ORDINANCE NO.-1

Ordinance No-1 (As amended by the Board of Management vide Resolution No. B/44/2005/2/3.8 dt. 17/06/2005 and noted by the MHRD's letter No.F.14-6/ 2005-Desk(U) dt.25/07/2006)

On establishment of Schools of Studies - School Boards under Statutes 17(1), (2), (3),(4) 5(a)

1.0 There shall be the following Schools of Studies and School Boards under Statutes 17 (1) (2) (3) (4) and 5 (a) of the Second Schedule

A. The School of Science and Technology

B. The School of Energy, Environment and Natural Resources.

C. The School of Humanities and Social Sciences.

D. The School of Management Sciences.

E. The School of Engineering

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2.0 Each School shall consist of the Departments assigned to it hereunder:

A. Departments under the School of Science and Technology

1. Department of Physics.
2. Department of Chemical Sciences.
3. Department of Mathematical Sciences.
4. Department of Molecular Biology and Biotechnology.
5. Department of Food Processing and Technology

B. Departments under the School of Energy, Environment and Natural Resources

1. Department of Energy
2. Department of Environmental Studies
3. Department of Earth Science.

C. Departments under the School of Humanities and Social Sciences

1. Department of English and Foreign Languages
2. Department of Cultural Studies.
3. Department of Mass Communication and Journalism
4. Department of Sociology
5. Department of Modern Indian Languages

D. Departments under the School of Management Sciences

1. Department of Business Administration
2. Department of Banking and Financial Management
3. Department of Commerce
4. Department of Business Economics

E. **Departments under the School of Engineering**

1. Department of Computer Science & Engineering
2. Department of Electronics & Communication Engineering
3. Department of Mechanical Engineering
4. Department of Planning & Architecture
5. Department of Civil Engineering
6. Department of Chemical Engineering.
7. Department of Electrical Engineering
8. Department of Biomedical Engineering
9. Department of Agricultural Engineering
10. Department of Environmental Engineering
11. Department of Automobile Engineering

3.0 The Dean of School shall be the Head of the School as specified under Statute 7(1) of the Second Schedule.

4.0 The Controller of Examinations/ Academic Registrar / Deputy Registrar / Assistant Registrar (Academic) of the Tezpur University shall act as the Secretary of the School Board and render assistance to the Dean of the School in conducting the meeting and implementation of the decision of the Board including maintenance of continuous records.

5.0 School Boards

5.1 **Every School shall have a School Board. The School board shall consist of :**

a)	The Dean of the School concerned	-	Chairman
b)	The Heads of all the Departments under the school	-	Member
c)	The Controller of Examinations / Academic Registrar Dy. Registrar/Asstt. Registrar (Academic)	-	Ex Officio Secretary

5.2 **Power & Functions of the School Boards :**

It shall be the responsibilities of the School Boards to translate the enshrined objectives of the University into realities. The School Board shall recommend to the **Academic Council** such courses of Studies and Research Programmes so as to play a positive role in the development of the North-Eastern Region in particular and the State of Assam in general, besides, encouraging national integration through study and research in the field of cultural heritage and diverse ethnic linguistic and tribal culture of the state. Due importance should be given to scientific and technological education and research, distance education techniques, modern communication technologies to reach the large segments of uneducated population etc. relevant to the needs of the region.

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5.3 The Board shall co-ordinate teaching and research works in the Departments and Centres assigned to the School.

5.4 The School Board shall consider and recommend to the Academic Council proposals for creation and abolition of teaching posts for the departments under it.

5.5 The Board shall recommend to the Academic Council the names of examiners / Moderators on the basis of proposals of the Board of Studies.

5.6 The School Board shall recommend the names of Examiners for the research degrees.

5.7 The Board shall frame general rules for the continuous evaluation of the students under it.

5.8 The Board shall encourage inter-disciplinary research and may appoint Committee to organise teaching and research of such nature.

5.9 The Board shall perform all other functions as may be prescribed under the Act, Statutes or Ordinances and as may be directed by the Planning and Academic Committee or Academic Council or the Board of Management and the Vice-Chancellor from time to time.

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6.0 Meeting of School Boards:

6.1 The meetings of the School Boards shall be convened by the respective Deans of the Schools at the interval of 2 (two) months to review the performance and progress of teaching and research in the Departments under it.

6.2 Notice for the meeting of the Board shall be issued at least 10 days before the day fixed for the meeting.

6.3 Special meeting of the Board may be called at any time by the Dean concerned on his/her own or at the suggestion of the Vice-Chancellor with at least 24 hours notice.

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ORDINANCE NO.- 2

(**Adopted by the Board of Management vide Resolution No. B/96/2/4.4(2) dt. 27.6.96 and noted by the Government vide MHRD letter No. F.14-24/96-Desk(U) dt. 30.10.96)**

On Powers and Functions of the Deans of Schools under Statute 7(3) and 7(4) included in the Second Schedule of the Act

The Dean shall have the following powers and function :

1.0 To convene and conduct the meeting of the School Boards.

2.0 To coordinate and generally supervise the teaching and research work in the school through the Head of the Departments/Centres.

3.0 To take steps to promote modular and inter-disciplinary teaching and research wherever necessary.

4.0 To maintain discipline in the School through the Heads of the Departments/Centres.

5.0 To cooperate with the University in the conduct of the University examinations in respect of the students of the School in accordance with such conditions as may be given by the School Board or the Planning and Academic Committee.

7.0 To take steps and to give effect to the decisions and recommendations of the School Board.

8.0 To perform such other duties as may be assigned to him by the Board of Management, the Planning and Academic Committee or the Vice-chancellor.

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ORDINANCE NO.- 3

(**Adopted by the Board of Management vide resolution No. B/96/2/4.4(3) dt. 27.06.96 and noted by the Government vide MHRD letter No. F.14-24/96-Desk(U) dt. 30.10.96)**

Ordinance on Powers and Functions of the Heads of the Departments included in the Second Schedule of the Act, under Statute No.8(5)

1.0 The Head of the Department shall convene and preside over the meetings of the Board of Studies/Department and shall function under the general supervision of the Dean of School.

