

**EDUCATION (HIGHER) DEPARTMENT  
GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR**

**NOTIFICATION**

**THE FIRST STATUTES**

**The Kumar Bhaskar Varma Sanskrit and Ancient Studies University Act, 2011  
(Assam Act no. IX of 2011)**

NO.AHE.....In exercise of the powers conferred by section 34 of the **Kumar Bhaskar Varma Sanskrit and Ancient Studies University Act, 2011 (Assam Act No. IX of 2011)**, the Governor of Assam is hereby pleased to make the First Statutes of the **Kumar Bhaskar Varma Sanskrit and Ancient Studies University** for the purposes of carrying out the provisions of the Act.

**CHAPTER-I  
PRELIMINARY**

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| Short title and commencement | 1. (1) These statutes may be called the <b>Kumar Bhaskar Varma Sanskrit and Ancient Studies University First Statutes, 2023</b> .<br><br>(2) They shall come into force with effect from the date of Notification in the Assam Gazette.  |
| Definitions                  | 2. In these Statutes, unless explicitly stated otherwise,-<br><br>(a) 'Act' means the Kumar Bhaskar Varma Sanskrit and Ancient Studies University Act, 2011 (Assam Act No. IX of 2011);<br><br>(b) 'Article' means an Article of this Statute;<br><br>(c) 'Authority' means an Authority as stated in the Act or in this Statute;<br><br>(d) 'Centre' means a Centre as stated in this Statute;<br><br>(e) 'Committee' means a Committee as stated in the Act or in this Statute;<br><br>(f) 'Officer' means an Officer as stated in the Act or in this Statute;<br><br>(g) 'Post' means a Post under the University as stated in the Act or in this Statute;<br><br>(h) 'Section' means a section of the Act. |

  
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**CHAPTER-II**  
**CONSTITUTION, POWERS AND DUTIES OF THE OFFICERS AND**  
**AUTHORITIES OF THE UNIVERSITY.**

Officers of the  
University

3. (1) **The Officers of the University as per clause (2) of sub-section (2) of section 34 of the Act are the following, namely:-**

- (i) Treasurer;
- (ii) Controller of Examinations;
- (iii) Librarian;
- (iv) Deputy Librarian;
- (v) Academic Registrar;
- (vi) Executive Engineer; and
- (vii) Medical Officer.

In respect of posts of other officers of the University, the Executive Council shall have the power to define and assign duties and responsibilities through Ordinances. Regarding qualifications and pay, the University Grants Commission (UGC) norms shall apply for those posts which are covered under UGC scale of pay and the others shall be covered by the norms set by the State Government Assam. However, the Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon the office requirements.

(2) **The Classification of the posts of the University shall be as follows:-**

- (i) Vice-Chancellor, Rector, Professor, Associate Professor, Assistant Professor and such other academic posts as may be decided by the Executive Council.
- (ii) Librarian, Deputy Librarian, Assistant Librarian, Assistant Director of Physical Education and such other non-academic posts as may be decided by the Executive Council.
- (iii) Registrar, Deputy Registrar, Assistant Registrar, Academic Registrar, Treasurer, Deputy Treasurer, Assistant Treasurer, Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Medical Officer, Store Officer, Private Secretary to the Vice Chancellor, Private Secretary to the Registrar, Private

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Secretary to the Controller of Examinations, Private Secretary to the Treasurer, Office Superintendent, and such other administrative and other staff members as may be decided by the Executive Council.

- (iv) Executive Engineer, Junior Engineer, Computer System Administrator, System Analyst, Laboratory Assistant, Technical Assistant, Library Professional Assistant, Library Assistant and such other technical posts as may be decided by the Executive Council.

Vice-Chancellor

4. The other powers and duties of the Vice-Chancellor as per sub-section (7) of section 11 of the Act shall be the following, namely,-

- (1) to undertake plan and programme to realise the vision of the University as a centre of excellence in both teaching and research, while upholding the highest standards of ethics and public accountability. He or she may set up Ethics Committee, Vigilance Committee, Women's Cell, General Purchase Committee and any other Committee or Body that he thinks proper and necessary for these objectives.
- (2) to initiate disciplinary action against any employee or staff for any act of indiscipline and including violations of any rules and regulations of the University. If the Vice Chancellor deems it to be necessary that immediate action is to be taken, he may suspend an employee pending an enquiry, administer a warning to him, impose on him the penalty of censure or the withholding of an increment. However, no punitive action shall normally be taken unless there has been a due process of enquiry and the person concerned has been given adequate opportunity to respond to the memo or show cause notice or charges against her or him. An employee may appeal to the Executive Council for any punitive action taken by the Vice Chancellor.
- (3) to designate one of the officers or Faculty other than the Registrar as a State Public Information Officer (SPIO) of the University under the Right to Information Act, or any other responsibility which is mandatory as per law. The Registrar shall be the First Appellate Authority.

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Treasurer

5. (1) Mode of Appointment,-

- (i) The Treasurer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Treasurer should also be as per prevailing norms of the University Grants Commission.


(2) Terms and Conditions of the Service,-

- (i) The Treasurer shall be a whole-time officer of the University for a period of five years or till he attains the age of superannuation as per Government of Assam rule, whichever is earlier.
- (ii) The Treasurer shall be eligible for re-appointment.
- (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grants Commission adopted by the Government of Assam.
- (iv) Whenever there is any temporary vacancy in the Office of the Treasurer by reasons of leave, illness or other causes, the Vice Chancellor shall ask the Registrar to perform the duties of the Treasurer for the period of absence.

