REGULATIONS

1. ON ADMISSIONS TO POST-GRADUATE DEPARTMENTS

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

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

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

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

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

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

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

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

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

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

Approved by the Executive Council vide resolution No. EC : 95-1: 6

2. ON LIBRARY MEMBERSHIP

1. Eligibility for Library Membership

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

a) Teachers, Students, Officers and other employees of the University.

b) Retired teachers and officers of the University who are residing in Silchar.

c) Teachers of affiliated colleges of Assam University.

d) Any other person whose name is recommended by the Head of the Department and approved by the Vice-Chancellor.

2. Procedure for enrolment

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

3. Loss of Pass Book/Card

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

4. Termination of Membership

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

5. Refund of Caution Deposit

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

6. Conditions regarding issue of books*

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

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

7. Responsibility of Borrower

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

8. Suspension of membership

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

9. Damage of books

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

10. Reference Section

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

11. Re-issue of books

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

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

12. Loss of books

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

13. Delays

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

14. With-holding of results

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

15. Special powers

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

16. Condition of loan

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

17. General

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

Approved by the Executive Council vide resolution No. EC : 2 - 95 1:6
* Amended by EC vide resolution No. EC : 12 : 3 - 98 : 28

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3. ON LIBRARY COMMITTEE

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

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

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

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

3. The term of Office of the members, except the Ex-officio members, shall be three years.

4. The University Librarian will be responsible for the management of this system for which he will be answerable directly to the Vice-Chancellor.

5. The Library Committee shall hold one meeting in each semester.

STANDING COMMITTEE FOR BOOK SELECTION

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

1. Deans of the Schools
2. Librarian

The Senior most Dean will act as the chairman.

(2) The functions and powers of the Standing Committee will be to scrutinise and review the requisitions for books received from various departments and other sources and approve them finally for orders.

(3) The Standing Committee shall hold one meeting every month on first Saturday. In case the first Saturday happened to be a holiday, the following Monday.

LIBRARY SUB-COMMITTEE FOR CONSTITUENT COLLEGE

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

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

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

(a) To look after the proper management and use of the college library including services to be rendered to the readers.
(b) To look after the proper furnishing of the college library.
(c) To review the functioning of the library on annual basis.
(d) To control and suggest library budget for every year.
(e) To allocate funds to different departments.
(f) To scrutinise and approve the indents for books received from various departments.
(g) To consider any matter referred to it by the standing library committee or by the Vice-Chancellor.

(3) The term of the office of the members except the ex-officio members, shall be three years.

(4) The Sub-Committee shall hold one meeting in each semester.

Approved by the Executive Council vide resolution No. EC : 2 : 95 - 1:6

4. ON BOOK-SELECTION

1. Each department shall review the new announcements of books in periodicals, publishers catalogues and other sources at least once a month in departmental library committee meeting.

2. Requisition for books shall be sent by the department quarterly, i.e., by the end of March, June, September and December in prescribed proforma. If no books of interest has appeared, a nil requisition will be sent. However, the department can send the requisition on monthly basis for immediate needs.

3. Requisition for books relating to semester courses shall be sent with one clear semester notice i.e., by January for July-January semester and by July for January-July semester.

4. Books selected by senior library personnel and other University authorities will be sent to the Department concerned for review.

5. The Library will check the requisitions against the holdings of books in order to avoid duplication.

6. The checked requisitions will be placed before the Standing Committee for further review and approval.

7. Duplication will be generally avoided except in cases of course books where they may be duplicated at the ratio of 1:5 for post-graduate students and 1:10 for under graduate students.

8. The proforma for sending the requisitions shall be as follows:

Department of.....

Books reviewed in the meeting of the

Departmental Library Committee on.....

.....

Requisition for.....

.....

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

.....

Approved by the Executive council vide resolution No. EC : 2 : 95 - 1:6

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

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

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

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

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

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

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

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

(i) The eligibility of the candidate to appear in the examination

(ii) The good conduct of the candidate

(iii) The satisfactory progress of the candidate in studies during the course; and

(iv) The minimum attendance of the candidate in the lectures/tutorials and practicals.

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

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

(i) The Principal certifies to his good conduct and satisfactory progres of studies during the intervening period.

(ii) A candidate offering subjects involving practical training will be required to attend at least twenty practical classes (in each subject) to the satisfaction of the Principal concerned.

(iii) That such candidate will be treated as non-collegiate student and will be required to pay the prescribed non-collegiate fee.

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

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

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

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

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

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

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

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

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

Approved by the Executive council vide resolution No. EC : 2 : 95 - 1:6

6.ON THE PRIVATE CANDIDATES IN BACHELOR OF ARTS

1. The University shall provide for private candidates to appear at examination for the three year pass course in Bachelor of Arts.

2. The following category of persons, subject to fulfilling the eligibility criteria, may seek for private appearance at the examination :

(i) Female candidates.
(ii) Teacher candidates.
(iii) Demonstrators in colleges affiliated to Assam University.
(iv) Laboratory Assistants in the University and the affiliated colleges of Assam University.
(v) Inspecting Officers of the Education Department of the State Government posted within the jurisdiction of Assam University.
(vi) Defence personnel stationed within the territorial jurisdiction of Assam University.
(vii) Members of Library staff such as :-
(a) Assam University Library
(b) Government Libraries-Central and State within the jurisdiction of Assam University.
(c) Libraries of Assam University affiliated Colleges.
(d) Library Associations, Bodies or Institutions duly approved by the Executive Council.

3. Candidate must have the following minimum qualification to be eligible to appear privately at the B.A. pass course examination :

(i) Must have passed the Two year Pre-University in Arts of a recognised University; or

(ii) Must have passed the Higher Secondary Leaving Certificate Examination of a recognised Board;

(iii) Must have passed an equivalent examination considered as such by the Executive Council.

**(iv) Candidates who have passed the two year Pre-University or equivalent examination in Science or Commerce of a recognised University and want to switch over to Arts stream may also be considered.

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

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

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

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

(4) Employed persons must produce employment certificate from the employer concerned to the satisfaction of the University.

(5) Defence personnel must produce employment certificate from the employer, not below the rank of Commanding Officer. Such candidate must have been posted in the area for which this University is having jurisdiction.

5. A candidate seeking admission as private candidate in University examination must first apply for permission in prescribed form available with the University or Principals of affiliated colleges atleast two months before the date fixed for submission of forms by regular candidates, together with a permission fee as prescribed from time to time payable to the Assam University in the form of Bank Draft/Indian postal order or University Challan.

6. Such application should be accompanied by :

(i) The instrument of payment;
(ii) Employment certificate;
(iii) Testimonials of previous examination passed; and
(iv) Relevant previous mark-sheet.

7. Candidates residing within juridication of the University should apply direct to the University, while those outside, through the Head of the Institution affiliated to Assam University which is the centre of Examination preferred.

8. Candidates must abide by the last date usually fixed by the University for receiving such permission.

9. A private candidate, when permitted, shall have to pay other examination fees prescribed by the University.

10. Private candidates shall not be permitted to offer any subject involving practicals and in no circumstances can they be permitted to appear the Honours Examinations.

11. Private candidates in science and commerce streams of the three year degree course are not allowed.

12. The following categories of graduates of this University may be allowed to appear in certain subject(s) of B.A. course in the 10+2+3 pattern as Non-Collegiate Private Candidates on the recommendation of the Principal of an affiliated College of this University from where they intend to appear.

(i) An Arts graduate (B.A) in the 10+2+3 pattern of this University may be allowed to appear in a certain subject not involving Practical of B.A. standard which he/she has not offered in his/her graduation.

(ii) A science graduate (B.Sc.) or a Commerce graduate (B.Com.) in the 10+2+3 pattern of this University may be allowed to appear in certain elective subjecets of B.A. standard but such a candidate shall be required to offer (a) English (Arts stream); (b) MIL or Alt. English (Arts stream) along-with elective subject.

(a) Provided if the subject chosen for appearing as a certain subject is a language, the candidate must have offered it in H.S. or equivalent Examination.