2.0 Shall implement the decision of the School Board and the Board of Studies.

3.0 Shall be the in-charge of the Departmental Library.

4.0 Organise teaching and research works in the Department.

5.0 Supervise and conduct all examinations of the Department.

6.0 Frame the time table in conformity with the allocation of the teaching work made by the Department.

7.0 Maintain discipline in the Class room and Laboratories through the teacher.

8.0 Assign to the teachers in the Department such duties as may be necessary for proper functioning of the Department.

9.0 Assign work to exercise control over the non-teaching staff in the Department.

10.0 To keep records of continuous internal evaluation of class examinations, attendance etc. of the students as prescribed, and to forward the records of such evaluation in time to the Controller of Examinations for necessary action.

11.0 Perform such other duties as may be assigned to him by the Dean, Board of Studies and the Vice-Chancellor.

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ORDINANCE NO. – 4

(**Adopted by the Board of Management vide Resolution No. B/96/2/4.4(4) dt.27.6.96 and noted by the Government vide MHRD letter No.F.14-24/96-Desk(U) dt. 30.10.96)**

On Board of Post-Graduate Studies under Statute 18(2) included in the Second Schedule of the Act.:

1.0 Composition :

(i) The Head of the Department	-	Chairman & Convenor
(ii) All full time teachers in the Department	-	Member
(iii) 2(two) experts to be nominated by the Vice-Chancellor in consultation with the Head of the Department	-	Member

Dean of the School may be present as provided under Statute 7(4) included in the Second Schedule of the Act.

Provided that the function of the Board of Post Graduate Studies during the period of first 3 years shall be performed by the Department.

2.0 Term of Office :

The term of office of the nominated members of a Board of Studies shall be 3 years.

3.0 Powers and Functions :

3.1 To coordinate teaching and research work(s) in the Department.

3.2 To prepare the course of studies and submit the same to the school Board for consideration and recommendation to the Planning and Academic Committee for approval.

3.3 To prepare and submit to the School Board the panel of examiners for Post-Graduate courses.

3.4 To recommend to the School Board for creation and abolition of teaching and academic posts.

3.5 To consider schemes for the advancement of the standard of teaching and research and to submit such proposals to the School Board.

3.6 To prepare the time table of a Department and submit the same to the Vice-Chancellor for consideration and approval.

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3.7 To perform all other functions which may be prescribed by the Act, Ordinances, Statutes and Regulations and to consider all such matters as may be referred to it by the Board of Management, Planning and Academic Committee, School Board or the Vice-Chancellor.

4.0 **Meeting of the Board of Studies**:

The Board of Studies shall meet in the months of August and November in the Autumn Semester and in January and April in the Spring Semester. Special meeting, if and when necessary may be called at the suggestion of the Vice-Chancellor. Notice for holding meetings of the Board of Studies, formation of quorum, rules for conduct of the meeting and such other matters shall be prescribed by the Regulation.

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ORDINANCE NO. - 5

(Adopted by the Board of Management vide resolution No. B/96/2/4.4(5) dt. 27.6.96 and Resolution No.B/96/4/2.10 dt. 28.12.96 and noted by the Government vide MHRD letter No.F.14-24/96-Desk(U) dt.12.01.98)

Ordinance on creation of post, appointment and emoluments and manner of Selection of Administrative, Ministerial and Other staff of the University under Section 28(j) of the Act and under Section 12(2) III of the Statutes under Second Schedule (other than those posts for whom provisions have been made under the Statutes)

1.0 A. General Provision :

a) Group of posts as per existing scale of pay as on 1.1.96 (Non teaching staff) or as may be revised from time to time.

(i) Group A posts : The minimum of whose Scale of pay is Rs.2200/- and above.

(ii) Group B Posts : The minimum of whose scale of pay is Rs. 2000/-

(iii) Group C Posts : The minimum of whose scale of pay is Rs.950/- and above but below Rs.2000/-

(iv) Group D Posts : The maximum of whose scale of pay does not exceed Rs. 1200/-

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B. Nature of posts :

A post may be permanent, temporary or a tenure post. A permanent post means a post carrying a definite scale of pay sanctioned without any limit of time and is intended to continue indefinitely. A temporary post means a post carrying a definite rate of pay or scale of pay sanctioned for a limited period of time only and cannot continue indefinitely. A tenure post means a permanent post which the same incumbent/ officer cannot hold for more than a fixed period of time.

2.0 Creation of Posts:

2.1 Proposals for creation of any post under any grade and of any nature may be submitted by the respective Heads of teaching Department or administrative officers to the Registrar with detailed particulars of duties and responsibilities proposed to be attached to the post, scale of pay, qualification and experience required and total number of existing employees of the same grade and cadre etc. The Registrar when satisfied, shall recommend such proposal to the Finance Officer for obtaining approval of the Finance Committee. The Board of Management shall create all such posts on recommendation of the Finance Committee.

2.2 Provided that the Board of Management shall have the authority to create any post without the recommendation of the Finance Committee. The recommendation of the Finance Committee shall not be binding on the Board of Management.

2.3 In the case of urgent and unforeseen needs the Vice-Chancellor may also create any temporary post of Grade 'D' for a duration not exceeding 11(eleven) calendar months and report the matter to Finance Committee and the Board of Management for making necessary provision in the Budget for the required period or to meet the expenditure by re-appropriation.

2.4 Notwithstanding anything contained in the above rules, creation of any post shall be subject to any guide-lines or direction that may be issued by the University Grants Commission from time to time. Any procedure that may be prescribed by the UGC for the creation of post and appointment there to shall be followed by the University.

3.0 Appointment :

3.1 Appointment to Group A Posts : Appointment to Grade A Posts, other than the Statutory Officers shall be processed through the Selection Committee as provided for under Section 20 of the Statutes (2nd Schedule) and constituted with the following members.

(1) Chairperson –	Vice-Chancellor
(2) Member –	1 (one) member of the Board of Management to be nominated by the BoM
(3) Member -	2 experts in the concerned field not in service of the University to be nominated by the Vice-Chancellor.
(4) Member-	Head of the Department/ Office/ Centre concerned.
(5) Member-	One SC/ST representative to be nominated by the Vice Chancellor.
(6) Member-	Representative of the Minority community to be nominated by the Vice Chancellor.
(7) Member-	Dean of the School concerned in case of posts related to academic departments/ centres.