(3) Powers and Duties:-

The Treasurer shall,-

- (i) be responsible for proper maintenance of the accounts, and submit the monthly and annual update of all financial accounts to the Vice-Chancellor.
- (ii) keep an account of the status of the cash and bank balances and other investments.
- (iii) monitor the progress of the revenue and advise on the mode and head of collection from time to time.
- (iv) ensure that the Asset Registers of all furniture, fixtures, fittings and equipment are maintained up-to-date and that physical stock-verification of equipment and other non-consumable materials in all offices, departments, laboratories in the University.
- (v) subject to the power of the Executive Council, be responsible for ensuring that the limits fixed by the

  
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Executive Council for recurring and non-recurring expenditure for a year are not exceeded and all moneys are expended for the purposes for which they are generated.

- (vi) be responsible for Audit of Accounts of the University at least once in every financial year by the Internal Auditor (Chartered Accountant) and if delayed, it should not be later than three months.
- (vii) perform such other financial functions as may be assigned to him by the Executive Council or Vice Chancellor and/or the Ordinances and Regulations provided, that the Treasurer shall abide by the limits set by the Executive Council.
- (viii) seek explanation for any unauthorised expenditure and for other financial irregularities and accordingly report the same to the Vice-Chancellor for necessary action.
- (ix) seek from any office, centre, department, laboratory etc. of the University any information or returns that he may consider necessary for performing his duties.
- (x) the receipt for any money payable to the University shall be made by the Treasurer or by the person(s) duly authorised on his or her behalf by the Executive Council or the Vice Chancellor as per the Rules and Regulations.
- (xi) ensure that all tax deductions are timely and correctly made, the amounts are deposited as per Government norms and tax deduction certificates are issued on time.
- (xii) ensure that all estimates are correctly made, including all deductions, and be responsible for implementing the pension scheme as per Government of Assam norms and decisions of the Executive Council. He shall also be responsible for sending General Provident Fund, Contributory Pension Fund, New Pension Scheme, leave salary and pension contributions for those on deputation or lien as per Government norms and decisions of the Executive Council.

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(4) The Executive Council may delegate the following powers of the Registrar to the Treasurer,-

- (i) he shall exercise supervision over the funds of the University and advise in regard to its financial policy.
- (ii) he shall be responsible for the preparation of the financial proposal of the University. He shall also be responsible for the preparation of the balance sheet of the University at the end of each financial year.
- (iii) he shall, subject to the control of the Executive Council, manage the investments of the University including trust and endowed amounts and be responsible for the preparation of the annual estimates and statements of the Accounts, in consultation with the Registrar and the Vice Chancellor and for their presentation to the Executive Council.

Controller of  
Examination

6. (1) Mode of Appointment,-

- (i) The Controller of Examinations shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Controller of Examinations must be as per prevailing norms of the University Grants Commission.

(2) Terms and Conditions of Service,-

- (i) The Controller of Examinations shall be a whole time officer of the University who shall hold office for five years or till he attains the age of superannuation, whichever is earlier.
- (ii) The Controller of Examinations shall be eligible for re-appointment.
- (iii) The emoluments and other terms and conditions of service shall be such as may be prescribed by the Executive Council and the Government of Assam norms.
- (iv) Whenever there is any temporary vacancy in the Office of the Controller of Examinations by reasons of leave, illness or other causes, the Vice Chancellor shall entrust the duties of the Controller of Examinations to the Registrar or any other faculty

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member in his absence or vacancy of post to discharge his duty subject to the approval of Executive Council.

(3) The powers and duties of the Controller of Examinations shall be to,-

- (i) hold various examinations of the University and its affiliated/constituent college(s), if any, and ensure that these are conducted smoothly and flawlessly as per the Examination Rules and Regulations of the University.
- (ii) prepare and notify the schedules of examinations as per the Academic Calendar after approval of the Vice Chancellor.
- (iii) be responsible for holding all examinations as per the schedules of examinations and ensure that results are declared on time.
- (iv) convene the meetings of the moderating boards for different subjects and oversee their functioning.
- (v) issue the grade sheets for each student at the end of the Semester, and the final grade sheets (transcripts) at the end of the programme of study on time.
- (vi) take all necessary measures to maintain the strict confidentiality of examination related matters to uphold the sanctity of the examinations.
- (vii) discharge any such other duties and responsibilities assigned to her or him by the Vice-Chancellor from time to time.


Academic  
Registrar

7. (1) Mode of Appointment,-

- (i) The Academic Registrar shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Academic Registrar must conform to the prevailing norms of the University Grants Commission.

(2) Terms and Conditions of Service,-


- (i) The Academic Registrar shall be a whole time Officer of the University who shall hold office for five years or till s/he attains the age of

  
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superannuation, whichever is earlier.

- (ii) The Academic Registrar shall be eligible for re-appointment.
  - (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.
  - (iv) Whenever there is any temporary vacancy in the office of the Academic Registrar by reasons of leave, illness or other causes, the Vice Chancellor shall entrust the duties of the Academic Registrar to the Registrar or, in absence of the regular incumbent as Registrar, make such arrangements as he may think fit for exercising the powers and performing the duties of the Academic Registrar during the period of absence.
- (3) The powers and duties of the Academic Registrar shall be to,-
- (i) report to the Registrar and to carry out her or his duties under the direction of, and in consultation with the Registrar and Vice Chancellor.
  - (ii) be responsible for preparation of curricula and syllabi of the academic programmes.
  - (iii) be responsible for preparation of text books for the courses, if required, as decided by the Academic Council.
  - (iv) keep the minutes of all the meetings of any Committee appointed by the authorities of the University where the Academic Registrar is the Secretary or Convener.
  - (v) arrange for admission of students to the University and keep their records.
  - (vi) oversee the functioning of the Ph. D programme of the University.
  - (vii) oversee the preparation of academic calendar, teaching time tables and ensure that teaching programmes are properly carried out.
  - (viii) receive proposals for starting new academic programme, new Department and Centre. arrange for their evaluation in consultation with the Vice Chancellor, and make recommendations for

  
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consideration by the Vice Chancellor and the Academic and Executive Councils as per the Ordinances, Rules and Regulations.

