Management in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University;
- (d) examine and report on the accounts of the endowments and Trust funds;
- (e) consider ways and means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University;
- (f) make recommendations, whenever deemed necessary, to the Board of Management on all matters relating to the finances of the University;
- (g) scrutinise and report on the utilization of the grants and loans given by the University;


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (h) advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University; and
- (i) have the right to call for any paper bearing on any financial proposal or any item of accounts matter for its consideration or in making its recommendations on the annual accounts of the financial estimates.

19. BOARD OF STUDIES

(1) Constitution:

There shall be a Board of studies attached to each subject of studies or group of subjects in the University. The course of study, duration, eligibility for admission etc will be followed as per the UGC guidelines.

Provided however that Post-Graduate studies in each subject may have separate Board of Studies.

(2) Nomination of Members of Boards of Studies:

Members of Boards of Studies shall be nominated by the Chancellor .
The number of such members shall be not less than 5 or more than 11.

(3) Qualification of a Member of a Board of Studies:

No person shall be appointed as Member of Board unless he is teacher of, or has special knowledge in the subject or one of the subjects with which the Board is concerned.

(4) Powers of the Board of Studies:

- (i) to recommend for the guidance of teachers and students, books in which the prescribed subjects are suitably treated, and to recommend text-books when such are required.
- (ii) to recommend persons suitable for appointment as question paper setters, Examiners in the concerned subject
- (iii) to make recommendations in regard to courses of study and examinations in the concerned subject;
- (iv) to address the Faculty or Faculties concerned regarding improvements in the courses of study;
- (v) to consult specialists who are not member of the Board;
- (vi) to recommend to the Academic Council, for being forwarded to the Board of Management for its approval the preparation and publication of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects together with a synopsis of the selections or anthologies and the names of the authors and masters and of the persons who may in its opinion be appointed to make the selections; and


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(vii) to bring to notice of the Academic Council or the Board of Management, as the case may be, matters of importance relating to the examinations in each subject or group of subjects.

(5) Quorum for the meeting of the Board of Study:

The quorum for a meeting of any Board shall be simple majority of the strength of the Board.

CHAPTER-V

20. APPOINTMENT OF TEACHERS, OFFICERS AND NON-TEACHING EMPLOYEES OF THE UNIVERSITY-

(1) Teachers of the of the University viz, Professors, Readers and Lecturers shall be appointed by a selection committee constituted for the purpose.

(2) A University Professor shall be appointed by the Board of Management on the recommendation of the selection committee consisting members as constituted by the board.

(3) No teacher shall be eligible for appointment as such in the University, unless he possesses such qualification as may be prescribed by the Regulations made by the Board of Management.

(4) Controller of Examinations

The Controller of Examinations shall be appointed by the Vice Chancellor on such terms and conditions as approved by the Board of Management. He shall be incharge of the examination department of the University. His duties shall include the following:-

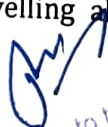
(a) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University Examinations.

(b) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations

(c) He shall keep the Minutes of Board of Examiners and all Committees appointed by the said Board.

(d) He shall convene meetings and issue notices to the Boards of Examiners and Committees appointed by them and conduct the official correspondence thereof

(e) He shall have the power to countersign the travelling allowance bills of examiners,


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

paper setters and University employees deputed on Examination purpose and all other bills relating to University Examinations

(5) Appointment of other officers:

All the officers other than those not provided in this statute shall be appointed by the selection committees as constituted by the board of management

Provided that in case of any vacancy in the posts of officers, the Vice-Chancellor may either direct any officers to perform the function of such officers or he may appoint temporarily to fill in the post for a period not exceeding six months and in the mean time steps shall be taken to fill up the vacancy on a permanent basis.

(6) Scales of pay:

Scales of pay of teachers shall be such as prescribed by applicable government regulations and UGC. Scales of pay of other officers and employees of the University shall be such as are applicable to similar categories of employees in the State Government

Provided that higher initial pay in the respective scale of pay may be offered to any teacher, officer and employee of the University on the basis of recommendation made by the relevant authority or committee selecting them with the approval of the Financial Committee subject to confirmation by the Board of Management.

(7) Retirements of teachers, officers, and employees:

Save as otherwise provided in the Act, Statutes, Ordinances, and Regulations and other teachers, the Registrar and other officers of the University shall compulsorily retire on completion of 65 years of age irrespective of the post held by them.

In the case of teaching faculty the age limit prescribed by the UGC may be followed.


(8) Disciplinary action:

Teachers, Officers and employees of the University shall be subject to such disciplinary Rules as may be prescribed in this behalf.

(9) Duties of Professors, Readers and Lecturers

Professor, Readers or Lecturers of the University, apart from delivering lectures, it shall be their duty to engage themselves in research work and to supervise and assist the students in his sphere of learning. It shall also be their duty to help the University in the conduct of examinations and processing and publication of results and to undertake such other work as may be required by the Head of the Department concerned consistent with their status.

