STATUTES AND *ORDINANCES OF TEZPUR UNIVERSITY
(*Except those in the Second Schedule of the Tezpur University Act, 1993*)

* These Statutes and Ordinances are in the process of Amendment.

STATUTE NO.-43

Statute – 43 as amended by Board of Management vide Resolution No. B. 44/2005/2/3.8 dt: 17/06/2005) and approved by the Visitor vide MHRD letter No. F. 14-6/ 2005- Desk (U) dated 22-9-2006

On Establishment of the Post- Graduate Departments and Centres of studies under Section 26 (K) and 27 (2) of the Act and Statute 17 (5) (a) (b) of the Second Schedule of the Act.

A. The University shall establish different Post-Graduate Departments for the purpose of teaching and research as detailed below:

1.Department of Physics
2. Department of Chemical Sciences
3. Department of Mathematical Sciences
4. Department of Computer Science & Engineering
5. Department of Electronics & Communication Engineering
6. Department of Molecular Biology & Biotechnology
7. Department of Food Processing and Technology
8. Department of Energy
9. Department of Environmental Science
10. Department of Earth Science
11. Department of English & Foreign Languages
12. Department of Cultural Studies
13. Department of Mass Communication & Journalism
14. Department of Sociology
15. Department of Modern Indian Languages
16. Department of Business Administration
17. Department of Banking and Financial Management
18. Department of Commerce
19. Department of Business Economics
20. Department of Mechanical Engineering
21. Department of Planning & Architecture
22. Department of Civil Engineering
23. Department of Chemical Engineering
24. Department of Electrical Engineering
25. Department of Biomedical Engineering
26. Department of Agricultural Engineering
27. Department of Environmental Engineering
28. Department of Automobile Engineering

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B. **Besides the Departments, there shall be Centres for the purpose of Research and Development works in different fields for introducing suitable job oriented courses. The Centres identified for the purpose are:--**

i.	Computer Centre	(CC)
ii.	Centre for Disaster Management	(CDM)
iii.	Centre for Development of Industrial Design.	(CDID)
iv.	Centre for Electronics Design &Technology	(CEDT)
v.	Centre for Development of Fashion Technology	(CDFT)
vi.	Centre for Vocational Training	(CVT)
vii.	Centre for Education Technology	(CET)
viii.	Centre for Population & Demographic Studies	(CPDS)
ix.	Centre for Rural Development.	(CRD)
x.	Centre for Planning and Development Studies and Futurology	(CPDSF)
xi.	Centre for Natural Resource Management	(CNRM)
xii.	Centre for Development of Tourism	(CDT)
xiii.	Centre for Forest Management	(CFM)
xiv.	Centre for Wet-land Management	(CWLM)
xv.	Centre for physical Education	(CPE)
xvi.	Centre for Non-Conventional Energy	(CNCE)

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STATUTE NO.- 44

(Adopted by the Board of Management Vide Resolution No. B/96/2/4.4(2) dated 27.6.96 and approved by the Visitor Vide MHRD Letter No. F.14-23/96-Desk(U) Vol-I dated 21.5.97.)

On appointment of teacher and other Academic Staff, their emoluments and conditions of service as per provisions under Section 26(d) of the Act and 25(1) and 25(2) of the Statute of the Second Schedule.

1.0 As defined in the Act "Teachers of the University" means Professor, Reader, Lecturer and such other persons as may be appointed for imparting instruction and conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

2.0 Teacher may be appointed as-

a) Whole-time against permanent posts.
b) Whole-time against temporary posts.
c) Visiting Professors.
d) Part-time Teachers.
e) Guest Lecturers.

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3.0 The terms and conditions of appointment and emoluments of Visiting Professors, Part-time Teachers and Guest Lecturers shall be determined by the Board of Management.

4.0 Teacher to be a whole time employee:

For the purpose of this ordinance "Teachers" means a whole time salaried teacher of the University and does not include honorary, visiting, guest or part-time teachers to be appointed by the University from time to time.

No whole-time salaried teachers of the University shall, without the permission of the Board of Management engage directly or indirectly in any other occupation in which any emolument or honorarium is attached.

Provided that nothing contained in this Statute shall apply to the work undertaken in connection with any examination 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 do any other academic work.

5.0 Nature of Duties:

Every teacher shall undertake such part in the activities of the
University and perform such duties in the University as may be required in accordance with the Act, the Statutes and Ordinances framed there under for the time being in force, whether the same relate to the organization of instruction or teaching including inter-disciplinary 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.

6.0 Probation:

Teachers appointed shall be on probation ordinarily for a period of twelve months, but in no case shall the total period of probation exceed twenty four months.

Provided that the Board of Management, for reasons to be recorded, may waive the condition of probation.

Provided further that the condition of probation shall not apply to the case of teachers appointed by the Board of Management under the provisions of Statutes 21(1) of the Second Schedule.

Explanation: The Board of Management shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the probationary period of twelve months from the date of his/her appointment but not earlier than nine months from that date.

Provided that the Board of management shall have the right to assess a teacher for confirmation or otherwise at any time during the extended period of probation.

7.0 Confirmation:

7.1 It shall be the duty of the Registrar to place before the Board of Management the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

7.2 The Board of management may then either confirm the teacher or decide not to confirm, or extend the period of probation so as not to exceed twenty-four months in all. In case the Board of management decides not to confirm the teacher, whether before the end of twelve months period of his/her probation, or before the end of the extended period of probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiry of that period.

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

8.0 Increment:

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

9.0 Age of retirement:

9.1 Every teacher confirmed in the service of the University shall continue in such service until he/she completes the age of 60 years and thereafter no further extension of service shall be given.

Provided further that if the date of superannuation of a teacher falls at any time during the Academic Session, Vice-chancellor may re-employ the teacher for any period up to the end of the Academic Session, with a view not to disturb the teaching work of the department.

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9.2 In special cases, a teacher on his/her completing the age of sixty years, may be re-appointed on contract for a period not exceeding five years on such emoluments as may be prescribed by the Board of management.

9.3 The procedure and principles to be followed for re-employment of retired teachers are given below:

(i) The teacher concerned should send a self-assessment report indicating his/her academic activities particularly during the last five years preceding the date of his/her superannuation, supported by relevant documents.