- (ix) receive proposals from the faculty for organizing Schools, Workshops or Conferences; arrange for their evaluation and explore ways and means of facilitating collaborations at both national and international level and make recommendations for consideration by the Vice Chancellor and/or the Academic Council as per the Ordinances, Rules and Regulations.
- (x) assist in regards to preparation of Memorandum of Understanding (MoU) with other Institute or Organisation on academic matters.
- (xi) discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

**Dean, Research and Development**

**8. (1) Mode of Appointment,-**

- (i) The Dean, Research and Development shall be appointed by the Vice- Chancellor from amongst the teachers not below the rank of a Professor.

**(2) Terms and Conditions of Service,-**

- (i) The Dean, Research and Development shall hold the office for a period of three years, or till the date of her or his age of superannuation, whichever is earlier.
- (ii) When the office of the Dean, Rerearch and Development falls vacant for resignation or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the office shall be performed by any other teacher not below the rank of a Professor, as the Vice Chancellor may appoint for the purpose or till the appointment of a new Dean, Research and Development .
- (iii) The Dean, Research and Development, shall be eligible for re-appointment.
- (iv) The Dean, Research and Development shall perform duties in addition to her/ his normal duties as a teacher of the University.

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(3) The powers and duties of Dean, Research and Development shall,-

- (i) be responsible for planning of research activities of the University in consultation with all Deans, Heads of Departments and the Vice Chancellor of the University.
- (ii) make an overview of the research projects to be submitted to various agencies by the faculty of the University to ensure that the project is in order.
- (iii) co-ordinate all research activities of the University and shall take up the related matters with University authority.
- (iv) be the ex-officio Chairperson for all selection committees for selection of the Research Fellow or Project Fellow or Associate etc.
- (v) monitor the progress of research projects carried out in the University.
- (vi) take steps for Industry, Non-Governmental Organisation, Academia interaction or interface for Research and Development activities.
- (vii) co-ordinate the Summer Projects of students covered by the fellowship from relevant agencies or academic bodies.
- (viii) look after all Research and Development consultancy projects undertaken by the faculty and any other technical staff of the University.
- (ix) discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

**Librarian**

9. (1) Mode of Appointment,-

- (i) The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Librarian shall be in conformity with the prevailing norms of the University Grants Commission.

(2) Terms and Conditions of Service,-

- (i) The Librarian shall be a full-time Officer of the University who shall hold office till he attains the

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age of superannuation as per prevailing norms of the Government of Assam.

- (ii) The Librarian shall retire on the date he attains the age of superannuation as per Government of Assam norms.
  - (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
  - (iv) A new appointment of a Librarian shall be on probation for one year; his performance shall be reviewed before the probationary period is over, after which he could be confirmed, terminated or his probationary period extended if necessary.
  - (v) Whenever there is any temporary vacancy in the Office of the Librarian by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he may think fit for exercising the powers and performing the duties of the Librarian during the period of absence.
- (3) The powers and duties of the Librarian shall,-
- (i) be responsible for providing library and information services to the University and its constituent college(s), if any.
  - (ii) be responsible for the maintenance of the libraries of the University and their collections.
  - (iii) plan, implement and maintain efficient and easy access to library and information services via modern technology. The Librarian is expected to be thoroughly familiar with the learning, teaching and research needs of the University and keep an eye on emerging tools and electronic resources.
  - (iv) be responsible for all library collections and resources to be carefully indexed, catalogued and install appropriate user-friendly software for easy access by the users. He shall make arrangement to facilitate and assist the users, if required.
  - (v) place order for the academic journals on time and co-ordinate with the Treasurer for necessary action for payment of the concerned bills.
  - (vi) seek requirements of books, periodicals and journals

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from the different Departments and Centres and order them in a reasonable time line.

- (vii) ensure that all laws related to copyright and intellectual property rights are strictly adhered to while providing library and information services.
- (viii) prepare an overall annual budget for the Library, and after discussing with the Library and Information Services Committee and forward the Committee's recommendations to the Vice Chancellor for follow-up action.
- (ix) place for approval of the Vice Chancellor, within the overall budget, for the purchase of books, journals and periodicals and software recommended by the Library and the Information Services Committee and the Computer Facilities Committee.
- (x) be the member Secretary of the Library and Information Services Committee.
- (xi) set up modalities for getting copies of research articles and relevant academic materials from other libraries or agencies for faculty and students.
- (xii) set up a digital archive (e.g. in D-space) for archiving historical material on themes of interest to the University. The Librarian shall look for ways and means to generate resources for digitizing old manuscripts and archiving these for public use.
- (xiii) keep record of all University and its constituent college(s), if any, publications, and also archive them.
- (xiv) perform curatorial duties for specific collections, and be the primary contact for donors, including potential ones, to the Library.
- (xv) assist the Administration in preparation of the Annual Report of the University, as well as other related publications of the University.

**Deputy Librarian** 10. (I) Mode of Appointment,-

- (i) The Deputy Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Deputy Librarian shall be in conformity with the prevailing norms of the

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University Grants Commission.