(10) All other conditions of service of the teachers and other employees shall be


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

as prescribed by the University from time to time

(11) Head of the Department

(a)(i) In every teaching department of the University there shall be a Head of the Department. He shall be appointed by the Board of Management from amongst the permanent whole time teachers of the department not below the rank of Associate Professor/ Reader. Provided that a Lecturer may, however, be appointed as a Head of the Department in case there are no Professors or Readers in the department;

(ii) The appointment to the post of Head of the department shall be made on the basis of seniority in service of the teacher belonging to the same rank. In a University teaching department where there are both Professors and Readers, all Professors be deemed to be senior in rank to Readers;

(iii) The appointment of the Head of the department shall be reported to the Academic Council at its next meeting by the Vice-chancellor;

(b) The Head of the Department shall hold office for a period of 3 years with effect from the date he assumes charge of his office but he shall be eligible for re-appointment, after the term is over, if the Board of Management so desire;

(c) The Head of the Department may resign his office by writing under his hand to the Vice-Chancellor and the matter shall be reported to the Board of Management immediately;

(d) In case of any vacancy occurs in the office of the Head of the Department for any reason, whatsoever, a new appointment to the post shall be made in the manner stated in paragraph 1(a) above.

(12) Duties of the Head of the Departments

Subject to the general control and supervision of the Vice-Chancellor every Head of the Departments shall be responsible for the efficient working of the department generally; and shall :-


(a) arrange the time table and distribute the work in consultation with the other teachers of the department;

(b) exercise due vigilance to ensure that all moneys are expended for the purpose for which they are allotted;

(c) ensure that no expenditure is incurred without sanction of the competent authority or in contravention of financial rules of the University;

(d) look after the maintenance of all appliances, apparatus and other machineries purchased by or allocated to the department;

(e) exercise due vigilance over purchase of any material or equipment or diagnostic machineries of any kind and constitute a committee, as he thinks fit with the


Addl. Secy. to the Govt. of Assam.
Education Higher Deptt.
Dispur, Guwahati-6

- approval of Academic Council for the purpose, so as to avoid exercise of any undue influence in the matter;
- (f) maintain a stock-register and keep it up to date which shall be open for verification, by finance and accounts department on demand; and,
 - (g) perform such other duties as may be entrusted to him by the Vice-Chancellor and any other authority of the University.
 - (h) provided that no such course of action as may be detrimental to the interest of the students shall be taken by the University unless compelled by circumstances beyond the control of the University.


21. Age on first appointment

- (1) No person whose age exceeds forty-five years may be admitted to the University service. Stipulation of maximum age may however, be relaxed by the Board of Management of the University in view of the exceptional circumstances ordinarily for appointment of teachers, especially Professors and senior faculties in the University. Documentary evidence as proof of age shall be produced by the person concerned to the satisfaction of the appointing authority.
- (2) Every applicant at the time of his entry into the University service shall submit a declaration to the appointing authority stating the year, month and the date of his birth. The applicant shall produce evidence in support of his declaration and submit, school Final or Madhyamik examination pass certificate or equivalent certificate of having passed the examination from any other statutory Board in which age of the applicant has been duly recorded. An extract from the Register of birth maintained by any local authority may also be accepted as proof of age.
- (3) No person shall be appointed to a post in the University service unless he produces medical certificate of fitness after having medical examination by a Registered Medical Practitioner or a medical officer of a Government hospital, as may be desired by the appointing authority.
 - (a) Provided that a person not in permanent employ appointed temporarily for a period of less than six months, he may be exempted from producing a medical certificate of fitness.
 - (b) Provided further that if the temporary appointment for less than six months is subsequently extended or is likely to be extended beyond six months the person concerned may require to produce a certificate of fitness before expiry of the six months from the date of his first appointment if the appointing authority so desire.

CHAPTER- VI

22. Register of students

- (1) The University shall maintain a Register in which shall be entered


Addl. Secy. to the Govt. of Assam.
Education Higher Deptt.
Dispur, Guwahati-6

- (a) the name of the every student joining a college or the University for the first time;
- (b) the name of every student who is allowed to appear at an examination for the first time in the University.
- (2) The Register shall contain the following particulars: -
- (a) Names of the examinations passed qualifying the students to enter the University and of the college or institutions from which and the years in which he passed the examination;
 - (b) The dates of admission to, and leaving any college ;
 - (c) Every pass or failure in a University examination with his roll number;
 - (d) Every University scholarship, medal or prize won by the student, and;
 - (e) Every degree or diploma taken ; and,
 - (f) If migrated to any other University for pursuing a course of studies, the name of the University to which the student migrated from this University with the date of such migration certificate issued.
- (3) No one shall be admitted to the University examination unless his name has been entered in the Register.
- (4) In the case of a student joining this University on migration from some other University, the Registration shall be effected after the migration has been sanctioned.
- (5) Every student applying for registration shall be required to pay a registration fee.
- (6) Every student shall be informed of the registered number under which his name has been entered in the Register and this number shall always be quoted in all subsequent reports concerning the student, and in all correspondence with the University by the student.
- (7) In applications for admission to University examinations every student shall be liable to be scrutinized by comparison with the entries in the register and the Controller of Examination may refuse any application of any candidate about whom complete particulars have not been supplied. The aggrieved student, may however, appeal to the Vice-Chancellor whose decision in the matter shall be final.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

