ASSAM UNIVERSITY

ORDINANCES AND REGULATIONS

P. B. No. 63, Silchar - 788001

FOREWORD

The Central University system in our country functions under a set of four-tier legislations, viz (i) Act, (ii) Statutes, (iii) Ordinances and (iv) Regulations. These four are in order of precedence. Each superior legislation indicates the operative areas to be provided in more details by the immediate subordinate legislation. The University Bill passed by both Houses of the Parliament becomes the Act as soon as it assented to by the President of India. The schedules appended to the Act constitute the first set of Statutes. The Act and these statutes provide the basic frame of the functioning of the University. The Act can be amended only by the Parliament. The Statutes can be amended and new Statutes added with prior approval of the President of India in his capacity as the Visitor of the University. The Ordinances provide a set of laws which gives the basic structure of Act and Statutes a tangible operational form covering a wide spectrum of subjects. These Ordinances derive their authority from substantive provisions of the Act and the Statutes. The First Ordinance on any subject is to be framed by the Vice-Chancellor, but it comes into force only after the approval of the Government of India. However, the drafts are made in line of similar Ordinances in other Central Universities and accommodating the guidelines of the University Grants Commission. The Regulations are the next set of subordinate legislations which can be made by the authorities of the University under provisions of the Act. Statutes and the Ordinances.

Section 28 (1) of the Assam University Act 1989 (Act XIII of 1989) provided a list of matters on which ordinances may be made and Section 28(2) stated that the "First Ordinances shall be made by the Vice-Chancellor with the previous approval of the Central Government". The matters listed are such that the Ordinances must be made to make the University functional. The First Vice-Chancellor had, therefore, to prepare a set of First Ordinances to give effect to the letters and spirit of the Act and the Statutes. These were submitted to the Government Of India for approval. The authorities of the University also made regulations, consistent with the Act, Statutes and the Ordinances for conduct of the day to day business of the University, in the manner prescribed by the Statutes. The Ordinances so far approved by the Government of India and the Regulations made by the authorities of the University are included in this volume. Letters of approval of the Government and Resulations

of the authorities have been cited at the end of each Ordinances and each regulation respectiely for future references. A few more ordinances are awaiting approval of the Government of India.

I am glad that we have been able to make most of the Ordinances and the Regulations required by the Act and the original Statutes. These were necessary to make the University functional and to consolidate its activities. Many more Ordinances and Regulations will be required in future as the University grows and expands. We are aware that the legislations in every enlightened society must be flexible to accommodate the needs of the changing times. Our Ordinances and regulations will also require changes and these may be amended in the manner prescribed by the Act and the Statutes. To facilitate the process of addition and updatations, the volume has been designed in a loose sheet style so that it may be easy to insert the additional legislations and to replace the amended portions by updated versions. I hope that the members of the Assam University family will find the compilation useful to work for the University with Conviction, Confidence and Creativity.



Dated Silchar
15 March, 1998

(J. B. Bhattacharjee)
Vice-Chancellor

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1. ON THE MEDIUM OF INSTRUCTION AND EXAMINATION

(Under clause 28 (a) of the AU Act, 1989)

English shall be the medium of instructions and examinations, in degree and post-graduate courses, in the research and study programmes until further orders.

Provided that instructions and examinations in the modern Indian languages and classical languages, the language concerned shall be the medium with English as optional.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

2. ON THE AFFILIATION OF COLLEGES

(Under Statute 33 of the Schedule to the AU Act, 1989)

1. REGARDING EXISTING COLLEGES

In terms of sub clause 2 under section 6 of the Assam University Act, 1989, the Colleges which were affiliated to the Gauhati University shall stand affiliated to the Assam University from 21st January, 1994 with the same privileges with which they were affiliated under the Gauhati University. These Colleges shall be required to apply to the Assam University for renewal/ extension or upgradation as per provisions of this ordinance.

2 A. ESTABLISHMENT OF A NEW COLLEGE

(i) When it is proposed to establish a new college, the sponsoring body, or in the case of a Govt. College the Head of the Department concerned, shall submit an application to the Registrar in the prescribed form not later than August 15 of the preceeding year in which it has been intended to start the college, which should be accompanied by a project report giving details as laid down in the Regulations.

(ii) The colleges for purpose of this ordinance will be in the categories of Degree Colleges, Medical Colleges, Engineering Colleges, Law Colleges and B.Ed Colleges. The privileges of admission to the University for each category shall be decided separately.

(iii) A Degree College shall be admitted ordinarily to the privileges of the University, in the first instance in parts conforming to the courses of study for providing instructions for the prescribed degree course. It may be admitted to the further privileges of providing instructions at the postgraduate level provided that all the conditions as prescribed by the University at that level are fulfilled.

B. INITIAL SCREENING OF THE APPLICATION

(i) On the receipt of the application alongwith the prescribed fees, the Affiliation Committee of the Academic Council shall scrutinise the application and if necessary, ask for any further clarification from sponsoring body and on receipt of such clarification the committee shall offer its recommendations to the Academic Council as to whether it is satisfied with the project report and whether there is sufficient ground for starting the College.

C. INSPECTION COMMISSION

(i) (a) The Academic Council after considering the report of the committee, may appoint Inspection Commission. The Commission shall comprise of not less than three members which will include Director of Public Instruction/Director of Education of the state or his representative.

(b) The Inspection Commission may take necessary steps to examine the request, inspect the site and submit the report to the Academic Council on the need for the proposed college, the adequacy of the physical and financial resources offered and also make suitable recommendations for granting the permission to start the college, or otherwise.

(ii) A new college may ordinarily be permitted, in the first instance, to start the Degree Courses only.

D. TIME SCHEDULE FOR APPLICATION ETC.

(i) The request for permission to open a course/renewal of provisional Affiliation/extension/upgradation/Permanent affiliation in an Academic Session shall be made before 15th May of the preceeding year. The Affiliation Committee shall meet as soon as possible and submit its recommendations to the Academic Council not later than 30th July. The Inspection Commission which shall be appointed by the Academic Council or by the Vice-Chancellor who is hereby authorised for the purpose till the first meeting of the Academic Council is held shall submit its report before the end of November. The decision on permission to start or extend affiliation of the college shall ordinarily be communicated by the University not later than 31st October.

(ii) **Opening of a faculty in an existing college** -When it is proposed to open a new faculty in an existing College, the Head of the Institution concerned, shall submit an application not later than May 15 of the preceeding year in which it is intended to open the faculty. The application shall be accompanied by a project report giving details as may be provided in Regulations.

3. PRELIMINARY STEPS BY THE SPONSORING AUTHORITY/HEAD OF THE INSTITUTION FOR AFFILIATION /EXTENSION /RENEWAL /UPGRADATION OF AFFILIATION

(i) On receipt of the permission to start a new college or a college already in existence, the sponsoring body shall constitute a Governing Body and proceed to make appointment for the post of the Principal and other academic staff in

accordance with the norms prescribed by the UGC and the provisions of the statutes, ordinances and regulations of the University about the composition, minimum qualification, procedures for appointment etc.

(ii) No persons who is not fully qualified as per the norms laid down for the purpose shall be appointed as the staff of the College or as Principal. In exceptional cases, however, if a properly qualified Principal is not available, one of the members of the staff having longest teaching experience at the college level may be designated as Vice-Principal and the post of the Principal my be kept vacant till such time a fully qualified person is recruited.

4. PROVISIONAL AFFILIATION

(i) On receipt of report from the inspection commission or a reconstituted commission as the case may be, the Academic Council or the Vice-Chancelior till the Academic Council is formed shall forward the report to the Affiliation Committee which shall submit its recommendations to the Academic Council or the Vice-Chancellor as the case may be and the later may grant provisional affiliation provided all requirements as prescribed in the Assam University Act. Statutes, Ordinances, Rules and Regulations are fulfilled by the College concerned. Provided further that, affiliation or renewal of provisional affiliation in major courses will be granted to the existing colleges already having affiliations, provisional or permanent, on the basis of examinations results for the last consecutive three years in the major courses concerned in addition to fulfilment of all other prescribed requirements and conditions.

5. COMMISSION FOR GRANTS OF PROVISIONAL AFFILIATION

(i) The Commission, which reported on the permission for starting the college and if the Academic Council or the Vice-Chancellor till Academic Council is constituted so decides, or a reconstituted Commission, shall visit the college on any working day in the first Academic Session of the college between July 15 and 30th September, and submit its report, as may be prescribed in the Regulations, to the Academic Council or the Vice-Chancellor as the case may be.

6. APPLICATION FOR PROVISIONAL AFFILIATION

(i) Ordinarily the application for provisional affiliation will be entertained only after the University is satisfied that the college has fulfilled the minimum requirement about the appointment of the Principal, the staff and other conditions laid down by the University.

(ii) The Governing Body of the college shall inform the University forthwith about the appointments and also of the fact that the college has been started not later than 15 days after the beginning of the Academic Session and make an application for provisional affiliation to the University.

7. THE AFFILIATION COMMITTEE

The Academic Council, or the Vice-Chancellor till the Academic Council is constituted, shall constitute an Affiliation Committee for the colleges. The composition of the Committee shall be as under :

1) Vice-Chancellor	Chairman
2) DPI/Director of Education, Assam, or his nominee	Member
3) Two nominees of the Academic Council or the Vice-Chancellor till the Academic Council is constituted	Members
4) Two Principals of the Affiliated colleges nominated by the Vice-Chancellor	Members
5) Registrar or any other Officer nominated by the Vice-Chancellor	Member-Secretary

The term of office of the Affiliation Committee shall be three years.

8. RENEWAL OF PROVISIONAL AFFILIATION

(i) Provisional affiliation to the colleges shall be granted for a period of three years at a time. Request for renewal shall be submitted in prescribed form, if any or on plain paper, three months before the expiry of the Provisional Affiliation.

(ii) The Vice-Chancellor shall appoint an Inspection Commission to report on request for renewal. The Commission shall review the progress of the college,

its performance in general and make recommendations for renewal of provisional affiliation or otherwise. The Vice-chancellor may grant such renewal subject to ratification by the Academic Council whose decision shall be final.

9. PERMANENT AFFILIATION

The college which has been granted provisional affiliation may apply for permanent affiliation after the expiry of the stipulated period as prescribed in the Regulations and such permanent affiliation may be granted on the recommendations of the Affiliation Committee.

10. SUBMISSION OF STATEMENT OF PARTICULARS

The Principal of the college shall submit a written statement of particulars to the Inspection Commission at the time of inspection as may be laid down in the Regulations.

11. ADMISSION

No student will be admitted into any college or in any courses of instruction in a college before permission to start the classes is granted by the University. Breach of this rule may be the sufficient ground for refusal of any permission.

12. AFFILIATION AND OTHER FEES

A sponsoring authority seeking permission to open a new college or existing colleges seeking to open new course or upgradation or seeking provisional/permanent affiliation, shall pay the fees at the rates prescribed below.

I. DEGREE COLLEGES

1) Application fee for permission to open a new degree college.....Rs. 3,000/-

2) Application fee for starting 2nd year class..... Rs.1,500/-

3) Application fee for starting 3rd year class..... Rs.1,500/-

4) Application fee for opening new faculty..... Rs.1,500/-

5) Application fee for opening new subjects in General/

Pass courses (per subject) Rs.1,000/-

6) Application fee for opening Major/Honours subjects (per subject) ..... Rs. 1,500/-

7) Application fee for temporary Affiliation ..... Rs. 1,500/-

8) Application fee for temporary Affiliation upto 2nd year in General / Pass course ..... Rs. 1,500/-

9) Application fee for temporary Affiliation upto 3rd year General / Pass course ..... Rs. 1,500/-

10) Application fee for temporary Affiliation in Honours/Major course (per subject) ..... Rs. 1,500/-

11) Application fee for temporary Affiliation upto 2nd year class in Major/Honours course (per subject) Rs.1,500/-

12) Application fee for temporary Affiliation upto 3rd year class in Major/Honours course (per subject)..... Rs.1,500/-

13) Application fee for Extension of temporary Affiliation in new subjects (per subject) Rs.1,500/-

14) Application fee for renewal of temporary Affiliation of college (per faculty) Rs.1,500/-

15) Application fee for permanent Affiliation..... Rs.2,500/-

16) Annual fee for permanent Affiliation Rs.500/-

II. LAW COLLEGES

1.) Application fee for permission to start a Law college..... Rs.3,500/-

2.) Application fee for first Affiliation

for Part I/Preliminary standard Rs.1,500/-

3.) Application fee for Affiliation for

Part II/Intermediate standard Rs.1,500/-

4.) Application fee for Affiliation for

Part III/Final standard Rs.1,500/-

5.) Renewal of Affiliation fee Rs.1,500/-

6.) Application fee for permanent Affiliation Rs.3,500/

7) Annual fee for permanent Affiliation Rs.500/-

III. TEACHERS TRAINING COLLEGES

1.) Application fee for permission to

start a college Rs.3,500/-

2.) Application fee for first Affiliation Rs.1,500/-

3.) Renewal of Affiliation fee Rs.1,500/-

4.) Extension of affiliation in new subjects (per subject) Rs.1,500/-

5) Application fee for permanent Affiliation Rs.3,500/-

6) Annual fee for permanent Affiliation Rs.500/-

IV. MEDICAL COLLEGES

1) Application fee for Affiliation upto

1st MBBS course Rs.3,500/-

2) Application fee for Affiliation upto 2nd MBBS course ..... Rs. 1500/-

3) Application fee for Affiliation upto

final MBBS course Rs.1,500/-

4) Renewal of Affiliation Rs.1,500/-

5) Application fee for permanent Affiliation Rs.3,500/-

6) Annual fee for permanent Affiliation Rs.500/-

V. ENGINEERING COLLEGES

1) Application fee for first Affiliation Rs.3,500/-

2) Extension of Affiliation in a branch Rs.1,500/-

3) Renewal of Affiliation Rs.2,000/-

4) Application fee for permission

for new branch Rs.2,500/-

5) Affiliation to new branch Rs.2,000/-

6) Application fee for permanent Affiliation ..... Rs. 3,500/-

7) Annual fee for permanent Affiliation Rs.500/-

VI. POST-GRADUATE COURSES

1) Application fee for permission to start

P. G. course (per subject) Rs.2,500/-

2) Temporary Affiliation fee (per subject) Rs.1,500/-

3) Fee for extension of Affiliation

in special paper Rs.1,000/-

4) Fee for renewal of Affiliation (per subject) Rs.1,500/-

5) Permanent Affiliation fee (per Subject) Rs.2,500/-

6) Annual fee for permanent Affiliation (per subject) Rs.500/-

VII. ENROLMENT FEE

Annual enrolment fee @ Rs.5/- per student on

Roll as on the closing day of admission of the

year subject to a minimum of Rs.500/-

The fees are not refundable

13. RESERVE FUND

Reserve fund in long term fixed deposits in the name of the college :

a) For Degree colleges in general course Rs.2,00,000/-

b) Degree colleges with major courses Rs.3,00,000/-

(Applicable to Law and B.Ed.Colleges)

14. FEES FROM STUDENTS

The colleges may levy such fees from students for tuition etc. as may be prescribed by the university from time to time.