(2) Terms and Conditions of Service,-

- (i) The Deputy Librarian shall retire on the date his/her attaining the age of superannuation as per rules of Government of Assam.
- (ii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of Government of Assam.
- (iii) A new appointment of a Deputy Librarian shall be on probation for one year; his performance shall be reviewed before the probationary period is over, after which he could be confirmed, terminated or his probationary period extended if necessary.
- (iv) Whenever there is any temporary vacancy in the Office of the Deputy Librarian by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he may think fit for exercising the powers and performing the duties of the Deputy Librarian during the period of absence.

(3) The powers and duties of Deputy Librarian shall be,-

- (i) to coordinate and supervise the work of different sections of the library.
- (ii) provide bibliographical and reference service to the teachers and research scholars.
- (iii) to conduct orientation programmes for fresher's in library use.
- (iv) to help in the building of library collection in his or her respective area of specialization.
- (v) to help the Librarian in planning of library resources and services.
- (vi) to assist with all types of collaborative activities.
- (vii) to assist with supervision of readers using antiquarian material and maneuvering of antiquarian material.
- (viii) to assist with stock control eg. Checking and reading lists, weeding and dispersal of material, stocktaking.
- (ix) to receive new acquisitions from ordering to the shelves, particularly accounting and classification,

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but working knowledge of all aspects.

- (x) to maintain proficient standard of modern cataloguing.
- (xi) to ensure security of all library premises and materials.
- (xii) to any other duties as assigned in form of professional, clerical or manual from time to time.

**Executive  
Engineer**

**11. (1) Mode of Appointment,-**

- (i) The Executive Engineer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Executive Engineer must be in conformity with the minimum qualifications and experiences with proven expertise as sought by the Executive Council.

**(2) Terms and Conditions of Service,-**

- (i) The Executive Engineer shall be a full-time officer of the University who shall hold office till he attains the age of superannuation.
- (ii) The Executive Engineer shall retire on the date he attains the age of superannuation as per rules of Government of Assam.
- (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of Government of Assam.
- (iv) A new appointment of Executive Engineer shall be on probation for one year; his performance shall be reviewed before the probationary period is over, and accordingly be confirmed, terminated or his probationary period may be extended, if necessary.
- (v) Whenever there is any temporary vacancy in the Office of the Executive Engineer by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he may think fit for exercising the powers and performing the duties during the period of absence.

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- (3) The powers and duties of the Executive Engineer shall be the following, namely,-
- (i) approve plans for which powers are delegated as per the Rules and Regulations.
  - (ii) prepare or scrutinize work estimates and make recommendations before transmission to higher authorities for approval.
  - (iii) prepare tender schedules, issue tender notifications, and be responsible for receipt and opening of tenders regarding all construction works.
  - (iv) inspect and oversee all aspects of construction work, and certify all bills before any payment is made.
  - (v) look after the maintenance and upkeep all infrastructures, buildings and facilities of the University.
  - (vi) co-ordinate with external agencies and departments such as Public Works Department, District Rural Development Agency, Assam Power Distribution Company Limited, Public Health Engineering etc. for matters related to construction and buildings.
  - (vii) place the matters relating to construction, infrastructure development, renovation etc. before the Construction Committee and whenever necessary to the Vice Chancellor.

**Medical Officer**

**12. (1) Mode of Appointment,-**

- (i) The Medical Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Medical Officer must be in conformity with the minimum qualifications and experiences with proven expertise in the field as sought by the Executive Council.

**(2) Terms and Conditions of Service,-**

- (i) The Medical Officer (MO) shall be a full-time officer of the University who shall hold office till he attains the age of superannuation.
- (ii) The Medical Officer (MO) shall retire on the date he attains the age of superannuation as per Government of Assam norms.

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- (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- (iv) Whenever there is any temporary vacancy in the Office of the Medical Officer (MO) by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Medical Officer (MO) during the period of absence.
- (3) The powers and duties of the Medical Officer shall,-
  - (i) be responsible for proper maintenance of the University Hospital(s) in respect of its upkeep and quality of services.
  - (ii) be required to stay in the University Main Campus and there shall be no specific duty hours for him.
  - (iii) be responsible for proper coordination with other outside/ Government agencies for maintenance of health, organization of medical camps, nutrition and hygiene in the University Campus along with the timely implementation of various immunization/ eradication programmes and such others undertaken by the Governments.
  - (iv) detail the duties to the Medical and Health Officer, paramedical staff and supporting staff of the hospital.
  - (v) be responsible for any other duties and responsibilities, not covered above but may arise from time to time or as may be assigned to him by the competent authority.

Dean of Faculty

13. (1) Mode of Appointment,-

- (i) The Dean of a Faculty shall be appointed by the Vice Chancellor from amongst the Professors /Associate Professors.
- (ii) The Vice Chancellor shall appoint one of the Professors/Associate Professors of the Faculty.

(2) Terms and Conditions of Service,-

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- (i) The Dean of Faculty shall hold office for a period of three years, or till date he attains the age of superannuation, whichever is earlier.
  - (ii) He shall retire on the date he attains the age of superannuation as per rule.
  - (iii) He shall be eligible for re-appointment.
  - (iv) He shall discharge her or his duties in addition to his normal responsibilities as Professor of his Department of the University.
- (3) The powers and duties of Dean of Faculty shall,-
- (i) be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Faculty.
  - (ii) be the Executive Officer of the Faculty.
  - (iii) preside over all of its meetings.
  - (iv) execute such other duties or responsibilities assigned to her/him by the Academic Council or the Vice Chancellor from time to time.