CHAPTER-VII

23. DISQUALIFICATION OF MEMBERS OF VARIOUS BODIES OF THE UNIVERSITY

No person shall be qualified for election or nomination as a member of any authority or academic body of the University if he-

- (a) is at the time of election or nomination is of unsound mind or deaf-mute, or
- (b) is an undischarged insolvent; or
- (c) has been convicted by a court of law for an offence involving moral turpitude.

In the case of dispute or doubt, the Board of Management shall determine whether a person is disqualified under this statute and its decision in the matter shall be final.

CHAPTER - VIII

24. Conduct and Discipline :-

(1) Every University employee, shall at all times, maintain a very high standard of integrity, impartiality and devotion to duty.

(2) No University employee shall behave in a manner which is improper, unbecoming of and derogatory to the prestige of the University.

(3) Every University employee shall;-

(a) strictly abide by law relating to intoxicating drink drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall take care that the performance of his duties is not affected in any way by the influence of such drink or drugs;


(c) refrain from consuming any intoxicating drink or drug in a public place;

(d) not give or take or abet the giving or taking of dowry;

(e) not demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry; or,

(f) not lend money at interest to any person.

(4) No employee shall join or continue to be a member of an association objects of which are prejudicial to the interest of the University public order or morality. Nothing in this Statute shall affect the trade union rights of an employee.


Addl. Secy. to the Govt. of Assam,
Education Higher Deptt.
Dispur, Guwahati-6

(5) No University employee shall except with the previous sanction of the Board of Management of the college authority, as the case may be, give evidence in connection with any inquiry conducted by any person, committee or authority. Provided that nothing in this Statute shall apply to evidence given at an inquiry before an authority appointed by the Government, by parliament or by a State Legislature or evidence given in any judicial inquiry.

(6) No University employee shall except with the previous sanction of the Board of Management, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation: Nothing in this Statute shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity.

(7) No University employee, who has a wife living, shall contract another marriage without obtaining permission of the appointing authority.

(8) An employee of the University shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any legal proceedings instituted against an employee for recovery of any debt due from him or for adjudging him insolvent, the matter shall be reported to the Vice-chancellor forthwith.

Note: the burden proving that insolvency or indebtedness was the result of circumstances, which with the exercise of ordinary prudence, the employee could not have foreseen or over which he had no control, and had not proceeded for extraordinary or dissipated habits shall be upon the employee himself.

(9) Penalties may be imposed to an University employee for good and sufficient reasons, such as:-


- (a) neglect of duty,
- (b) want of due diligence in the performance of duties,
- (c) violation of order regarding attendance and office discipline,
- (d) insubordination or disregard or violation of the orders of the superior officers,
- (e) violation of any of the provisions in these Statutes,
- (f) conviction by a criminal court,
- (g) sufficient proof to justify the charge of containing bribe,
- (h) proof of tampering with official records with definite motive, etc, be imposed upon an employee, namely;

25. Penalties :-

The following penalties may for good and sufficient reasons may be imposed on an University employee after providing him a reasonable opportunity of being heard.

(i) Censure;

(ii) With holding of increments not affecting promotion;


Adul. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (iii) Recovery of the whole or part of any pecuniary loss caused to the University or to the college by negligence of duty or breach of trust;
- (iv) Removal or dismissal from service for offences mentioned under number (f) to (h) above.

Provided that the termination of employment on probation during or at the end of the period of probation in accordance with the terms of appointment of a temporary employee on the expiry of the period of his appointment or a person engaged on contract basis according to the terms and conditions of his contract is not removal or dismissal from service.

(10) All appeals in disciplinary matter shall be decided by the Board of Management of the University except as may be otherwise provided in a contract.

CHAPTER - IX

Convocation

26. (1) The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees and diplomas and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Board of Management shall be awarded at a convocation of the University.

Provided that degrees may be conferred, and medals diplomas and certificate may be awarded in absentia.

(2) Convocations of the University shall be held for the purpose referred to in the foregoing Statutes on such date and at such time and place as may be fixed in this behalf by the Board of Management ;


Provided that the convocation shall be held every year.

(3) At least one month's notice shall be given for holding a convocation.

(4) In the case of conferring Honorary degrees a shorter notice with the approval of the Vice-chancellor may be given for holding such a convocation.