(ii) The retiring/retired teacher shall also produce a health fitness certificate from a medical doctor not below the rank of a Professor of Medicine of a recognized Medical college of the State of Assam. Provided that the Board of Management shall have the right to get him/her examined by an expert Doctor to be nominated by it.

(iii) On receipt of such documents, the University shall form a Screening Committee with members as given below and place all the relevant documents and the service records of the teacher concerned before the Committee for its perusal and necessary action

Screening Committee:

a) Vice-Chancellor.
b) Dean of the School concerned, if any,
c) One expert in the field of specialization of the teacher concerned, to be nominated by the Visitor.
d) Two experts in the field of specialization of the teacher concerned to be nominated by the Board of management.

(iv) Such period of re-employment shall initially be for a period of two years and subsequently for a period of one year or less at a time. In no case, such re-employment can be given if the teacher concerned has completed the age of 65 (sixty five) years.

(iv) The recommendation of the Screening Committee regarding re-employment shall be made on the basis of the performance of the teacher concerned as a teacher and or the quality of research papers or books produced by him/her. The recommendation should also justify that he/she cannot be replaced immediately or his/her continued availability will be indispensable for existing research programme.

(v) Whenever a teacher is re-employed, such re-employment shall be made only in an appropriate existing scale of pay on which the teacher concerned retired from service.

(vi) Pay would be fixed in accordance with the normal rules applicable in the Central Government under which such pay plus pension and other benefits do not exceed the last pay drawn at any stage or in accordance with the pay fixation rules of the University.

(vii) Re-employment should not be offered as a matter of course but only in exceptional cases with sufficient justification as indicated in sub-para (v) above and subject to any law in force.

9.4 The recommendation of the Screening Committee in each case be placed before the Board of management for its consideration.

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9.5 Such re-employed teacher shall not be eligible to hold any statutory office.

10.0 Variation in terms and conditions of service:

Every teacher of the University shall be bound by the 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/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him.

11.0 Code of Conduct:

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

11.1 Failure to perform his/her assigned duties such as taking classes and demonstrations including inter disciplinary classes, assessment, guidance, invigilation etc.

11.2 Gross partiality in assessment and evaluation of students, deliberately over marking/under-marking or attempts at victimization of students on any grounds.

11.3 Inciting students against other students, colleagues or administration and authority. This does not, however interfere with the right of a teacher to express his/her difference on principles on academic matters in seminars or other places where students are present.

11.4 Indulging in communal activities, or raising question of caste, creed. religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations for improvement of his/her prospects.

11.5 Refusal to carry out the decisions by appropriate administrative and academic bodies and/or authorities of the University.

11.6 Indulging infidelity, unfaithfulness, dishonesty, gross moral misconduct, action subversive of discipline, riotous or disorderly behaviors, negligence to duty, insubordination, strike, picketing, gherao, inciting others to strike etc. involvement in criminal cases shall be sufficient cause of action for committing misconduct.

12.0 Resignation:

A teacher may, at any time, terminate his/her engagement by giving the Board of Management three months notice in writing or on payment to the University of three months salary in lieu thereof. Provided that the Board of management may waive the requirement of notice at its discretion.

13.0 All cases of misconduct shall be dealt with in accordance with the provision under Statute 28 (1 to 6) of the Second Schedule.

14.0 Contract:

The written contract between teacher and the University to be executed as required under Statute 25(2) of the Second Schedule of the Act, shall be in the form prescribed under Ordinance or as merely or substantively to like effect.

15.0 Special Contracts:

Notwithstanding anything contained in these Statutes, the Board of Management 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 three years at a time.

16.0 Fixation of pay and emoluments:

Fixation of pay and emoluments of the teachers shall be made as per financial rules to be adopted by the University from time to time.

17.0 Existing pay Scale:

a) Professor - Rs. 4500-150-5700-200-7300/-
b) Reader - Rs. 3700-125-4950-150-5700/-
c) Lecturer - Rs. 2200- 75-2800-100-4000/-

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STATUTE NO.- 45

TERMS AND CONDITIONS OF SERVICE OF VICE –CHANCELLOR

(Read with Statute 2 (5) (ii) of the Tezpur University Act,1993)

(**Adopted by the Board of Management vide Resolution No. B/97/2/29 dt.14.6.97 and approved by the Visitor vide MHRD letter No. F.14-21/96-Desk(U)dt. 4.11.97)**

1.0 If the Vice-Chancellor assumes his/her charge after attaining the normal age of superannuation and is receiving pension due to his/her past services, then either his/her pay and allowances will be reduced by the gross amount of his/her pension amount prior to commutation or the payment of pension shall be held in abeyance upto the date of his/her relinquishing charge of the post of Vice-Chancellor. On the other hand, if he/she assumes charge after attaining the normal age of superannuation and if he/she was on a non-pension able post his/her gross pension equivalent of retirement benefits will be reduced from the pay & allowances admissible for the post of Vice-Chancellor.

2.0 The Vice-Chancellor shall be entitled to use an official car for attending official duty as well as for private purpose. The Vice-Chancellor shall pay a monthly charge of Rs. 300/- for using the car for private purpose and need not pay any charge for using the car for official duty.

3.0

a) The Vice-Chancellor shall be eligible to opt for General Provident Fund-Pension-Gratuity scheme of the University if he/she has not attained the normal age of superannuation prior to commencement of his tenure and provided he/she has been eligible for pension scheme as an employee of Central/State government or a Central/State autonomous body or a Central State University before joining as Vice-chancellor.

   If he/she opts to join General Provident Fund-cum-Pension-Gratuity scheme of the University, the Vice-chancellor shall be entitled to the benefit of combining his/her past service with the service as Vice-Chancellor upto the normal age of superannuation for the purpose of pension. For this purpose the University will receive pension/contributory provident fund liability from the previous organisations.

The period of service rendered by him/her in the University beyond the normal age of superannuation shall not qualify for the purpose of pensionery benefits.

The pension cum Gratuity benefits shall be payable only from the date of his/her relinquishing the post of the Vice-Chancellor.