5 (five) members shall form the quorum.

3.2 The recommendation of the Selection Committee shall be placed in the Board of Management for final approval. The Board of Management shall be the appointing authority for all Grade 'A' Posts.

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3.3 The Board of Management may approve a panel of candidates recommended for selection by the Selection Committee. Such panel shall remain valid for a period of one year from the date of approval by the Board of Management.

3.4 All Group'A' posts shall be advertised in one National Daily, and /or Employment News and one leading newspaper of the region. The detailed information and service conditions may be made available on the University website.

3.5 The Screening of applications received shall be done by a Committee to be constituted by the Vice Chancellor with reference to the terms and conditions of the advertisement. Applications found incomplete and not in accordance with the terms and conditions of the Advertisement shall be rejected.

The Screening Committee will decide on the criteria for screening taking into consideration the terms and conditions of the advertisement. In case of a large number of applicants the Committee may prepare a short list based on performance in screening tests, such as written test, group discussion, presentation etc. If required the committee may seek expert help for such test. In case of short listing the ideal ratio of posts to applicants will be 1:7.

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3.6 A detailed statement of all the candidates recommended by the Screening Committee shall be placed before the Selection Committee together with the original applications.

3.7 The Selection Committee shall make its recommendation from the list of candidates placed before it for consideration on the basis of records and performance in the interview. The Selection Committee shall decide its own method of evaluating the suitability of the candidates.

3.8 If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed qualification (s) and experience, it shall be so stated in the recommendation with reason(s) for such relaxation.

3.9 The Selection Committee may recommend higher initial pay to be offered to a deserving candidate for consideration of the Board of Management with reason (s) to be recorded in writing.

3.10 The proceeding of the Selection Committee shall be treated as "most confidential". Hence, only the members of the Selection Committee shall be present when the selections are deliberated upon and the recommendations made.

3.11 The recommendations of the Selection Committee may be considered by the Board of Management along with the original applications of the candidates for approval. Should the Board of Management consider it necessary to alter the preferential position of the candidates where more than one candidate is recommended in order of preference, it may do so with reason(s) to be recorded. The Board of Management may not accept the recommendations of the Selection Committee in which case the post shall be re-advertised.

3.12 In the case of temporary vacancy of less than a period of one year, if the Vice-Chancellor is satisfied that the post should be filled up immediately, the appointment may be made on purely temporary basis on the recommendation of the Selection Committee consisting of the following :

i)	Vice-Chancellor or a Professor nominated by the Vice Chancellor	Chairperson
ii)	Dean of the concerned School	Member
iii)	One member of the Board of Management to be nominated by the Vice-Chancellor.	Member
iv)	One expert to be nominated by the Vice Chancellor	Member
v)	The Head of the Administrative Office/ Department/ Centre	Member

3.13 The Vice-Chancellor shall report the matter to the Board of Management for consideration and approval.

3.14 In the case of appointment on promotion of employees moving from Group 'B' to Group 'A' or within the Group 'A' posts from a post with a lower scale to post with higher scale, the Selection Committee shall be as per CCS (CCA) Rules.

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4.0 Appointment to Group 'B' Posts

4.1 There shall be a Selection Committee for selection of candidates for appointment to Group 'B' posts (B Group Officers) of the University. The Committee shall be constituted with the following members:

i)	Vice-Chancellor or his nominee	Chairperson
ii)	One member of the BoM to be nominated by the BoM.	Member
iii)	Two experts not in University Service to be nominated by the Vice-Chancellor.	Member
iv)	One representative of SC/ST	Member
v)	One representative of Minority Community	Member
vi)	Head of the Department/ office/ Centre concerned	Member

4 (Four) members shall form the quorum.

4.2 The appointing authority shall be the Vice-Chancellor for all the posts of Group 'B' Officers.

4.3 The panel recommended by the Selection Committee shall remain valid for a period of one year from the date of approval by the competent authority.

4.4 All Group 'B' officers posts shall be advertised at least in two news papers – National Daily/ Local Daily/ Employment news with relevant particulars. The detailed information and service conditions made available at the University website.

4.5 Qualifications etc. shall be as prescribed by the Board of Management/Vice-Chancellor.

4.6 In the case of promotion to the Group 'B' posts from a lower Group or from a post with a lower scale within the Group, the Selection Committee shall be as per CCS (CCA) Rules.

5.0 Appointment to Group 'C' Posts :

5.1 There shall be a Selection Committee for selection of candidates for appointment to Group 'C' posts of the University. The Board shall be constituted as below:

i)	Vice-Chancellor or his nominee	Chairperson
ii)	One member of the Board of Management to be nominated by the Board of Management.	Member
iii)	The Head of the Department/Office concerned	Member
iv)	One expert to be nominated by the Vice-Chancellor	Member
v)	Registrar	Member
vi)	One representatives from SC/ST community to be nominated by the Vice Chancellor if not already included by virtue of i) to v) above	Member
vii)	One representative of minority community to be nominated by the Vice Chancellor, if not already included by virtue of i) to iv) above	Member

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5.2 Four members shall form the quorum.

5.3 The Vice-Chancellor shall be the appointing authority of all Group 'C' posts.

5.4 All vacancies in the Group 'C' posts shall be advertised in the Employment News and at least one regional daily newspaper.

5.5 The Screening of applicants shall be done by a Committee constituted by the Vice Chancellor to short list candidates for interview. If considered necessary, the Screening

Committee may recommend for a written test of the candidates and the candidates qualified in the written test may be called for interview by the Selection Committee.

5.6 The Selection Committee shall make its recommendations from the list of candidates in the interview.

5.7 Notice to the candidates for the interview shall be sent at least 15(fifteen) days before the date of interview by post. Candidates who fail to appear before the Selection Committee in time shall not be considered for appointment. The list of short listed candidates shall be placed on the University website.

5.8 The Selection Committee may decide its own method of evaluating the suitability of the candidates.

5.9 The report of the Selection Committee shall be treated as confidential". Hence, only the members of the Selection Board shall be present when selections are deliberated upon and recommendations made.