(5) Ordinarily the following order shall be maintained for conferring Bachelor' degrees, certificate, medals and postgraduate and doctoral degrees and diplomas awarded on presentation at a convocation:

- (a) Honorary Degrees in the order determined by the Vice-Chancellor;
- (b) Special medals, if any, in the order determined by the Vice-chancellor;
- (c) Doctors degrees in the order of faculties;


Addl. Secy. to the
Education Higher Deptt.
Dispur, Guwahati-6

- (d) Master degrees and post-graduate degrees, diplomas and certificates in the order of faculties;
- (e) Bachelor degrees, and
- (f) Medals other than special medals.

Explanation: "Special Medals" means a medal specified by the Board of Management to be awarded at a convocation but does not include any medal awarded on the basis of results of any examination of the University.

27. Save as otherwise specifically provided in these Statutes, for meeting of any authority or body of the University other than General Council, Executive Council and the Academic Council, one third of the total number of members of such authority or authorities taken together, in case of joint meetings of more than one authority, one-third of the total number of members calculated to a whole number, subject to a minimum of three for any authority shall form a quorum.


CHAPTER-X

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

28. Degree of the University :-

(1) The University may confer the following Degrees, namely:-

1.	Bachelor of Arts	B.A.
2.	Bachelor of Science	B.Sc
3.	Bachelor of Technology	B.Tech
4.	Bachelor of Science(Nursing)	B.Sc (Nursing)
5.	Bachelor of Science(Medical Laboratory Technology)	B.Sc(MLT)
6.	Bachelor of Architecture	B.Arch
7.	Bachelor of Education	B.Ed
8.	Bachelor of Laws	B.L
9.	Bachelor of Medicine and Surgery	MBBS
10.	Bachelor of Commerce	B.Com
11.	Bachelor of Pharmacy	B.Pharm
12.	Master of Arts	M.A
13.	Master of Letters	M.Litt
14.	Master of Science	M.Sc
15.	Master of Technology	M.Tech
16.	Master of Education	M.Ed
17.	Master of Laws	M.L
18.	Master of Commerce	M.Com
19.	Master of Social Work	M.S.W


 Addl. Secy. to the Govt. of Assam,
 Education Higher Deptt.
 Dispur, Guwahati-6

20	Master of Surgery	M.S.
21	Master of Pharmacy	M.Pharm
22	Doctor of Medicine	M.D.
23	Master of Philosophy	M.Phil
24	Doctor of Philosophy	Ph.D.
25	Master of Chirurgery	M.Ch.
26	Doctor of Medicine	D.M.
27	Doctor of Science	D.Sc.
28	Such other degrees as the Academic Council initiates as instructed by the Board of Management	

(2) Diploma and Certificates

The University may grant the following diplomas and certificates , namely


- (i) Fine Arts;
- (ii) Social Service;
- (iii) Obstetrics and Gynaecology;
- (iv) Clinical Pathology;
- (v) Public Health;
- (vi) Child Health;
- (vii) Radiology;
- (viii) Medical Radiology(Diagnosis);
- (ix) Medical Radiology(Therapy) ;
- (x) Ophthalmology;
- (xi) Nursing ;
- (xii) Orthopaedics;
- (xiii) Management (Related Fileds);
- (xiv) Any other certificate and diplomas as decided by the University.

CHAPTER-XI

PROCEDURE FOR MAKING ORDINANCES

29. Authority to initiate Ordinances:-

- (1) The Board of Management shall be authority to make, amend or repeal Ordinances.
- (2) Every Ordinance or amendment or to repeal of an Ordinance made by the Board of Management shall be submitted as soon as may be to the Chancellor for his final approval and consent. The Ordinance only comes into force after his sanction


 Addl. Secy. to the Govt. of Assam
 Education Higher Deptt.
 Dispur, Guwahati-6

PROCEDURE FOR MAKING REGULATIONS

30. (1) Authority to initiate Regulations:

The Academic Council may make or repeal regulation either on its own motion or on the recommendation of the Board of Management, the Faculties or other authorities of the University.

(2) Consultation with Faculties:

The Academic Council shall ordinarily consult the Faculty or Faculties concerned before making or repealing any Regulation relation to:-

- (a) Courses of study;
- (b) Admission to the various courses of study and examinations;
- (c) Qualifications of teachers;
- (d) Appointment and prescription of duties of the Boards of Studies and Boards of Examiners;
- (e) Institution of department of study or research.

(3) Laying of regulations before the Board of Management:

All Regulations made or repealed by the Academic Council shall be laid before the Board of Management during its next succeeding meeting. The Board of Management shall have the power to cancel or amend any Regulation. If any Regulation or repeal thereof is not so laid before the Board of Management the

Regulation or repeal shall lapse or the Regulation repealed shall revive, as the case may be, after the next succeeding meeting of the Syndicate.


CHAPTER-XII

UNIVERSITY FUND AND THE MANNER OF ITS UTILIZATION ETC.