(b) The candidate offering certain subject(s) shall be eligible to appear in the Part-II and Part-III Examination in the corresponding subject after one year of his/her passing the Part-I and Part-II Examinations respectively.

Provided further that permission in all such cases shall have to be obtained from the Controller of Examinations at least three months prior to the commencement of the concerned examination.

Approved by the Executive council vide resolution No. EC : 2 : 95 -1 : 6

**Added vide EC's resolution No. EC : 7 : 7 - 96 : 8

7. ON THE PAPER-SETTING/EVALUATION/ MODERATION OF UNDER-GRADUATE EXAMINATIONS

1.(1) The Board of Under-Graduates Studies in each subject shall draw a panel of paper-setters/examiners/moderators on every alternate year and forward the same to the Vice-Chancellor, who shall appoint the paper-setters/examiners/moderators for a period of two years. Criteria for recommending the names shall be as under :

(i) both internal and external paper-setters/examiners may be appointed.

(ii) must be a teacher in the subject concerned with a mini mum experience of 5 years in teaching the subject.

Provided that in exceptional circumstances, the Vice-Chancellor may relax the condition regarding experience.

2. Ordinarily not more than 200 scripts shall be allotted to each examiner.

3. For Honours, conditions of appointment of paper-setter/examiners/ Moderator will be the same as for Post-Graduate examinations.

4. There shall be a Moderation Board appointed by the Vice-Chancellor to moderate the question papers for each paper/subject for a period of one year. The Board shall consist of :

(i) Chairman, Board of Under-Graduate Studies or any senior teacher in the subject, recommended by the Chairman.

(ii) One teacher in the subject concerned to be nominated by the Vice-Chancellor.

(iii) One expert in the subject concerned to be nominated by the Vice-Chancellor.

Approved by the Executive Council vide resolution No. EC : 2 : 95 -1 : 6

8. ON THE AWARD OF MEDALS AND PRIZES

1. One Gold Medal will be awarded to each candidate securing First position in order of merit at the Final M.A./M.Sc./M.Com. examination of the University provided that he/she is placed in the First Division and has passed the examination in first attempt. For this all subjects offered at the University will be considered seperately.

2. One Gold Medal will be awarded to each candidate securing First position in order of merit at the B.A./B.Sc./B.Com. Final Honours/B.E./MBBS/ B.Ed and LL.B Examinations provided that he/she is placed in the First Division. For this all subjects offered at the University will be considered together.

3. All medals will bear the University crest and an inscription giving the name of the candidate to whom the medal is awarded with the name and year of the examination.

4. The Medals will be presented at the convocation. Those candidates who are not able to receive the medals in person may obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice-Chancellor.

5. The value and the weight of the gold medal shall be determined by the Vice-Chancellor.

6. One prize in the form of books will be awarded by the University to the candidate securing the first position in order of merit, provided that he/she is placed in the First Class in final Honours examinations conducted by the University. For this all subjects in Honours Course offered at the University will be considered separately.

7. Each set of prizes shall bear the name of the University, the name of the candidate, the subject /course and the year of the examination and signed by the Vice-Chancellor with the University Seal.

8. The Prizes will normally be presented to candidates in person at the convocation. Those candidates who will not be able to receive the Prizes at the Convocation in person will have to obtain the same from the office of the University after establishing their identity in the manner to be prescribed by the Vice-Chancellor.

9. Any academic excellence at the University level can be awarded in a prize form at the convocation.

Approved by the Executive Council vide resolution No. EC : 2 : 95 - 1:6

9. ON POST-GRADUATE EXAMINATIONS

1. Appointment of Paper-setter/Examiners

The Board of Post-Graduate Studies in each subject shall draw a panel of paper-setters/examiners ordinarily in the month of August every alternate year and forward the same to the Vice-Chancellor who shall appoint the paper-setter/examiners for a period of two years from this panel. While drawing the panel, the Chairman of the Board of Post-Graduate Studies shall take into consideration the confidential aspect of the assignment so as to make it a criteria for recommending the names. The requirement shall be as under :

(i) Paper-Setter :

Ordinarily a person to be appointed as a paper-setter must be a teacher with atleast 5 years experience in teaching the subject/course at the Post-Graduate level.

(ii) Examiner :

Ordinarily the Paper-Setter shall act as Examiner. In case an examiner has to be appointed other than the paper-setter, the criteria shall be the same as for paper- setter.

In exceptional circumstance, however, the Vice-Chancellor may relax the condition of experience.

2. Moderation Board

There shall be a Moderation Board for each paper/subject and it shall consist of :

(i) Dean of the School concerned;
(ii) Chairman, Board of Post-Graduate Studies in the subject concerned;
(iii) One teacher teaching the concerned paper or a teacher nominated by the Head of the Department.

3. Evaluation

(a) The ratio of weightage of marks between end semester examination and sessional work shall be applicable to each course of study.

(b) 75% of the total weightage of marks will be given to end semester examination, whereas 25% of it will be given to continuous sessional work done during the semester.

(c) There shall be both an End-Semester examination and continous sessional evaluation for each course of study. This applies also to all practical work done as part of the course requirement.

Continuous Sessional Work :

(d) Evaluation of continuous sessional work shall be made on the basis of the student's performance in (i) tests organised for this purpose by the

Department concerned and (ii) written assignments and/or seminars, field work, etc. The minimum work required for sessional evaluation shall be three tests and one written assignment/seminar for each course of study.

(e) The schedule for the tests shall be made known to the students at the beginning of the semester and each test shall assess the student on that part of the course which is covered during the period preceding the test. The tests shall be evenly spaced out through the semester.

(f) The marks awarded for sessional test shall be made known to the candidates within 10 days of the conduct of the test. Candidates may discuss and seek clarifications, if any, about their performance from the Chairman of the Examination Committee within a week of the declaration of marks.

(g) Each Department shall constitute an Examination Committee consisting of atleast three members of its faculty to oversee all work connected with evaluation of sessional work. The Head of the Department shall be the ex-officio chairman of this committee.

(h) The awards given by teacher(s) concerned shall be kept confidential until they are moderated and approved by the Departmental Examination Committee. It shall be the responsibility of this Committee to maintain the standard of sessional evaluation.

Semester Examination :

(i) The questions for the end-semester examination for each course of study shall be set by an external examiner. The teacher(s) responsible for instruction in course shall set a model question paper, covering the entire syllabus of the course concerned for the guidance of the external examiner.

(j) It shall be the responsibility of the external examiner to ensure that the syllabus for the course is adequately covered by the question paper.

(k) The answer scripts for End-Semester Examination shall be evaluated externally, preferably, by the respective paper-setters.

(l) End-Semester practical examination shall be jointly conducted by an external and an internal examiner.

4. Moderation of Results

There shall be a Moderation Board to moderate the results of the end-semester examinations in each subject and it shall consist of :

(i) Vice-Chancellor
(ii) Deans of all the Schools of Studies

Approved by the Executive Council vide resolution No. EC : 2 : 95 -1 : 6

10. NAGENDRA CHANDRA-MALATI SHYAM MEMORIAL PRIZE

1. **Title :** The Endowment Fund may be known as "Nagendra Chandra-Malati Shyam Memorial Endowment Fund".

2. **Amount :** Rs. 10,000 (Rupees ten thousand) donated by Mrs. Enanayani Das in memory of her parents

3. **Purpose :** The interest income out of the amount of Rs. 10,000 be paid to the student securing 1st position in 1st class in M.A. (Final) Examination in Bengali conducted by Assam University each year. In case in any year no such student is available, the amount will be added to the Principal. The Prize money may be paid in the rounding of Rs. 100.00 (Rupees one hundred) in all cases. In case two students secure the same position, the amount may be paid to both the students in equal parts not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000 (Rupees ten thousand) be opened in any Nationalised Bank in the best available scheme for the longest period and may be renewed on expiry of the stipulated period. The name of the FDR shall be "Assam University-Nagendra Chandra Malati Shyam Memorial Prize"

5. A savings Bank A/C in the name of "Assam University Nagendra Chandra Malti Shyam Memorial Endowment Fund" be opened with the same bank where the FDR is opened and the Bank may be instructed to deposit the interest accured on the FDR to that S.B A/C from time to time. The prize will be paid by cheque drawn on this S.B. A/C. The S.B. A/C be opened with the balance amount available on encashment of the cheque issued by the donor after opening the FDR (Rupees 10,000).