If the Vice-Chancellor assumes his/her office either after superannuation or superannuates during the tenure he/she shall be entitled to joining contributory Provident Fund-cum-Gratuity Scheme from the date of his/her joining the post if, already superannuated or the date of his/her superannuation during the tenure as applicable.

b) The Vice-Chancellor shall be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and first day of July every year.

Provided that if the Vice-chancellor assumes/relinquishes charge of the office of the Vice-chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

c) The leave at the credit of the Vice-chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the so carried forward plus the credit for that half year does not exceed the maximum limit as per Central Government rules in force from time to time.

d) The Vice-chancellor on relinquishing the charge of his/her office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him/her at the time of his/her relinquishment of charge subject to a maximum number of days as per Central Government rules including encashment benefit availed elsewhere.

e) The Vice-chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted, leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.

f) The Vice-chancellor shall also be entitled to avail himself/herself extra ordinary leave without pay for a maximum period of three months during full term of five years on medical ground or otherwise.

4.0 The Vice-Chancellor shall be entitled to all other benefits such as Medical Attendance and Leave Travel Concession as admissible to other University employees.

5.0 The Vice-Chancellor shall be entitled to traveling allowance on transfer on his appointment as Vice-Chancellor and after relinquishment of his/her charge.

6.0 In case of the death of a Vice-Chancellor while in service, who had no lien in any permanent post in any Department or Institution, the benefit accrued to the Vice-Chancellor by way of GPF or CPF, Gratuity and leave encashment till the death shall be paid to the nominee or the successor of the Vice-chancellor.

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STATUTE NO.- 46

(*Adopted by the Board of Management vide Resolution No. B/96/2/4.4(4) dt. 27.6.96* and approved by the Visitor vide MHRD letter No.F.14-23/96-Desk(U) Vol-VI dt. 21.5.97)

(**On creation of post and appointment of officer under Section 10, Sub-Section 7, Section 17 and Section 26(C) of the Act**.)

1.0 Name of the post: Controller of Examinations

There shall be a Controller of Examinations to be called the Controller hereafter, to look after and conduct the examinations of the University. The Controller shall be a person with :

(i) Consistently good academic career with at least a 2nd Class Master's Degree in Arts/Science/Commerce from a recognised University.

(ii) A Doctorate Degree from a recognised University or equivalent published work or contribution in the field of educational planning and examination system in higher education.

(iii) At least 10(ten) years experience in a responsible position in administration/ conduct of examinations/ teaching in Institutions of higher education.

(iv) And a person conversant in the system of continuous evaluation, use of letter grade in place of marking and the Semester type of examination may be treated as an additional qualification.

1.1 The controller of Examinations shall be appointed by the Board of Management on the recommendation of a Selection Committee constituted for the purpose and shall be a whole time salaried officer of the University.

1.2 The Controller shall receive pay besides allowances as admissible to the University staff in the scale of pay of Rs. 4500-150-5700-7300/- or as may be prescribed from time to time by the Board of Management. Provided that the Controller shall retire on completion of the age of sixty years.

1.3 When the office of the Controller is vacant or when the controller is, by reason of illness is absent or for any other cause, unable to perform the duties of his offices, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

2.0 The Controller shall perform the following duties

2.1 Prepare Draft Ordinances, Regulations and rules relating to different course of studies, syllabi and examinations for approval by the appropriate authority.

2.2 Arrange for preparation of academic calendars.

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2.3 Arrange for admission of students into the University, Departments / Centres on the basis of the selection made by the respective Admission Committees of the Departments.

2.4 Admit eligible candidates to various examinations of the University as per relevant rules prescribed in the ordinance / regulations**.**

2.5 Arrange for conduct of Examinations, evaluation and declaration of results.

2.6 Arrange for issuing Grade Cards to the candidates of different examinations.

2.7 Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.

2.8 Deal with matters connected with reforms of examinations and academic planning.

2.9 Be responsible for safe custody of all important examination registers and records concerning the examinations.

2.10 Be the Member Secretary of Examination Committees and the Research Committee.

2.11 Deal with matters of recognition of degrees and examination of other University/Institutions/Boards

2.12 Perform such other duties as may be allotted by the Vice-Chancellor/ Board of Management/Planning and Academic Committee from time to time.

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STATUTE NO. – 47

(Adopted by the Board of Management vide Resolution No. B.96/2/4.4(5) dt.27.06.96, No. B.96/4/2.10 dt. 28.12.96 and No. B.98/4/25 dt.30.12.98 and approved by the Visitor vide MHRD letter No.F. 14-23/96-Desk (U) dt: 2.6.2000)

On Service Conditions and Code of Conduct of the employees of the University (other than Teachers and Academic staff of the University) under Section 26(f) of the Tezpur University Act,1993 and Statute 12(2) V and 26 of the Second Schedule.

Section 26 Sub Sec(f) provides that subject to the provisions of the Act, the Statute may provide the condition of service of the employees including provision for promotion, increment and provident Fund, the manner of termination of service and disciplinary action and section 27 sub Section 2 of the Act empowers the Board of Management to make new and additional Statutes or to amend or repeal any Statute of the University.

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1.0 Application :

The employees of the University shall be governed by the following (Other than Teachers and Academic staff):

2.0 Recruitment :

Recruitment to all non-teaching posts of the University shall be made as per procedure laid down in the Act and in this Statute and Ordinances, if any.

3.0 Appointment:

Appointment to all posts of non-teaching staff shall be made through prescribed process by the appropriate appointing authorities on the recommendation of the Selection Committee/Selection Board as may be laid down in the respective ordinances of the University.

4.0 Emoluments :

All regular employees of the University appointed against sanctioned posts shall be paid salary in the prescribed scale of pay. The pay scales of various non-teaching posts shall be prescribed by the Board of Management on the basis of the scale of pay approved by the UGC/Central Govt. In addition to pay, the employees shall be entitled to the benefits of other allowances such as Dearness Allowance, House Allowance etc. at such rates as may be prescribed by the Govt. of India/UGC.

5.0 Leave :

All leave shall be governed by the employees Leave Regulation of the Tezpur University.

6.0 Leave Travel Concession

Leave travel concession shall be admissible to all the employees as per prevailing Regulation of the University.

7.0 Other Benefits :

Reimbursement of medical expenses and other benefits that may be available to the Central Government employees may also be made available to the employees of the University subject to formulation of relevant Regulations for such purpose by the Board of Management of the Tezpur University.