31. (1) Subject to which the University Fund may be applied:

The University Fund shall be utilized for the following purposes:-

- (a) For repaying of debts incurred by the University for the purposes of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;
- (b) For the upkeep of college, departments, hostels and other buildings and grounds maintained by the University;
- (c) For the payment of salaries and allowances to officers the teaching and non-teaching staff of the University for and in furtherance of the purpose of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder and for the payment of any Rules and the Bye-laws made


Education Higher Deptt.
Dispur, Guwahati-6

thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishment;

- (d) For the payment of travelling and other allowances to the members of the Senate the Board of Management. The Academic Council and other authorities of the University or to the members of the Committee or Boards appointed by any of these authorities of the University in Pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder;
- (e) For the payment of the cost of audit of the University accounts as fixed by the Government;
- (f) For the expenses of any suit or proceedings to which the University is a party;
- (g) For the payment of any expense incurred by the University in carrying out the provisions of the Act, the Statutes, the Ordinances, the Regulations the Rules and the Bye-laws made thereunder;
- (h) For the payment of the Provident Fund contribution to Private College teachers to which the University may be liable prior to the commencement of the Pension Statutes or if any grant-in-aid to the commencement of the Pension Statues or of any grant-in-aid to the Private Colleges affiliated to the University or to any recognized institutions; and
- (i) For the payment of any other expenses not specified in any of the preceding clauses, but provided for in the budget of the University.

(2) Restriction of expenditure not included in the budget:

- (a) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by re-appropriation or by drawing on the closing balance.
- (b) The closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

(3) Receipts and Disbursement:


The Finance Officer shall be the custodian of the University Fund. All payments received by him on behalf of the University shall be credited under proper heads of accounts. The Finance Officer shall make all authorized payments out of the University Fund. The accounts of the University shall be kept by the Finance Officer, under the directions of the Board of Management.

(4) Payments:

No Payment shall be made under the main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.

(5) Unspent Balance

Unspent balance of budget allotment at the close of the financial year shall


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

automatically lapse to the University lapse to the University Fund.

(6) Powers of the Registrar to draw Establishment Bill etc:

Subject to the Provisions of the Statutes, the Registrar shall be competent:-

- (a) to draw the establishment, travelling allowances, contingencies and all other bills relating to the University Office;
- (b) to countersign detailed contingent bills: Provided that it shall be competent for the Finance Officer to countersign all T. A. Bills of employees of the University and the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the committees of those bodies and other committees appointed by the University;
- (c) to countersign stipend and scholarship bills and work bills and other bills requiring countersignature by a University Officer.

(7) Maintenance of Accounts :

The Finance Officer shall be responsible for the proper maintenance of the accounts of the University and shall make arrangements under the directions of the Board of Management, for the audit and payment of bills, presented at the University office.

(8) Assets Register:

The Registrar shall maintain an Assets Register in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.

(9) Accounts regarding construction:

The Registrar shall get from the University Engineer or any other authority entrusted with construction, monthly classified accounts regarding construction in a form suited to the requirements of the University.

(10) Custody of Securities etc:

The Registrar shall be responsible for the custody of all Government Securities, Fixed Deposits Receipts, National Savings Certificates and other securities which are owned by or lodged with the University.

(11) Release of Securities etc:

All Securities lodged with the University by the Educational Agencies or Principals of affiliated colleges or other persons shall be released under the signature of the Registrar.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

CHAPTER-XIII

UNIVERSITY DEPARTMENTS

32. (1) Department of study and/or Research :


A University Department of Study and/or Research is one established by Statute and under the direction control of the University.

(2) Names of Department/School of study and Research :

The following shall be the Departments/Schools of study and/or Research in the University.

- (1) School of Chemical Sciences;
- (2) School of Pure & Applied Physics;
- (3) School of Bioscience;
- (4) School of International Relations;
- (5) School of Gandhian Studies and Peace Science;
- (6) School of Letters;
- (7) School of Social Sciences;
- (8) School of Behavioural Sciences;
- (9) School of Indian Legal Thought;
- (10) School of Mass Communication;
- (11) School of Mathematics and Computer Science (Hardware, Software and Networking);
- (12) School of Distance Education;
- (13) Department of Printing and Publishing;
- (14) School of Ichthyology and Ecology;
- (15) Department of Remote Sensing;
- (16) Department of Adult, Continuing and Extension Education;
- (17) School of Online Education;
- (18) School of Management and Finance;
- (19) School of Engineering and Technology;
- (20) School of Design;
- (21) School of Health and Allied Health;
- (22) School of Aviation;
- (23) School of Hospitality;
- (24) School of Architecture;
- (25) School of Law;
- (26) School of Pharmacy;
- (27) School of Multimedia;
- (28) School of Forestry and Agriculture;
- (29) Any other schools/Depts. As and when required.