6. The cheque for the prize money may be awarded to the recipient along with a citation signed by the Vice-Chancellor.

7. The responsibility for monitoring the award shall be vested jointly with the Incharge of the Academic Branch and Head of the Department of Bengali, Assam University.

Approved by the Executive Council vide resolution No. EC : 2 : 95-1 : 6

11. ON GAJENDRA KUMAR ROY MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Gajendra Kumar Roy Memorial Endowment Fund".

2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Gourish Chandra Roy in memory of his father.

3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in M.Sc. Examination in Chemistry conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University - Gajendra Kumar Roy Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University - Gajendra Kumar Roy Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accured on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Chemistry, Assam University.

As ammended vide Executive Council resolution No. EC : 13 : 5 - 98 : 7

12. ON BENOY KUMARI GUPTA MEMORIAL RESEARCH SCHOLARSHIP

1. The scholarship will be known as Mrs. Benoy Kumari Gupta Memorial Research Scholarship.

2. The scholarship will be utilised for promotion of research on "social structure of the ethnic groups in North East India with special reference to the status of women".

3. The amount of Rupees two lakhs donated by Shri Dhruva P. Gupta, son of Late Mrs. Benoy Kumari Gupta, will be invested in the name of "Assam University- Mrs Benoy Kumari Gupta Memorial Research Scholarship Fund" on a long term basis with a Nationalised bank or any financial institution like IDBI, ICICI, IFCI or UTI. It will be ensured that the annual return of the investment is not less than twelve per cent.

4. The principal or any portion thereof will not be utilised by the University for any purpose other than the one specified in 2 above. Similarly, no portion of the interest shall be liquidated by the University for any purpose other than as specified in 5 and 6 below.

5. The University may reimburse itself with an amount not exceeding fifteen percent of the net income out of the investment for meeting the costs towards management and monitoring of the research scholarship.

6. The balance amount of the net income of the investment, after deducting the administrative costs as in 5 above, will be disbursed on a monthly basis as Mrs Benoy Kumari Gupta Research Scholarship.

Provided that if the scholarship cannot be operated for any brief period/periods due to unavoidable reasons, the scholarship money for that period/periods will be added to the principal.

7. The scholarship shall be awarded to only one scholar at a time. The awardee shall be designated as Benoy Kumari Gupta Research Scholar.

8. Only bonafide and wholetime research scholars who have been admitted as M.Phil/Ph.D students in any of the relevant department of the Assam University, Silchar, for working on any aspect of the specified field, as in 2 above, will be eligible to apply for the scholarship.

9. The scholarship will be awarded by the Executive Council on the basis of the recommendation made by a duly Constituted Selection Committee consisting of the Dean, School of Social Sciences, as chairperson and Head/

Heads of the concerned department/departments and two experts nominated by the Vice-Chancellor as members.

10. The scholarship shall be awarded to a candidate for a period of two years or for the period he/she continues to be an M.Phil/Ph.D student, whichever is lesser.

Provided that, in special cases, it may be extended by the Vice-Chancellor for a maximum period of one year to enable the candidate to complete the work.

Provided further that if the scholar discontinues his/her research or opts for any other scholarship or accepts a salaried employment in or outside the University, he/she will be required to resign as Benoy Kumari Gupta Research Scholar.

11. The award of the Mrs Benoy Kumari Gupta Memorial Research Scholarship will be a permanent feature in the Assam University, Silchar and will be operated on a perpetual basis.

Approved by the Executive Council vide resolution No. EC : 13 : 5-98 : 6

13. ON BIPIN CHANDRA PAL MEMORIAL PRIZE

1. **Title :** The Endowment fund shall be known as "Bipin Chandra Pal Memorial Endowment Fund".

2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Prof. J.B. Bhattacharjee in memory of freedom fighter Bipin Chardra Pal.

3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Mass Communication Examination conducted by the Assam University each year. In case in a particular year no student in eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University-Bipin Chandra Pal Memorial Endowment Fund".

5. A savings bank A/C in the name of "Assam University-Bipin Chandra Pal Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accured on the FDR to that SB A/C from time to time. The prize money will be paid by cheque on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Mass Communication, Assam University.

Approved by the Executive Council vide resolution No. EC : 13 : 5-98 : 5

14. ON MUKTASHREE MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Muktashree Memorial Award Endowment Fund".

2. **Amount :** Rs. 10,000.00/- (Rupees ten thousand) donated by Shri Kshitish Chandra Das, in memory of his mother.

3. The interest income out of the amount of Rs. 10,000/- shall be paid to a student of Assam University securing highest marks in 1st class in M.A. in History. In case, in any year no student is eligible, the amount will be added to the principal. The amount of interest may be rounded to nearest Rs. 100/- in all cases. In case, two students secure the same position, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) shall be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period. The FDR shall be named as Assam University - "Muktashree Memorial Award Endowment Fund".

5. A savings Bank A/C in the name of "Muktashree Memorial Award Endowment Fund" may be opened with the same Bank where the FDR is opened and the Bank may be instructed to deposit the interest accrued on the FDR to that S.B. A/C from time to time. The prize will be paid by cheque drawn on this S.B. A/C. The S.B. A/C may be opened with the balance amount available on encashment of the cheque issued by the donor after opening the FDR of Rs. 10,000/-

6. The cheque for the prize money may be awarded to the recipient along with a citation signed by the Vice-Chancellor during convocations.

7. For awarding the prize, the responsibility may be vested with the I/C of Academic Branch and Head of the department of History, Assam University.

Approved by the Executive Council vide resolution No. EC : 11 : 6-97 : 16

15. ON SABITRI BHATTACHARJEE MEMORIAL PRIZE

1. **Title :** The Endowment fund shall be known as "Sabitri Bhattacharjee Memorial Endowment Fund".

2. **Fund :** Rs. 10,000.00 (Rupees ten thousand) donated by Shri Partha Pratim Bhattacharjee in memory of his mother.

3. The interest income out of the amount of Rs. 10,000.00 shall be paid to the student securing highest marks in 1st class in M.Sc. examination in Life Science and Ecology taken together, conducted by the Assam University in each year. In case in a particular year no student is eligibile for the award, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs.10,000.00 (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University - Sabitri Bhattacharjee Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University-Sabitri Bhattacharjee Memorial Endowment Fund" shall be opened with the same bank where the FDR is opened and the bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid to the student by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient along with a citation signed by the Vice-Chancellor during the convocations.

7. The responsibility for monitoring the award shall be vested jointly with the incharge of the Academic Branch and the Heads of concerned departments of the Assam University.

8. The additional sum of Rs.1,001.00 (Rupees one thousand and one) separately paid by the donor for one time Sabitri Bhattacharjee Memorial Prizes in Life Science and Ecology for the 1996-98 batch, in the manner stated in clause 3 of the this Regulation, shall be held in the SB A/C stated in clause 5 of this Regulation till it is disbursed in the convocation for the said batch of student.

9. This Regulation will come in force with effect from the 1997-99 batch.

Approved by the Executive council vide resolution No. EC : 12 : 3-98 : 27

16. ON PAYMENT OF T.A. TO TEACHERS JOINING THE UNIVERSITY

1. These rules may be called "Rules for payment of T.A. to teachers on first joining the Assam University."

2. These rules will come into force from the date the University notifies.

3. These rules will be applicable to teachers of the University and the Institutions maintained by it. Teachers will include Professors, Readers and Lecturers and teachers appointed on contract basis on their first joining.

4. Payment of T.A. will be admissible at the following rates :

(a) Single Journey fare by the shortest route, limited to first class train or actual bus fare, whichever is less.

(b) T.A. will be admissible to the teacher and three other members of the family. The family, if not accompanying the teacher, should perform the journey within six months from the date of joining of the teacher, otherwise the claim to T.A. shall stand forfeited.