**Head of  
Department**

14. (1) Mode of Appointment,-

- (i) The Head of a Department shall be appointed by the Vice-Chancellor from amongst the Professors of the Department by rotation on the basis of seniority, or the Vice Chancellor thinks fit, for a period of three years.
- (ii) If there is no Professor in a Department, the Head of the Department shall be appointed by the Vice Chancellor from amongst the Associate Professors by rotation on the basis of seniority or the Vice Chancellor thinks fit, for a period of three years.
- (iii) If there is only one Professor or Associate Professor, he may continue as the Head for a longer period as directed by the Vice Chancellor.
- (iv) If there is no Professor or Associate Professor of a Department, the Vice Chancellor may appoint one of the Assistant Professors as Head-in-Charge of the Department or other alternative arrangement as he deems it fit.

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(2) Terms and Conditions of Service,-

- (i) The Head of Department shall hold office for a period of three years, or till date he attains the age of superannuation, whichever is earlier.
- (ii) He shall discharge her/his duties in addition to his normal responsibilities as Professor or Associate Professor of the Department.

(3) The powers and functions of the Head of the Department shall be to,-

- (i) function under the general supervision of the Dean of Faculty;
- (ii) convene and preside over the meetings of the Under Graduate and Post-Gradate Board of Studies, Departmental Research Committee and Departmental Advisory Committee;
- (iii) implement the decision of the Board of Studies;
- (iv) organize teaching and research work in the department;
- (v) supervise and conduct all examinations of the department and keep records of internal evaluation, attendance etc. of the students as prescribed, and forward the records of evaluation in time to the Controller of Examinations for necessary action;
- (vi) frame the time-table in conformity with the allocation of the teaching work made by the department;
- (vii) maintain discipline in the classroom and laboratories through the teachers;
- (viii) assign to the teachers in the department such duties as may be necessary for proper functioning of the department;
- (ix) assign work to exercise control over the non-teaching staff in the department;
- (x) perform such other duties as may be assigned to her or him by the Vice-Chancellor, the Dean and the Board of Studies from time to time.

Head of Centre

15. (1) Mode of Appointment,-

- (i) The Head of a Centre shall be appointed by the Vice-Chancellor from amongst the Professors or

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Associate Professors from within the Centre or from any allied department for a period of three years.

(2) Terms and Conditions of Service,-

- (i) The Head of Centre shall hold office for a period of three years, or till date he attains the age of superannuation, whichever is earlier.
- (ii) He shall discharge his duties in addition to his normal responsibilities as Professor or Associate Professor of the Centre or of the Department to which he belongs.

(3) The powers and functions of the Head of The Centre shall,-

- (i) function under the general supervision of the Dean of the Faculty;
- (ii) convene and preside over the meetings of the Advisory Committee of the Centre and such other entities;
- (iii) implement the decisions of the Advisory Committee;
- (iv) organize teaching, if any, and research work in the Centre;
- (v) supervise and conduct examinations, if any, of the Centre and keep records of internal evaluation, attendance, etc. of the students as prescribed, and forward the records of evaluation in time to the Controller of Examinations for necessary action;
- (vi) frame the time-table in conformity with the allocation of the teaching work, if any, made by the department;
- (vii) maintain discipline in the classroom and laboratories;
- (viii) assign to the faculty members in the Centre such duties as may be necessary for proper functioning of the Centre;
- (ix) assign work to exercise control over the non-teaching staff in the Centre;
- (x) perform such other duties as may be assigned to him by the Vice-Chancellor, the Dean and the Board of Studies from time to time.

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**Director of  
Students' Welfare**

16. (1) Mode of Appointment,-

- (i) The Director of Students' Welfare shall be appointed by the Vice Chancellor.

(2) Terms and Conditions of Service:

- (i) The term of Director of Students' Welfare shall be three years.
- (ii) Whenever there is any temporary vacancy in the Office of the Director of Students' Welfare by reasons of leave, illness or other causes, the Vice Chancellor in consultation with the Chairperson, Students' Advisory Council shall make such arrangements as he may think fit for exercising the powers and performing the duties of the Director of Students' Welfare during the period of absence.

(3) The powers and duties of the Director of Students' Welfare shall,-

- (i) discharge the responsibilities in all aspects of the welfare of students in the University in consultation with the Chairperson, Students' Advisory Council.
- (ii) be the ex-officio Treasurer of Students' Advisory Council.
- (iii) oversee and advise the students on their extra-curricular activities, including sports, cultural and literary activities.
- (iv) be primarily responsible for ensuring a safe, healthy and academically vibrant atmosphere in the hostels, and shall work towards this end with the Registrar, the Wardens of the hostels and the Principal(s) of the constituent college(s), if any.
- (v) be primarily responsible for ensuring a ragging-free environment in the campus, including the hostels, and shall work towards this end with the Registrar, the Wardens of the hostels and Principal(s) of the constituent college(s), if any.
- (vi) be in charge of putting in place and organizing the activities of the Placement Cell of the University. S/he shall take steps to facilitate campus recruitments in the University campus.

- (vii) create a Student Help Desk to address the issues of


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the students and also provide necessary counselling to students.

- (viii) be responsible for arrangement of holding elections of the students' body, Chatra Sansad, and any such election of students to any other University body as per rule.
- (ix) help, advise and oversee the applications of students for scholarships from both the State and Central Government agencies. For scholarships which require examinations and as per approval of the Vice Chancellor, he shall facilitate organizing these examinations in the University.
- (x) discharge any such other duties and responsibilities assigned to him by the Vice-Chancellor from time to time.