15. QUALIFICATION OF TEACHING STAFF

a) Principal : A Principal of a college shall be a whole time officer, possessing integrity, commanding personality and organising ability, preferably with administrative experience. He should be the holder of atleast a 2nd class Masters degree with 10 years experience as a teacher in a college or a University or as an Educational administrator. His minimum age should be 35 years. Provided that in special cases of outstanding merit and administrative ability the length of experience may be relaxed upto 5 years.

b) Teachers : Teachers shall be the whole time employees of the college and must possess the minimum qualifications as under :-

i) Consistently good academic record with atleast 55% marks in Masters Degree in a relevant subject or equivalent and

ii) An M. Phil. Degree or a recognised degree beyond the Masters level or published work indicating the capacity of a candidate for independent research work or Diploma of one year duration in teaching of a subject (for posts in English or Foreign languages).

c) **Lecturer in MIL** (In which normal post graduate education is not available) :-

i) Consistently good academic record with atleast 55% Marks at Masters Degree at any subject and atleast 60% marks in the language concerned at the Degree examinations, and

ii) An M. Phil. Degree in any subject or published literary work of a standard equivalent to M. Phil. Degree in the concerned language with active interest in literary persuits as evidenced by published works.

(The qualifications of the teachers are subject to changes as prescribed by UGC/Regulation from time to time)

16. DUTIES OF TEACHERS

Duties of the teachers shall be as prescribed by the Regulations.

17. MINIMUM NUMBER OF CLASSES

The time table of a College shall provide for the minimum number of classes per week for a subject as prescribed by Regulations.

18. MINIMUM STAFFING REQUIREMENT

The minimum staffing requirement of a college shall be as provided in the Regulations. No College shall be granted Affiliation if it fails to satisfy such minimum requirement.

19. ACCOMMODATION AND EQUIPMENT

Every college shall provide suitable accommodation for class rooms, laboratories, library and administration as prescribed in the Regulations.

20. LIBRARY

Every college must have a well equipped library as per provisions of the Regulations in this regard.

21. SIZE OF CLASSES

Every college should follow the norms laid down by the University about the size of classes which may be prescribed by Regulations.

22. INSPECTION REPORT

The inspection report of a college shall not be communicated to the college but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been made, copies of the report may be sent, unless withheld under the orders of the Vice Chancellor for any reason, to the college and to the Director of Education concerned for information, guidance and necessary action.

23. WITHDRAWAL OF AFFILIATION

The Executive Council shall have power to withdraw any affiliation or permission from a college at any time whenever, in the opinion of the Executive Council, the College has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college authority fails to maintain order and discipline in the college or the normal/regular and proper functioning of the college become impossible due to mismanagement of the affairs of the college or any other reason.

24. REMOVAL OF DIFFICULTIES

Any difficulty arising in interpretation of or giving effect to, any provision of this Ordinance, shall be referred to the Vice-Chancellor whose interpretation or decision thereon shall be final.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

3. ON ADMISSION, ENROLMENT, MIGRATION AND TRANSFER OF STUDENTS TO THE UNIVERSITY INCLUDING ITS AFFILIATED COLLEGES

(Under Section 28 (1) (a) of the AU Act. 1989)

1. Without any prejudice to the provisions of the Act and Statutes and other rules of the University, the candidates seeking admission to a course of study in the University, including its affiliated colleges, must satisfy the rules and conditions made in this behalf.

2. No student shall be eligible for admission in Graduate or Post-Graduate courses of study under the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.

3. No student shall be eligible for admission to Graduate or Post-Graduate Courses of study under this University on migration from any other University/ Board unless he/she passed the equivalent examination or examinations of that University/Board as prescribed by Ordinances for admission to the concerned course or courses of study of this University : Provided that the application for admission on migration must be supported by : (a) a migration/no objection certificate from the concerned University/Board and (b) a certificate from the Principal of the college in which last studied testifying the record of attendance and conduct of the student :

Provided further that the application of a student who has not completed his course of study and has not appeared at the examination for which he was reading in any other University / Board in India shall be considered for admission in a course of this University whose pattern and syllabi are similar to that of the course studied by him in the former University/Board.

4. Transfer of a student from one affiliated college to another during a particular course of study shall be permitted only on the production of :

(i) a transfer/no objection certificate issued by the Principal of the college from which the migration is sought :

(ii) certified copies of the report of attendance against his/her name in the register of students of the college concerned : and

(iii) a certificate from the Principal testifying the conduct of the student.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

4. ON DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

(Under Section 28(1) (g) of AU Act, 1989)

1. During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination for that Session.

The superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under section 8.

2. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc., and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.

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

4. The following shall be deemed to be unfair means :

(a) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.

(b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the superintendent or supervisor concerned and taking away, tearing off or otherwise disposing off the same or any part thereof.

(c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything exception the answer book or the continuation sheet supplied to the candidate.

(d) Using abusive or obscene language in the answer books.

(e) Deliberately disclosing one's identity or making any distinctive marks in

the answer book for that purpose or writing Roll Number at place (s) other than the specified one for that purpose.

(f) Making an appeal to the Examiner through the answer book.

(g) Possession by a candidate or having accessibility to his books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.

(i) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof or solution to a question or a part thereof, to any other condidates or to any Person.

(j) Smuggling into the examination hall an answer book or a continuation sheet or taking out or arranging to send an answer book or continuation sheeet or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination , or through any other agency, whatsoever.

(k) Receiving or attempting to receive, with or without the help or connivance of any member of the supervisory or menial staff (Grade-iv) or any outside agency, a solution to a question or to a part thereof.

(l) Approaching or influencing, directly or indirectly, a paper setter, examiner, evaluator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

(m) Undue influence that is to say direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who :

(i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so ;

(ii) abuses, insults, intimidiates, assaults any other candidate or threatens to do so ;

shall be deemed to have interfered with the duties of the supervisory and the inspecting staff within the meaning of the clause.

(n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.

(o) Presenting a thesis, dissertation, practical or class work note-book, wherever required, not prepared or produced by the candidate himself.

(p) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

(q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.

5. (a) The Executive Council may declare, by resolution, any other act of ommission or commission to be unfair means in respect of any or all the examinations.

(b) If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre (s) it may cancel the examination of the candidates concerned and order re-examination, or disqualify the candidates from appearing at such examination of the University for a period not exceeding three years; however, in case disqualification is to be imposed then such action may be taken on the report/ recommendations of the Examination Discipline Committee, or the Executive Council may take such action suomoto after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions, i.e. ordering reexamination or disqualifying them from appearing at such examination as stated above.

Explanation : In clause 5. (b) Mass copying means : where the invigilator incharge is satisfied that 30% or more students are involved in using unfair means or copying in the particular paper.

6.(a) The Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations.

(b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff, if on duty, at the time of occurence.

(c) A candidate detected or suspected of using unfair means in the examination shall be permitted to answer the remaining part of the question paper, but in a separate answer book. The answer script in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the candidate's right to appear in the rest of the examinations.

(d) All cases of use of unfair means specified in clauses d,e,l,n,o,q of paragraph shall be reported immediately to the Controller of Examinations by the examiner, paper-setter, evaluator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

7. (a) All the cases of alleged use of unfair means shall be referred to a committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.

(b) The committee shall consist of atleast five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice-Chancellor.

(c) A member shall be appointed for a term of two years, but shall be eligible for re-appointment.

(d) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.

(e) Atleast three members present shall constitute the quorum.

(f) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.

(g) A candidate may, within seven days of receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice-Chancellor, in writing, any fact or material which may not have been considered by the Examination Discipline Committee. If the Vice-Chancellor is satisfied that there is force in the representation of the candidate he may refer back the case to the Examination Discipline Committee for reconsideration.

The Examination Discipline Committee shall then reconsider the case and an unanimous decision of the committee shall be final. In case of difference of opinion amongst members of the committee the matter shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.

8. The Examination Discipline Committee may recommend that :-

(i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in clauses (a) and (b) of paragraph 4 be cancelled.

(ii) The Examination for the session or paper or the entire examination of a candidate in respect of which he/she is found to have used unfair means specified in clause (c), (d), (e) and (f) of paragraph 4 be cancelled.

(iii) The entire examination of candidate in respect of which he/she is found to have used unfair means specified in clause (g) of paragraph 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.

(iv) The entire examination of candidate in respect of which he/she is found to have used unfair means specified in clauses (h), (i), (j), (k), (l), (m), (n), (o), of paragraph 4 be cancelled and he/she shall further be disqualified from appearing at any University examination for a period of three years.

(v) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in clause (p) and (q) of paragraph 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of five years.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

5. ON ESTABLISHMENT OF SCHOOLS OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1989)

The following Schools of Studies may be established in the University:

1. School of Languages
2. School of Humanities
3. School of Social Sciences
4. School of Management Studies
5. School of Environmental Sciences
6. School of Information Sciences
7. School of Life Sciences
8. School of Physical Sciences
9. School of Medical Sciences
10. School of Technology

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6. ON ESTABLISHMENT OF DEPARTMENTS

(Section 28 (1) (k) of the A.U.Act. 1989)

The following Departments may be established in the University.

1. Department of Linguistics
2. Department of English
3. Department of Bengali
4. Department of Hindi
5. Department of Manipuri
6. Department of Assamese
7. Department of Sanskrit
8. Department of Arabic/Persian
9. Department of Education
10. Department of Psychology
11. Department of Philosophy
12. Department of Fine Arts
13. Department of Performing Arts
14. Department of Economics
15. Department of Political Science
16. Department of History
17. Department of Sociology
18. Department of Social work
19. Department of Commerce
20. Department of Business Management
21. Department of Public Administration
22. Department of Geography
23. Department of Geology
24. Department of Ecology
25. Department of Architecture
26. Department of Mass Communication
27. Department of Library & Information Science
28. Department of Botany
29. Department of Zoology
30. Department of Micro-Biology
31. Department of Agri-Botany

32. Department of Bio-Chemistry
33. Department of Home Science
34. Department of Anthropology
35. Department of Physics
36. Department of Chemistry
37. Department of Mathematics
38. Department of Statistics
39. Department of Bio-Physics
40. Department of Computer Science

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7. ON ESTABLISHMENT OF CENTRES OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1989)

The following centres of studies may be established in the University :

1. Centre for Socio-Linguistics
2. centre for ESP (English for special purpose)
3. Centre for Communicative English
4. Centre for Flokloristics
5. Centre for Literary and Cultural studies
6. Centre for Functional Hindi
7. Centre for Tibeto-Burman Studies
8. Centre for North-Eastern Languages
9. Centre for Functional Sanskrit
10. Centre for Mediaeval Manuscripts
11. Centre for Distance Education
12. Centre for Adult & Continuing Education
13. Centre for Population Education
14. Centre for Clinical Psychology
15. Centre for Industrial psychology
16. Centre for Comperative Religion
17. Centre for Folk Arts
18. Centre for Folk Music
19. Centre for Econometrics
20. Centre for Rural Development
21. Centre for Local Government
22. Centre for South Asian studies
23. Centre for Tribal studies
24. Centre for Quantitative History
25. Centre for Archaeology & Museology
26. Centre for Social Structures
27. Centre for Social Action

28. Centre for Export Marketing
29. Centre for Entrepreneurship
30. Centre for Tax Practices & Procedure
31. Centre for Consumer Protection
32. Centre for Social Control
33. Centre for Geo-Morphology
34. Centre for Slum Development
35. Centr for Geo-exploration & Drilling
36. Centre for Minerology
37. Centre for Water Resource Management
38. Centre for Enviornmentology
39. Centre for Urban and Country Planing
40. Centre for Auodio-Visual Training
41. Centre for Tourism & Travel Management
42. Centre for Data Bank
43. Centre for Forestry
44. Centr for Tea Science
45. Centre for Fishery
46. Centre for Cattle Technology
47. Centre for Sericulture
48. Centre for Seed-Technology
49. Centre for Bio-Technology
50. Centre for Industrial Bio-Technology
51. Centre for Food Technology & Nutrition
52. Centre for Social Medicine and Community Health
53. Centre for Electronics
54. Centre for Pulp Technology

55. Centre for Chemical Technology

56. Centre for Industrial Chemistry

57. Centre for Mathematics of Finance

58. Centre for Acturial Science

59. Centre for Self-organising System

60. Centre for Computer Appliances

2. Each centre shall be attached to one of the departments on the basis of its academic relevance. A professor or a reader from the parent department shall be Director/Co-ordinator of the centre in which teachers from various departments shall conduct inter-disciplinary study and research. The organisational set-up of the centres and the assignment of work to the centres shall be provided through regulations.

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8. ON ASSIGNMENT OF DEPARTMENTS/CENTRES TO THE SCHOOLS OF STUDIES

(Section 28 (1) (k) of the A.U. Act, 1989)

The school of studies shall consists of the departments/centres mentioned under each as and when these are established.