8.0 Duties :

Every employee of the University shall perform his official duties as may be assigned to him, punctually and with devotion. No employee shall act otherwise than in his best judgment to be true and correct and for the best interest of the University.

8.1 Every University employee shall at all time maintain absolute integrity, maintain devotion to duty and shall do nothing which is unbecoming of an University employee.

8.2 Every employee shall carry out the orders and instructions of the superiors faithfully and obediently.

8.3 Every employee holding supervisory post shall take all possible steps to ensure integrity and devotion to duty of all employees under his/her control and authority.

8.4 Every employee shall

- Maintain a responsible and decent standard of conduct in private and public life.
- Render prompt and courteous services to the public.
- Observe proper decorum in office and outside.
- Report the fact of his/her arrest by the police in connection with any case or if convicted in the Court of Law.
- Maintain absolute secrecy of all official documents and shall not disclose any confidential matters to any body.
- Refrain from giving or taking dowry or abetting or indulging such demand.
- Not consume any intoxicating drinks or drugs while on duty or in public place.
- Shall not take part in any political activities on the campus.
- Not participate in any demonstration which is prejudicial to the interest of the University and its autonomy.
- Not resort to any way in any form of strike or coercion or physical duress or gherao in the University.
- Not join in any other occupation, undertake any venture while employed in the University in a whole time service.

9.0 Misconduct, Indiscipline and Insubordination

The under mentioned acts, conduct and commission of a University employee shall constitute misconduct, violation of office discipline and insubordination.

9.1 Any act or conduct of the employee prejudicial to the interest or reputation of the University.

9.2 Any act or conduct inconsistent with peaceful discharge of duty to the University.

9.3 Any act or conduct of the employee making it unsafe for the University to retain him in service.

9.4 Any immoral act.

9.5 Any act or conduct of the employee rendering him untrustworthy.

9.6 If the employee is abusive or disturb the peace of the place or work.

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9.7 If the employee is insulting and defies carrying out the orders of his superior or refuse to attend to his duties.
9.8 Habitual negligence to official duties.
9.9 Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, dishonesty in connection with the functioning or properties of the University.
9.10 Strike, picketing, gherao, inciting others to strike in contravention of the provisions of Law.
9.11 Gross moral misconduct, act of indiscipline, disorderly and unruly behaviour, during working hours.
9.12 Habitual late attendance in duty and early departure.
9.13 Habitual negligence to work.
9.14 Habitual absence from duty without leave or permission and overstaying of leave.
9.15 Conviction by Criminal Court.
9.16 Willful harassment of public, students, teachers and other employees in course of official business of the University.
9.17 Joining Educational Institution or any Courses of study without the permission of the authority.

10.0 Unauthorised absence :

Willful absence from duty not covered by grant of leave will be treated as non-duty for all purposes viz. Increment, leave and pension etc. Such absences without leave will constitute an interruption or break in services entailing forfeiture of past services. The authority competent to grant leave may, however, condone such break except in exceptional and grave circumstances as may be considered by the authority.

11.0 Marriage restriction:

Any employee governed by Hindu Marriage Act whose spouse is living cannot enter into or contract a second marriage unless the earlier marriage is terminated by means of divorce obtained from the Court of Law. Person or employee found guilty of bigamy would disqualify for appointment or to continue in the University service and would face appropriate disciplinary action.

12.0 Dowry :

Dowry is prohibited by law. Hence any violation of the Dowry Prohibition Act by any University employee shall constitute a good and sufficient reason for instituting disciplinary proceedings against such employees.

13.0 Suspension :

The following circumstances may be considered appropriate to place an employee under suspension :

a) When disciplinary proceedings contemplated and the employee's continuance in office/duty considered to be prejudicial to the investigation.

b) When preliminary enquiry indicates a prima-facie case for initiating Criminal/Departmental proceedings likely to lead to conviction dismissal or removal etc. from the service
c) When the employee is suspected to have engaged in activities prejudicial to the interest of the University in any way.
d) When charged with offence involving moral turpitude.
e) When charged with corruption, embezzlement, fraud, misappropriation of University money, misuse of office power for personal gain.
f) When charged with refusal or deliberate failure to carry out orders of the superior officer.
g) An employee of the University should be placed under suspension immediately if he/she is arrested in connection with or involving "Dowry Death" irrespective of the period of detention.
h) When an employee is arrested by the Police and detained in custody for a period exceeding 48 hours.

14.0 Deemed Suspension :

An employee of the University detained in police custody for more than 48 hours or sentenced to a term of imprisonment exceeding 48 hours shall be deemed to have been placed under suspension with effect from the date of detention and suspension order shall be issued accordingly.

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15.0 Subsistence Allowance

An employee of the University under suspension or deemed suspension shall be entitled to receive from the University a subsistence allowance equal to leave salary which the Employee would have drawn had he/she been on leave, 'on half average pay' on half pay and in addition to the other allowances admissible on the basis of such leave salary and to other compensatory allowances which the employee was in receipt on the date of suspension; and continues to meet those expenditure during the period of suspension.

15.1 The employee under suspension shall not be entitled to receive payment of the subsistence allowance unless the employee concerned furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.

15.2 The amount of subsistence allowance may be increased by not exceeding 50% of the subsistence allowance if the suspending authority is of the opinion that the period of suspension has been prolonged beyond 3 months for reasons cannot be attributable to the employee concerned.

15.3 The amount of subsistence allowance may be reduced by not exceeding 50% of the subsistence allowance if the suspending authority is of the opinion that the period of suspension has been prolonged beyond 3 months for reasons directly contributable to the employee concerned.

15.4 The authority to grant subsistence allowance or to review the quantum on subsistence allowance shall be the suspending authority.