### Faculties

17. (1) A Faculty shall consist of allied academic Departments or Centre(s).
  - (i) The University shall have such Faculties as may be specified by these Statutes.
  - (ii) The University, with approval of the Academic Council, shall establish Faculties and provide for instruction and research in the areas mentioned in section 4 (i, ) of Act.
  - (iii) Each Faculty shall, subject to the control of the Academic Council, have charge of teaching, the courses of study and the research work including delivery of consultancy services in such subjects as may be assigned to such Faculty by the Ordinances.
  - (iv) The Faculty members of each Department and/or Centre are the Professors, Associate Professors and Assistant Professors, and other such posts which may be designated by the Executive Council of the University, and consistent with the UGC norms, rules and regulations.
  - (v) A Faculty may obtain proposals of the Departments or Centres under it for teaching and non-teaching positions.

  
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(2) Constitution:

Each Faculty comprising the Departments and Centre(s) of similar fields shall consist of,-

- (i) Dean of the Faculty;
- (ii) Heads of the Departments or Centre(s) under the Faculty;
- (iii) Such teachers of subjects assigned to the Faculty as may be appointed to the Faculty by the Academic Council;
- (iv) Such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on these subjects, as may be appointed to the Faculty by the Academic Council provided that a teacher so selected shall hold office for a period of two years from the date of her/his selection;
- (v) Such other persons may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty in the form of adjunct faculty or visiting faculty or guest faculty, etc. as per UGC Guidelines notified from time to time for strengthening the teaching and research activities in the Departments or Centres.

(3) The powers of the Faculty shall be to,-

- (i) recommend to the Post Graduate Board and Under Graduate Board the Courses of Studies for different programmes proposed by the Boards of Studies of the Departments or Centres with the approval of the Board of Studies of the Faculty.
- (ii) recommend to the Post Graduate Board and Under Graduate Board after consulting the Boards of Studies of the Departments or Centres, the names of the Examiners/ Moderators in subjects assigned to the Faculty.
- (iii) recommend to the Post Graduate Board and Under Graduate Board the conditions for the award of degrees, diplomas and other distinctions.
- (iv) encourage the research in subjects assigned to the Faculty.

  
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- (v) deal with any other matters referred to it by the Academic Council.
  - (vi) submit proposals for the establishment of Departments/Centres to the Post Graduate Board and Under Graduate Board.
- (4) Meetings of the Faculty:
- (i) The Faculty should meet as frequently as deemed necessary, but at least thrice a year. The meetings shall be convened by the Dean of the Faculty.
  - (ii) The quorum for a meeting is one-third of the existing members.

(5) The Departments/Centres and Faculties:

The University shall establish the following Departments/Centres and Faculties:

Faculty of Veda-Vedanga that includes the following Departments:

- (i) Veda
- (ii) Vyakarana
- (iii) Jyotisha
- (iv) Dharmashastra

Faculty of Darshana that includes the following Departments:

- (i) Darshana
- (ii) Nyaya
- (iii) Mimamsa

Faculty of Sahitya and Sanskriti that includes the following Departments

- (i) Sahitya
- (ii) Purana-Itihasa

Faculty of Ancient Studies that includes the following Departments

- (i) Linguistics
- (ii) Yoga
- (iii) Tantrik and Shakti-cult
- (iv) Buddhist Philosophy
- (v) Manuscriptology
- (vi) Temple Management

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Faculty of Humanities and Social Sciences that includes the following Departments:

- (i) Education
- (ii) Political Science
- (iii) Philosophy
- (iv) Assamese

**Collegium of Deans**

18. (1) Constitution:


The University shall have a Committee called the 'Collegium of Deans' which shall consist of the following members:

- (i) Vice Chancellor, Chairperson
- (ii) All Deans of Faculties
- (iii) Academic Registrar, Member Secretary

(2) Functions and Responsibilities:

The Collegium of Deans shall,-

- (i) discuss, prepare and/or modify the overall academic vision document of the University at least once in three years;
- (ii) identify and help facilitate areas of multidisciplinary research in the University;
- (iii) consider and examine proposals for opening new Departments and Centres, and decide on the ones which should be recommended to the statutory bodies;
- (iv) examine and ensure that the University maintains a high standard of both pedagogic and examination methods and research activities;
- (v) examine proposals for any Honorary Degrees to be awarded by the University, shortlist those which may be worthy of further consideration to the statutory bodies;
- (vi) consider general administrative matters relevant for academic work, and for the functioning of the Faculties, Departments and Centres, and make appropriate recommendations;
- (vii) consider such other matters as may be assigned to it by any of the statutory bodies or referred to it by the

  
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Vice Chancellor.

(3) **Meetings of the Collegium of Deans:**

- (i) It shall meet regularly at least twice in a semester;
- (ii) The quorum of a meeting shall be one-third of the existing members.
- (iii) The meetings shall be convened by the Academic Registrar who shall also keep the minutes of the meetings.

**Council of Heads**

19. (1) Constitution

The Council of Heads shall consist of,-

- (i) Vice Chancellor, Chairperson;
- (ii) All Heads of the Departments, Members;
- (iii) Registrar, Member;
- (iv) Academic Registrar, Member Secretary.

(2) Term of Office:

- (i) Save as otherwise provided and except the *ex-officio* members, such other members shall hold office for a period of three years from the date of nomination.

(3) The functions and responsibilities of the Council of head shall,-

- (i) to review the current status of research and academic activities in the University in each Department, examine the progress being made, and make possible suggestions;
- (ii) to examine and suggest the Syllabi prepared by BoS before approval of Academic Council and formulating the rules and regulations of the University as per guidelines of University Grant Commission.
- (iii) to perform any other duties assigned to them by Vice Chancellor from time to time.