SCHOOL	DEPARTMENT	CENTRE
1. Languages	1. Linguistics	1. Socio-Linguistics
"	2. English	2. ESP (English for special purposes)
"		3. Communicative English
"	3. Bengali	4. Folkloristics
"	"	5. Literary and Cultural Studies
"	4. Hindi	6. Functional Hindi
"	5. Manipuri	7. Tibeto-Bruman studies
"	6. Assamese	8. North-Eastern Languages
"	7. Sanskrit	9. Functional Sanskrit
"	8. Arabic/Persian	10. Mediaval Manuscripts
2. Humanities	9. Education	11. Distance Education
"	"	12. Adult & Continunig Education
"	"	13. Population Education
"	10. Psychology	14. Clinical Psychology
"	"	15. Industrial Psychology
"	11. Philosophy	16. Comperative Religion
"	12. Fine Arts	17. Folk Arabic
"	13. Performing Arts	18. Folk Music
3. Social Sciences	14. Economics	19. Econometrics
"	"	20. Rural Development
"	15. Political Science	21. Local Government
"	"	22. South Asian Studies
"	16. History	23. Tribal Studies
"	"	24. Quantitative History
"	"	25. Archaeology & Museology
"	17. Sociology	26. Social Structures
"	18. Social Work	27. Social Action

SCHOOL	DEPARTMENT	CENTRE
4. Management Studies	19. Commerce	28. Export Marketing
"	"	29. Entrepreneurship
"	20. Business Management	30. Tax Practices & Procedures
"	"	31. Consumer Protection
"	21. Public Administration	32. Social Control
5. Environmental Science	22. Geography	33. Geo-Morphology
"	"	34. Slum Development
"	23. Geology	35. Geo-Development & Drilling
"	"	36. Minerology
"	"	37. Water Resource Management
"	24. Ecology	38. Environmentology
"	25. Architecture	39. Urban and Country Planning
6. Information Sciences	26. Mass Communication	40. Urban and Country Planning
"	"	41. Tourism & Travel Management
"	27. Library & Information Science	42. Data Bank
7. Life Sciences	28. Botany	43. Forestry
"	"	44. Tea Science
"	29. Zoology	45. Fishery
"	"	46. Cattle Technology
"	30. Micro-Biology	47. Sericulture
"	31. Agri-Botany	48. Seed-Technology
"	32. Bio-Chemistry	49. Bio-Technology
"	"	50. Industrial Bio-Technology
"	33. Home Science	51. Food Technology & Nutrition
"	34. Anthropology	52. Social Medicine & Community Health

SCHOOL	DEPARTMENT	CENTRE
8. Physical Sciences	35. Physics	53. Electronics
"	"	54. Pulp Technology
"	36. Chemistry	55. Chemical Technology
"	"	56. Industrial Chemistry
"	37. Mathematics	57. Mathematics of Finance
"	38. Statistics	58. Actutial Science
"	39. Bio-physics	59. Self-organising systems
"	40. Computer Science	60. Computer Appliances

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9. ON DEGREES, DIPLOMAS AND CERTIFICATES

(Section 28 (1) (d) of A.U Act, 1989)

The following Degrees, Diplomas and Certificates in accordance with conditions, which may be laid down from time to time in each case by an Ordinance or otherwise, will be awarded by the University in accordance with the provisions of Ordinances and Regulations, if any, in each case :

(i) Research Degrees like Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law.

(ii) Master's Degree in Arts, Science, Home Science, Commerce, Education, Law, Agriculture, Management Studies, Medicine and Engineering, like M.A, M.Sc, M.Com., M.D., M.S., M.E., M.Tech., M.Ed., etc.

(iii) Bachelor's Degree (Pass and Honours) in Arts, Science, Commerce, Home Science, Education, Agriculture, Medicine, Engineering and Law, like B.A., B.Sc., B.Com., M.B.B.S., B.E.., BT/Ed., LL.B., etc.

(iv) Post-Graduate Diploma in special branches of learning or practical skills, like Statistics, Planning,. Public Administration, Electronics, Instrumentation, Ophthalmology, Otorhinolayngology, Obst. & Gynaecology, etc.

(v) Diploma in Civil, Mechanical, Electrical, Electronics, Agriculture and such other fields as may be approved by the Academic Council from time to time.

(vi) Diplomas and Certificates in various languages

(vii) Certificates in Arts, Science, Commerce, Agriculture and other courses as may be approved by the Academic Council from time to time.

(viii) Certificates in special branches of learning or practical skills, technical subjects, foreign languages. Statistics, Laboratory Technician Training, Radiography, Nursing-cum-Midwifery, Pharmacy, etc.

(ix) Honorary Degrees.

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10. ON EQUIVALENCE/RECOGNITION OF EXAMINATIONS/DEGREES

(Section 28 (1) (r) of A.U. Act. 1989)

1. There shall be an Equivalence Committee consisting of Deans of all Schools and its functions shall be as under:-

2 (i) To recognise the examinations conducted by other Universities and Degrees awarded by them, on reciprocal basis.

(ii) To decide equivalence of such examination/degree as may be referred to it from time to time including those of foreign Universities.

(iii) To withhold, suspend or cancel recognition to any examination/degree for such reasons and such time as it may deem fit.

(iv) While considering the cases of equivalence and/or recognition, the Committee may go through the syllabus, curriculum etc., and may either have the views/opinions of the concerned Head/Dean or may seek clarification for which purpose the Equivalence Committee may request the concerned Head of Department to attend its meeting as a special invitee.

3. Notwithstanding any of the clauses above, the Vice-Chancellor may grant recognition/equivalence to any examination/degree and action taken by the Vice-Chancellor shall be reported to the Equivalence Committee at its next meeting.

4. The committee shall frame the rules of business and lay down guide lines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

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11. ON THE BOARD OF UNDER-GRADUATE STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1. There shall be a Board of Under-Graduate Studies for each subject taught at the degree level.

2. Each Board shall comprise not less than nine members. The Constitution of the Board shall be as follows :

(i) The Head of the University Department teaching the subject (Chairman, Ex-Officio)

(ii) Professors in the Department

(iii) One Reader in the Department by rotation

(iv) One Lecturer in the Department by rotation

(v) Five teachers from affiliated colleges engaged in teaching the subject concerned nominated by the school of studies ; and

(vi) Two outside experts nominated by the Vice-chancellor on the recommendation of the Head of the Department, of whom atleast one shall ordinarily be a person from the North-Eastern Region.

Provided that where there is no teaching at the University Department for which the Board of Under-Graduate Studies is to be constituted, the constitution will be as follows :

(i) Three persons not below the rank of Readers to be appointed by the Academic Council, one of whom shall be appointed as Chairman by the Vice-Chancellor, provided that he should be a member of the Academic Council.

(ii) Five teachers from the affiliated colleges engaged in teaching the subject concerned nominated by the school of studies.

(iii) Two outside experts nominated by the Vice-Chancellor on the recommendation of the Chairman of the schools of studies, of whom one should ordinarily be a person form the North-Eastern region.

Provided further that for subjects for which there in no teaching at the Post-Graduate level in any University in India, the Vice-Chancellor may nominate a maximum of three persons, who in his opinion, possess the requisite expertise.

3. Members of the Board of Under-Graduate Studies shall hold office for a period of three years or such period as may be fixed at the time of appointment.

4. The Head of the Post-Graduate Department, where existing, shall be the Chairman of the Board. In his absence the Chairman shall be elected by the members of the Board. The Chairman shall preside over all meetings of the Board, and in his absence at any particular meeting the members present shall elect their own Chairman.

5. The power and functions of the Board shall be ;

(a) To recommend to the Academic Council panel of names suitable for appointment as examiners including paper-setters, etc., in the subject with which it deals in accordance with the provisions of regulations about examinations of the University ;

(b) To recommend text books when necessary ;

(c) To consult specialists who are not members of the Board ;

(d) To make recommendation to the Academic Council in regard to the syllabus of the courses of study and examinations in the subjects with which it deals ;

(e) To recommend to the Academic Council measures for improvement of the standard of under-graduate courses and teaching in the subject ; and

(f) To consider and report on any matter referred to it in accordance with the statutes, ordinances and regulations of the University by the Executive Council, the Dean of the school or the Professor and Head of the Post-Graduate Department concerned.

6. (i) Meetings of the Board of Studies shall be convened by the Chairman of the Board.

(ii) Special meetings may be called by the Chairman on his own or on the request of the Dean of the school or at the suggestion of the Vice-Chancellor or on a written request from at least four members of the Board.

(iii) Notice of the meetings of the Board shall be issued by an Administrative officer of the Registrar's office to be nominated by the Vice-Chancellor atleast three weeks before the date fixed for the meetings.

7. Four members of the Board shall form a quorum.

8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

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12. ON THE BOARD OF POST-GRADUATE STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1.The Board of Post-Graduate Studies of each Department shall comprise :

(i) The Head of the Department ;

(ii) All Professors of the Department ;

(iii) Two Readers and two Lecturers of the Department by rotation, on the basis of the seniority ;

(iv) Three teachers of the concerned department in the affiliated colleges, if any ;

(v) One teacher each from other departments within the school having common courses with the Department :

(vi) Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor ; and

(vii) Not more than three persons nominated by the Board of the School who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its affiliated or recognised Institutions.

Provided that ordinarily one person each should be from the North-East, the Eastern India and the rest of the country.

2. The term of office of members, other than the Head of the Department and the Professors, shall be three years; however, such members who are also members of the Department can be renominated if the number of teachers in the Department is not large enough for rotation.

3. The Head of the Department shall be the Convener and ex officio Chairman of the Board.

4. The functions of the Board shall be :

(a) to recommend to the Board of the School courses of studies for the Post-Graduate courses offered by the Department ;

(b) to recommend to the School Board appointment of examiners for the Post-Graduate courses, other than for research degrees, in accordance with the provisions of Regulations about examinations of the University ;

(c) to approve subjects for research for various degrees ;

(d) to recommend to the concerned Board of Research Studies through the School Board applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants ;

(e) to recommend to the concerned Board of Research Studies the name of teachers in the Department to be appointed as supervisors of research ;

(f) to recommend to the Board of the School measures for the improvement of Post-Graduate teaching and research in the Department ; and

(g) to perform such other functions as may be assigned to it by the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

5. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.

6. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.

7. The Chairman of the Board shall keep the Minutes of the meetings of the Board.

8. The rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

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13. ON THE BOARDS OF THE SCHOOLS

(Section 28 (1) (n) of the A.U. Act, 1989)

1. The Board of the School shall consist of :

(i) Dean of the School

(ii) Heads of the Departments in the School

(ii) All Professors in the School

(iv) One Reader and one Lecturer from each of the Departments by rotation on the basis of seniority :

(v) One representative each of the Board of other Schools which have inter-disciplinary work with the school, to be nominated by the Vice-Chancellor :

(vi) Not more than two teachers of the subjects from affiliated colleges nominated by the Vice-Chancellor :

(vii) Not more than five persons nominated by the Academic Council, who have specialised knowledge of and expertise in the subject around which the Departments in the School are organised and who are not employees of the University or of any of its affiliated or recognised institutions.

Provided that ordinarily at least one person each should be from the N.E. Region, the Eastern India and the rest of the country.

2. The term of office of members, other than that of the Dean, Heads of the Departments and Professors, shall be two years.

3. The Dean of the School shall be Chairman of the Board and shall convene the meetings of the Board.

4. The powers and functions of the Board shall be as follows :

a) to prescribe the qualifications of and procedure for admission of candidates to the various study programmes of the Departments in the School ;

b) To co-ordinate the teaching and research work in the Departments in the School ;

c) To approve the courses of study of the various programmes, other than research degrees, offered by the Departments and to recommend courses of study for research degrees to the concerned Boards of Research Studies ;

d) To appoint committees to organise the teaching and research work in subject or areas which do not fall within the sphere of any Department in the School and to supervise the work of such committees ;

e) To recommend to the Academic Council the creation or abolition of teaching posts considering proposals received from the Departments or Committees mentioned in clause (d) above ;

f) to consider schemes for the advancement of the standard of teaching and research and to submit proposals in this regard to the Academic Council ;

g) to formulate arrangements for the School to participate in the work of the different Centres of Study in the University ;

h) to promote and review research within the school and to submit reports on research to the Academic Council ;

i) to frame general rules for the evaluation of sessional work ;

j) to recommend examiners for appointment for the courses other than research degrees, offered by the Departments on the recommendation of the Boards of Studies of the concerned Departments ;

k) to recommend to the Academic Council through the Board of Research Studies, the names of examiners for the evaluation of thesis after considering proposals received in this regard from the Departments ;

l) to recommend to the Academic Council through the Board of Research Studies the award of research degrees to candidates who have been found qualified and fit to receive such degrees ;

m) to consider and act on any proposals regarding the welfare of the students of the School ;

n) to perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor ; and

o) to delegate to the Dean, or to any other member of the Board or to the Committee such powers, general or specific, as may be decided upon by the Board from time to time :

5. (a) The Board shall hold at least two ordinary meetings in an academic year, one in each semester ;

(b) The Board shall constitute a Committee of the local members of the Board which shall hold two meetings in a year, one in each semester ; and

(c) The Dean may convene special meetings of the Board at his own initiative, or at the suggestion of the Vice-Chancellor or on written request from at least one-fifth of the total members of the Board.

6. The quorum for the meeting of the Board shall be one-third of its total membership.

7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

8. Rules for conduct of the meetings shall be as prescribed by the Regulations in this regard.

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14. ON THE BOARDS OF RESEARCH STUDIES

(Section 28 (1) (m) of the A.U. Act, 1989)

1. The University may constitute one or more Boards of Research Studies as may be recommended by the Academic Council from time to time.

2. Subject to overall guidance of the Academic Council, the Board of Research Studies shall perform, inter alia, the following functions :

(i) To prepare a perspective of research, if any, in the disciplines under its purview ;

(ii) To review the current status of research in each Department and critically examine the progress thereof from time to time ;

(iii) To indicate the priority areas in research in the Departments particularly with reference to the role and responsibility of the University under section 4 of the Assam University Act, 1989, taking into account the facilities available in the University, the major thrust areas accepted for the concerned Departments and individual interests of the member of the faculty ;

(iv) To approve the courses of study for research degrees on the recommendation of concerned School Boards ;

(v) To appoint examiners on the recommendation of School Boards for evaluation of research dissertation ;

(vi) To approve award of research degrees on the recommendation of the School Board ; and

(vii) To perform such other functions as may be assigned to it by the Academic Council.

3. The Board of Research Studies shall meet at least once in each semester.

4. The Board may determine its own procedures for working.

5. There shall be two Boards of Research Studies.

(i) Board of Research Studies (Humanities and Social Sciences)

(ii) Board of Research Studies (Sciences)

6. The composition of the Boards shall be :

(i) Vice-Chancellor	Chairman
(ii) Deans of Schools and Heads of Departments concerned	Members
(iii) Professors, other than Heads of Departments, concerned	Members
(iv) Three Readers to be nominated by the Vice-Chancellor	Members
(v) Two outside experts to be appointed by the Vice-Chancellor	Members
(vi) Registrar	Secretary

7. The quorum of the Board shall be one-third of the total members .

8. Notice for any meeting of the Board shall be issued atleast 14 days before the date fixed for the meetings.

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15. ON THE DEPARTMENTS IN THE SCHOOLS

(Section 28 (1) (b) of A.U.Act, 1989)

1. Each Department in a School shall consist of the members as given in the Statute 17 (5) (c) and also such other persons as are designated members of the Department by the School Board concerned on the recommendation of the Department concerned.