5.10 The recommendations of the Selection Committee shall remain valid only for a period of 12 months from the date of recommendation.

5.11 Appointment shall be made only after the approval of the recommendations by the Vice-Chancellor.

6.0 Appointment to Group 'D' Posts:

6.1 There shall be a Selection Committee to select Group 'D' staff for appointment to various Group 'D' posts of the University.

6.2 The composition of the Selection Board shall be as under:-

i)	Registrar	Chairperson
ii)	One member of the Board of Management to be nominated by the Board of Management	Member
iii)	One teacher to be nominated by the Vice-Chancellor	Member
iv)	District Employment officer, Tezpur or his nominee	Member
v)	One representative of SC/ST community nominated by the Vice-Chancellor if not already included by virtue of (ii) to (iv) above	Member
vi)	One representative of minority community to be nominated by the Vice Chancellor if not already included by virtue of (ii) to (iv) above	Member
vii)	Assistant Registrar(Estt.)	Secretary

Four members shall form the quorum.

6.3 The Registrar shall be the appointing authority for all Grade 'D' staff of the University.

6.4 All technical post of Grade 'D' staff shall be advertised in at least one local daily newspaper and all non-technical posts shall be notified in the Notice Boards of all the Departments/Offices and District Employment office. List of candidates shall be invited from the District Employment Exchange.

6.5 Applications shall be scrutinized category-wise by the Registrar or any other authorized officer. All eligible candidates shall be called for interview by the Selection Committee.

6.6 The administration shall prescribe different educational qualifications required for different posts of Grade 'D' staff on the basis of cadre Recruitment Rules and job requirement.

6.7 The proceeding of the Selection Committee shall be treated as "most confidential". Hence only the members of the Selection Committee shall be present when the selections are deliberated upon and the recommendations made.

6.8 The recommendation of the Selection Committee shall be reported to the Vice-Chancellor before appointment letters are issued.

6.9 The recommendations of the Selection Committee shall remain valid for a period of 12 months from the date of recommendation.

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7.0 Emoluments :

The scale of pay for the posts in various Groups like officers, Group 'C' and Group 'D' shall be as prescribed by the Board of Management on the basis of recommended scales of Government of India from time to time. Their pay shall be fixed in the respective scales of pay as per rules prescribed for the purpose by the CCS (CCA) Rules. In addition to pay all the staff shall be eligible to such other allowances as may be admissible to the employees of the Central Government. The Board of Management may decide the quantum of the allowances as and when necessary.

7.1 The Board of Management shall classify or group different posts as may be necessary.

7.2 In addition to pay and allowances, all the staff shall be eligible to such retirement benefits as may be prescribed by the UGC/ Govt. of India from time to time.

7.3 The Selection Committee may also recommend higher initial pay to any candidate considered deserving with reason to be recorded. The Board of Management shall consider and finalise such recommendation.

8.0 Promotion :

The Board of Management will devise when needed, means of promotion from posts with lower scale to posts with higher scale of pay within the same group and also from posts of lower group to higher group. The Board of Management shall also prescribe eligibility criteria for such promotional posts or else recommend compliance with CCS (CCA)/ UGC Rules as deemed necessary.

8.1 Provided that if there is no suitable candidate for promotion for an identified post in any grade, the post shall be filled up by direct recruitment.

8.2 Every appointment by promotion shall be on seniority-cum-suitability basis.

8.3 All Promotional cases shall be processed through the respective Selection Committees as prescribed separately.

8.4 The Selection Committee shall consider past service records, Annual confidential Report and specific confidential report relating to the proposed promotion.

8.5 There may be different cadres of posts within the same group of service. It will be necessary to identify the cadre for creating promotional channel from one post of lower cadre to a post in higher group/cadre. Considering the nature of duties, prescribed qualification, scale of pay attached and transferability of the employee, the Vice-Chancellor shall finalise the cadre of promotional channel of all Group 'C' &'D' staff of the University and submit such proposals for promotion of the administrative officers to the Board of Management for approval.

9.0 Reservation of posts for SC/ST/OBC /PWD etc. shall be made as per guidelines prescribed by the Govt. of India from time to time.

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ORDINANCE NO. – 6

(Adopted by the Board of Management vide Resolution No. B/96/2/4.4(6) dt. 27.6.96 and noted by the Government vide MHRD letter No.F.14-24/96-Desk(U) dt. 30.10.96)

Form of Contract under Statutes 25(2) of the Second Schedule :

Memorandum of agreement made this _____ day of _____ and_____ between Prof/Dr./Mr. _____ Son/Daughter/ Wife of _____ residence _____ aged _____ (hereinafter called the 'Teacher') on the first part, and the Tezpur University being a body corporate constituted under the Tezpur University Act, 1993 of Parliament (hereinafter called the "University") of the second part

1.0 Whereas the Board of Management in exercise of the power conferred on it by the said Tezpur University Act. 1993 appoints the party of the first part to serve as Professor/Reader/Lecturer, hereinafter called the Teacher, in the Tezpur University in the scale of pay of Rs._____ plus other allowances as admissible under rules with effect from _____ , the date of joining the post

And whereas the said Mr/Dr./Prof. _____ agrees to accept the said engagement in the Tezpur University with effect from _____.

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2.0 Now the parties hereto agrees as follows :
The teacher undertakes to take such duties in the University as may be required by and in accordance with the said Act. the Statutes and the Ordinance being in force, whether the same relate to organisation 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.

2.1 The teacher shall be on probation for a period of 12 months which may be extended so as not to exceed 24 months in all.

2.2 The University shall have the power to relax the provisions contained in sub paragraph 2.1 and shall also have the right to assess the suitability of the teacher for confirmation even before the expiry of the period of 12 months from the date of his/her appointment but not earlier than 9 months from that date.

2.3 If the University is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.

2.4 In case the University decides not to confirm the teacher whether at the end of the 12 months period of probation or at the end of the extended period of probation, as the case may be, the teacher shall be informed in writing, at least 30 days before the expiry

of that period that he/she would not be confirmed and would, consequently cease to be in the service of the University at the end of the period of his /her probation.