(4) Meetings of the Council of Heads,-

- (i) It shall meet at least once in every month.
- (ii) The quorum for a meeting is one-third of the existing members.
- (iii) A notice of at least five (5) days should be normally

  
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given for a meeting.

**Research Council 20. (1) Constitution:**

The Research Council shall consist of,-


- (i) Vice Chancellor, Chairperson;
- (ii) Dean, Research and Development;
- (iii) Deans of all the Faculties;
- (iv) Heads of the University Departments and Centres;
- (v) Six Professors of Departments and Centres to be nominated by the Vice-Chancellor;
- (vi) Six Associate and Assistant Professors, three each, to be nominated by the Vice Chancellor based on their research activity, maximum three of whom may be from the Constituent College(s), if any;
- (vii) Two external members with well-acknowledged body of research works to be nominated by the Vice Chancellor;
- (viii) Academic Registrar, Member Secretary.

**(2) Term of Office:**

Save as otherwise provided and except the *ex-officio* members, such other members shall hold office for a period of three years from the date of nomination.

**(3) The functions and responsibilities of the Research Council shall be,-**

- (i) to constitute one Departmental Research Committee (DRC) of each Department consisting of the Head of the Department as Chairperson and Convener and all recognised research guides of the Department (subject) as members. There shall be two members, who are recognised research guides, from allied disciplines from within the University.
- (ii) to periodically (at least once a year) prepare a perspective of research in the University and its Constituent College(s), if any, and identify the thrust areas for research in the disciplines of the University subject to the overall guidance of the Academic Council;
- (iii) to critically review the current status of research in

  
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the University in each Department, examine the progress being made, and make possible suggestions;

- (iv) to prepare the Syllabi of the Ph.D. Course work formulating the rules and regulations of the University as per guidelines of University Grant Commission, for Ph D research;
- (v) to perform any other functions that may be assigned to it by either the Academic Council or the Executive Council.

(4) Meetings of the Research Council:

- (i) It shall meet at least twice a year.
- (ii) The quorum for a meeting is one-third of the existing members.
- (iii) A notice of at least ten (10) days should be normally given for a meeting.

**Selection  
Committee for  
Officers**

- 21. (1) There shall be Selection Committee for making recommendation to the Executive Council for appointments of Academic Registrar, Finance Officer, Controller of Examinations and other officers of the University.
- (2) The Selection Committees shall follow the specified in guidelines as laid down in the relevant UGC Regulations as adopted by the University for the appointment of the posts from time to time.

**Centre Advisory  
Committee**

- 22. There shall be an Advisory Committee for each Centre for formulation and supervision of its academic programmes and activities.

(1) Constitution:

It shall consist of the following members,-

- (i) Head of the Centre, Chairperson;
- (ii) All Faculty Members of the Centre;
- (iii) Two faculty members from allied departments from within the University to be nominated by the Vice Chancellor;
- (iv) One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor.

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(2) Term of Office:

Save as otherwise provided and except the ex-officio members, the term of office of the other members shall be three years from the date of his nomination.

(3) The functions and responsibilities of the Centre Advisory Committee shall be to,-

- (i) recommend to the Board of Studies of the Faculty the Syllabi and Courses of Studies, if any, for the Programmes offered by the Centre;
- (ii) recommend names of Examiners if asked to do so by the Controller of Examinations, Vice Chancellor or the Academic Council depending on the nature of the examinations, and as per the Ordinances, rules and regulations of the University;
- (iii) approve the research project on the basis of its academic merit and viability both in terms of technical requirements and logistics for any Under-graduate or Post-Graduate paper with a significant research component (greater than 50 per cent);
- (iv) perform such other functions, as may be assigned to it by the Board of Studies of the Faculty, the Academic Council, the Executive Council and the Vice Chancellor from time to time.

(4) Meetings of the Centre Advisory Committee:

- (i) The Centre Advisory Committee may meet as frequently as required, but at least twice a year.
- (ii) A notice of about a week shall preferably be given for a meeting of the Committee.
- (iii) The quorum for a meeting of the Committee shall be one-third of the existing members of the Committee.

**Construction  
Committee**

23. (1) Constitution:

The University shall have a Construction Committee consisting of the following members:-

- (i) Vice Chancellor... Chairperson
- (ii) Registrar... Member Secretary
- (iii) Treasurer... Member
- (iv) Executive Engineer.... Member

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- (2) The functions and responsibilities of the Construction Committee shall be to do all acts appertaining or incidental to the construction of buildings, roads, tanks, electrical facilities, pipelines, and any other structures of the University.
- (3) Meetings of the Committee:
  - (i) The Committee shall meet as frequently as deemed necessary, but at least twice a year.
  - (ii) A notice of at least one week shall normally be given before holding a meeting.
  - (iii) The quorum of a meeting requires one third of the existing members to be present.

**Purchase  
Committee**

24. There shall be one Purchase Committee of the University.

- (1) Constitution:

Purchase Committee shall consist of the following members:

  - (i) Vice Chancellor. Chairperson;
  - (ii) Registrar, Member Secretary;
  - (iii) Treasurer of the University;
  - (iv) Two faculty members from the University departments to be nominated by Vice Chancellor;
  - (v) Persons with specialized knowledge whose inputs may be useful in the deliberations of the Purchase Committee may be invited by the Vice Chancellor;
  - (vi) Vice Chancellor may co-opt maximum of two other members from office staff of the University.
- (2) Term of Office:

Save as otherwise provided and except ex-officio members, such other members shall hold office of three years from the date of her/his nomination.
- (3) Functions and Responsibilities:
  - (i) The Purchase Committee shall recommend the purchase of all 'goods' and 'services' which shall include all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machinery, equipment, Information

  
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Technology Services etc. purchased or otherwise acquired for the use of the University excluding books, publications, periodicals, etc. for a library.