2. Duties of the Department shall be :

(a) To admit students in the Master's Programmes and to lay down the procedure for such admission ;

(b) To approve the pattern and the schedule of sessional evaluation for each course offered by the Department ;

(c) To make proposal to the Academic Council regarding the creation and abolition of teaching posts ;

(d) To approve research projects to be taken up by the members of the Department in groups ;

(e) To frame the syllabus and suggest reference books and other reading materials for the programmes of study at the Master's level ;

(f) To constitute Committees from its members and to assign to these Committees specific functions falling within its competence ;

(g) To appoint from amongst its teachers advisors to students ;

(h) To propose schemes for and help in the maintenance and improvement of the standard of under-graduate courses and teaching of the subject in the affiliated /recognised Institutions of the University ;

(i) To perform such other functions as may be assigned to it by the concerned Schools.

3. The quorum for a meeting of the Department shall be one-third of the total members of the Department.

4. The rules of conduct of the meeting shall be as may be prescribed by Regulations in this regard.

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16. ON THE DEANS COMMITTEE

(Section 28 (1) (m) of the A.U. Act, 1989)

1. The University shall constitute a Committee of Deans of the University to be known as Deans committee.

2. The Deans Committee shall comprise of the following :

(i) The Vice-Chancellor - Chairman

(ii) All Deans of Schools-Members

(iii) Registrar-Secretary

3. The functions of the Committee will be the following :

(i) Selections of candidates for Award of Fellowships ;

(ii) Recommend deputation of teachers for International Conferences ;

(iii) Consider matters arising from conduct of examination, standard of results, etc.

(iv) Consider general administrative matters relating to functioning of Schools and Departments ; and

(v) Such other matters as may be assigned to it by the Vice-Chancellor.

4. The meetings of the Committee shall be convened by the Chairman.

5. The quorum of the Committee shall be four.

6. The rules of conduct of the meeting shall be as may be prescribed by Regulations in this regard.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

17. ON THE FUNCTIONING OF ACADEMIC DEPARTMENTS IN THE UNIVERSITY

(Section 28 (1) (r) of A.U. Act, 1989)

1. The Academic workload for every member of the faculty is expected to be 40 hours per week including actual classroom teaching /tutorials, preparation for the classroom lectures, correction and examination work, guidance of research, seminars, administration and other professional work.

2. (i) The Basic unit of work in all departments will be one hour lecture period ;

(ii) Tutorial and practical hours will be treated for the purpose of the workload as two-thirds of one teaching hour;

(iii) Seminars of the two hour's duration will be treated as equivalent to one teaching hour ; and

(iv) The teaching hour of post-graduate class and the M.Phil programme should be treated as equal.

3. (i) A Research Guide is expected to devote two hours per week for each M.Phil. student during the second and the third semesters. No credit will be given in respect of those students who are given extension beyond the third semester.

(ii) Every guide is expected to devote an hour per week per Ph.D Scholar. No credit will be given for the purpose of work load in respect of these scholars after the eighth semester for Ph.D scholars or after thesis has been submitted, whichever is earlier.

(iii) The work load in relation to the research project, taken by a member of the faculty with the approval of the University will depend on the size of the project.

The work in relation to bigger projects will be treated as two hours per week and that of smaller projects as one lecture hour per week.

4. The Heads of Departments and Deans may be required to put in considerable time upto three hours a day on administration which may be treated as one lecture hour for the purpose of computing work load.

5. (i) All members of the faculty are expected to take a minimum 'core' academic programme. Core programme includes lectures in the post-graduate and M.Phil programme, tutorials and practicals only. The core academic load

for a Professor will not be less than 8 hours, for a Reader not less than 12 and for a Lecturer not less than 16 hours per week.

6. (i) All members of the faculty are expected to be available in the department for about five hours on every working day.

(ii) Each department and School shall prepare a time table indicating engagement of all members of the faculty covering core academic programme and the contact hours for research scholars.

(iii) One day in a week can be kept 'free' for each member of the faculty. There may be no lecture assignments on this free day but the member will be available in the Department for general guidance to students and other academic programmes.

(iv) Every Department will have some academic programme or the other on every working day of the academic departments of the University.

7. (i) Lecturers with 3 years Post-Doctoral active research experience supported by publications may be assigned two students for Ph. D work and those having more than 7 years of experience four scholars. A Reader may be assigned six Ph.D. scholars and a Professor eight. These numbers will not include part-time research scholars.

(ii) The work load in relation to research scholars shall be in respect of only those research scholars who are full time research scholars of the University.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

18. ON THE POWERS AND FUNCTIONS OF THE DEANS OF SCHOOLS

(Section 26 (1) (r) of the A.U. Act, 1989)

1. The Dean of the School shall :

a) co-ordinate and generally supervise the teaching and research work in the School through the Heads of the Departments ;

b) maintain discipline in the class rooms through the Heads of the Departments ;

c) keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed ;

d) arrange for the examination of the University in respect of the students of the school in accordance with such directions as may be given by the Academic Council ;

e) convene and preside over the meetings of the Board of the School and keep the minutes of the meetings of the Board ; and

f) perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

19. ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS

(Section 28 (1) (r) of the A.U. Act, 1989)

1. The Head of the Department shall, convene and preside over meetings of the Department.

2. The Head of the Department shall, under the general guidance of the Dean of the school :

(a) organise the teaching and research work in the Department ;

(b) allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department ;

(c) co-ordinate the work of Departmental Committees appointed for specific purposes ; and

(d) perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

20. ON THE MASTER DEGREE PROGRAMMES IN ARTS, SCIENCE AND COMMERCE

(Section 28 (1) (b) of the A.U. Act, 1989)

1. The Master Degree Programmes in the Schools under University are full time courses of study spread over a period of four academic semesters in two academic years. These courses cannot be combined with any other full-time course or any part-time Post-Graduate course offered by the University except those which may be designed by the University generally or specially for the Post-Graduate students of the University.

2. (a) A candidate seeking admission to any of the courses must possess the qualifications prescribed by the Board of the School as approved by the Academic Council from time to time.

(b) Admissions to different courses shall be made only in the first semester in the beginning of each academic year, unless specifically decided for a course by the Academic Council.

(c) Candidates who have taken the Bachelor's Degree under three year Degree course in pass or honours/general or major, of this University or any other recognised University shall be eligible to apply for admission to courses offered by the Schools subject to provisions of the regulations relating to prerequisites, if any. The minimum qualifying marks for admissions to the different courses in the Schools shall be as per regulations.

(d) Final admission to a course will be made on the basis of the candidate's performance at the eligibility test by the Admission Committee of the concerned Department, if any, and his academic performance in the Under-Graduate courses.

3. (a) Subject to the general guidance of the Board of School, the instruction and outline in each course shall be under the control and direction of the Head of the Department concerned. Provided the number of lectures in a theory course shall ordinarily be not less than forty-five of one hour duration each.

(b) Each student, with respect to his work in the course as well as his general conduct in the University, shall remain under the control of the School and the discipline of the concerned Department.

(c) The Board of School, on the recommendations of the Department, may recommend the removal of the name of a student from the course on the basis of unsatisfactory performance or indiscipline.

4. Ordinarily a student should complete sixteen courses during the period of four semesters. However, a student may be allowed to participate in the academic programme upto a maximum of six semesters.

5. A student must have attended a minimum of 75% of the lectures, seminars, tutorials and preceptorials organised by the Department during a semester to be eligible to appear at the End -Semester Examination.

6. The School Board may, on the recommendation of the Department concerned, consider and decide on the request for condonation of shortage of attendance upto 5% ; condonation of any shortage more than 5% and less than 15% may be recommended by the Board to the Vice-Chancellor with full justification whose decision shall be final.

7. A student who does not clear a course or courses (owing to failure to pass, or to appear in the Sessional work and End-Semester Examination), may clear the courses subsequently in one of the remaining Semesters during which he is eligible to participate in the curricular programme under the provisions of 4 above.

Provided that if a student by the end of the second semester has not been able to clear sessional work in more than four of the eight courses of the first two semesters or having cleared the course desires to improve his overall performance including the sessional work in more than four courses thus obliging him to attend regular classes, he shall not be eligible to move on to the third semester and will have to attend the concerned courses with the next batch or seek fresh admission and persue the entire course-work as a fresh candidate.

8. (a) Evaluation for each course shall be done on the basis of performance in Sessional work and End-Semester Examination.

(b) Each course shall carry maximum marks/credits as may be prescribed by the School Board. For the purposes of determining the marks obtained by a student in any course, the weightage assigned to Sessional work and End-Semester Examination shall be 1 : 3.

(c) The pattern and schedule of sessional work and evaluation for each course in a semester, as approved by the Board of the School on the recommendation of the concerned Department, shall be made known to the students at the commencement of each semester.

9. (a) Each semester shall have at least 90 working days excluding the examination days.

(b) The dates of commencement and termination of each semester shall be fixed by the Academic Council.

10. The Examiners or Board of Examiners shall be appointed for each course by the Board of the School on the recommendation of the Board of Post-Graduate Studies in accordance with the provisions of Examination Regulations of the University.

11. A candidate shall apply for admission to the End-Semester Examination in the prescribed form to the Dean of the School through the Head of the Department. Each application shall be accompanied by a certificate indicating that :

(i) The candidate has attended the minimum lectures etc. in respect of all courses ;

(ii) The candidate has cleared all Sessionals ; and

(iii) All dues including prescribed examination fees have been deposited.

12. The end-semester results shall be placed before the Dean of the School for approval after they have been screened by a committee consisting of the Head of the Department concerned and not less than two faculty members appointed by the Dean on the recommendation of Head of the Department.

13. (a) In order to qualify for the Master's Degree a candidate must have secured at least 35% marks or equivalent grade in each course and 40% marks or equivalent grades in the aggregate of all courses.

(b) A candidate who obtains 40% or equivalent grade or above in the aggregate of all courses but below 50% marks or its equivalent grade may be permitted to repeat any course or courses and to participate in the sessional work and the semester examinations in order to improve his performance. The conditions for repeating a course or courses shall be prescribed by Regulations.

14. Successful candidates shall be awarded the Degree under the following classification :

First Division : 60 percent marks or equivalent grade or more in the aggregate of all the examinations and sessional work.

Second Division : 50 percent marks or equivalent grade or more in the aggregate of all examinations and sessional work but below 60 percent.

15. No candidate will be allowed to appear in any course more than twice and no candidate shall be allowed to appear in any course beyond six semesters of his first admission to the programme.

16. The course of study and the scheme of examination for the degree in each subject shall be such as may be approved by the Board of Schools on the

recommendation of the Board of Post-Graduate Studies of the Department concerned.

17. The syllabus for the courses in any subject shall be such as may be approved by the concerned Department which shall also prescribe reference books and other reading material for each course.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

21. ON THE MASTER OF PHILOSOPHY PROGRAMME

(Section 28 (1) (b) of the A.U. Act, 1989)

1. The University shall organise an M.Phil Programme with the objective of providing deeper insights in the relevant subject, broadening horizons and emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further research in different fields. M. Phil shall be the first research degree of the University.

2. The M. Phil programme shall comprise of two parts, viz, (a) course work, and (b) dissertation/project work. Both the parts shall have equal weightage.

3. 1. The course work for the M. Phil programmes shall include four courses covering one full semester.

3. 2. Each Department shall organise a number of core courses in the subject aimed at giving deeper insights to the students. Each Department shall also organise, as far as possible, one or more general courses in the subject with inter-disciplinary approach covering a wider area. Atleast one course shall also be organised at the School or University level.

3. 3. Every M.Phil scholar shall offer atleast one School or University level course and two core courses of the Department.

3.4. Every M. Phil scholar will be required to attend and participate in not less than three seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data.

4.1. Admission to M.Phil courses shall be once a year.

4. 2. Students securing not less than 55% marks in the Master's examination of a recognised University shall be eligible for admission to the M.Phil programme.

4. 3. Each school shall organise an admission test including an interview, if necessary, to assess the aptitude and potential for research of the applicants.

Provided that a candidate who is awarded a fellowship on the basis of a common examination conducted by the UGC, CSIR or such other body as may be approved by the University may be admited to the M.Phil programme derectly without being required to appear at an admission test provided under this Ordinance.

5. 1. A scholar should normally complete his M.Phil in not more than three semesters, the first semester being devoted to course work. An extention of one semester may be allowed in suitable cases by the University.

5. 2. In case a candidate, after clearing the course work, discontinues his /her research work for some unforseen reason, the Board of Research Studies on being satisfied about the grounds for discontinuance, may condone a break of not more than four semesters and the candidate may be allowed to resume his /her work. If the break is for more than four semesters the scholars shall seek fresh admission to the appropriate course.

6.1. An M.Phil Student will be required to attend all seminars and lectures organised by the Department. If the attendance of a candidate is less than 80% of the total lectures or less than requisite number of seminars laid down in 3 (4) above, the Board of School may, on the recommendation of the Department concerned, remove the name of the student from the rolls.

6. 2. Each scholar, after successfully completing his course work, shall take up the research/project work under a supervisor to be appointed by the Department. During this phase, the student shall spend not less than six months in the University campus or the field before he is eligible to submit his dissertation/ project report.

7. The performance of the scholar shall be evaluated in the following grades :

'O' (Outstanding), "A" and "B" with grade point valuation in the 10-point scale i.e. 7.00-10.00 corresponding to O grade, 6.00-6.99 corresponding to "A" grade, 5.00-5.59 corresponding to "B" grade, Those securing less than 5.00 points shall be graded as "C". A scholar will be eligible for the award of M.Phil Degree if he secures atleast a "B" grade in each course.

8. 1. Each Department shall prepare a broad perspective of its research programme including the major thrust area keeping in view the special responsibility of the University in terms of Section 4 of A.U. Act, 1989, national priorities, research potential in the region, the advancing frontier of knowledge in each subject, available research facilities in the University, special interests of the members of the faculty, etc, which may be reviewed from time to time and approved by the Academic Council.

8. 2. Each Department shall also prepare a list of topics of research/project work for M.Phil scholars. Each scholar may select one or more topics, not included in the list but preferably falling within the broad perspective referred to above and submit the same to the Department.

8. 3. The Department may consider the topics so submitted by the scholars and provisionally allocate one topic each to each scholar and also assign a Supervisor to each student.