(3) Each Department/School of study and Research shall be under a Head of the Department/Director.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

THE FIRST ORDINANCE OF THE ASSAM DOWNTOWN UNIVERSITY, 2011

On Courses of Study under the Assam Down Town University Act Read with Section 32 of the Assam Private Universities Act, 2007

1. The subjects as and when started shall be assigned to various Faculties as follows:-

(1) FACULTY OF LANGUAGES AND LITERATURE . ———

- (i) Sanskrit ;
- (ii) Hindi and other Modern Indian Languages;
- (iii) English;
- (iv) French ;
- (v) German;
- (vi) Russian;
- (vii) Urdu ;
- (viii) Chinese;
- (ix) Japanese

(2) FACULTY OF ENGINEERING AND TECHNOLOGY . ———


- (i) Engineering and Technology.

(3) FACULTY OF PERFORMING AND VISUAL ARTS . ———

- (i) Music ;
- (ii) Dance ;
- (iii) Dramatics;
- (iv) Painting ;
- (v) Applied Arts ;
- (vi) Sculpture.

(4) FACULTY OF DENTAL SCIENCES, NURSING, PHARMACY AND PARAMEDICAL COURSES. ———

- (i) Dental Sciences;
- (ii) Nursing;
- (iii) Pharmacy;
- (iv) Physiotherapy;
- (v) Medical Lab Technology;
- (vi) Imaging and Radio Diagnosis;
- (vii) Critical Care;
- (viii) Emergency care and Management;
- (ix) Speech Therapy and Audiology;
- (x) Optometry.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(5) FACULTY OF COMMERCE AND MANAGEMENT STUDIES:—

- (i) Commerce;
- (ii) Business Administration;
- (iii) Tourism Administration;
- (iv) Tourism and Travel Management.

(6) FACULTY OF MEDICAL SCIENCES :—

- (i) Medical Sciences (Allopathy).

(7) FACULTY OF SOCIAL SCIENCES:—

- (i) Philosophy ;
- (ii) Psychology;
- (iii) History;
- (iv) Political Science;
- (v) Economics ;
- (vi) Geography;
- (vii) Sociology;
- (viii) Public Administration;
- (ix) Journalism & Mass Communication;
- (x) Library & Information Science;
- (xi) Business Economics;
- (xii) Population Studies ;
- (xiii) Human Resource Development;
- (xiv) Development Planning and Evaluation;
- (xv) PG Diploma in Women's Development Studies;
- (xvi) Theology.

(8) FACULTY OF EDUCATION:—

- (i) Bachelor of Education;
- (ii) Masters of Education;
- (iii) Physical Education;
- (iv) Montessori Education.

(9) FACULTY OF LAW :—

- (i) Bachelor of Law-3years;
- (ii) Bachelor of Law-5 years;
- (iii) Masters of Law.

(10) FACULTY OF LIFE SCIENCES-


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(10) FACULTY OF LIFE SCIENCES-

- (i) Bio-Technology ;
- (ii) Botany ;
- (iii) Microbiology;
- (iv) Zoology ;
- (v) Sericulture.

2(1) FACULTY OF LANGUAGES AND FACULTY OF PERFORMING & VISUAL ARTS-

- (i) Bachelor of Arts (B.A.);
- (ii) Master of Arts (M.A.);
- (iii) Master of Philosophy (M.Phil.);
- (iv) Doctor of Philosophy (Ph.D.);
- (v) Doctor of Literature (D.Lit.) ;
- (vi) Certificate Course in Japanese;
- (i) Certificate Course in Chinese;
- (ii) Certificate Course in French;
- (iii) Certificate Course in German;
- (iv) Certificate Course in Russian;
- (v) Diploma Course in Chinese;
- (vi) Diploma Course in Japanese;
- (vii) Diploma course in French;
- (viii) Diploma Course in German;
- (ix) Diploma Course in Russian;
- (x) Proficiency in Hindi (Ratna);
- (xi) Honours in Hindi (Prabhakar);
- (xii) Proficiency in Sanskrit;
- (xiii) High Proficiency in Sanskrit;
- (xiv) B.A. Honours Sanskrit.

(2) FACULTY OF ENGG. AND TECHNOLOGY -

- (i) Bachelor of Engineering & Technology (B.E);
- (ii) Bachelor of Architecture (B.Arch.).

(3) FACULTY OF PERFORMING AND VISUAL ARTS-

- (i) Certificate Course (Music, Drama, Dance, Painting, Sculpture etc);
- (ii) B.A (Music, Drama, Dance, Painting, Sculpture etc) ;
- (iii) M.A(Music, Drama, Dance, Painting, Sculpture etc) .


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(4) FACULTY OF DENTAL SCIENCES, NURSING, PHARMACY AND PARAMEDICAL COURSES

- (i) Bachelor of Dental Surgery(BDS);
- (ii) Master of Dental Surgery(MDS);
- (iii) B. Sc (Nursing);
- (iv) M. Sc (Nursing);
- (v) Bachelor in Pharmacy (B. Pharma);
- (vi) Bachelor of Physiotherapy(BPT);
- (vii) Bachelor of Radiology & Imaging Technology(BRD & IT);
- (viii) Bachelor of Medical Lab Technology(BMLT);
- (ix) Bachelor of Speech Therapy & Audiology;
- (x) Bachelor of Optometry;
- (xi) Bachelor of Trauma and Emergency Care;
- (xii) Bachelor of Trauma, Emergency and Disaster Management;
- (xiii) Bachelor of Social Work;
- (xiv) Bachelor of Critical Care;
- (xv) Bachelor of OT Technology;
- (xvi) Bachelor of Optometry ;
- (xvii) Diploma in Emergency Technician;
- (xviii) Diploma in Critical Care;
- (xix) Diploma in Physiotherapy;
- (xx) Diploma in Optometry;
- (xxi) Diploma in Medical Laboratory;
- (xxii) Diploma in Radiography;
- (xxiii) Diploma in Pharmacy.