(c) Shifting of personal effects will be admissible at the following rates :

Professors & Readers	-	45 Quintals
Lecturers	-	30 Quintals

(Transportation by goods train at owner's risk, and by road at the rates charged by the State Transport Corporation, where there is no rail link, or actual expenses, whichever is less)

5. The teacher shall have the option to claim the T.A. or not to claim it. In case the teacher claims the T.A. at the time of joining, he has to give an undertaking to the effect that he shall serve the University for a minimum period of three years, failing which he shall reimburse to the University the entire amount of T.A. drawn by him for the purpose.

However, if any teacher has to leave the University before completion of the stipulated period of three years under exceptional and compelling circumstances, the matter will be referred to the Executive Council which may waive the requirement of refund of amount taken in whole or part, and the decision of the Executive Council shall be final and binding.

6. Any person working abroad immediately prior to his joining Assam University shall draw T.A. from the port of arrival in India to the University by

the shortest route. Under no circumstances the expenses on travel from the foreign country to India shall be admissible.

7. The claims for T.A. under these rules, accompained by all relevant receipts and vouchers etc., shall be preferred immediately on completion of the journey, and in any case not later than one year from the date of joining of the teacher.

8. Any difficulty arising in giving effect to or interpretation of any provision of these rules shall be referred to the Vice-Chancellor whose decision or interpretation, as the case may be, shall be final.

Note : For the purpose of these rules, "family" means :

(a) Wife or husband as the case may be

(b) Legitimate children, step children and adopted children residing with and wholly dependent upon the teacher.

(c) Major sons and married daughters including widowed daughetrs are included in the term family so long as they are residing with and wholly dependent upon the teacher.

(d) Parents, unmarried sisters and minor brother residing with the teacher and whose individual income from all sources does not exceed Rs. 250/- per month.

(e) "Family" also includes step-mother residing with and wholly dependent upon the teacher.

(f) Widowed sisters residing with and wholly dependent upon the teacher.

Approved by the Executive Council vide resolution No. EC : 2 : 95-1 : 6

17. ON UTILISATION OF UNASSIGNED GRANTS FOR PROMOTION OF RESEARCH

1. This regulation shall be called "Regulation for Utilisation of Unassigned Grants".

2. The objective of the Regulation is to promote research activities in the University.

3. The operation of the Regulation is subject to the availability of fund received under 'Unsigned Grants' from the UGC.

4. The funds received under 'Unassigned Grants' can be utilised to enable the teachers (A) to attend seminars and conferences,(B) to undertake research projects and (c) to organise seminars and conferences.

A. Financial Assistance to teachers attending Conferences/Seminars/Symposia.

(a) International Conferences etc. held abroad

1. *Selection :*

(i) Selection will be made by the "Committee of Deans" consisting of all the Deans of Schools with the Vice-Chancellor as Chairman.

(ii) The Heads of Departments will send their recommendations confidentially every six months to the Dean of their respective Schools.

(iii) The Dean shall review the recommendation received from the Head of the Department and send his recommendations to the Chairman of the Committee of the Deans.

(iv) The recommendations of (i) and (ii) above should reach the Chairman six months ahead of the commencement of the Conference, etc.

(v) Ordinarily three teachers-one Professor, one Reader and one Lecturer-will be eligible for selection during a particular year subject to availability of funds.

2. *Eligibility Criteria :*

(i) A teacher will be eligible for consideration after he has served the University for a continuous period of two years after

his initial appointment. No teacher will be considered for selection for a second time for a period of three years from an earlier visit abroad.

(ii) A teacher must have published atleast three papers relating to his subject in journals of international repute in the preceeding three years and his paper should have been accepted for presentation at the International Conference.

(iii) Preference will be given to a teacher who is offered a reasonable amount of contribution by a Government organisation, an academic body, a research or development organisation.

(iv) Among senior teachers preference will be given to those who are invited for plenary lectures at those conferences. The text of the lecture will be the property of the University.

3. *Sanction of Expenditure :*

(i) Expenditure on travel, etc. will be according to the guidelines prescribed by the UGC from time to time.

(ii) Ordinarily 50% of the travel expenses (first class rail fare in India and International air fare by Economy class) and 50% of the maintenance and registration expenses will be borne out of 'Unassigned Grant' released by UGC and another 50% will be arranged by the teacher concerned from any funding agency.

(iii) Personal contribution from the teacher shall not be treated as matching share towards International travel cost, etc.

(iv) The teacher participating in such conferences, seminars, symposia shall travel by Air India on the sectors where it is operated. Even on sectors where it does not operate, air passage shall be booked through Air India.

(8) National Conferances etc.

1. *Selection*

(i) Selection will be made by the Committee of Deans in the same line as for International Conference in (i) to (v) above.

(ii) Ordinarily not more than one teacher will be eligible for selection in any one year from a particular Department subject to availability of funds and suitability.

2. *Eligibility Criteria*

A teacher will be eligible for selection on the basis of his contribution in his area of research during the past two years on his subject.

(B) Funding Research Project and Publications

1. The University may provide fund for any long term and major research and/or publication in pursuance of discharging its special responsibilities for the advancement of objectives laid down in section 4 of the Assam University Act.

2. The fund so provided shall be treated as seed money for initiating the work and taking up the actual programme which may be a part of the large project. However, if the financial support is received from any other organisation for the general support of the project or for any specific part thereof, the same shall be added to the total fund of the concerned project.

3. The funding shall be decided by the Deans Committee, under the chairmanship of the Vice-Chancellor.

4. The project officer shall prepare the Annual Report and the Finance Officer shall prepare the Annual Accounts and shall place the same before the competent authorities for such observations as they deem fit.

C. Financial Assistance for holding Seminars/Conferances/Symposia

(i) The University shall provide financial assistance to the Schools and Departments for holding seminar, Conference, Symposia etc.

(ii) The quantum of assistance shall not exceed 50% of the total expenditure. To qualify for the assistance the School or the Department concerned must have already received a grant of atleast 50% of the estimated expenditure from any other source.

(iii) The Dean of the School or Head of the Department concerned shall be responsible for submitting the accounts to the Finance Officer.

(iv) The funding shall be decided by the Deans Committee.

Approved by the Executive Council vide resolution No. EC: 3:95-6:12

18. ON RE-EVALUATION

1. A candidate may apply for re-evaluation of papers subject to a maximum of two papers on payment of Rs. 100/- per paper/course in the shape of demand draft, in prescribed form through Principal of the college or head of the deptt. (in case of PG students) to be sent to the Examination Branch.

2. The re-evaluation of the scripts will be restricted to the theory papers only and not in the practical or dissertation or project papers.

3. Re-evaluation of a particular paper shall be permitted if marks secured in the particular paper is short of 10% (i) to pass or (i) to secure 45% or (iii) to secure 60% marks.

4. If the marks obtained as a result of re-evaluation computes less than the marks originally awarded, the original marks will remain unaltered. Other benefits, if any, given originally shall be given to the eligible candidate after re-evaluation also.

5. The script shall be re-evaluated by an examiner other than the original one and the average of the two marks shall be awarded. In the event of variation of more than 20% marks between marks originally awarded and marks as a result of re-evaluation, the script shall be referred to a 3rd examiner. The average of the nearest two marks shall be awarded to the candidate.

6. The application for re-evaluation must be submitted within one month, in the way prescribed at clause (1) above, from the date of receipt of marksheet by the College/Deptt. from the University. Applications submitted thereafter shall not be entertained.

7. Notwithstanding anything provided in this regulation, a candidate may apply for scrutiny (retotalling) for any number of papers by paying fees @ Rs. 50/- per paper.

As amended vide Executive Council resoluation No. : 12 : 3-98 : 20

19. ON EXTENSION OF FACILITIES FOR RE-APPEARING IN A SEMESTER EXAMINATION IN THE PGUG/DIPLOMA COURSES OF PG DEPARTMENTS

1. All the arrear courses or re-appearance in the course etc. must be cleared within four semesters from the first admission in the first semester for 1 year diploma course, within 6 semesters for 2 years PG courses and within 8 semesters for 3 year UG Courses and within 12 semesters for 5 years integrated courses of PG department of the Assam University. If the arrear courses of a candidate are not cleared within the stipulated period than the candidate may be re-admitted in the 1st semester, if otherwise eligible.