8. 4. The Supervisor and scholar concerned shall prepare an outline of the proposed research/project work of the scholar giving the scope of the work, methodology, etc., to the Department. The proposals of such candidates, as may clear the course work, may be submitted to the School Board for approval who will forward the same to the Board of Research Studies for final confirmation.

9.1. The Supervisor shall submit a bi-monthly progress report on each scholar to the Department which will review the progress and submit a consolidated report on all M.Phil scholars in the Departments to the School Board and the Board of Research Studies.

9. 2. In case the progress of a student is not satisfactory, the School Board, on the recommendation of the Department, may remove his name from the rolls.

9. 3. When the scholar completes his study and is at the stage of writing the dissertation, he shall prepare a brief paper incorporating the findings of his research and present it in a seminar to be organised by the Department for the purpose and defend the same. On successful defence, he may finalise his dissertation.

10. 1. The Supervisor shall submit to the School Board the brief paper referred to above or a revised paper along with the conclusion of the seminar to the School Board. He shall also submit a panel of not less than four external examiners who may forward the same to the Board of Research Studies for approval.

10. 2. A cadidate shall submit his dissertation /project report through the Department under a certificate from his Supervisor that the dissertation/ project work incorporates the student's bonafide researches and that these have not been submitted in support of an application for another degree of this or any other University or Institute.

10. 3. The application for submission of the dissertation/project work shall be countersigned by the Head of the concerned Department.

11. 1. The dissertation / project report shall be examined by two examiners, at least one of whom shall be a person not connected with the University, to be appointed by the Executive Council on the recommendation of the Board of Research Studies.

11. 2. Each Examiner shall, after checking the thesis / project report submitted by the candidate for the award of M.Phil degree, shall evaluate the performance in the grades mentioned in clause 7. The candidate shall be awarded the average of the grades recommended by the two examiners.

11.3. The average of the course work and the dissertation / project report shall be taken as the final grade of the candidate.

11. 4. A candidate securing "B" grade and above shall be awarded M.Phil Degree.

12. 1. In order to conduct the M.Phil programme a department shall have, unless specially allowed by the Academic Council in this regard, at least four teachers with a Ph.D.Degree and/or equivalent published work, the quality of which shall be judged by the School Board concerned.

12. 2. The number of students to be admitted shall be as provided in the Regulations.

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22. ON THE DOCTOR OF PHILOSOPHY PROGRAMME

(Section 28 (1) (b) the of the A.U. Act, 1989)

1. A candidate who has successfully completed M.Phil in the subject in which the candidate proposes to pursue the course of research, or in an allied subject, may be admitted as a candidate for the Ph.D. programme.

Provided that on the recommendations of the Department concerned and after the approval of the School Board, persons belonging to the following categories may be permitted to be registered directly for the Ph.D. programme :-

(i) Students securing "A" grade or 60% and above in at least three of the four courses in the M.Phil programme of the University ;

(ii) Recognised teachers of colleges affiliated to this University ;

(iii) Persons who have taken M.Phil Degree from another University recognised by this University and have secured at least "B" grade with a grade point average of 4.00 (or 55% marks) in the M.Phil examination :

(iv) Persons who have completed at least three years research in a research laboratry/ institute ;

(v) Persons who have obtained M.Phil Degree from Assam University and are employed as a teacher or as a researcher in a Research Institute, provided that the condition of residence guide etc. will be the same as for teachers of affiliated colleges of Assam University and for researchers in recognised Research Institutions within the territorial jurisdiction of Assam University ;

(vi) Persons having Master Degree in the relevant or allied subject and working in National or State-Level research organisation and stationed within the jurisdication of Assam University, with at least five years of practical experience and having research publications to their credit :

(vii) Persons having Master Degree in the relevant or allied subject and at least seven years experience of administration management and specialised knowledge in the proposed field, or research papers to their credit, to the satisfaction of the University Department concerned ; and

(viii) Any other person who, on the basis of his quaification and experience, is of sufficient merit to be admitted directly.

2. The application for registration for Ph.D. shall be made to the Department concerned in the proforma as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling design, where necessary. The Department shall forward the research proposal alongwith its comments to the School Board (through the concerned Board of Post-Graduate Studies).

3. (1) The Board of Post-Graduate Studies shall forward the research proposal to two experts in the area of research, who may be preferably members of the concerned Board of Post-Graduate Studies or School Board for their opinion about the suitability of its scope, research methodology, etc. as also on the fact that it is not repetition of earlier work in the area. On the basis of the observation of the experts, and on their own, the Board shall satisfy itself that,

(a) the research in the proposed subject can be profitably pursued ;

(b) the research work can be suitably undertaken at the University ; and

(c) the candidate possesses the competence for the proposed research.

(2) If the School Board is satisfied with the recommendations, it may, subject to confirmation by the Board of Research Studies, admit the candidate provisionally as a candidate for the Ph.D.Degree. The date on which the School Board accepts the proposal for provisional registration shall be the date of registration of the scholar for the purposes of the Ordinance.

4. (1) The Board of Research Studies, on the basis of the recommendation of the Department concerned, shall appoint a teacher of the University as a Supervisor to guide and supervise the work of the candidate ;

Provided that the Vice-Chancellor or the Pro-Vice-Chancellor if he is a recognised scholar of the rank of Professor in his own field may also be appointed by the concerned Department as a supervisor ;

Provided also that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint a group of two or three Supervisors from the related areas for which the scholar is registered for inter-disciplinary topic to guide and supervise the work of the candidate ;

Provided further that the Board of Research Studies may, on the recommendation of the concerned Board of Post-Graduate Studies, appoint, in addition to a Supervisor, one or two Joint Supervisors or Consultants to guide the work of the candidate. In such a case, the Supervisor shall be in

overall charge of the supervision of the candidate's work and shall, as provided in Para 1 of this clause, be a teacher of the University. Joint Supervisor or Consultant need not neccessarily be a teacher of the University. In the event of a Joint Supervisor or Consultant being from outside the University, he should be a person officially recognised through appropriate procedures for this purpose by the University.

(2) The Supervisor shall be Professor, Reader or a Lecturer with at least three years experience of independent Post-Doctoral research.

5. (1) The Scholar shall submit a report with recommendation of the Supervisor through his Department to the School Board as soon after one year of his preliminary registration as possible, but not later than eighteen months, about the progress of his work with reference to the scope of the topic, the provisional hypothesis, research methodology including design, etc. , with proposal for modification, if any, in the topic, or its scope, or any other element in his research proposal with reasons there of.

The School Board may forward the same to the Board of Research Studies with their observations who may admit the scholar finally as a candidate for Ph.D.

(2) If a scholar does not seek final registration within the stipulated period, the provisional registration shall lapse and it shall be deemed that the candidate has discontinued his studies and his registration shall lapse automatically. If a candidate wishes to resume his research, he shall seek fresh provisional admission in accordance with the provisions of this Ordinance.

6. No Scholar shall be permitted to submit the thesis for the Ph.D.Degree, unless he has pursued a course of research at the University for not less than two years from the date on which his candidature has been provisionally registered.

7. (1) The name of a scholar shall be removed from the rolls of the University, if he fails to submit his thesis within four years of the date of his provisional registration.

Provided that in exceptional circumstances, the School Board, on the recommendation of the concerned Board of Post-Graduate Studies may extend the registration of the scholar at his request, for one more year. If the thesis is not submitted within that extended period, the registration shall lapse automatically.

(2). If a scholar whose registration has lapsed by virtue of the provision of sub-clause 7.1 above, wishes to compete his work, he may apply for re-

registration within one year of the date when his registration lapsed and he may, on the recommendation of the Department concerned, be permitted to be re-registered as a candidate for the degree. After such re-registration the candidate may submit his thesis at any time during the two years following the re-registration, but not later.

8. Before completing the minimum prescribed in Clause 7 . 1, no scholar:

(a) shall undertake any employment ;

Provided that those engaged in teaching and research in the affiliated colleges of this University and other institutions recognised for this purpose by the Unviersity may be exempted from this requirement .

(b) shall join any other course of study other than those which may be useful for his research programme ; or

(c) shall appear in any examination other than those prescribed by the Department without prior permission of the School Board.

9. 1. The Department shall arrange for periodical review of the progress of the scholar by organising a seminar in which he shall present a brief summary of his work. A report on his work including a list of the consensus in the seminar shall be prepared by the guide in consutation with atleast two other teachers participating in the seminar.

9.2. The scholar may be required from time to time to assist the teaching work in the Department and to give seminars assigned by the Supervisor.

9. 3. Those scholars who are not persuing research on full-time basis and have been registered under special provisions shall submit a six-monthly report to the Supervisor about their work which shall be presented to the appropriate authorities.

9. 4. The School Board may cancel the admission of a candidate for a breach of the provisions of Clauses 7 and 8 or on account of his unsatisfactory progress in the manner prescribed by Regulations.

10. 1. When the guide is of the opinion that the thesis is in the final stage of completion, say, about twelve weeks before the likely date of submission, the scholar shall be required to prepare a synopsis of his research findings. This paper shall be discussed in a seminar organised for the purpose in a manner prescribed under Regulations where he may defend his work.The synopsis, along with the recommendation of the Supervisor including the fact of satisfactory defence of his work at the seminar, shall be submitted to the concerned Board of Research Studies along with a panel of not less than six examiners.

10. 2. A candidate shall submit his thesis for the Ph. D. in the manner prescribed by Regulations and may incorporate in his thesis the text of any work which he may have published on the subject and shall inform the examiner if he has done so, but he shall not submit as his thesis any work for which a Degree, other than M.Phil, may have been conferred on him by this or any other University.

10. 3. The thesis shall satisfy the following conditions : -

(a) It must be a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories : in either case it should evince the candidate's capacity for critical examination, original thinking and judgement. It shall also be satisfactory so far as its literary presentation is concerned.

(b) The candidate shall indicate how far the thesis embodies the results of his own research or observations and in what respects his investigations appear to him to advance the study of the subject of the thesis.

10. 4. A candidate shall submit his thesis through the Department under a certificate from his Supervisor that the thesis incorporates the student's bonafide researches and that these have not been submitted in support of an application for a degree to this or any other University or Institute of learning.

10. 5. The application for submission of the thesis shall be counter-signed by the Head of the concerned Department.

10. 6. In the case of a teacher or researcher in a Research Institute or candidates who are not persuing research on a full-time basis and who have been registered under special provisions, the thesis shall be accepted only :

(i) if the candidate has stayed in the University for at least 30 days in a year including vacation and participated in such academic programmes as may be decided by the department and total period of such stay in the University before submission of thesis shall not be less than 90 days.

(ii) on the production of periodical certifficates from his guide that the candidate has been in continuous touch with him and has acquainted himself adequately with the latest theories and methods in research in his field of specialisation.

11. The thesis submitted by the candidate for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not on the staff of the University, while the third examiner shall be the Supervisor.

12. 1. Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D.Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in his opinion (a) the thesis could be accepted for the Ph.D.Degree, or (b) a Viva-voce examination may be held before recommending the candidate for the award ; or (c) thesis should be modified / revised ; or (d) the thesis may be rejected.

12. 2. If one of the examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the Vice-Chancellor for holding the Viva-Voce examination consisting of the Supervisor and atleast one of the external examiners. This examination shall be held within a period of six months of the receipt of the reports from the external examiners.

12. 3. In case an examiner suggests some modifications/improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggessted and re-submit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirements of modification by the university.

If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor retrieved by the candidate the matter shall be referred to a Committee of experts to be appointed by the Vice-Chancellor.

12. 4. The Viva-Voce Board may, on the basis of the opinion of the external examiners and on the basis of the performance of the candidate at the Viva-Voce examination, recommend that :

(a) The candidate be awarded the Ph.D Degree : or

(b) The thesis be rejected and the candidate be not awarded the Ph.D. Degree.

12. 5. A thesis should be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If there is a difference of opinion it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already approved by the Academic Council and the Executive Council.

13. 1. A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D.Degree within one year of the intimation of the decision of the University.

13. 2. A thesis which has been re-submitted shall be examined by the external examiners unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner (s) may be appointed.

13. 3. No candidate shall be permitted to re-submit his thesis for the award of the Ph.D.Degree more than once.

14. 1. In case the School Board is satisfied that the examiners, where necessary after the Viva-Voce examination, have unanimously recommended that the candidate be awarded the Ph.D.Degree it shall recommend to the Excutive Council through the Board of Research Studies and the Academic Council that the Ph.D.Degree may be awarded to the candidate.

14. 2. In case the Viva-Voce Board or majority of the examiners recommend that the thesis of the candidate be rejected and no Degree be awarded to the candidate, the School Board shall recommend to the Excutive Council through the Board of Research Studies and the Acadmic Council accordingly.

15. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates for Ph.D. who may be admitted to the University earlier than the constituton of the Board of Post-Graduate Studies or the School Board.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

23. ON FEES PAYABLE BY STUDENTS

(Section 28 (i) (e) of the A.U. Act, 1989)

1. Fees payable by students

Students admitted to Courses of studies in M.Phil., Ph.D., Master of Science and Master of Arts ; and Master of Commerce shall pay the fees as specified below :

FEES	M.PHIL.	PH.D.	M.SC.	M.A/M. COM.
1	2	3	4	5
	Rs.	Rs.	Rs.	Rs.
Tuition fees (Monthly)	50.00	-	50.00	50.00
Laboratory Fees (Annual)				
(For subjects having practicals)	500.00	500.00	250.00	250.00
Registratin Fee	50.00	50.00	50.00	50.00
Laboratory Caution Money (Refundable)				
(For a student having practicals)	300.00	500.00	200.00	100.00
Library Fee (per semester)	50.00	50.00	50.00	50.00
Sports Fee (Annual)	20.00	20.00	20.00	20.00
Medical Fee (Annual)	20.00	20.00	20.00	20.00
Students Co-curicular Fund (Annual)	75.00	75.00	75.00	75.00
Students-Aid Fund (Annual)	25.00	25.00	25.00	25.00
Library Caution Money (Refundable)	300.00	300.00	100.00	100.00
Examination Fee	1000.00	1500.00	250.00	250.00
Hostal Admission Fee	250.00	250.00	250.00	250.00
Mark sheet Fee	10.00	-	10.00	10.00
Admission Fee	50.00	50.00	50.00	50.00

2. (1). Students shall deposit tuition fees :-

(i) For July, August and September at the time of Admission ;

(ii) For October, November and December on or before the 10th October :

(iii) For January, February and March on or before 10th January :

(iv) For April, May and June on or before the 10th April : and

(v) For July, August and September on or before 10th July.