(5) FACULTY OF COMMERCE AND MANAGEMENT STUDIES-

- (i) Bachelor of Commerce (B.Com.);
- (ii) Master of Commerce (M.Com.);
- (iii) Master of Business Administration (M.B.A.);
- (iv) Master of Business Administration –Hospital Management;
- (v) Master of Tourism Administration (M.T.A.);
- (vi) Master of Philosophy (M.Phil.);
- (vii) Doctor of Philosophy (Ph.D.);
- (viii) Doctor of Literature (D.Lit.);
- (ix) Post-Graduate Diploma in Personnel Management and Labour Welfare;
- (x) Bachelor of Business Administration(B.B.A);
- (xi) Post Graduate Diploma in E-Commerce.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

(6) FACULTY OF MEDICAL SCIENCES-

- (i) Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.);
- (ii) Master of Surgery (M.S.);
- (iii) Doctor of Medicine (M.D.);
- (iv) Doctor of Medicine(D.M.);
- (v) Master of Chirurgery (M.Ch).

(7) FACULTY OF SOCIAL SCIENCES-

- (i) PG Diploma in Population Studies;
- (ii) PG Diploma in Human Resource Development;
- (iii) Bachelor Degree in Journalism and Mass Communication;
- (iv) Master in Journalism and Mass Communication;
- (v) Bachelor of Arts (B.A.);
- (vi) Master of Arts (M.A.);
- (vii) Master of Philosophy (M.Phil.);
- (viii) Doctor of Philosophy (Ph. D.).

(8) FACULTY OF EDUCATION -

- (i) Bachelor of Education (B.Ed.);
- (ii) Master of Education (M.Ed.);
- (iii) Master of Philosophy (M.Phil.);
- (iv) Doctor of Philosophy (Ph.D.);
- (v) Bachelor of Physical Education (B.P.Ed);
- (vi) M.A. in Physical Education(M.P.Ed).

(9) FACULTY OF LAW -

- (i) Bachelor of Laws (LL.B.);
- (ii) Master of Laws (LL.M.);
- (iii) Doctor of Laws (LL.D.).

(10) FACULTY OF LIFE SCIENCES-

- (i) Bachelor of Science in Microbiology(B.Sc. Microbiology);
- (ii) B.Sc. (Honours) Bio-Technology;
- (iii) Master of Science in Microbiology(M.Sc. Microbiology);
- (iv) Master of Science (Bio-Technology)(M.Sc. Bio-Technology);
- (v) Master of Science (Botany) (M.Sc. Botany);
- (vi) Master of Science (Zoology)(M.Sc. Zoology);
- (vii) Master of Philosophy (M.Phil);


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (viii) Doctor of Philosophy (Ph.D.);
- (ix) Doctor of Science (D.Sc.).

(11) Faculty of Hospitality and Tourism-

- (i) Bachelors in Hotel Management;
- (ii) Bachelor in Tourism Management;
- (iii) Diploma In Hotel and Catering Management.

(12)Integrated Courses-

- (i) 5 year B.E.+MBA;
- (ii) 5 Year BBA+MBA

(13) Online Courses and Distance Education Courses-

- (i) Courses as decided by the Management.

(14) Collaborative(Twining) Programs

- (i) Courses as decided by the Management

3. Minimum Qualification prescribed for Admission -

- (i) In the case of certificate Courses, the minimum qualification shall be Matriculation or pass in 10th Standard of recognized School Board
- (ii) In the case of B.A./ other undergraduate course, the eligibility criteria shall be pass in 10+2 or equivalent of a recognized Secondary School Leaving Board/ CBSE/ICSE
- (iii) In the case of M.A./other postgraduate course, the eligibility criteria shall be pass in B.A or other equivalent degree in the relevant subject awarded by a recognized University
- (iv) In the case of M.Phil, the eligibility criteria shall be pass in M.A or other post graduate degree or other equivalent degree in the relevant subject awarded by a recognized University
- (v) In the case of P.hD the eligibility criteria shall be pass in M.Phil/M.A. or other degree in the relevant subject awarded by a recognized University
- (vi)