3.0 That the said …….. shall be a whole time teacher of the University and unless the contract is terminated by the Board of Management or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty (60) years or as prescribed by the MHRD/UGC from time to time.

4.0 That the University shall pay salary in the said scale of pay during the continuance of his/her engagement hereunder as remuneration for his her service a salary of Rs. ….. per mensem rising by annual increment of Rs……. to a maximum salary of Rs…… per mensem.

Provided that whenever there is any change in the nature of appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further, that no increment shall be withheld or postponed save by a resolution of the Board of Management on a reference by the Vice-chancellor to it and after the teacher has been given sufficient opportunity to make his/her written representation.

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5.0 That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University. Provided that no change in the terms and conditions of service of the 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, leave salary and removal from service so as to adversely affect him.

6.0 That the teacher shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached, but this prohibition shall not apply to the work undertaken in connection with the Examination of Universities or learned bodies or publication or radio talk or extension lecturers, or with the permission of the Vice-chancellor to do any other academic work.

7.0 That the said teacher agrees to observe the code of conduct formulated by the University on its teachers.

8.0 It is further agreed that this agreement shall not be liable to be terminated by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4), (5) and (6) of Statute 28 (reproduced below) :

8.1 Where there is an allegation of misconduct against a teacher, or a member of the academic staff, the Vice-chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Board of Management the circumstances in which the order was made.

Provided that the Board of Management may, if it is of the opinion, that the circumstances of case don't warrant the suspension of the teacher or a member of academic staff, revoke such order.

8.2 Notwithstanding anything contained in the terms of his/her contact of service or of his /her appointment the Board of Management shall be entitled to remove a teacher or a member of the academic staff on the grounds of misconduct.

8.3 Save as aforesaid, the Board of Management shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in lieu of notice.

8.4 No teacher or a member of the academic staff shall be removed under clause 8.2 or under clause 8.3 until he/she has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.

8.5 The removal of a teacher or a member of the academic staff shall require a two thirds majority of the members of the Board of Management present and voting.

8.6 The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made.

9.0 Any dispute arising out of the contract shall be settled in accordance with the provisions of clause 32(2) and (3) of the Tezpur University Act,1993.

"Any disputes arising out of the contract between the University and any teacher shall , at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Board of Management concerned, one member nominated by the employee concerned and an umpire appointed by the Visitor.

The decision of the Tribunal shall be final and no suit shall be in any Civil Court in respect of the matter decided by the Tribunal."

10.0 A teacher may, at any time, terminate his/her assignment 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.

11.0 On the termination of this agreement, for whatsoever cause, the teacher shall deliver to the University all books, apparatus, records and such other articles belonging to the University as may be due from him.

In witness whereof the parties hereto affix their hands and seal

Signature of the employee
Designation :

Signed and sealed
on behalf of the University
by Registrar, Tezpur University

In the presence of

1. Signature
   Designation

2. Signature
   Designation

In the presence of

1. Signature
   Designation

2. Signature
   Designation

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SCHEDULE

Name of the teacher in full :
Address:
Designation:
Salary Rs. In the grade of :

Note: The change in grade, salary on designation should be briefly described.
Change of Designation or Grade :
Date of approval of the Board of Management. :
Date from which change takes effect:
Signature of the teacher :
Signature of the Officer of the University :

ORDINANCE NO. – 7

(**Adopted by the Board of Management vide Resolution No. 96/2/4.4(7) dt. 27.6.96 and B.98/2/22 dt:14.6.97 and noted by the Government vide MHRD letter No. F.14-/96-Desk(U) dt. 30.10.96 & F.14-4/99-Desk (U) dated 2.3.2000)**

Ordinance on admission of students, course of studies, medium of instruction and examination leading to Master's Degree, (under Section 28(1), (b), (c) and (d) of the Tezpur University Act.)

1.0

1.1 Candidates who have passed the Bachelor Degree Examinations or equivalent degree examinations from a recognized University/Institute under the (10+2+3) pattern of study or any technical degree examination from a recognized University/Institute are eligible for admission to a Master's Degree course of this University.

1.2 The requirement of subject combination in the degree course or the discipline of study in case of a technical graduate, the minimum qualifying marks and other academic necessities for admission to a particular Master's Degree Course shall be laid down in the regulations/Syllabi of the concerned subject/Course.

1.3 Candidates eligible for admission to a Course may have to appear at an entrance test to be decided and conducted by the respective Department/ Centre.

2.0 The duration of study for a particular Master's Degree course shall be laid down in the syllabus for the concerned course.

3.0 The medium of instructions and examinations shall be English Provided that for Language subjects, if it is not otherwise required, the language of the concerned subject shall be the medium of instruction and examination.

4.0 The starting of a session for a course may be either from 16th January or from 24th July depending upon the subject and the course.

5.0

5.1 There shall be Semester/Trimester pattern of education and evaluation of the students where such academic year is divided into either two Semester or three Trimester as the case may be.

5.2 There shall be a winter break and a summer break each of 15(fifteen) days and 30(thirty) days duration from 1st January to 15th January and from 24th June to 23rd July respectively.

12.0 The dates of end semester/End Trimester examinations shall be notified by the Controller of Examinations.

Provided that the examinations, evaluation and declaration of the results shall be completed by 31st December or 23rd June as the case may be.

6.0 The syllabi and the details of the course of study shall be as approved by the School Board on the recommendation of the Board of Post Graduate Studies.

The guide lines for introducing a new syllabus or for modification of certain syllabus shall be laid down by Regulations. The Syllabus for each course of study shall include a list of text books framed as per guidelines given in the Regulations for preparation of syllabi.

7.0

7.1 Attendance of classes in the University is compulsory.

7.2 A student shall be eligible to appear in the End Semester/End Trimester examination at the end of each semester/Trimester only if he/she has pursued a regular course of study in the subject concerned and has attended at least 75% of the classes separately in each course/paper/unit (including theory and practical classes, Seminars, sessional works, unit test etc) held during the period.