- (ii) The Rules and Regulations for indenting any item must be followed by all staff members through Head of the departments or branch before it is being considered by the Purchase Committee.
- (iii) All the purchases shall be done in accordance with the Rules and Regulations of Government of Assam.
- (4) Meetings of the Purchase Committee:
  - (i) The Purchase Committee shall meet as frequently as deemed necessary, but at least once in three months.
  - (ii) A notice of at least one week shall normally be given before holding a meeting.
  - (iii) One-third of the existing members shall confirm quorum of a meeting.

### CHAPTER-III

#### MISCELLANEOUS

#### Election of Members to Court

25. Procedure for election and retirement of Members to the Court from among the Principals of affiliated Colleges:

- (1) One third of the principals of the affiliated colleges shall be elected amongst themselves; provided further that he has an experience of one year as regular principal.
- (2) Members whose term is completed are not eligible for re election. However such candidate may be re-elected after a gap of three years.
- (3) One third principals as members of Court from Colleges affiliated to this University shall retire after every three years.

#### Nomination of six Professors to Academic Council from the professional colleges

26. As per clause (5) of section 20 of the Act, the Vice Chancellor shall nominate the Professors, from the following professional colleges,-

- (i) Engineering college;
- (ii) Teacher Education College;
- (iii) Agriculture or Veterinary College;

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(iv) Ayurvedic Medical College;

(v) Law College;

(vi) Horticulture College.

**Financial Matters** 27. (1) The Finance committee shall prepare the budget estimates before 31<sup>st</sup> August and place before the Executive Council for approval.

(2) In urgent cases where expenditure in excess of the amounts provided for in the Budget is found to be necessary for reasons to recorded in writing incur such expenditure shall be required approval of Vice Chancellor and get ratification in the next executive council and Court.

**Meeting of Students Advisory Council** 28. (1) The Students' Advisory Council shall meet at least twice a year.

(2) A notice of at least one week shall be given for a meeting to be convened by the Chairperson.

(3) One third of the existing members shall confirm the quorum for a meeting.

**Institution of Honorary Degree, Titles, Degrees, Diplomas, Certificates etc.** 29. (1) Honorary Degrees and Titles:

(i) The Executive Council may, on the recommendations of the Post Graduate Board and Academic Council 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 and Titles.

(ii) Honorary degrees and Titles are to be conferred only to individuals with outstanding contributions to Sanskrit education, society and knowledge.

(iii) The manner of the selecting the individuals for conferment of the honorary degree and Titles shall be as per Ordinance.

(iv) In rare and unusual circumstance, the Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, recommend to the Chancellor the withdrawal of any Honorary degree conferred by the University, and the Chancellor's decision in this regard shall be final.

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## (2) Granting of Degrees, Diplomas and Certificates:

On the recommendation of the Academic Council, the Executive Council of the University may award a Degree or other academic distinction, such as Certificate or Diploma to a person who is enrolled in the University and has fulfilled all the criteria for the awarding of such a Degree, Diploma or Certificate.

## (3) Withdrawal or Cancellation of Degrees, Diplomas, Titles, Certificates 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 diploma or certificate granted to any person by the University for sufficient cause:

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

**Inspections or  
Investigations of  
affiliated colleges  
by Executive  
Council**

30. The Executive Council shall constitute a Committee to inspect or investigate the affiliated Colleges which shall consist of the following members:

- (a) Chairman nominated by Vice Chancellor
- (b) One member Nominated by Executive Council
- (c) One Head of the Departments

**Pension,  
Insurance and  
Provident Funds**

31. Save as otherwise provided, the constitution of Pension, Insurance and Provident Funds for the benefit of the teaching and non-teaching officers and employees of the University shall be carried out as per the norms of the Government of Assam, as amended from time to time and decisions of the Executive Council of the University.

**Resignation**

32. Any member, other than an ex-officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received

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and so accepted by the Registrar with the approval of the Vice Chancellor.

**Terms and  
Conditions of  
Service and Code  
of Conduct of  
Employees**

33. (1) Save as otherwise provided, all employees of the University, teaching and non-teaching, shall in absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the Ordinances and as amended from time to time.

(2) Seniority list:

(i) 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 grade and in accordance with such other principles as laid down in the Ordinances, Rules and Regulations.

(ii) 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 these Statutes.

**Removal of  
Employees of the  
University**

34. (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of the other employee, may, by order, in writing place such teacher, member of the academic staff or other employee as the case may be under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made.

(2) Notwithstanding anything contained in terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teacher and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be, other employee on grounds of misconduct.

(3) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority shall not be entitled to

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remove any teacher, member of the academic staff or other employee except for a good cause and after three months notice or on payment of three months' salary in lieu thereof.

- (4) No teacher, member of the academic staff or other employee shall be removed unless he has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his removal, such removal shall take effect from the date of serving such order.
- (6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign:
  - (i) If he is a permanent employee, only after giving three months notice in writing to the Vice Chancellor or the appointing authority, as the case may be, or by paying preceding three months' salary in lieu thereof;
  - (ii) If he is not a permanent employee, only after giving one month's notice in writing to the Vice Chancellor or, as the case may be, the appointing authority or by paying preceding one month's salary in lieu thereof.

**Acting  
Chairperson of  
Meetings**

35. Where no provision is made for a Chairperson to preside over a meeting of any authority of the University or any committee of such authority, the members present shall elect one from amongst themselves to preside at such a meeting. When the Chairperson so provided for is absent, he may designate one of the members to chair the meeting on his behalf.

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