15.5 Deduction from the subsistence allowance on account of the following shall be permissible

(i) Income tax and Super tax or Surcharge if the total annual income is taxable
(ii) House rent & electric charges etc.
(iii) Repayment of loans and advances taken from the University at such rates as may be judiciously fixed by the authority.
(iv) Premium of Group Insurance Scheme

15.6 The following deductions shall not be made except with the consent of the employee in writing.
(i) Life insurance premium
(ii) Refund of advance taken from the CPF/GPF

15.7 The following deductions should not be made from subsistence allowance
(i) Amount due on court attachment,
(ii) Recovery of loss to the University for which the employee concerned is responsible

16.0 Suspension while not in service

When as a result of Disciplinary proceedings a penalty of dismissal removal or compulsory retirement from the service imposed upon the University employee is set aside in Appeal, Revision of by the Court and the case is remitted by the Appellate, Revising or the Court to the disciplinary authority for further inquiry or action or with any direction, the order of the suspension will be deemed to have been continued in force with effect from the date of original order or dismissal, removal or compulsory retirement etc. and shall remain valid until further orders.

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17.0 Charge Sheets

The employee against whom any disciplinary action is contemplated whether the employee has been placed under suspension or not, the disciplinary authority shall draw up a statement containing the substance of imputation of misconduct or misbehavior and frame definite and distinct articles of charge. The Statement of allegation shall reflect all relevant facts including any admission or confession made by the charged employee. Suspended employee shall be served with charge as early as possible but not later than 3 months from the date of suspension.

No. …….. Date……

To

Sri _____

You are hereby required to show cause why one or more of the following penalties should not be inflicted upon you on the under mentioned charges based on the statement of allegations attached herewith

1.
2.
3.

1. That while you were _____ you are therefore charged with _____
2. That while you were _____ you are therefore charged with_____.

You should submit your written statement in your defence within 10 (ten) days from the date of receipt of this communication provided you do not intend to inspect the documents which have relevance with the issues involved. In case you intend to inspect those documents you should write to the undersigned for the same within 7(seven) days from the date of receipt of this communication and submit your replies thereafter within 10 (ten) days from the date of completion of your inspection, time for which will be specified by the authority.

Please intimate in writing within the period as aforesaid if you desire to be heard in person.

A list of documents by which and a list of witnesses by whom the articles of charges are proposed to be sustained are enclosed herewith

Registrar

This disciplinary authority may also contemplate one or more of the penalties listed under Sl.18 below in the article of charges.

17.1 Disciplinary authority of the University shall deliver or cause to be delivered the charge sheet together with the statement of allegations and a list of documents by which and a list of witnesses by whom the article of charges are proposed to be sustained, and shall require the employee to submit his/her written statement of defence within a specified time limit and also to state whether the employee desires to be heard in person.

18.0 Penalties :

18.1 Minor penalties

(i) Censure.
(ii) Withholding of promotion temporarily.
(iii) Recovery from pay of the whole or part of any pecuniary loss to the University caused by the employee's negligence of duty or breach of orders.
(iv) Reduction to a lower stage in the time scale of pay for a period not exceeding 3 years, without cumulative effect and not effecting pension.
(v) Withholding of future increment of pay.

18.2 Major penalties:

(i) Reduction of pay to a lower stage in the time scale other than (iv) under Minor Penalties
(ii) Reduction to a lower time scale of pay, grade, post or service
(iii) Compulsory retirement
(iv) Removal from service
(v) Dismissal from service

19.0 Procedure for minor penalties

The disciplinary authority of the University shall deliver a copy of the complete articles of charge sheet to the charged employee incorporating punishment contemplated therein and giving the employee a reasonable time to submit replies to the charges in defence.

19.1 On receipt of the written reply in defence the disciplinary authority shall consider the charges and replies thereto and pass appropriate orders as it deems fit and proper and conclude the disciplinary proceedings.

19.2 If however, the disciplinary authority is of the opinion that an enquiry should be held to examine the documents and allow personal hearing to the employee the disciplinary authority shall appoint an Enquiry Officer.

19.3 The disciplinary authority shall then consider the report and findings of the enquiry and dispose of the case on merit.

19.4 The final order at the close of the disciplinary proceedings with punishment or otherwise shall be issued by the disciplinary authority and copy of the same shall be served on the employee concerned .

20.0 Procedure for major penalties :

20.1 On receipt of the written statement of defence against the articles of charges served on the employee as indicated in para 17 above, the disciplinary authority may itself inquire into such of the articles of charges as are not admitted or if it considers necessary to do so, appoint an Inquiry Officer for the purpose and where all the articles of charges have been admitted in his/her statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and award such of the punishment/punishments as may have been contemplated in the charge sheet.

20.2 If the disciplinary authority having regard to the findings of the Inquiry Officer is convinced that all or any of the articles of charges have been proved against the employee it shall impose one or more of the penalties mentioned in the charge sheets.

20.3 If the disciplinary authority disagrees with the findings of the Inquiry Officer on any of the articles of charges, it shall record reason for such disagreement and record its own findings on such charges, if the evidence on record is sufficient and record its verdict and exonerate the employee of the charges or impose adequate punishment commensurate with the offences within the contemplated punishment.

20.4 When the University employee is reinstated in the service after suspension.

Or

When the University employee who has been dismissed, removed or compulsorily retired from service is reinstated the competent authority of the University shall consider and make specific order.

a) Regarding pay and allowances to be paid to the employee during the period of his/her absence including the period of suspension, and

b) Whether or not the said period shall be treated as a period spent on duty.

20.5 Where the authority competent to order for reinstatement is of the opinion that the University employee who had been suspended, dismissed, removed or compulsorily retired has been fully exonerated from the charges, the University employee shall be paid full pay and allowances to which he/she would have been entitled had he/she been in continuous service.

If however, the University authority is of the opinion that termination of the proceedings against the employee was unduly delayed for reasons directly attributable to the employee concerned, the University authority shall decide the quantum of pay and allowances payable to the employee concerned after notifying the employee its intention in this regard.

20.6 Where the University employee has been placed under suspension due to his/her involvement in any Criminal proceedings and spend more than 48 hours in judicial custody and released by the Court without conviction on technical ground and not on merit, the University authority shall consider the whole case and if in its opinion the original suspension was wholly unjustified the employee shall be paid pay and allowance in full.

20.7 If however, the University authority is of the opinion that the original suspension was not wholly unjustified, it shall decide the quantum of pay and allowance to be paid to the employee for the period of suspension or during the period of absence due to termination of service. The authority shall communicate its intention to the employee concerned and finally decide the matter after considering his/her reply thereto.