Provided that the shortage in attendance upto a maximum of 5% may be recommended by the Departmental Advisory Committees for condonation to the Vice-Chancellor stating reasons for such recommendation and the decision of the Vice-Chancellor to condone or not to condone the short fall in attendance shall be final.

mgUCode

13.0 A student having more than 75% attendance shall be eligible to score marks for attendance subject to a maximum of 5
marks out of the total of 100 marks in a paper/unit in the following pattern:

Attendance in percentage	**Marks**
76-80	1
81-85	2
86-90	3
91-95	4
96-100	5

8.0 Evaluation of Students

8.1 The evaluation of a student is designed on the system of continuous assessment and evaluation. Thus there shall be continuous evaluation of the student through seminar work, project work, practicals, sessional work and unit test during the semester/Trimester and there shall be an End Semester/Trimester examination at the end of each Semester/Trimester. The final results shall be worked out by combining the marks of the continuous evaluation and of the End Semester/End trimester Examinations.

14.0 The distribution of papers and marks allotted to each Semester/Trimester shall be laid down in the syllabus of a course. Each paper/Unit shall be of 100 marks, 60% weightage in marks shall be given to continuous evaluation including 5% marks for attendance and 40% weightage to End Semester examination for each paper /unit. The 60% continuous evaluation marks shall be distributed as follows :

Unit Tests (At least two)	-	30	marks
Assignment/Class studies	-	15	marks
Project	-	5	marks
Attendance	-	5	marks
Internal Assessment	-	5	marks
Total	-	60	marks

8.3 A six point letter grade system as detailed in the regulations shall be employed to assess the performance of a student in various courses. A Semester Grade point Average (SGPA)/ Trimester Grade point average(TGPA) and to reflect the cumulative performance of a student from the first Semester/Trimester to the last, cumulative Grade point Average (CGPA) shall be calculated as per procedure laid down in the regulations.

8.4 A student who secures letter Grade F i.e. less than 45% marks shall be deemed to have been unsuccessful or failed in the paper/Unit.

IndiaCode

15.0 Candidate shall have to appear and qualify in both the continuous assessment and semester/ trimester End examination separately.

If a candidate fails to qualify in the continuous assessment separately in each unit in a semester/trimester he/ she shall be debarred from appearing in the term end examination and his /her name shall be struck off from the rolls of the University. Such a candidate can get himself/herself readmitted in the immediately next session's corresponding semester/trimester.

Such a readmitted candidate shall have to discontinue his/her studies if he/she fails to qualify in the continuous assessment in the second instance also.

16.0 A student who has failed in two or less number of papers/units but obtains a SGPA/TGPA of 6.0 or more in the other papers, exclusive of the papers/units in which the student has failed, shall be allowed to continue his/her studies in the next semester/Trimester.

Provided that the student must improve his/her marks in the failed papers/units at least to the passing grade in the make –up examination to be held before the immediate next End Semester/End Trimester examinations.

8.7 A student who was ineligible for Make-up Examinations or who has failed in the Make – up Examination of a particular Semester/Trimester as per the provisions of clause 8.6 of this Ordinance shall have to discontinue the class and may get himself/herself re-admitted in the immediately next corresponding Semester/Trimester.

Such re-admitted candidate shall have to discontinue his/her studies if he/she fails to pass the Semester/Trimester examination available to him/her at the first instance or the immediately next Make-up Examinations as may be available to him/her under the provisions of clause 8.6.

9.0 Audit Course :

9.1 There shall also be audit (Non–Credit) course(s) as prescribed in the syllabus.

9.2 A student shall have to secure at least letter Grade C in the Audit Course(s) examination in order to qualify himself/herself for award of a Degree.

9.3 A student may appear at an examination in Audit Course(s) to be held immediately after his/her admission and commencement of the Classes to qualify himself/herself in the Audit subject(s) or may attend Audit Classes in the concerned subject (s) and may appear the audit course (s) examination to be held at a later date.

Provided that if the student fails to secure letter Grade C in this examinations he/She shall have to attend Audit Classes and shall have to appear and pass the Audit course(s) examination at a suitable date later.

IndiaCode

10.0 Re-totaling/Re-evaluation :

A student may submit application in a prescribed form to the Controller of Examinations through the Head/In charge of the department along with the prescribed fees for re-totaling/re-evaluation of one or mores of his/her papers in any End Semester/ End Trimester examinations. The Controller of examinations shall take appropriate action on the matter and inform the student about the outcome in due course.

11.0 Award of Degree :

A student who successfully completes all the requirements as above shall be qualified for award of a Master's Degree by the University in the concerned subject.

Provided that a student shall be given a certificate to the above effect by the Registrar after the declaration of the results of his/ her last End Semester/End Trimester Examinations.

Provided further that the degree shall be conferred on him/her at the immediate next Convocation of the University.

12.0 Not more than one chance of readmission, as provided by the Ordinance shall be allowed to a candidate.

ORDINANCE NO. – 8

(**Adopted by the Board of Management Vide Resolution. No.96/2/4.4(8) dt. 27.6.96 and amended vide BoM resolution No. B.98/2/22 dated 14/06/97 and noted by the Government Vide MHRD letter No. F.14-24/96-Desk(U) dt. 30.10.96 & F.14-4/99-Desk (U) dt: 2.3.2000)**

(Ordinance on admission of students, course of studies, medium of instruction and examination leading to Post-Graduate Diploma/Post-Graduate Certificate (Under Section 28(1), (b), (c) and (d) of the Tezpur University Act)

1.0

1.1 Candidates who have passed the Bachelor Degree Examination or equivalent degree examinations from a recognized University/Institute under the (10+2+3) pattern of study or any technical degree examination from a recognized University/Institute are eligible for admission to a Diploma/Certificate course of this University.

Provided that deputed candidates having a Bachelor's Degree under the (10+2+3) pattern of education shall also be eligible for admission to a Diploma Course.

Also provided that depending upon the nature of the course candidates having a Bachelor's degree under the (10+2+3) pattern of education may also be eligible for admission.

IndiaCode

1.2 The requirement of subject combination in the degree course or the discipline of study in case of a technical graduate, the minimum qualifying marks and other academic necessities for admission to a particular Diploma/Certificate course shall be laid down in the Regulations/Syllabi of the concerned subject/ course.