2. (2) Annual fees shall be paid at the commencement of each academic year.

2. (3) Fees Shall be payable in cash or through Money Order or by a crossed Bank Draft drawn in favour of Assam University.

3. (1) If a student does not pay fees on time, a fine shall be levied as follows :

(i) One rupee for the first ten days.

(ii) Two rupees for the next 10 days.

(iii) Three rupees thereafter upto the last day of the month in which the fee is due.

(2) The Vice-Chancellor, or on his behalf any other Officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in Special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates so that a decision may be taken and communicated to the student concerned in time.

(3) Name of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following months.

(4) A student whose name has been stuck off the rolls of the University may be readmitted on the recommendation of the Dean of the School concerned and on payment, in addition, of a fresh admission fee.

(5) Whenever a student proposes to withdraw from the University, he will submit an application to the Dean of the School concerned through the Head of the Deperment intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University

for a minimum period of one month following the month up to which he has paid fees. He shall also be required to pay all fees/charges that may fall due during this period.

4. Blind students shall be exempted from payment of all fees except the Caution Deposit.

5 (1) The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant free-ship upto the percentage which may be prescribed by the University Grants Commission in this regard :

(i) Dean - Chairman.

(ii) Three Heads of the Departments (by rotation according to seniority for two yeaars.)

(iii) Three students elected from amongst electoral college consisting of one representative from each Department concerned elected by the Students in the Department.

(2) If the number of applicants for freeship is more than the number of free-ships available, the Committee referred to in Clause 6.1 may rcommend half freeships to some of the applicants so that the total of freeships does not exceed the prescribed percentage.

(3) Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School of Studies concerned through the Head of the Department by 31st. August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

(4) The following factors shall be taken into account while making recommendtion on the applications of students for grant of freeships :

(i) academic record of the students :

(ii) his progress in studies, in case of the renewal of freeships :

(iii) his financial position : and

(iv) any other factor which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by 30th December.

(5) Freeships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year which shall be considered along with the new applications in that year.

(6) A freeship granted to a student may be cancelled if his conduct or progress in studies is found unsatisfactory or his financial condition improves and he is no longer in need of free concession.

(7) (1) Security deposits are refundable on an application from the student on his leaving the University, after deduction of all dues, fines and other claims against him.

(2) If any student does not claim he refund of any amount lying to his credit within one calender year of his leaving the University, it shall be considered to have been donated by him to the Students, Aid Fund.

Explanation : The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his name is struck off the rolls of the Unviersity.

(3) If after having paid the fees, a candidate desires the admission to be cancelled, he shall be refunded all fees and deposits, except Tuition fee for one month, Admission fee and Enrolment Fee, provided his application for withdrawal is received by the Registrar at least five clear days before the commencemet of the acadamic session concerned.

(4) If after having paid his fees a candidate does not join the University, only the Caution Money shall be refunded to him provided his application for withdrawal is received by the Registrar not later than 15 clear days after commencement of the academic session concerned.

(5) If a student owes any money to the University on account of any damage he may have caused to the University property, it shall be, alongwith outstanding tuition fee and fines, if any, deducted from the caution money due to him.

(6) The student will also be required to pay any other fees prescribed by the University from time to time.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

24. ON THE STUDENTS AID FUND

(Section 28 (1) (r) of the A.U. Act, 1989)

1. There shall be a Fund called the Assam University Students Aid Fund instituted out of the contributions from the students and staff of the University and collections from other sources as well as the contributions received from the University Grants Commission.

2. The objects of the Fund shall be :

(i) To render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text-books, stationery etc.

(ii) To grant limited assistance to students to meet their hostel charges, expenses on clothes and emergency medical expenses, if their needs are considered genuine.

(iii) To grant interest-free loans to deserving students subject to maximum of 50% of the total amount standing to the credit of the fund : and

(iv) To meet any other needs of students considered to be genuine by the Committee referred to in rules :

Note :- The Fund shall not be utilised for award of Scholarships / Fellowships or stipends or for award of prizes, reward etc, to students.

3. (i) Each students of the University shall, contribute annually a sum which may be prescribed by the Ordinance. The sum shall be realised from the students alongwith the first instalment of fees in the academic year.

(ii) Voluntary contributions received from the staff as from students shall also be welcomed as well as unclaimed refund of any amount lying to the credit of a student within one calendar year of his leaving the University.

(iii) The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the UGC after it is audited in the manner laid down in Section 31 of the Assam University Act, 1989.

4. (i) There shall be a Committee consisting of :

(a) Senior-most Dean of the Schools (Chairman)

(b) Two Heads of Departments (by rotation)

(c) The Registrar or his representative.

(ii) The Committee shall consider the applications from the students and forward its recommendations to the Registrar.

5. The recommendations of the Committee shall be considered by the Deans Committee.

6 (i) A student requiring financial assistance or loan from the fund shall apply in the prescribed form to the Dean of the School concerned through the Head of his Department.

(ii) No applications for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan.

(iii) Applications for financial assistance/loan should reach the Committee within the notified dates.

7 (i) The Committee shall consider the applications of students for assistance/loans with regard to their merit and means and may, if it so desires, also interview them.

(ii) The Committee shall make recommendations in conformity with these rules after due considerations of :

(a) The purpose for which assistance/loan is asked for :

(b) The number of applicants seeking assistance/loan

(c) The progress maintained by the applicant in his studies.

(d) During a Semester/Academic Year financial assistance shall not exceed Rs. 500/-for each student (including assistance given in the form of loans): Provided that in very exceptional cases the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs. 500/-

(iii) The recommendations of the Committees shall be forwarded to the Registrar for being placed before the Deans Committee/Vice-Chancellor.

(iv) The Committee shall consider the recommendations and take a final decision in the light of :

(a) The total number of recommendations : and

(b) The amount available in the Fund.

(v) A list of names of the students and the amout of assistance sanctioned to each shall then be forwarded by the Registrar to the Finance Officer for making disbursments out of the fund. In the case of loans, the sanction should also indicate the number of instalments in which the amout is recoverable.

(vi) The Committee shall ensure that the assistance/loan given to the student out of the fund has been utilised for the purpose for which it was given and that the fund does not support a student who does not maintain satisfactory progress in his studies. For this purpose, the committee shall evolve a procedure of its own and may require the student to give an account of the expenditure with supporting details.

(8) (i) Students granted financial assistance (excluding loans) may repay the amount if convenient to them.

(ii) The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form :

(a) Any permanent member of the teaching or non-teaching staff (Other than a lower subordinate staff).

(b) Any Scholarship/Fellowship holder, provided his Scholarship/Fellowship is tenable upto the date by which the loan will be fully repaid.

(iii) The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.

(iv) The number of instalments shall, however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.

(v) The recovery of the loan shall commence from the month following that in which the loan is paid.

(vi) The account of loans granted to Scholarship/Fellowship holders shall be realised from their Scholarships/Fellowships and it shall be a condition of the grant of loans.

9. The Registrar shall prepare in consultation with the Dean, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Executive Council.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

25. ON THE SELECTION COMMITTEE PROCEDURES

(Statute 20 (5) of the Schedule to A.U. Act, 1989)

1. The Chairman shall fix the date and venue of the meeting of the Selection Committee.

2. Ordinairly, a week's notice of a meeting shall be given to the members.

3. Provided that the meetings of the Selection Committee shall be fixed only after ascertaining the convenience of the Visitor's nominee and the persons nominated by the Executive Council.

Provided further that the proceedings of the Selection Committees shall not be vaild unless :

(a) Where the Visitor's nominee and the persons nominated by the Executive Council number three in all, at least two of them attended the meeting ;

(b) Where the Visitor's nominee and the persons nominated by the Executive Council number four in all, at least three of them attended the meeting ;

3. The Selection Committee shall make recommendations as to the candidates reffered to it, for consideration of the Executive Council.

4. The decision shall be arrived at by the Selection Committee by a majority vote. In case there is a tie, the Chairman shall exercise a casting vote.

5. The Chairman shall have the power to lay down procedures in respect of matters specified in these Ordinances.

6. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled tribes for the post of Lecturers separately and make its recommendations before other candidates are interviewed.

7. The Selection Committee may, for reasons to be recorded, consider curriculum vitae of the candidate in absentia and make recommendations for considerations of the Executive Council.

8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.

9. The name of the candidates interviewed, or considered in absentia, and the recommendations and observations, shall be recorded in the proforma prescribed by the University and signed by all members of the Selection Committee.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 23.2.95

26. ON THE NOTIFICATION OF VACANCIES AND PRELIMINARY SELECTIONS

(Statute 20 (5) of the Schedule of AU Act, 1989)

1. (1) The Registrar shall obtain the up-to-date position about faculty positions in the Departments in a form which may be prescribed by the Vice-Chancellor, the nature of vacancies and such other details as may be necessary.

(2) The Head of the Department will intimate to the Registrar through the Dean of the School, the occurrence of the vacancy in the prescribed proforma along with such other particulars like the specialisation, etc., which may be needed for making selections for these positions with reference to the structure of the Department approved by the University.

(3) Suitable advertisement will be prepared from time to time on the basis of the information by the Registrar and approved with suitable changes, if any, by the Vice-Chancellor.

2.(1) All vacancies in academic cadres of the University shall be advertised in at least four all India papers, one each from the eastern, northern, western and southern region and at least one regional paper from the constituent area of the University.

Provided that if there are some academic positions for which the candidates are likely to be exclusively available in a particular region or regions, advertisement may be limited to the papers in that region or regions only after recording the reasons for doing so in writing and with prior approval of the Vice-Chancellor.

(2)The fact that certain vacancies are reserved for SC/ST candidates will be clearly mentioned in the advertisement.

(3) The conditions, if any, under which the essential qualifications are relaxable shall be clearly stated in the advertisement.

(4) The closing date for receipt of applications shall be at least five weeks from the date of appearence of the advertisement in the papers.

(5) No application received after the closing date for the receipt of applications will be entertained unless the delay is accounted for the appropriate authorities or such other valid reasons as may be accepted as sufficient by the Vice-Chancellor.

3. A process of personel contact may also be initiated by the Vice-Chancellor for obtaining particulars of candidates from appropriate authorities in the concerned fields. The particulars so forwarded by the concerned authorities in response to such request, may also be considered along with other applications in response to the advertisement. No application fee shall be chargeable in respect of such applications.

4. All applications shall be accompanied by such application fee for posts as may be prescribed by the University from time to time. In case a candidate is not eligible for consideration on account of any disability, other than academic qualification, the application shall not be considered and the application fee will be refunded in full.

5. (1) The application of all candidates for the post of Lecturers, Readers, Professors or equivelent posts will be forwarded by the University office to the Head of the Department concerned. However, if the Head of the Department happens to be a Reader, the applications for the post of Professors or equivalent will be forwarded to Professor in the Department or failing which to the Dean of the School.

(2) The Head of the Department shall constitute a Committee of not less than three members of the staff in the Department not below the rank of a Reader including the Professor for scrutiny of the applications for the posts of Lecturers, Readers and equivalent and for preparing a list of candidates for interview. Similarly, a Committee will be constituted by the Head of the Department or the Dean of the School, as the case may be, for scrutinising the applications for the posts of Professors or equivalent. This Committee will comprise not less than three persons and shall include all Professors in the Department and at least one Professor from another Department in the School or another School.

(3) The procedure for scrutiny of applications will be as follows :

(i) In the first instance, the non-academic particulars of the candidates like age, nationality, date of submission of application, etc. will be scrutinised and those candidates who suffer from any disability will be separately listed.

(ii) The applications of all the remaining candidates will be scrutinised with reference to the essential and desirable qualifications.

(iii) Ordinarily, the number of candidates recommended for interview for one post may not exceed six and for two posts ten, and five per post if the vacancies are more.

Provided that above number may be exceeded by the Committee for reasons to be given in writing.

(iv) A short list of candidates who appear to be better qualified on the basis of qualifications given in the application, shall be prepared by the Committee in each case.

Provided, such candidates who may have been interviewed for the same or similar post by the University and may not have been found suitable within a year preceeding the advertisement of the post in question shall not be called for interview unless the Committee makes a special recommendation for reason to be recorded in writing.

(v) Ordinarily for the posts of Lecturers, Research Associates, Research Fellows or equivalent, a higher weightage will be given for consistently good academic record, the objective being to pick up those who have the best potential for development. Their research work and other experience shall be considered but with a lesser weightage. In case of the posts of Research Associates and equivalent, the academic record and their achievements in research, teaching and other fields will be given equal weightage. In case of higher posts of Professors, the achievements in the fields of their study and work will be given a high priority.

(vi) The qualifications advertised in the notice shall not be relaxed unless the fact that qualifications are relaxable under special cirumstances has been mentioned in the advertisement ; and

(vii) The basic academic qualifications will not be relaxable. In case of a candidate who does not satisfy anyone of the other essential qualifications like experience and yet is recommended for being called for interview, the fact shall be specifically stated and reasons for relaxing the qualifications will be given in writing.

(viii) The Head of the Department or the Dean of the School, as the case may be, will forward the applications with his recommendations to the Vice-Chancellor for final selection of candidates to be called for interview for the posts. The Vice-Chancellor may vary the list suitably at his descretion for reasons to be recorded in writing.

6. If the number of candidates eligible for being called for inteview is less than three in all, the post shall be re-advertised with the stipulation that candidate who may have applied earlier need not apply again. In such cases, the Vice-Chancellor shall also initiate personal contact as provided in clause 3 above. In case the number of eligible candidates is still less than three, the interviews shall be held in accordance with provisions of the Ordinance.

7. The candidates will be informed telegraphically as well as through ordinary post under certificate of posting of the venue and date of the interview at least two weeks ahead of the due date of their interview.

8. In case of reserved posts, the same procedure may be followed. If no suitable candidate is found, the post may be de-reserved and the reservation may be carried forward to another vacancy according to the provisions of the Ordinances.

· Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

27. ON SERVICE CONDITIONS, SALARY SCALES, CLASSIFICATION AND QUALIFICATIONS OF TEACHERS

(Section 28 (1) (e) of the A.U. Act, 1989)

1. The members of the Teaching Staff shall be designed as follows :

(i) Professor

(ii) Reader

(iii) Lecturer

2. The scales of pay of the teaching staff specified in column (i) of the table below shall be those specified against each in column (ii) :

Table

Post (i)	Scale of Pay (ii)
(i) Professor	4500-150-5700-200-7300
(ii) Reader	3700-125-4950-150-5700
(iii) Lecturer	2200-75-2800-100-4000

The above scale of pay are effective from 1.1 1986. The pay scales and such other allowances as may be sanctioned by the University Grants Commissoin from time to time will be admissible to the above grades of teachers.