2. The student who has cleared both the sessional and end semester paper of a particular course and also passed the said semester examination then he/she may be allowed to repeat the semester papers (but not sessionals) in not more than two courses of that semester examination. But he/she shall have to appear in the immediate next semester examination of that course provided he/she has secured more than 35% of marks but less than 55% of marks in that course.

3. A candidate shall be allowed to clear all courses/papers within the stipulated semester examinations but he/she will be allowed to avail a maximum of one chance to repeat for betterment in that course/paper in a particular semester examination during the full period of his/her study.

4. If one finishes the final semester examination and has obtained the degree after fourth semester examination for PG courses, sixth semester examination for the UG courses and second semester examination in Diploma courses in the PG departments then one may be allowed to re-appear in not more than two courses papers (semester but not sessional) in immediate next examination. In this case one has to obtain more than 40% marks but less than 55% on average in the aggregate of all courses in the semester examinations.

5. In the repeat or improvement examination the marks of a course/paper may be changed. The candidate shall have to accept the new marks after re-appearance in that course/paper. But if it is seen that after re-appearing in the paper the candidate fails or the class is lowered than the candidate may be given the benefit so that his/her original result do not change i.e., the

previous marks in that course/paper may remain unaltered with an information to the department.

6. The candidate shall have to obtain permission from the controller of examinations for re-appearing the courses at least one month before the last date of submission of application forms for the said examination. They are to apply in the prescribed form alongwith enclosures as directed.

7. The candidate shall have to surrender the original marksheet while applying for the permission and shall be ready to forego his/her earlier marks obtained in that course.

Approved by the Executive Council vide resolution No. EC : 12 : 3 - 98 : 19

20. GUIDLINES FOR DROPPING THE HONOURS SUBJECTS DURING THE ACADEMIC SESSION IN THREE YEAR DEGREE COURSE

(i) Any student offering Honours in a subject in TDC course will be allowed to discontinue or drop Honours course in the subject if he/she so desires after admission before a month of filling of Examination Form. Permission for that will have to be sought in prescribed form addressed to the Controller of Examinations supported by Admit Card(s)/Marksheet(s) of earlier TDC Examiantion, if any, and duly forwarded and recommended by the Principal concerned. Dropping of Honours may be allowed on getting formal permission from the University through respective colleges after the part-I examination.

(ii) The student who opts out of the Honours course in TDC Part-II, will have to offer the Honour subject in pass course (all papers) alongwith other elective and compulsory papers prescribed for examination in subsequent year(s) and pass within admissible chances.

(iii) For such student, the score in the paper(s) which is/are common for pass and honours will be retained by the University and he/she will not be required to sit for the common paper(s) of Part-I.

(iv) The student, who offered English Honours at the time of admission and subsequently wants to discontinue will have to offer General English Paper-I and Paper-II, MIL/Alt. English Paper-I and Paper-II and three other elective subjects of which one will be English.

(v) The student, who initially offered Honours in a subject other than English and wants to offer pass course subsequently, will have to offer MIL/Alt. English paper-I and II, in addition to General English Paper-I and II and three other elective subjects.

Approved by the Executive Council vide resolution No. EC : 12 : 3 - 98 : 18

21. ON FORMATION OF THE STUDENTS' COUNCIL

(Under Statute 41 of the Assam University Act. 1989)

1. The council shall be called "The Assam University Students' Council".

2. The Council shall consist of the following persons :

(i) The Dean of Students Welfare who shall be the chairman.

(ii) All students who secured medals and prizes in the University in the previous academic year in the fields of studies Fine Arts, Sports and Extension Work.

(iii) Each department in the University shall be represented by a student whose name shall be recommended by the Head/Incharge of the Department.

3. The Head/Incharge of the Department shall recommend the name of a student for the Students Council from a list of alternative choices, if any, after allowing the students free display of self-expression.

4. The Dean of Student Welfare will prepare a list of prize winners in consulation with the Head/Incharge of Department and the Registrar and Controller of Examinations of the University.

5. The Head/Incharge of department will submit the recommended names to the Dean of Student Welfare in a sealed cover within seven days of the issue of notification.

6. For the purpose of recommendation, the following qualities shall be desirable :

(i) The student should have continuous interest in studies and other co-curricular activities desirable in an institution.

(ii) He/she should have sufficient communication skill and should beleive in human values and relationships.

(iii) He/she is generally acceptable to the students in the Department.

(iv) According to the Head/Incharge of the department, he/she is a good choice.

7. Only a student from the 3rd semester shall be eligible for recommendation; provided that in case of the departments where there is no 3rd semester at present, a student from the first semester may be recommended.

8. If after the last date of receipt of recommendations it is found that one or more department is unrepresented, the Dean of Students' Welfare shall make recommendations after consulting the Head/Incharge of such departments.

9. If after the receipt of the recommendations from all departments it is found that the representation of girls students' is grossly inadequate, the Dean of Students Welfare may recommend the names of not more than three girls students to be permanent invitees.

10. The Dean of Students Welfare may also recommend the names of not more than two whole-time research scholars in the University for inclusion as members, if at least two research scholars are not included under clause 2 (ii).

11. After the last date of receiving the recommendations from the department is over and after taking necessary steps from his end, if any, the Dean of Students' Welfare shall forward the recommendations in a consolidated form under a sealed cover to the Vice-Chancellor for further actions.

Approved by the Executive council vide resolution No. EC : 12 : 3 - 98 : 15

22. ON SERVICE BOOK

1. **Service Book :** A Service Book in the Prescribed from must be maintained for every Officers and staff holding a substantive post or officiating in a post or holding a temporary post from the date of his first appointment except in the case of those officiating in posts or holding temporary posts who are recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

   The service Book must be kept in the custody of the Registrar or any Officer authorised by him.

2. **Certificates to be recorded in the Service Book :**

   1. Employee has been medically examined and found fit .

   2. His/her character and antecedents have been verified.

   3. He/she has furnished declaration of his/her not having contracted bigamous marriage.

   4. He/ she has taken the oath of allegiance/affirmation to the Constitution.

   5. He/she has furnished the declaration of home town which has been accepted.

   6. The correctness of the entries of the following items of Part - I "Bio-data" has been verified from original certificates furnished as valid documentary evidence for the respective purpose :

   i) Whether a member of Scheduled Caste/Tribe ?

   ii) Date of birth by Christain Era and wherever possible also in Saka Era (both in words and figures).

   iii) Educational qualification :

   a) at the time of appointment :

   b) subsequently acquired :

   iv) Professional and technical qualification not covered by (iii) above.

   Entries regarding the above will be made at the time of first appointment and attested by the Head of Office or any other officer duly authorised in this behalf. Additions and alterations will also be similarly attested.

   7. He/she has filed nomination for GPF and the related notices have been forwarded to the Finance Officer on various dates.

   8. He/ she has furnished details of the family members.

   9. He/she has filed nomination for Death/Retirement Gratuity.

3. **Entries to be recorded in the Service Book :**

   1. Details of initial appointment.

   2. Occurrence of events involving a change in the post office, station, scale of

pay or nature of appointment, which will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave, suspension and other forms of interruption in service.

3. Events like stoppage of increment, enforcement of efficiency bar.

4. Facts of availing Leave Travel Concession either by Officers and staff or members of his family.

4. Documents to be placed in volume - II of the service Book in the safe custody of the Registrar or any officer authorised by him.