1.3 Candidates eligible for admission to a course may have to appear at an entrance test to be decided and conducted by the respective department/centre.

2.0 The duration of study for a particular Diploma/Certificate course shall be laid down in the syllabus for the concerned course.

3.0 The medium of instructions and examinations shall be English.
Provided that depending upon the nature of the course of studies, Hindi and Assamese may also be used as the medium of instruction and examination in addition to English. However, the same shall be decided by the School Board on the recommendations of the Board of Post Graduate Studies.

4.0 The starting of a session for a course may be either from 16th January or from 24th July depending upon the subject and the course.

5.0

5.1 There shall be Semester/Trimester pattern of education and evaluation of the students where such academic year is divided into either two Semesters or three Trimesters as the case may be.

5.2 There shall be a winter break and a summer break each of 15(fifteen) days and 30(thirty) days duration from 1st January to 15th January and from 24th June to 23rd July respectively.

5.3 The dates of end semester/End Trimester examinations shall be notified by the Controller of Examinations.

Provided that the examinations, evaluation and declaration of the results shall be completed by 31st December or 23rd June as the case may be.

6.0 The syllabi and the details of the course of study shall be as approved by the School Board on the recommendation of the Board of Post Graduate Studies. The guidelines for introducing a new syllabus or for modification of certain syllabus shall be laid down by Regulations. The Syllabus for each course of study shall include a list of text books and other recommended books of study. Syllabus shall be framed as per guidelines given in the Regulations for preparation of syllabi.

7.0

7.1 Attendance of classes in the University is compulsory.

10.0 A student shall be eligible to appear in the End Semester/End Trimester examination at the end of each Semester/Trimester only if he/she has pursued a regular course of study in the subject concerned and has attended at least 75% of the classes separately in each course/paper/unit (including theory and practical classes, Seminars, sessional works, unit test etc) held during the period. Provided that the shortage in attendance upto a maximum of 5% may be recommended by the Departmental Advisory Committees for condonation to the Vice-Chancellor stating reasons for such recommendation and the decision of the Vice-Chancellor to condone or not to condone the short fall in attendance shall be final.

7.3 A student having more than 75% attendance shall be eligible to score marks for attendance subject to a maximum of 5 marks out of the total of 100 marks in a paper/unit in the following pattern:

Attendance in percentage	Marks
76-80	1
81-85	2
86-90	3
91-95	4
96-100	5

8.0

8.1 The evaluation of a student is designed on the system of continuous assessment and evaluation. Thus there shall be continuous evaluation of the student through seminar work, project work, practicals, sessional work and unit test during the semester/Trimester and there shall be an End Semester/Trimester examination at the

end of each Semester/Trimester. The final results shall be worked out by combining the marks of the continuous evaluation and of the End Semester/End Trimester examinations.

11.0 The distribution of papers and marks allotted to each Semester/Trimester shall be laid down in the syllabus of a course. Each paper/Unit shall be of 100 marks. 60% weight age in marks shall be given to continuous evaluation including 5% marks for attendance and 40% weight age to End Semester/End Trimester examinations for each paper /unit. The 60% continuous evaluation marks shall be distributed as follows :

Unit Tests (At least two)	-	30 marks
Assignment/Class studies	-	15 marks
Project	-	5 marks
Attendance	-	5 marks
Internal Assesment	-	5 marks
Total		**60 marks**

8.3 A six point letter grade system as detailed in the regulations shall be employed to assess the performance of a student in various courses. A Semester Grade point Average (SGPA)/Trimester Grade point average(TGPA) and to reflect the cumulative performance of a student from the first Semester/Trimester to the last, cumulative Grade point Average (CGPA) shall be Calculated as per procedure laid down in the Regulations.

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8.4 A student who secures letter Grade F i.e. less than 45% marks shall be deemed to have been unsuccessful or failed in the paper/Unit.

12.0 Candidate shall have to appear and qualify in both the continuous assessment and semester/ trimester End examination separately.

If a candidate fails to qualify in the continuous assessment separately in each unit in a semester/trimester he/ she shall be debarred from appearing in the term end examinations and his /her name shall be struck off from the rolls of the University. Such a candidate can get himself/herself readmitted in the immediately next session's corresponding semester/trimester.

Such a readmitted candidate shall have to discontinue his/her studies if he/she fails to qualify in the continuous assessment in the second instance also.

8.6 A student who has failed in two or less number of papers/units but obtains a SGPA/TGPA of 6.0 or more in the other papers, exclusive of the papers/units in which the student has failed, shall be allowed to continue his/her studies in the next semester/Trimester.
Provided that the student must improve his/her marks in the failed papers/units at least to the passing grade in the make –up examinations to be held before the immediate next End Semester/End Trimester examinations.

8.7 A student who was ineligible for Make-up Examinations or who has failed in the Make –up examinations of a particular Semester/ Trimester as per the provisions of clause 8.6 of this Ordinance shall have to discontinue the class and may get himself/herself re-admitted in the immediately next corresponding Semester/Trimester

Such re-admitted candidate shall have to discontinue his/her studies if he/she fails to pass the Semester/ Trimester examination available to him/her at the first instance or the immediately next Make-up Examination as may be available to him/her under the provisions of clause 8.6

9.0 Audit Course:

9.1 There shall also be audit (Non–Credit) course(s) as prescribed in the syllabus.

9.2 A student shall have to secure at least letter Grade C in the Audit Course(s) examination in order to qualify himself/ herself for award of a Diploma.

9.3 A student may appear at an examination in Audit Course(s) to be held immediately after his/her admission and commencement of the Classes to qualify himself/herself in the Audit Subject(s) or may attend Audit Classes in the concerned subject (s) and may appear the audit course (s) examination to be held at a later date.

9.4 It is provided that the Audit Course (s) shall not be insisted upon in the case of Certificate Courses.

IndiaCode

10.0 Re-totaling/Re-evaluation:

A student may submit application in a prescribed form to the Controller of Examinations through the Head/In charge of the department/Centre along with the prescribed fees for re-totaling/re-evaluation of one or more of his/her papers in any End Semester/ End Trimester examinations. The Controller of examinations shall take appropriate action on the matter and inform the student about the outcome in due course.