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21.0 The employee shall have the right to appeal against any order of punishment or suspension to the appropriate appellate authority within 45 (forty five) days from the date of receipt of the order appealed against.

22.0 Notwithstanding anything contained in this Statute all disciplinary and appeal cases shall be dealt with in conformity with the F.R. and S.R. of the Central Government without violating any of the provisions under the constitution of India.

23.0 Confirmation : All employee including officers appointed or promoted to any permanent post shall remain on probation for a period of 12 months from the date of joining which may be extended upto a period of 24 months only.

23.1 If the authority is satisfied with the suitability and efficiency considering the overall performance of the employee concerned the employee shall be confirmed in the post he/ she was appointed to.

23.2 In case the authority decides not to confirm the employee at the end of the 12 months, the employee shall be intimated in writing that his/her period of probation would be extended upto 24 months.

23.3 If the authority decides considering the suitability and efficiency of the employee at the end of 24 months probation of the employee against confirmation of the employee, the authority shall inform the employee that he/she would not be confirmed in the post. In which event the employee would cease to be in service of

the University and the University authority shall notify the employee in writing accordingly, before the lapse of the probationary period of 24 months.

23.4 For the purpose of assessing the suitability of efficiency or otherwise of the employee, the authority shall obtain Confidential Report on the performance of the employee, in case Grade B, Grade-C and Grade D employees from the Head of the Department/Office or the Controlling Officer concerned in prescribed forms. In case of other officers, the Registrar shall submit Confidential Report in the prescribed forms. The form of the confidential Report shall be prescribed by the Registrar with the approval of the Vice-chancellor.

23.5 The respective Appointing Authorities of the University as laid down in the Ordinance shall consider the confidential report themselves and decide the cases for or against confirmation or such authorities may appoint a Confirmation Committee with suitable members to examine the cases and submit recommendations or otherwise to the authority under Section 24 of the Statutes of the Second Schedule. The relevant Appointing Authority shall decide the cases of confirmation on the basis of the recommendations of the Confirmation Committee.

23.6 Notwithstanding the provisions under 23.5 above, the entire responsibilities of confirming or rejecting a case of confirmation shall remain with the appointing authorities.

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24.0 Retirement :

All employees other than Statutory Officers and person(s) on contract service shall retire from service on completion of 60 years of age.

24.1 Provided that if the date of retirement falls on any date during a month the employee shall be allowed to retire on the afternoon of last day of the month.

25.0 Any University employee may by giving notice of not less than 3 months in writing to the Registrar, retire from service if he/she has attained the age of 55 years and has completed 20 years of service.

It shall however, be open to the University authority to withhold permission to such employee to retire for the interest of the University and may also waive the condition of 3 months Notice

25.1 The University authority shall have the right to retire an employee from service on completion of 30 years of qualifying service by giving three months notice or 3 months pay in lieu thereof, on public interest.

26.0 Termination :

The service of a temporary University employee is liable to be terminated at any time with one month's notice , or on payment of one month's pay thereof from the either sides. The termination notice may be given by the appointing authority to the employee or by the employee to the appointing authority.

26.1 The following procedure shall be followed by the appointing authority while serving notice of termination of service on any University employee:

a) The notice shall be delivered to the employee in person.
b) Where personal delivery is not practicable, the notice shall be served by registered post with acknowledgement due at the address available with the University.
c) If notice sent by registered post is returned undelivered the notice shall be; published in the News Paper.
d) No reason for termination need be given in the termination notice.

27.0 The services of a temporary University servant can be terminated while he is under suspension or the departmental proceedings are pending against him.

28.0 Cases of leave encashment etc. on termination and resignation shall be decided as per Central Government Rules prescribed from time to time.

29.0 Cases not covered by this Statute shall be decided by the Vice-Chancellor/Board of Management in accordance with provisions in the F.R. & S.R. of the Government of India.

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STATUTE NO. - 48

(Adopted by the Board of Management vide Resolution No. B/96/2/4.4(6) dt. 27.6.96 and Resolution No.B/96/4/2.10 dt. 28.12.96 approved by the Visitor vide MHRD letter No F.14-23/96-Desk(u) Vol-III dt. 21.5.97 & F.14-23/96-Desk (U) dt: 20/4/2000)

Statute on Building Committee in conformity with the UGC Guide lines

1.0 There shall be a Building Committee consisting of the following –

(i)	The Vice-Chancellor, T.U. or his nominee not below the rank of a Professor	- Chairman
(ii)	One representative of the Assam PWD not below the rank of a Superintending Engineer.	- Member
(iii)	One representative of the Board Of Management of the University.	- Member
(iv)	One representative of the Planning & Academic Committee	- Member
(v)	Two experts to be nominated by the Board of Management	- Member
(vi)	Finance Officer of Tezpur University	- Member
(vii)	University Engineer of the University	- Member
(viii)	University Architect/ Govt. Architect	- Member
(ix)	Registrar of the University	- Member Secretary.
(x)	One representative of the user Department (s).	- Member

2.0 Five members shall form the quorum for the meeting . Provided that the plans and estimates of any construction project must be approved by the Building Committee in a meeting where the representative of the PWD/CPWD must be present.

3.0 Functions of the Building Committee :

3.1 The Building Committee shall be responsible for finalising the plans and estimates, Tenders of various construction projects approved by the University Grants Commission and for ensuing completion of the projects in accordance with the accepted plans and estimates and proper utilisation of the grants received from different agencies and the UGC.

3.2 The Building Committee shall see that all construction projects are undertaken as per UGC guide lines.

3.3 The building committee shall perform such other functions as may be entrusted to it by the Board of Management, Tezpur university.

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STATUTE NO.– 49

(**Adopted by the Board of Management vide Resolution No. B/96//2/4.4(7) dt. 27.6.96 and approved by the Visitor vide MHRD letter No.F.14-7/96-Desk(U) dated 04.11.96)**

On Constitution, Power and functions of the Board of Management under Section 19(2) read with Section 27(2) and Section 43I of the Act.