1. Relaxation of age, educational qualifications (authenticated/attested copy)
2. Report regarding verification of character and antecedents (original).
3. Medical certificate of fitness (original)
4. Attested copies of certificates of age and educational qualifications.
5. Declaration regarding marital status (original)
6. Oath/affirmation of allegience to the Constitution (original)
7. Declaration and acceptance of hometown (signed/attested copy)
8. Nomination for GPF (signed/attested copy)
9. Nomination for retirement/Death gratuity;
10. Details of family (signed/attested copy)
11. Exercise of option in service matters (signed/attested copy)
12. Condonation of break in service (authenticated/attested copy)
13. Order regarding change of date of birth (authenticated/attested)
14. Collateral evidence in respect of past service (original).
15. Change of name (original)

5. Inspection of Service Book by the Officers and staff.

It shall be the duty of Registrar or officer authorised by him to initiate action to show the Service Book to the officer and staff concerned every year and to obtain their signature therein as token of their having inspected the Service Book. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior officer by the end of every September.

6. Attestation of entries in the Service Books.

i) The Registrar must see that all entries are duly made and attested, and that the book contains no erasure or overwriting, all corrections being neatly made and properly attested. However, the Registrar may delegate power to a subordinate Officer under him to attest entries in the Service Book of all officers and staff (except their own Service Books) for the maintence of which he is responsible and to keep these documents in his custody, and to attest entries in the

leave accounts. The service books of the teachers, academic staff and the Head of the non-teaching branches shall be submitted to the Vice-Chancellor. The scrutiny of service books of the teachers shall be by the Deans of the respective schools and of the library staff by the Librarian. The Vice-Chancellor shall scrutinise the service books of the Deans, Librarian, Registrar, Finance Officer, Controller of Examinations, Directors and other heads of branches. The Registrar shall scrutinise the rest.

All service books shall be in the custody of the Registrar.

7. Annual verifications of service.

At fixed time early in the year the Service Books shall be taken up for verification by the Registrar who after satisfying himself that the services of the Officers and staff concerned are correctly recorded in each of the service books shall record in each case a certificate in the following form over his signature

" Services verified up to (date) from .....

(the record from which the verification is made)."

The annual verification of service is intended to ensure that the Registrar has satisfied himself that the Officer's and staff's entire service as recorded in the Service Book, is completely borne out by actual facts. No certificate of verification need be recorded by him in respect of periods of foreign service if any. The entries made in the Service Book by the Finance Officer under the provisions of SR 203 will be sufficient for this purpose.

8. Procedure for making entries of foreign service.

If an Officer/staff is transferred on foreign service the Registrar must send his service book to the Finance Officer concerned, The Finance Officer will return it to the Head of the Office after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Officers and staff's re-transfer to Service, his service book must again be sent to the Finance Officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions. No entry relating to the time spent in foreign service may be attested by any authority other than the Finance Officer.

9. Procedure to be followed when benefit of past service is allowed for pension.

Under Rule 26(2) of CCS (Pension) Rules, 1972, resignation of an appointment to take up, with proper permission another appointment whether permanent or temporary, service in which counts in full or in part, is not resignation from public service. In such cases, the order accepting the resignation should clearly indicate that the employee is resigning to join another appointment with proper

permission and that the benefits under Rule 26 (2) will be admissible to him. The contents of the above order should be noted in the service books of the indivicuals concerned under proper attestation.

10. Supply of certified copy of Service Book on quitting service.

The cost of Service Book should be borne by the University and that it should not be returned to the Officers and staff on retirement, resignation or discharge from service. However, a certified copy of the Service Book may be supplied to the Officers and staff, if asked for by the Officers and staff concerned, on his retirement, resignation or discharge from service on payment of a copying fee of Rupees Five.

11. Leave Account.

A leave account shall be maintained in the prescribed form for each Officer and staff by the Registrar or by the officer to whom power is delegated for maintenance of Service Book.

Approved by the Executive Council vide resolution No. EC : 5 : 1-96 : 4

23. On General Provident Fund Scheme and Contributory Provident Fund Scheme for all categories of employees of the University

1. Each regular employee of the University other than deputationists and employees whose lien with his parent organization has not been terminated will be eligible to be a member of either G.P.F. or C.P.F. and can subscribe towards the fund to which he/she has opted.
2. It will be compulsory on the part of each employee to subscribe to either G.P.F. or C.P.F. on completion of 1 year service. However, any employee at his/her own option may subscribe to the fund to which he desires to be a member prior to completion of 1 year service.
3. An employee who likes to be a member of C.P.F. and contribute to that fund must fulfill either of two following conditions :

   1) He/She must not have such length of service at disposal to render the period qualify for pension. In other words the total length of service from the date of joining in Assam University till the date of retirment on superanuation is less than 10 (Ten) years (Subject to change in the event of amendment in relevent provision of pension rules of G.O.I. or C.U.R. rules which the University may adopt) and (2) He/she must have been a member of C.P.F. in his previous employment and there is no break in service in between the two employments subject to the condition that entire accumulations in his C.P.F. account in his previous employment taking both his own contribution and contribution of his previous employer till the last date of his/her previous employment alongwith uptodate interest is deposited to his/her C.P.F. account opened in Assam University.
4. The employees who opted for C.P.F. may opt out of C.P.F. and subscribe towards G.P.F. at any time within his/her entire service period. However, in the event of such option, only his/her individual contribution towards his C.P.F. A/C alongwith interest there on will be transferred to his G.P.F. account. No employee who has once become the member of G.P.F. will be allowed to opt out of G.P.F. and to become a member of C.P.F.
5. For the purpose of management of funds, University may adopt the C.C.S. (G.P.F.) rules and C.C.S. (C.P.F.) rules alongwith their all provisions.
6. The rates of minimum contribution towards C.P.F./G.P.F. by each employee will be 10% of pay from time to time rounded to nearest ten rupee. However, there will not be any upper limit of individual subscription. (pay means basic pay, Dearness pay, Interim relief, Special pay granted in lieu of separate higher scale or any other element classified as pay).
7. Each employee will apply for opening a G.P.F/C.P.F. Account in his/her name, in the prescribed form, immediately after joining the services under the University

or immediately after becoming eligible to be a member of G.P.F./C.P.F. under Assam University, indicating the 'salary month' from which he desires to subscribe.

8. University Authorities will have the right to deduct @ 10% of pay, rounded to nearest ten rupee as subscription towards G.P.F. in respect of such employees who has not applied for opening a GPF/CPF account in his name even within a period of 1 (one) year from the date of joining in Assam University or becoming eligible to be a member of G.P.F./C.P.F. In such cases University will open a G.P.F A/C in the name of the employee and he will not be permited to become a member of C.P.F. even if he is eligible to be a member of C.P.F.

9 A member of CPF will not be entitled to pension. However he/she will be entilled to Death Retirement gratuity etc as per pension Rules. His/Her family will however be entitled to get family pension/Death gratuity etc in the event of his death as per pension Rules.

10. In case of C.P.F., the University's share of contribution to individual C.P.F. will be at the rate prescribed by the Government of India from time to time as per the procedure laid down in C.C.S (C.P.F.) Rules.

11. Interest payable towards individual G.P.F/C.P.F. will be at the rates prescribed by the Government of India from time to time.

12. For the purpose of maintenance of G.P.F./C.P.F. Accounts two separate savings bank Accounts will be opened with the nomenclature "Assam University G.P.F." and "Assam University C.P.F." in any Nationalised Banks having its branch at Silchar and subscriptions made by the individual subscribers in each month will be credited in these two accounts every month. Employers contribution towards C.P.F. and amount of interest payable by the University in respect of both G.P.F. and C.P.F. at the end of each year may also be deposited to these two S.B. A/c every month as far as possible on prorata monthly basis making a tentative monthly calculation so that a huge liability at the end of the year worked out after Annual Closing of P.F. Accounts can be avoided. At the end of the year, when the final figure for one year will be available only a small amount of transfer of fund will set right the matter.

13. The amount credited in to the Savings Bank Accounts may be invested (leaving a lump sum amount as may be felt necessary to pay temporary advances to the G.P.F./C.P.F. subscribers or to meet any relevant urgent payment) in profitable investment schemes, covered under Indian Trust Act so that interest payable to individual subscribers of G.P.F./C.P.F. may be earned in full after a few years out of the income generated from investment and University Budget is not required to be charged for the purpose of interest payment.