3. The qualifications for the post of Professors, Readers or Lecturers shall be such as may be prescribed in the Regulations of the University in consultation with the University Grants Commission.

4. (1) For the purpose of this ordinance, "teacher" means a whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.

(2) A teacher shall be a whole-time salaried employee of the University and shall devote his whole time to the University.

(3) No whole-time salaried teacher of the University shall, without the permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.

Provided that nothing in this Ordinance shall apply to work undertaken in connection with the examinations of Universities or learned bodies or Public Service Commission or to any literary work or publication or radio talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

5. (1) Every teacher shall take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with Act, Statutes and Ordinances framed thereunder, organisation of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.

(2) A teacher who is assigned work relating to teaching or research in any Department other than his, within the School or outside the School, shall not be entitled to extra remuneration.

6. Professors and Readers shall be appointed on probation ordinarily for a period of twelve months and Lecturers for a period of 24 months but in no case shall the total period of probation exceed twenty four months.

Provided that the Executive Council may, for reasons to be recorded, waive the condition of probation. The Executive Council shall have the right to assess the suitability of a teacher for confirmaton even before the expiry of the period of 24 months from the date of his/her appointment but not earlier than nine months from that date.

7. (a) It shall be the duty of the Registrar or any Officer-in-Charge of the cases, to place before the Executive Council the case of confirmation of a teacher on probation to assess the suitability in the 10th month and 19th month.

(b) The Executive Council may then either confirm the teacher or decide not to confirm him/her. Where the Executive Council decides not to confirm the teacher, he/she shall be informed in writing to that effect, not later than thirty days before the expriy of the probation.

Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.

(c) A teacher appointed by the Executive Council under Statute 21 shall be deemed to be confirmed with effect from the date he/she joins duty.

8. Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor, and after the teacher has been given sufficient opportunity to make his written representation.

9. Subject to the provisions of Statute 27, every teacher confirmed in the service of the University, shall continue in such service untill he/she attains the age of 60 years. (62 years amended due to 5th pay comm recom)

Provided that if the date of superannuation of a teaher falls at any time during the academic session, the teacher shall continue in service and retire on the last day of that academic session or the end of the month which ever is later.

Provided further that no teacher re-employed after attaining age of superannuation shall hold appointment as Head of Department or Dean of Faculty or any other such administrative position except in exceptional cases.

10. Every teacher of the University shall be bound by the Act, Statutes, Ordinances and Regulations for the time being in force in the University .

Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so to adversely affect him.

11. A teacher may, at any time, terminate his engagement by giving the Executive Council three months notice in writing.

Provided that the Executive Council may waive the requirement of notice at its direction.

12. (a) The written contract between a teacher and the University required to be entered in to under clause (2) of Statuts 25, shall be in the prescribed form.

Provided that if contract is not executed by a teacher for any reason whatsoever, he shall be governed by the general principles like, equity, fairplay, the overall academic interests of the students, harmonious functioning of the institution and healthy development of the University.

(b) Notwithstanding anything contained in this Ordinance, the Executive Council may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit.

Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

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28. ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY

(Section 28 (1) (n) of the A.U. Act, 1989)

A. PERMANENT TEACHERS

1. (1) The following kinds of leave will be admissible to permanent teachers :

(i) Leave treated as duty

(a) Casual leave, and

(b) Special Casual leave

(ii) Leave earned by duty

(a) Earned leave

(b) Half-pay Leave, and

(c) Commuted Leave

(iii) Leave not earned by duty

(a) Extra-ordinary Leave, and

(b) Leave not due

(iv) Leave not debited to leave account

(a) Leave for academic pursuits

(i) Study Leave, and

(ii) Sabbatical Leave

(b) Leave on grounds of health

(i) Maternity Leave, and

(ii) Quarantine Leave

(2) The Executive Council may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

2. (i) Casual leave is not earned by duty. Total leave granted to a teacher shall not exceed ten days in an academic year.

(ii) In addition, extra casual leave to the extent mentioned below may also be granted.

(a) to undergo sterilisation operation (Vesectomy or Salpingectomy) under family planning programme. Leave in this case will be restricted to six working days.

(b) to a female teacher to underego non-pueporal sterilisation. Leave in this case will be restricted to fourteen days.

(iii) Casual leave can not be combined with the mid-semester break/ winter vacation or any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

In cases where a teacher applies for more than 15 days he/she has to indicate in the application the number of classes missed during the academic year.

3. (1) (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teachers

(a) to conduct examination of a University, Public Service Commission / Board of Examination or other similar bodies/ institutions :

(b) to inspect academic institutions attached to a statutory board, etc.

(c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activity conducted by bodies recognised by the University Authorities and

(d) to do such other work as may be approved by the Vice-Chancellor as academic work.

(ii) Special casual leave can not be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

(2) Absence from duty and Head-quarters during a semester :

(i) The entitlement to casual and special casual leave in each semester shall be limited to the extent of 50% of annual entitlement.

(ii) The total absence from head quarters intermittently during a semester on casual leave including journey days or other duty (like attending conferences, seminars, symposia on behalf of the University) shall not be more than fifteen days in all (exclusive of holidays in between, if any).

Provided that the Vice-Chancellor may allow in exceptional cases a teacher to go on duty on specific request being made and supported by the Head of the Department that suitable arrangements have been made for teaching, etc., during his absence.

4. (i) Earned leave admissible to a teacher shall be :

(a) 1/30th of actual service including vacation plus 1/3rd of the period, if any, during which he is required to perform duty during vacation.

Note : For purposes of computation of period of actual services, all periods of leave except casual and special casual leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 240 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.

Note : (1) When a teacher combines vacation with earned leave, the period of vacation shall be rackoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(2) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

5. (i) Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, or for academic purposes.

Note : A "completed year of service" means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordianary leave.

6. Commuted leave not exceeding half the amount of half-pay leave due be granted on medical certificate to a permanent teacher subject to the following conditions :

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days :

(ii) When commuted leave is granted twice the amount of such leaves shall be debited against the half-pay leave due and ,

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

Provided that no commuted leave shall be granted under this Ordinance unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

7. (i) A permanent teacher may be granted extra-ordinary leave :

(a) when no other leave is admissible ; or

(b) when other leave is admissible, the teacher applies in writing for the grant of extra ordinary leave.

Provided, however that save under the provision of sub-clauses (ii) to (iv) below, no extra ordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

(ii) The Executive Council may grant, on the request from the institution concerned and on application from the teacher, extraordinary leave to hold appointment or a fellowship under a Government, a University, Research Institute or other similar important institution provided the leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least three years.

Provided further that such leave shall not be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave.

The appplication for such leave shall be sent through the Dean of the School concerned and the latter shall give his recomm endations taking into account the strength of the teaching staff for the particular subject. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls of a Department shall be allowed to be absent from the department on extra-ordinary leave, study leave and/ or sabbatical leave. For this purpose, the teachers shall be classified separately in two groups for consideration as follows :

(i) Professors and Readers

(ii) Lecturers

In case of his failure to return to duty at the end of the period of leave sanctioned to him, the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University, pay and allowances, if any, received by

him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

(iii) (a) The Executive Council may also grant, at its discretion extra-ordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of at least three years and the application had been sent through and forwarded by the Univesity

(b) The leave in such cases shall not exceed a maximum period of two years :

(c) Notwithstanding any other leave which may be due to a teacher the entire period for which the teacher holds the appointment outside the University shall be without pay ; and

(d) The period so spent shall not be counted for increment but shall count for seniority. The period shall not also count for pensionary/contributory provident fund benefits unless the pension/contributory provident fund contributions are paid by the teacher or the foreign employer.

Provided that no such leave shall be granted until after the expiry of five years after return from a previous spell of extra-ordinary leave or three years after study or sabbatical leave. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Subject to the provisions of sub-clause (vii) below, the total amount of extra-ordinary leave granted to a teacher under sub-clause (ii) and (iii) above shall not exceed five years during his entire service.

(v) Extra ordinary leave shall not count for increment except in the following cases :

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfed that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for prosecution of studies.

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(vii) Extra ordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty or leave (including periods of vacation) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of continuous absence from duty shall in no case exceed five years, in all.

(viii) The authority empowered to grant leave may commute respective by period of absence without leave into extra-ordinary leave.

8. (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 60 days at a time and 180 days in all may be otherwise on medical certificate. Such leave shall be debited against the half-pay leave earned by him subsequently.

Provided that the teachers who are appointed on probation against substatively permanent posts be treated as 'Probationers' for the purpose of granting leave not due.

(ii) Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted .

(iii) A teacher to whom leave-not-due is granted shall not be permitted to tender resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay or allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the teacher for further service, refund of leave salary for the period of leave to be earned may be waived by the Executive Council.

Provided that the Executive Council may, in any other exceptional case, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

9. (i) Study leave may be granted to a permanent whole-time teacher with not less than three years continuous service to pursue a special line of study or research or to make a special study of the various aspects of University organisation and methods of education, if the University is likely to benefit by the course of study or programme of research which the applicant wishes to undertake.

Provided that the Executive Council may, in the special circumstances of a case, waive the conditions of three years service being continuous.

Explanation : In comparing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided.

(a) the person is a teacher on the date of the application; and

(b) there is no break in his service.

(ii) Study leave shall be granted on the recommendation of the School Board. The leave shall not be granted for more than two years save in very exceptional cases in which the Executive Council is satisfied that such extention is unavoidable on academic grounds and necessary in the interest of the University.

(iii) Study leave shall not be granted to a teacher who has not served the University continuously for a period of three years after the expiry of the last spell of extra-ordinary leave under clause 7 (ii) or (iii), sabbatical leave or who is due to retire within three years of the date on which he is expected to return to duty, after the expiry of study leave.

(iv) Study leave may be granted more than once provided not less than five years have lapsed after the teacher returned to duty on completion of earlier spell of study leave or sabbatical leave.

Provided that in such cases of study leave where the substitute's pay is borne partly or fully by any outside agency, one may avail the next spell of study leave after a period of three years only.

(v) No teacher who have been granted study leave shall be permitted to substantially alter the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless previous approval of the Executive Council to treat the period of short fall as extra-ordinary leave has been obtained.

(vi) Sabbatical leave cannot be combined with extra-ordinary leave.

(vii) (a) Subject to the provisions of sub-clause (viii) and (ix) below, study leave may be granted on full pay for the first year and on half pay for the second year and no pay shall be admissible thereafter.

Provided that when any teacher is awarded a Fellowship/ Scholarship by the Governmet of India/ University Grants Commission in United Kingdom or other bonafide agencies for which the University nomination was forwarded, the pay of the teacher shall be governed by the conditions stipulated for the award.

Note : The term 'pay' refers to average pay and shall be calculated as mentioned in clause 20 of this Ordinance.

(b) The teacher shall not oridinarily be entitled to house rent allowance or city compensatory allowance during the period of study leave.

Provided that the Vice-Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowances in part or in full.

(viii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(ix) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in case where the amount of remuneration received in respect of part-time employment is not considered adequate the Executive Council may determine the study leave salary payable in each case.

Note : It shall be the duty of the teacher granted study leave to communicate immediately to the University financial assistance in any form received by him during the course of study leave from any person or institution what so-ever.

(x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of a vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.

(xi) A teacher granted study leave shall, on his return and rejoining the service of the University, be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.

(xii) Study leave shall count as service for pension/contributory provident fund provided the teacher rejoin the University on the expiry of his study leave.

(xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled the teacher may apply again for such leave.

(xiv) A teacher availing of study leave shall undertake that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.

(xv) A teacher, --

(a) Who is unable to complete his studies within the period of study leave granted to him, or

(b) Who failed to rejoin the service of the University on the expiry of his study leave, or

(c) Who rejoins the University but leaves the services within three years of the date of rejoining the service, or

(d) Who, within the said period is dismissed or removed from service by the University,

shall be liable to refund to the University the amount of leave salary, allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study, plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad for study leave, to-gether with interest thereon at the rate of 6% per annum to be charged from the date of such payment.

Provided that, if a teacher has served the University for a period of not less than 18 months on return form study leave, he shall refund to the University half of the amount calculated as above. In case the teacher had been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the Univerisity in connection with course of study, together with interest thereon at the rate of 6% per annum.

Explanation : If a teacher asks for extension of study leave and is not granted the extension but does not rejoin on the expiry of the leave originally sanctioned he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this Ordinance.

(a) Notwithstanding the above, the Executive Council may order that nothing in this Ordinance shall apply to a teacher who within three years

on return to duty from study leave is permitted to retire from service on medical grounds.

Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

(xvi) After the leave has been sanctioned the teacher shall, before availing of the leave, execute a bond in favour of the University binding himself for the fulfilment of the conditions laid down in sub-clause (xiv) and (xv) above and give security of immovable property to the satisfation of the Finance Officer or a Fidelity Bond of an Insurence Company, or a Guarantee by a Scheduled Bank or furnish security of two permanent terachers for the amount which might be refundable under clause (xv) above.

(xvii) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or the Head of Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified the payment of leave salary may be deferred till the receipt of such report.

Note : On return from study leave, the teacher shall report to the Univrsity, throug the Head of Department, the nature of his work and his achievement. He shall also present a resume of his work in a School level seminar, specially organised for the purpose by the Head of the Department.

10. (i) Permanent wholetime teachers of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who have less than three years of service in the University to retire.

(ii) The duration of leave shall not exceed six months or one year accordingly as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave.

Provided further that sabbatical leave shall not be granted untill after the expiry of three years from the date of the teacher's return from previous study leave or any other kind of training programme, or extra-ordinary leave under clause 7 (ii) and (iii).

(iii) The teacher shall execut a bond, with proper sureties as in the case of a study leave, that after the expiry of sabbatical leave he will return to

the service of the University and serve thereafter at least for three years, failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him, or on his behalf plus such amount as may be decided by the Executive Council from time to time if the teacher is allowed to go abroad on sabbatical leave together with interest at the rate of 6% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or recduce, for reasons to be recorded, the amount refundable by a teacher under this Ordinance.

(iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up the post or make other alternative arrangements involving additional expenditure.

(v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw increment on the due date. The period of leave shall also count as services for purposes of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his leave.

Note : 1.The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

2. On retrun from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave. He shall also present a resume of his work in a school-level seminar specially organised for the purpose by the Head of the Department.