1.0 The Board of Management shall be composed of

(i) Vice-Chancellor	- Chairman
(ii) Pro Vice-Chancellor	- Member
(iii) One Dean of Schools, by rotation on seniority basis to be nominated by the Vice-Chancellor	- Member
(iv) One Professor who is not a Dean of School by rotation on seniority basis to be nominated by the Vice-Chancellor	- Member
(v) One Reader by rotation on seniority basis to be nominated by the Vice-Chancellor	- Member
(vi) One lecturer by rotation on seniority basis to be nominated by the Vice-Chancellor	- Member
(vii)One lady of distinction of academic and public life to be nominated by the Vice-chancellor	- Member
(viii) 4(four) persons of distinction in academic and public to be nominated by the Visitor.	- Member

Five members of the Board shall form the quorum for a meeting.

2.0 All members of the Board of Management other than the Vice-Chancellor and the Pro-Vice-Chancellor of Tezpur University shall hold office for a period of three years .

3.0 In absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meeting.

4.0 The Registrar shall be the Ex-officio Secretary of the Board of Management.

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5.0 The Meeting of the Board of Management shall be held as and when necessary but there shall be at least four meetings in a year.

6.0 The Registrar with the approval of the Vice-Chancellor shall notify the date of the meeting with the Agenda at least 21 (Twenty one) days before the date of the Meeting.

7.0 Notice for an adjourned Meeting may be issued at least 10 days before the date of the Meeting.

8.0 No Quorum shall be required for an adjourned Meeting.

9.0 The minutes of the Meeting of the Board of Management shall be circulated at least one month before the next meeting to the members.

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STATUTE NO.- 50

(On constitution of the Academic Council, the term of office of its members and its powers and functions under Section 21 (2), 26 (a) and 27 (2) of the Tezpur University Act, 1993).

(***Adopted by the Board of Management vide Resolution No. B. 44/2005 /2/3.11 dt: 17/06/05 and approved by the visitor vide MHRD's letter No. F.14-3/2006-Desk (U) dated 03.02.2006)***

1.0 **Constitution of the Academic Council** .

The Academic Council shall consist of the following members, namely

(i) The Vice-Chancellor shall be the Ex-officio Chairman of the Academic Council (under Statute 3 (1)).

(ii) The Pro Vice-chancellor.

(iii) All Deans of School of Studies, Dean of Students' Welfare .

(iv) Two Professors by rotation on seniority basis to be nominated by the Vice-Chancellor.

(v) All Heads of Departments/ Centres.

(vi) Two Readers by rotation on seniority basis to be nominated by the Vice-Chancellor.

(vii) Two lecturers by rotation on seniority basis to be nominated by the Vice-Chancellor.

(viii) Three distinguished academicians to be nominated by the Board of Management.

(ix) One representative each from

(a) Ministry of Human Resource Development, Government of India.

(b) University Grants Commission.

(c) North Eastern Council.

(d) The State Government of Assam (Education, Science & Technology Department).

(x) The Controller of Examinations and the Librarian.

(xi) The Registrar shall be the Ex-officio Secretary (under Statute (6)).

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2.0 Term of office of the members.

All members of the Academic Council, other than ex-officio members shall hold office for a term of three years.

3.0 Powers and functions of the Academic Council.

The Academic Council shall be the principal academic body of the University (under Statute 21 (1) of the Act.

Subject to the provisions of the Tezpur University Act, 1993, the first Statutes and Ordinances, the Academic Council shall in addition to the powers vested in it, have the following powers, namely.

(i) to advise the Board of Management on matters relating to the University academic activities, that is to say, framing of admission and recruitment policies

And

(ii) the powers vested in it under Statute 15,

Reproduced as below

(a) to exercise general supervision over the Academic Policies of the University and to give directions regarding methods of instructions, cooperative teaching among colleges and institutions, evaluation of research or improvements in academic standards.

(b) to bring about inter school coordination, to establish or appoint committees and Boards, for taking up project on an inter school basis.

(c) to consider matters of general academic interest either on its own initiative or on the reference by a School or the Board of Management and to take appropriate action there on.

And

(d) to frame such regulations and rules consistent with the Statutes and Ordinances regarding the academic functioning of the University, discipline, residences, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

4.0 Number of meetings.

The Academic Council shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in a year.

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5.0 <u>Quorum for meetings of the Academic Council.</u>

Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council (under Statute 14).

6.0 <u>Procedures of the meeting.</u>

(i) The Registrar with the approval of the Vice-chancellor shall notify the date of a meeting with the agenda at least 21 days before the date of the meeting. However, in the case of emergency the meeting may be called giving three days intimation.

(ii) Notice for adjourned meeting may be issued at least seven days before the date of the meeting.

No quorum shall be required for an adjourned meeting.

(iii) The minutes of the meeting shall be circulated within three weeks from the date of the meeting held.

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STATUTE NO.-51

(O***n constitution of the Planning Board, the term of office of its members and its powers and functions under Section 22 (2), 26 (a) and 27 (2) of the Tezpur University Act, 1993).***

(***Adopted by the Board of Management vide Resolution No. B. 44/2005 /2/3.11 dt: 17/06/05) and approved by the visitor vide MHRD's letter No. F.14-3/2006-Desk (U) dated 03.02.2006)***

1.0 <u>Constitution of the Planning Board</u>.

The Planning Board shall consist of the following members namely

(i) The Vice-Chancellor shall be the Ex-officio Chairman of the Planning Board (under Statute 3 (1)).
(ii) All Deans of Schools of studies and Dean of Students' Welfare.
(iii) Six teachers to be nominated by the Academic Council with at least one teacher of each rank.
(iv) One representative each from the
  (a) Ministry of Human Resource Development, Government of India.
  (b) University Grants Commission.
  (c) North Eastern Council.
  (d) The State Government of Assam. (Education, Science & Technology, Department).
(v) Two eminent persons from the field of education and industry to be nominated by the Board of Management.

Controller of Examinations, Finance Officer and Librarian shall be the permanent invitees. The Registrar shall be the ex-officio Secretary of the Planning Board (under Statute 6).

2.0 <u>Term of office of the members</u> :

All members of the Planning Board other than ex-officio members shall hold office for a term of three years.

3.0 <u>Powers and functions of Planning Board</u>.

(i) The Planning Board shall be the principal Planning body of the University (under Section 22 (1) of the Act).

(ii) The powers and functions of the Planning Board as provided under Statute 16 (1) (a) (b) (c) (d), (2) (3) (4) (5) are reproduced below.