14. In course of time if it is found that there is surplus income (out of the investment)

after discharging the interest liabilities the surplus found may be utilized in different employees welfare programmes.

15. In no circumstances the accumulated fund in the G.P.F./C.P.F. should be utilized for any other purpose of the University. However, in extreme urgent situations the investments may be pledged as security in drawing loans/overdrafts from Bank.

16. The University should in due course constitute a Provident Funds Management Committee.

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Approved by the Executive Council vide resolution No. EC : 2 : 95-1 : 23

24. Pension Fund

1. The employees who are members of G.P.F. or are entitled to be a member of G.P.F. will be entitled to the benefit of Pension and other Retirement benefits as admissible under Rules.
2. The employees who are members of C.P.F. will also be entitled to the retirement benefits as admissible under rules for members of C.P.F.
3. The University may adopt the C.C.S. (Pension) Rules for its employees.
4. The University may open a 'Pension Fund' and contribute in that fund every month @ 1% of total gross salary of each month. This amount may be charged to the University Budget to the relevant Head. The employees of other organization who are absorbed permanently in the services under this University and in whose case his/her previous employer transferred his/her prorata retirement benefits to this University so as to enable this university to count his/her past services for the purpose of pension, the entire amount of prorata retirement benefits received by Assam University may be credited in this Fund.
5. For the 'purpose of pension Fund' a Savings Bank Account may be opened in any Nationalized bank having its branch at Silchar and all credits relevant to 'Pension Fund' may be deposited in this S.B. Account.
6. The amount credited in the S.B. Account may be invested in profitable investment schemes so that in course of time the University could generate a Fund, the interest income of which may take care of monthly pension liabilities of the University without charging the University Budget.

Approved by the Executive Council vide resolution No. EC : 2 : 95-1 : 24

25. On Confidential Report (For Non-Teaching Staff)

Importance of Annual Reports.

Merit as reflected in the Confidential Report is generally recognised as the main criterion for deciding the cases of promotion to higher grades, confirmation and crossing of E.B. etc. It is, therefore, very important both in the interest of efficiency of the service and also of the Officers and Staff that the reports are written with the greatest possible care so that the work, conduct, character and capabilities of the person reported upon can be accuratley judged from the recorded opinion. Officers recording remarks must realise the importance of these entries as their own competency will be judged partly from the confidential remarks they record about Officers & Staff working under them.

Periodicity of writing CRs.

The Confidential reports of Officers and Staff are to be written for each financial year i.e., from April to March. After filling in part - I of the CR form by the Administration, the blank CR form will be given to the Officials reported upon under intimation to the Reporting Officers or through the Reporting Officer with clear indication that the Officials reported upon should submit the self-appraisal in Part -II of the CR within 15 days of receipt of the blank CR form i.e., preferably by 15th April of each year. A Reporting Officer should not wait till the expiry of the first week if self appraisal is not received by the stipulated time, the Reporting Officers should take it upon himself to remind the Official to be reported upon in writing asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the official to be report upon fails to submit the self appraisal by the stipulated date, the report will be written without self-appraisal. If no self appraisal is received by the stipulated date, the Reporting Officer can obtain another blank CR form and proceed to write the report on the basis of his experience and conduct of the Official reported upon. While doing so he can also point out the failure of the official reported upon to submit his self-appraisal within the stipulated time.

Instructions to the Reporting/Reviewing Officers in writing C.R Principles to be observed by Reporting officers in writing reports.

The general instructions/principles which are required to be observed by the Reporting Officers for writing annual reports are given in the Annexures attached to the CR forms.

Communication of adverse remarks.

All adverse remarks in confidential Reports both on performance as well as on basic qualities and potential, should be communicated along with a mention of good points, within one month of their being recorded. The communication should be in writing and a record to that effect should be kept in the C.R. dossier of the officer/ staff concerned. Any adverse comments in the confidential reports in respect of Group C & D staff should be brought to the notice of the Vice-Chancelor.

Representation against adverse remarks.

The time limit for submission of representation against adverse remarks is one month from the date of communication of the adverse remarks. While communicating the adverse remarks, the official should be informed that he can submit his representation within one month.

When his first representation is rejected, the official has a right to represent against the rejection within six months of the rejection of the representation and this will be to the authority above the authority which has rejected the representation.

The representation against adverse remarks should be examined by the authority superior to the Reviewing officer and should be decided within three months from the date of submission of representation.

Writing of C.R. when no Reporting Officer is entitled to write the report on the official.

There may be case when there is no Reporting Officer having the requisite experience of 3 months or more during the period of report as a result of which no Reporting officer is in a position to initiate the report. In such case the Reviewing officer, provided the Reviewing officer has been the same for the entire period of report and he is in a position to fill in the columns to be filled in by the Reporting officer. Where a report is thus initiated by the Reviewing officer, it will have to be reviewed by the officer superior to the Reviewing officer.

Only photo copies of C.R.s to be sent out.

Often confidential Reports are required to be sent outside for some purpose but their timely return is generally not monitored resulting in dislocation of programme for the D.P.C. where the C.R. of the officials are required to be retained by an authority other than the authority who maintains it for some or other reasons. It is advisable that the original CR should be kept with the cadre authority and only a photo copy is sent out so that no delay takes place merely for the reason that the C.R. are not available with the cadre authority. The photo copies should be destroyed after the purpose for which they were made, has been accomplished.

Extraneous materials not to be placed in C.R. file.

Copies of warnings issued as an administrative action should not be placed in the C.R. file abinitio. It should be placed in the personl file of the concerned official. At the end of the year, if the confidential report contains adverse remarks on the same ground for which warning was issued, a copy of the warning may be placed as annexure to the C.R. if warranted.

If as a result of disciplinary proceedings any of the penalties prescribed under rule 11 of the C.C.S. (C.C.A) Rules, 1965, is imposed on a official, a copy of the penalty order should invariably be kept in the C.R dossier of the concerned official.

Placement of extraneous materials in C.R. file may mislead the D.P.C. in their assessment.

Physically defects/ill health are not considered adverse in C.R.

The intention behind the communication of adverse remarks is to enable an

employee to make efforts to remedy or overcome the defects communicated to him. In the case of physical defects or ill health, the employee concerned has no control to remedy the situation. It is therefore, not necessary to communicate the entries on physical defects/ill health to the employee concerned.

Custody of confidential reports.

The Confidential Reports of the employees of the different categories are kept in the custody of different authorities as indicated below :

	Confidential Reports of	*Kept in the custody of*
	(1)	*(2)*
(1)	Officers	Vice-Chancellor
(2)	All other staff	Registrar

Completion Certificate of writing of C.R.s

After the confidential reports of all officials have been written/reviewed and adverse remarks, if any, communicated to the official concerned, a certificate regarding completion of the work of writing confidential report for the year should be sent to the Vice-Chancellor by 31st July each year. The certificate should also indicate the total number of cases in respect of which confidential reports are required to be written and number of cases in which such reports for the year have not been written and action taken to obtain the confidential reports in those cases. It should also be certified that the adverse remarks in the confidential reports have been communicated wherever necessary. The report besides indicating the upto date position showing details of C.Rs of the current year should also indicate the position of the earlier years which are awaiting from Reporting/Reviewing Officers.

A chart showing authority who can initiate, Review & accept the C.R. is appended below :

Sl. No	Category of employees	Recording authority	Reviewing authority	Accepting authority
1.	PVC,Regr/OSD, Finance officer/ Controller of Exams, Librarian, Director CDC, planning Officers & Secy.to V.C., P.S. to V.C., Sr. P.A to .V.C, C.E, PSO, Heads of branches.	V.C.	V.C.	V.C.
2.	Dy. Regr., Dy. Finance Officer, Dy. Librarian.	Administrative H.O.D. Concerned/Librarian.	PVC or VC as the case may be.	V.C.
3.	Asstt. Registrar, Asst. Librarian, ADO & Other Officers in that level.	-- do --	-- do --	V.C.
4.	Section Officers.	Branch Officer concerned.	Regr. & Admn. HOD concerned.	V.C.