11. (i) Maternity leave on full pay may be granted to a women teacher for a period of 90 days from the date of commencement or the date of delivery which ever is earlier. Maternity leave may also be granted in case of miscarriage including aboration subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six

weeks of the date of miscarriage and the application for leave is supported by a Medical certificate.

(ii) (a) Maternity leave may be combined with leave of any other kind.

(b) Notwithstanding the provisions contained in clause 7, any leave (including commuted leave) for a period not exceeding 60 days, applied for in continuation of maternity leave, may be granted without production of Medical certificate.

(c) Leave in further continuation of leave granted under sub-clause (ii) (b) above may be granted on production of a Medical Certificate for the illness of the female teacher. Such leave may be granted in case of illness of a newly born baby, subject to production of Medical Certificate to the effect that condition of the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.

12. (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infactious disease in the family or household of a teacher.

(ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half-pay leave or extra-ordinary leave.

(iii) A teacher on quarantine leave is not treated as absent from duty nad his pay is not affected.

13. (i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.

(ii) Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.

(iii) When vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

(iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during the vacation or within one month from the last day thereof.

B. TEACHERS APPOINTED ON PROBATION

14. A teacher appointed as probationer against a substantive vacancy and with definite terms of probation shall, during the period of probation, be granted leave which would be admissible to him if he held his post substantively otherwise than on vices of a probationer; any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on the probation' to a post, not substantively vacant, to assess his suitability to the post, shall, until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

C. TEMPORARY TEACHERS

15. Temporary teachers shall be governed by the provisions of part (A) of these Oridinances subject to the following conditions and exceptions :

(I) Earned Leave

(a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows :

(i) 1/60th of the period of actual service, plus

(ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

(b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave as would have been admissable if his previous duty had been in permanent employ, diminished by any earned leave already taken, Leave is not interruption of duty for the purpose of this Ordinance.

(2) Half-pay Leave

No half-pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the empiry of such leave.

(3) Commuted Leave

Temporary teachers shall not be entitled to commute any portion of the half-pay leave.

4. Extra-ordinary Leave

In the case of a temporary teacher, the duration of extra-ordinary leave on any occasion shall not exceed the following limits :

(a) Three months at a time :

(b) Six months in cases where the teacher has completed three years continuous services and the leave application is supported by a medical certificate :

(c) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy;

(d) (i) Twenty-four months in cases where the leave is required for prosecuting studies, certified to be in the Univerity's interest, provided that the teacher has completed three years continuous services on the date of commencement of extra-ordinary leave. In case where this condition is not satisfied, extra-ordinary to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above), if the teacher completes three years continuous service on the date of expiry of such leave.

(ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could have been granted such leave under (a) above, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

(5) Leave-not-due, Study Leave and Sabbatical Leave

Temporary teachers shall not be entitled for the grant of leave-not-due study leave and sabbatical leave.

(6) Vacation

(i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session.

(ii) In other cases, the vacation salary may be paid to the teacher,if the temporary appointment continues for a part of whole of the next academic

year and the teacher joins on the opening day and has also served on the last working day before the vacation.

D. TEACHERS APPOINTED ON CONTRACT

16. Teachers appointed on contract will be granted leave in accordance with the term of the contract.

E. HONORARY AND PART-TIME TEACHERS

17. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

F. GENERAL

18.(1) Leave-how earned

Leave is earned by duty only. The period spent in foreign service counts as duty if continuation towards leave salary is paid for such period.

(2) Right to Leave

(3) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher when a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave be granted to a teacher when he is under suspension.

(3) Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuos period exceeding three years.

Provided that a teacher selected as member of the Parliament/State Assembly may be granted extra-ordinary leave for five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of three years or where a teacher after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years, he shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorised absence.

(4) Application for leave

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

(5) Commencement and termination of leave

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty.

(b) Sundays and other recognised holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the clauses 5, 8 and 14 of this Ordinance.

(6) Rejoining of duty before the expiry of leave

(a) A teacher on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the Executive Council.

(7) Leave on medical grounds to be supported by medical certificate

A teacher who applies for leave on medical ground shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

(8) Rejoining duty on return from leave on Medical ground.

No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave

A teacher on leave shall not, without the written permission of the University taken in advance engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/ Institutions or with the permission of the Vice-Chancellor, to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstayal of leave

Subject to provision of clause 18 (2) above, a teacher who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowances or salary for the period of such absence.

Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Wilful absence from duty may be treated as misconduct.

(11) Leave beyond the date of retirement

No leave shall be granted beyond the date on which a teacher must compulsorily retire.

(a) Provided that if, in sufficient time before the date of retirement on superannuation, a teacher has been, in the interest of the University, denied in whole or in part any leave which was due to him and applied for as preparatory to retirement, then he may be granted after the date of retirement the amount of earned leave due to him on the date of superannuation subject to a maximum of 120 days. This limit may be extended upto 180 days if the entire leave or any portion thereof is spent outside India. Provided that when earned leave exceeding 120 days is granted under this Ordinance, the period of such leave spent in India shall not in the aggregate exceed 120 days. The leave so granted including the leave granted to him betwen the date from which the leave preparatory to retirement was to commence and the date of retirement, shall not exceed the amount of leave preparatory to retirement, actually denied ; the half-pay leave, if any, applied for as preparatory to retirement and denied in the exigencies of the University service may be exchanged with earned leave to the extent such was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

(b) Provided further that a teacher :

(i) Who after having been under suspension is reinstated within 120 days or 180 days, as the case may be, preceeding the date of his retirement on suerannuation and was prevented by reason of having been under suspension from applying for leave prepartory to retirement, shall be allowed to avail of such leave as he was prevented from applying, subject to a maximum of 120 or 180 days as the case may be, reduced by the period between the date of reinstatement and the date of retirement.

(ii) Who attained age of superannuation while under suspension and was thus prevented from applying for leave prearatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 days or 180 days, as the case may be, after termination of proceeding as if it had been refused aforesaid leave, if in the opinion of the authority competent to order reinstatement, he has been fully exenorated and the suspesion was wholly unjustified.

(c) Provided further that a teacher whose service has been extended in the interest of the University beyond the date of his superannuation may be granted leave as under :

(i) During the period of extension any leave due in respect of the period of such extension and to the extent necessary, earned leave which would have been granted to him under sub-clause (a) above, had he retired on the date of superannuation ;

Explanations : In determining the quantum of earned leave that could accummulate during the period of extension, the leave, if any, admissible under sub-clause (a) above, shall also be taken into account.

(ii) After the expiry of the period of extension :

(a) After earned leave which could have been granted to him under sub-clause (a) above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during period of extending ; and

(b) earned leave earned during the period of extension and applied for as leave preparatory of retirement in sufficient time before the date to final cessation of his duties and refused in the interest of the University.

Note : A teacher who avails himself of the refused leave in full or in part immediately after the date of his superannuation or on the expiry of extensiion of service will be deemed for purpose other than pensionary/ contributory provident fund benefits and lien, to be in service till the expiry of the refused leave. He will retire and become eligible for all pensionary benefits as due to him on the date of superannuation (or on such other late date if any extension of service is granted) from the date of expiry of such leave only.

(12) Leave to a teacher whose services are no longer needed (Terminal Leave)

(i) The earned leave to the extent due (but exceeding 120 days) may be granted at the discretion of Vice-Chancellor as terminal benefit to a teacher not employed on a contract basis whose services are terminated by the University on account of retrenchment or abolition of post before his attaining the age of superannuation, even if it has not been applied for or then refused in the University's interest. In cases where the teacher is relieved before the expiry of the notice period, such notice or the unexpired portion thereof should run concurrently.

(ii) If a teacher resigns his post, he may not normally be granted either prior or subsequent to his resignation any leave. In cases, however where the resignation is for reasons of heath or for other reasons beyond his control, earned leave at his credit, but not exceeding 120 days may be granted to him at the discreation of the Vice-Chancellor.

In cases in which a prescribed period of notice is required to be given the leave will be so granted as to cover as far as possible the period of notice required to be given.

(iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.

(13) Conversion of one kind of leave to another.

(a) at a request of the teacher concerned, the University may convert retrospectively any kind of leave, including extra-ordinary leave, into a leave of different kind which was admissible to him at the time the leave was orginally taken ; but he cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

(14) Increment of pay falls during any leave,other than casual leave, special casual leave, duty leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(15) Leave year

For the purpose of this Ordinance, unless otherwise specidfied, the term 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

19. The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council.

Kinds of leave (1)	Sanctioning authority (2)	Extent of power (3)
(i) Casual leave and Special Casual Leave		
(a) Dean of Schools	Vice-Chancellor	Full
(b) Chairman of Centre/ Heads of Departments	Dean of Schools	Full
(c) Other teachers	Chairman of Centre/ Heads of Department	Full
(ii) Earned Leave, Half-pay Leave, Commuted Leave and Maternity Leave	Vice-Chancellor	Full
(iii) Extra-Ordinary Leave	Vice-Chancellor	Upto 90 days
(iv) Leave-not-due	Vice-Chancellor	Full

20. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not intermitted. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clause 10 of this Ordinance. During other kinds of leave, a teacher shall be paid leave salary as under :

(A) Earned leave and Commuted leave

Leave salary equal to the average monthly salary earned during the ten complete months immediately proceeding the month in which the leave commences or the substantive pay to which the teacher is entitled immediately before the commencement of leave whichever is greater.

Provided that the leave salary of a teacher who has been continuously officiating in another post for more than three years at the time he proceeds on leave shall be calculated as if he was the substantive holder of the post in which he would have so officiated but for his officiating appointment in an equivalent or higher post.

Note : The three years limit shall include :

(a) all period of leave during which a teacher would have officiated in the post but for his proceeding on such leave ; and

(b) all periods of officiating service rendered in an equivalent or higher post but for appointment to which he would have officiated in that post.

(B) Half-pay leave and Leve-not-due

Leave salary equal to half of the amount specified against (A) above.

(C) Extra-Oridnary leave

Not entiled to any leave salary.

(D) Study leave

As admissble under clause 9 of this Ordinance and calculated as shown above.

(E) Maternity Leave and Quarantine Leave

Pay drawn at the time of proceeding on leave. Subject to the provisions of clauses 9 and 10 of this Ordinance, payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

21. The Vice-Chancellor may make rules under this Ordinance prescribing the procedure to be followed in :

(i) making application for leave and for permission to return to duty before the expiry of the leave ;

(ii) granting leave and submission of medical certificates while proceeding on or returning from leave ;

(iii) the payment of leave salary ;

(iv) the maintenance of records of service ; and

(v) the maintenence of leave accounts.

Approved by Govt. of India, Ministry of HRD, Deptt. of Education vide letter No 9-13/94 Desk (U) dt 31.3.95

29. ON THE STRUCTURE OF BACHELOR OF ARTS, SCIENCE AND COMMERCE

(Section 28 (1) of the A.U. Act. 1989)

1. There shall be courses of study leading to the Degrees of Bachelor of Arts, Bachelor of Science and Bachelor of Commerce. Each course shall be a three-year integrated programme leading to a Pass or a Honours degree in the respective branches.

2. Students who have passed the two year HS/Pre-University examination or any other equivalent examination from any recognised University / Board will be eligible to seek admission to the first year of the Degree Course.

3. The duration of the degree course will be three years. There shall be three University examinations, the first at the end of the first year, the second at the end of second year and third at the end of third year.

4. (i) In order to pass the Degree Examination, a candidate must obtain the following minimum marks.

Pass Course (in each paper)

(a) Where no practicals are involved ..... 33 %

(b) Where practicals are involved
Theory ..... 30 %

Practicals ..... 40 %

Honours course (in each paper)

(a) Where no practicals are involved ..... 33 %

(b) Where practicals are involved
Theory ..... 30 %

Practicals ..... 40 %

(ii) Students will be awarded Divisions in the pas course on the basis of their aggregate marks in all the subjects taken together. Students securing 35 % marks or more but less than 45% marks will be declared to have simply passed. Those securing 45 % marks or more but less than 60 % will

be placed in the Second Division and those securing 60 % marks or more in the First Division. Those students who obtain 75 % marks or more in any subject will be awarded distinction in that subject.

(iii) The students in the honours examination will be awarded Classes on the basis of the aggregate of marks of all the papers in that subject. The minimum percentage to qualify for honours shall be 45 % . Those securing 45 % and above but less than 60 % will be placed in the second class, those securing 60 % and above will be placed in the first class.

(iv) A candidate shall be awarded the final degree in respective stream taking into account his/her performance in all three years.

5. (a) Bachelor of Arts (i) The candidates shall study three elective subjects of equal weightage in addition to English paper I & II, MIL paper I & II and Foundation course. A honours student shall have to study five papers more ie. paper IV to VIII and they shall study only one paper in M.I.L. The English hounours candidates shall not be required to take MIL.

(ii) The distribution of courses and marks shall be as follows :

For Pass Course candidates (Art Stream)

Subject	1st Year	2nd Year	3rd Year
Ist elective	Paper 1...100 marks	Paper II....100 marks	Paper III...100 marks
2nd elective	Paper I...100 marks	Paper II...100 marks	Paper III.... 100 marks
3rd elective	Paper I...100 marks	Paper II...100 marks	Paper III...100 marks
English Paper	I...100 marks	Paper II...100 marks	—
MIL	—	Paper II...100 marks	Paper II..100 marks
Foundation Course	—	—	One paper..100 marks
Total	400 marks	500 marks	500 marks

GRAND TOTAL : 1400 marks

100

For Honours Course Candidates

English	1st Year	2nd Year	3rd Year
Hons, elective	Paper 1.. 100 marks	Paper II.. 100 marks.	Paper III.100 marks
Ist. elective	Paper IV..100 marks	Papers V... 100 marks VI...100 marks	Paper VII ...100 Papers VIII ... 100 marks
2nd. elective	Paper I...100 marks	Paper II...100 marks	Paper III.100 marks
3rd. elective	Paper I...100 marks	Paper II..100 marks	Paper III.. 100 marks
English	Paper I..100 marks	Paper II... 100 marks	---
MIL/Alt English	....	Paper I .... 100 marks	
Foundation Course	---	----	One paper ...100 marks
TOTAL	500 marks	700 marks	600 marks

GRAND TOTAL : 1800 marks

(b) Bachelor of Science

(i) The candidate shall study three elective subjects of equal weightage in addition to English one paper and Foundation Course one paper. A honours student shall have to study 6 (six) papers more of 400 marks.

(ii) The distribution of course and marks shall be as under :-