(a) Reviewing the educational programmes offered by the University.

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(b) Organising the structure of education in the University so as to provide opportunities tom students to offer different combinations of subjects appropriate for the development of personality and skills for useful work in society.
(c) Creating an atmosphere and environment conducive to value-oriented education ; and
(d) Developing new teaching-learning processes which will combine the lectures, tutorials, seminars, demonstrations, self-studies and collective practical projects.

(2) The Planning Board shall have the power to advise on the development of the University and review the progress implementation of programmes so as to ascertain whether they are on the lines recommended by it and shall also have the power to advise the Board of Management and the Academic Council on any matter in connection therewith.

(3) The Academic Council and the Board of Management shall be bound to consider the recommendations of the Planning Board and shall implement such of the recommendations as are accepted by it.

(4) Such as those recommendations of the Planning Board as have not been accepted by the Board of Management or the Academic Council under clause (3) shall be submitted by the Vice-chancellor along with the recommendations of the Board of Management or the Academic Council, to the Visitor for advice and the advice of the Visitor shall be implemented by the Board of Management or the Academic Council, as the case may be .

(5) The Planning Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.

4.0 Number of meetings.

The Planning Board shall meet at such intervals as it shall deem expedient, but it shall meet at least twice in a year.

5.0 Quorum for meetings of the Planning Board.

Seven members of Planning Board shall from quorum for a meeting of the Planning Board.

6.0 **Procedure of the meetings.**

(i) The Registrar with the approval of the Vice-Chancellor shall notify the date of a meeting with the agenda at least 21 days before the date of the meeting.

(ii) Notice for adjourned meeting may be issued at least seven days before the date of the meeting.

No quorum shall be required for an adjourned meeting.

(iii) the minutes of the meeting shall be circulated within three weeks from the date of the meeting held.

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STATUTE NO.- 52

On appointment, Functions and Responsibilities of the Dean of Students' Welfare

(*Under Section 27(2) and Statute 39, (1)(i) of Tezpur University act)*

(Approved by the Board of Management vide Resolution No. B. 52/ 2008/1/3.12 dated 13/05/08 and noted by the Government vide MHRD letter F. No. 14-5/ 2008- Desk -(U) dated 06/02/09)

1.0 Name of the Post and appointment:

There shall be a Dean of Students' Welfare (DSW) to be appointed by the Vice Chancellor from amongst the Teachers not below the rank of a Reader. The Dean will perform duties as mentioned in para 2.0 below in addition to his/ her normal duties of a teacher of the university.

2.0 Functions and Responsibilities:

1.1 The Dean of Students' Welfare shall be the Ex-Officio Chairman of the Students' Council as per Statute 39, Clause (1) (i) of Tezpur University Act.

1.2 Dean of Students' Welfare shall be the Ex-Officio Chairman of the Committee for Students' Welfare Fund.

1.3 Dean of Students' Welfare shall:

i) co-ordinate the admission of students to university hostels;
ii) appoint Wardens to the Students' Hostels on recommendation of the Screening Committee;
iii) deal with the matters of management, overall discipline including living conditions in the hostels;
iv) co-ordinate the selection of conveners for various sub-committees constituted by the Students' Council;
v) nominate Faculty –in –Charge to various sub- committees constituted under Students' Council;
vi) nominate student representatives to various bodies of the university, if required so, and also to other agencies/ departments for various academic and co-curricular activities;
vii) be in overall in-charge of the management of funds sanctioned for Sports and Cultural activities;
viii) organize programmes/activities leading to strengthening of the students - teachers, students - employees and students – society relationships;
ix) co-ordinate the process of selection of students for awards, prizes, etc.

2.0 Term of Office:

i) The Dean of Students Welfare shall hold office for a term of three years from the date of assuming the charges and shall be eligible for re-appointment.

ii) When the Office of the Dean of Students' Welfare is vacant for resignation or when the Dean is, by reason of illness, absence or for any other cause, unable to perform the duties, the duties of the office shall be performed by any other teacher not below the rank of a Reader, as the Vice Chancellor may appoint for the purpose till the appointment of a new Dean of Students' Welfare.

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STATUTE NO.- 53

On appointment, Powers and Functions of the Dean of Research & Development (Under Clause 26 and 27 (2) of Tezpur University Act, 1993)

(Approved by the Board of Management vide Resolution No. B. 53/ 2008/3/2.5 dated 23/12/08 and noted by the Ministry vide MHRD letter F. No.14-7/2009-Desk (U) dated 05/10/09)

1.0 Name of the Post and appointment:

There shall be a Dean of Research & Development (R&D) to be appointed by the Vice Chancellor from amongst the Teachers not below the rank of Professor. The Dean shall perform duties in addition to his/ her normal duties as teacher of the university.

2.0 **Functions& Responsibilities:**

2.1 The Dean of Research & Development (R&D) shall be responsible for planning of research activities of the university in consultation with all Deans, Heads and Vice Chancellor of the University.

2.2 Dean, R&D shall make an overview of research projects to be submitted to various agencies by the faculty of the university to ensure that a project is in order.

2.3 Dean, R&D shall co-ordinate all research activities of the university and shall take up the related matters with the university authority.

2.4 Dean, R&D shall be the ex-Officio Chairperson for all selection committees for selection of Research Fellows/ Project Fellows/ Associates etc.

2.5 Dean, R&D shall monitor the progress of research projects carried out in the university, and report to Academic Council/ Board of Management as may be required from time to time.

2.6 Dean, R& D shall take steps for Industry- Academy interaction / interfacing for R&D activities.

2.7 Dean, R & D shall co-ordinate the Summer Projects of students covered by fellowship from INSA and other agencies/ Academics.

2.8 Dean, R&D shall look after all R&D consultancy projects undertaken by the faculty and any other technical staff of the University.

2.9 Dean R & D shall assist the Vice Chancellor on all aspects related to R & D programme of the University.

3.0 Term of Office:

(i) The Dean, R&D shall hold office for a term of three years from the date of assuming the charges and shall be eligible for re-appointment.

(ii) When the Office of the Dean of R&D falls vacant for resignation or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the office shall be performed by any other teacher not below the rank of a Professor, as the Vice Chancellor may appoint for the purpose or till the appointment of a new Dean of R&D.

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