5.	E. Es/AE/SSO	CE/PSO as the case may be.	Registrar	V.C.
6.	PS/Sr. PAs/PAs/ Stenographers attached to PVC & other Officers.	Officers Concerned.	PVC/Regr. as the case may be.	V.C.
7.	Group 'C' staff (including technical staff)	S.O.s/Asstt. Librarian/ Planning Officer/Director of Sports/Director, CDC/ HOD concerned /DSW/ Regr./PVC/VC as the case may be.	Branch Officer concern-ed/Libra-rian/F.O./COE as the case may be.	Registrar
8.	Group 'D' staff (Viz. Peons Cleaners/Lab Attendant/Ch-owkidar/ Mali/Sweepers, etc.	S.O.s/Security Officers/ Secy. to V.C. & HOD Concerned.	Head of Deptt/ F.O./Librarian/ COE /Branch Officers concerned.	Regsistrar

The above are the guideline which would indicate that the Recording Officer should have direct supervision over the staff whose performances are to be assessed.

For the Group 'D' staff the first Recording Officers are the Section Officers or the Security Officers wherever available, and in cases where they are not available, the Heads of Deptts. may kindly record. The Recording Officers may kindly take necessary steps to put up the ACRs to the concerned Reviewing Officers before finally sending the same to the office of the Registrar. Part I of the form is to completed by the office and then part II is to be completed by the employee concerned.

The transaction of ACRs should strictly be in a sealed confidential cover.

Note : For initiating C.R. or for reviewing, the official concerned should work under IO/ RO atleast for 90 days in a year.

Format : The standard formats of ACR forms.

Self Appraisal report (For teaching staff)

In the case of teaching staff there shall be Self Appraisal Reports which shall be confidentially authenticated or otherwise by the Heads & Deans. In case of the Deans, the confidential authentication shall be by the Vice-Chancellor.

The Self Appraisal reports of teachers shall be in the custody of the Vice-Chancellor.

Approved by the Executive Council vide resolution No. EC : 5 : 1-96 : 3

26. ON RAJANI KANTA SAHA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Rajani Kanta Saha Memorial Endowment Fund".

2. **Fund :** Rs. 12,000/- (Rupees twelve thousand) donated by Dr. Ashish Kr. Roy, Shri Angshu Kr. Roy & Shri Anup Kr. Roy in memory of their grand father Late Rajani Kanta Saha.

3. The interest income out of the amount of Rs. 12,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Sanskrit) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 12,000/- (Rupees twelve thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Rajani Kanta Saha Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Rajani Kanta Saha Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Sanskrit, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 5

27. ON HRISHIKESH SAHA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Hrishikesh Saha Memorial Endowment Fund".

2. **Fund :** Rs. 12,000/- (Rupees twelve thousand) donated by Dr. Ashish Kr. Roy, Shri Angshu Kr. Roy & Shri Anup Kr. Roy in memory of their father Late Hrishikesh Saha.

3. The interest income out of the amount of Rs. 12,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Science (Computer Science) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 12,000/- (Rupees twelve thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Hrishikesh Saha Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Hrishikesh Saha Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Computer Science, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 6

28. ON OKRAM MEENA DEVI MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Okram Meena Devi Memorial Endowment Fund".

2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Okram Churamani Singh in memory of his daughter Late Okram Meena Devi.

3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Manipuri) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Okram Meena Devi Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Okram Meena Devi Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Manipuri, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 7

29. ON ANIL CHANDRA DAS MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Anil Chandra Das Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Ashish Kr. Das in memory of his father Late Anil Chandra Das.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (English) Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Anil Chandra Das Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Anil Chandra Das Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of English, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 8

30. ON KALIPRASANNA SENGUPTA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Kaliprasanna Sengupta Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Kalyan Kumar Sengupta in memory of his father Late Kaliprasanna Sengupta.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Fine Arts Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Kaliprasanna Sengupta Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Kaliprasanna Sengupta Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Fine Arts, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 9

31. ON USHABATI SENGUPTA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Ushabati Sengupta Memorial Endowment Fund".

2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Shri Kalyan Kumar Sengupta in memory of his mother Late Ushabati Sengupta.

3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Master of Arts (Education) Final Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Ushabati Sengupta Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Ushabati Sengupta Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Education, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 9

32. ON NILIMA SARMA MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Nilima Sarma Memorial Endowment Fund".

2. **Fund :** Rs. 10,100/- (Rupees ten thousand one hundred) donated by Shri Jnanendra Nath Sarma in memory of his wife Late Mrs. Nilima Sarma.

3. The interest income out of the amount of Rs. 10,100/- shall be paid to the best Girl Graduate with highest marks in the 1st class Honours in all three streams (Arts, Science & Commerce) Final Examination conducted by the Assam University each year. In case in a particular year no girl student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two girls students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,100/- (Rupees ten thousand one hundred) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Nilima Sarma Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Nilima Sarma Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch,Assam University and the Principal of the concerned College in which the student studied and appeared in the examination.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 10

33. ON KIRAN BALA BHATTACHARJEE MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Kiran Bala Bhattacharjee Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Dr. D. K. Bhattacharjee in memory of his mother Late Kiran Bala Bhattacharjee.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in first class in M.Sc. Examination in Physics conducted by the Assam University each year. In case in a particular year no such student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Kiran Bala Bhattacharjee Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Kiran Bala Bhattacharjee Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Physics, Assam University.
8. The additional sum of Rs. 1,150.00 (Rupees one thousand one hundred and fifty) separately paid by the donar for one-time Kiran Bala Bhattacharjee Memorial Prize in Physics for the 1996-98 batch in the manner stated in Clause 3 of this Regulation, shall be held in the SB A/C stated in clause 5 of this Regulation till it is disbursed in the Convocation for the said batch of students.
9. This Regulation will come in force with effect from 1997-99 batch.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 11

34. ON THAKUR SUKDEV BRAHMACHARI MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Thakur Sukdev Brahmachari Memorial Endowment Fund".
2. **Fund :** Rs. 10,000/- (Rupees ten thousand) donated by Dr. Nikunja Behari Biswas.
3. The interest income out of the amount of Rs. 10,000/- shall be paid to the student securing 1st position in 1st class in Bachelor of Social Work Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.
4. A fixed deposit of Rs. 10,000/- (Rupees ten thousand) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Thakur Sukdev Brahmachari Memorial Endowment Fund".
5. A Savings Bank A/C in the name of "Assam University Thakur Sukdev Brahmachari Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR to that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.
6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.
7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Social Work, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 12

35. ON APARNA ROY MEMORIAL PRIZE

1. **Title :** The Endowment Fund shall be known as "Aparna Roy Memorial Endowment Fund".

2. **Fund :** Rs. 10,001/- (Rupees ten thousand and one) donated by Shri Gaurish Chandra Roy.

3. The interest income out of the amount of Rs. 10,001/- shall be paid to the student securing 1st position in 1st class in Master of Science (Mathematics) Examination conducted by the Assam University each year. In case in a particular year no student is eligible for the prize, the amount earned as interest in that year will be added to the capital. In case two students secure the same position in any year, the amount shall be paid to both the students in equal shares, not exceeding the interest accumulated in that year.

4. A fixed deposit of Rs. 10,001/- (Rupees ten thousand and one) will be opened in any Nationalised Bank in the best available scheme for the longest period and shall be renewed on expiry of the stipulated period from time to time. The name of the FDR will be "Assam University Aparna Roy Memorial Endowment Fund".

5. A Savings Bank A/C in the name of "Assam University Aparna Roy Memorial Endowment Fund" shall be opened with the same Bank where the FDR is opened and the Bank shall be instructed to deposit the interest accrued on the FDR t that SB A/C from time to time. The prize money will be paid by cheque drawn on this SB A/C.

6. The cheque for the prize money shall be awarded to the recipient alongwith a citation signed by the Vice-Chancellor during the Convocations.

7. The responsibility for monitoring the award shall be vested jointly with the I/C of the Academic Branch and Head of the Department of Mathematics, Assam University.

Approved by the Executive Council vide resolution No. EC : 16 : 98-12 : 13

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