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6


4. Mode of Admission -

Name of the Course	Mode of Admission
Certificate Course/ Diploma Course	On the basis of marks in the eligibility examination
B.A./ other undergraduate course	On the basis of marks in the eligibility examination
MBBS/other technical and Undergraduate course	On the basis of entrance examination conducted by the State Government or by the University
M.A./other postgraduate course	On the basis of marks in the eligibility examination
Post graduate Medical Course and other post graduate courses in technical Subjects	On the basis of entrance examination conducted by the State Government or by the University
M.Phil/Ph.D	On the basis of marks in the eligibility examination

5. DURATION OF THE COURSES-

The duration of various courses shall be as follows:-

Name of the Course	Duration
Diploma/Certificate Course	Three Months to Two Years
B.A./ other undergraduate course	Three years
MBBS/other technical and Undergraduate course	4 ½ years + One year internship for MBBS 4 years for Engineering & other Technical Degree Courses.
M.A./other postgraduate course	Two years
Post graduate Medical Course	Three years for PG Medical Degree
M.Phil/Ph.D	Two years


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

6. REGISTRATION OF STUDENTS

- (i) Every Student, joining the University as a regular student or through Correspondence Courses or as a research scholar or seeking admission to an examination of the University as a private candidate, shall be required to get himself registered with the University;


Provided that in case of a student seeking registration/admission on wrong information in respect of age, subject and percentage of marks etc., his/her registration/admission will be liable to be cancelled, at any time. when it comes to the notice of the University and disciplinary action shall be taken against the candidate.

- (ii) All persons registered with the University shall be called .Students of the University.·

- (iii) The Controller of Examinations shall maintain in such form as the Board of Management may from time to time prescribe, a .Register of Students. The register shall contain the following information:-

- (a) Full name of the student;
- (b) Name of the father/guardian/husband;
- (c) Date of Birth of the student;
- (d) Examinations passed, qualifying for entry into the University;
- (e) Year of passing;
- (f) Roll No;
- (g) Date of Joining;
- (h) Date of migration to another University and the name of the University;
- (i) Date of re-joining the University;
- (j) Name of examination of the University in which appeared;
- (k) Year of examination;
- (l) Roll No;
- (m) Result of examination i.e. whether passed or failed, and if passed, the division in which placed;
- (n) Prizes, Medals or Scholarships won;
- (o) Any other relevant information.


- (iv) If the name of a student is struck off the rolls or he migrates to another institution or is rusticated or expelled, such fact shall also be immediately reported to the Controller of Examinations for record in the Register of students.


Addl. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6

- (v) Registration number:- Every student of the University shall be supplied a Registration Card, showing his registration number, and in all correspondence with the University in respect of that student his registration number shall be quoted. This registration number shall be mentioned in application for admissions to examination of the University.
- (vi) Lapse of registration:- The registration of a student, who migrates to join another University or is rusticated or expelled from the University shall lapse, and shall not be renewed till the students applies for re-registration within two months of his being allowed to re-join the University.
- (vii) Registration, continuation, re-registration fees:
- (a) A student seeking registration shall be required to pay the registration fee as may be prescribed by the Board of Management from time to time.
 - (b) Each student shall pay a continuation fee as may be prescribed by the Board of Management from time to time.
 - (c) The re-registration fee shall be as may be prescribed by the Board of Management from time to time.
 - (d) A student is entitled to get a certified copy of all the entries relating to him in the Register of Students on payment of a fee as may be prescribed by the Board of Management from time to time.
 - (e) A duplicate copy of the registration card may be issued on payment of a fee as may be prescribed by the Executive Council from time to time.
- (viii) Change in entries of the Register of Students:-
- (a) Except to correct a clerical error no change in the entries relating to the name and the date of birth of a student in the Register of Students shall be made except in accordance with and on payment of the prescribed fees.
 - (b) An application for the change of name shall be accompanied by-
 - (i) an affidavit sworn before a Magistrate or an Oath Commissioner by the person himself, if he is a major or by his parent or guardian; if he is a minor, stating the existing and the proposed names:


Addl. Secy. to the Govt. of Assam.
Education Higher Deptt.
Dispur, Guwahati-6

- (ii) a cutting from a newspaper in which the proposed change of name has been advertised; and
 - (iii) a fee as may be prescribed by the Executive Council from time to time.
 - (iv) No change/correction in the name of the father of a candidate will be allowed in the entries of the register of students maintained by this university unless it is on account of a purely clerical mistake such as, of an error in transferring the entries from one school register to another, as per the rules of the state government.
- (c) An application from a correction in the date of birth shall be accompanied by-
- (i) a certificate from the Board/University/Council for the Indian School Certificate Examination from which the person passed his High School/Matriculation/Higher Secondary Part-I/Higher Secondary/Indian School Certificate Examination, as the Case may be, that the necessary correction has been made and a new certificate has been issued in token thereof;
 - (ii) the new High School/Matriculation/Higher Secondary Part-I/Higher Secondary/Indian School Certificate Examination; and
 - (iii) a fee as may be prescribed by the Board of Management from time to time.


Asst. Secy. to the Govt. of Assam
Education Higher Deptt.
Dispur, Guwahati-6