11.0 Award of Diploma/Certificate:

A student who successfully completes all the requirements as above shall be qualified for award of a Diploma/Certificate by the University in the concerned subject.

12.0 Not more than one chance of readmission, as provided by the Ordinance shall be allowed to a candidate.

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ORDINANCE NO. – 9

(**Adopted by the Board of Management vide Resolution No. B/96/2/4.4(9) dt. 27.6.96 and No.B/96/4/2.10 dt. 28.12.96 and noted by the Government vide MHRD letter No.F 14-24/96-Desk (U) dated 12/01/98 and modified by the Board of Management vide Resolution No. B. 37/2003/3/8 dt: 15/10/03 and B. 45/ 2005/3/5 dt: 20/09/05 and noted by the Ministry vide MHRD letter F. No. 14-2/ 2004-Desk (U) dt: 02/06/09)**

Emoluments, terms and conditions of service of the Registrar:

(Under Section 15(1)(2) of the Act and Statutes No. 5(3) of the Second Schedule)

1.0 The Registrar shall be a whole time officer of the University as per the Statute.

2.0 The Registrar shall draw pay in the scale of pay as prescribed by the Ministry of HRD and the UGC from time to time.

Provided further that in the event of the office of the Registrar being filled up by obtaining services of a person on deputation from the Govt. of Assam / India. or other Organisation/ Institute, the salary and other allowances and service condition shall be regulated as per deputation rules of the Govt. of India.

In the event of opting for the University scale of pay by the officer on deputation, the officer concerned shall have to opt for the same within a period of three months from the date of joining.

3.0 The Board of Management may offer higher initial pay on the recommendation of the Selection Committee to an exceptionally suitable candidate by way of giving additional increments as per rules of Govt. of India.

4.0 The Registrar may be provided staff quarter as per his/ her entitlement without furnishing the house. He/ she will not get HRA and License fee will be charged as per norms of Govt. of India.

5.0 The Registrar shall use official pool car for his official work provided no transport allowance is given.

6.0 The Registrar shall be eligible to earned leave, half pay leave and other form of leave as per the Employees Leave Rules of the University as admissible to permanent employees.

7.0 Encashment of earned leave shall be allowed to the Registrar as per University Rules for the number of days of unutilised earned leave at his/her credit at the end of term of office, subject to a maximum of 300 days in all and provided that the Registrar completes the tenure of his her/ appointment.

IndiaCode

8.0 In the event of death of the Registrar during the tenure of service, the leave encashment shall be paid to his/her family even though the Registrar does not complete the terms of appointment.

9.0 Other retirement/terminal benefits shall be admissible as per the Statutes of the University for Retirement benefits of the Employees.

10.0 The Registrar shall be appointed in accordance with the terms and conditions laid down in the Act and the Statutes.

11.0 The prescribed qualification and experience etc. of the Registrar shall be determined by the University Grants Commission from time to time on all India basis. The same shall be applicable in this University.

12.0 The Advertisement for the post of Registrar shall be made in at least three News Papers out of which one must be of National News paper.

13.0 In case of non-availability of suitable candidates through the open advertisement, the Selection Committee may suggest appointment of a suitable person on deputation from the Central/ State Government or from other reputed educational Institute/Institutions to the BoM.

IndiaCode

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ORDINANCE NO. – 10

(Adopted by the Board of Management vide Resolution No. B/96/2/4.4(10) dt. 27.06.96 & noted by the Government vide MHRD letter No. F.14-24/96-Desk (U) dt. 30.10.96 and modified by the Board of Management vide Resolution No. B. 37/ 2003/3/8 dt: 15/10/03 and B. 45/ 2005/3/5 dt: 20/09/05 and noted by the Ministry vide MHRD letter F. No. 14-2/ 2004-Desk (U) dt: 02/06/09)

Emoluments, terms and conditions of service of the Finance Officer.

(Under Section 16 of the Act and Statute 6(3) of the Second Schedule)

1.0 The Finance Officer shall be a whole time salaried Officer of the University as per Statute.

2.0 The Finance Officer shall receive pay in the scale of pay as prescribed by the Ministry of HRD and UGC from time to time.

Appointment of Finance Officer may be made by drawing officers belonging to the Audit and Accounts or other similar resources on deputation and his / her pay scales will be fixed in accordance to rules/ norms framed by Ministry of HRD and UGC from time to time.

In the event of opting for the University scale of pay by the officer on deputation, the officer concerned shall have to opt for the same within 3 months from the date of joining.

IndiaCode

3.0 The Board of Management may offer higher initial pay on the recommendation of the Selection Committee to an exceptionally suitable candidate by way of giving additional increments as per rules of Govt. of India.

4.0 The Finance Officer may be provided staff quarter as per his/ her entitlement without furnishing the house. He/ she will not get HRA and License fee will be charged as per norms of Govt. of India.

5.0 The Finance Officer will be allowed to use office pool cars on official duties.

6.0 The Finance officer shall be eligible to earned leave, half pay leave and other form of leave as per the Employees Leave Rules of the University, as admissible to permanent employees.

7.0 Encashment of earned leave shall be allowed to the Finance Officer as per the University Rules for the number of days of unutilised earned leave at his/her credit at the end of the term of office, subject to a maximum of 300 days in all and provided that the Finance Officer completes the tenure of his/her appointment.

8.0 In the event of death of the Finance Officer during the tenure of service, the leave encashment shall be paid to his/her family even though he/she does not complete the tenure of appointment.

9.0 The Finance Officer shall be eligible to other retirement/terminal benefits as per Statutes on Retirement Benefits of the University.

10.0 The Finance Officer shall be appointed in accordance with the terms and conditions laid down in the Act and the relevant Statutes.

11.0 When the post of Finance Officer falls vacant the Registrar shall float an advertisement in at least three news papers out of which one shall be National News paper. The advertisement shall mention the required qualification, experience and all the terms and conditions of service as laid down in the Statutes and Ordinances of the University.

12.0 **Qualification and experiences**:

The applicant for the post of Finance Officer should possess qualifications and experiences as laid down hereunder:

12.1 He/She must have at least a high second class Master's degree in Commerce/Financial Management.

Or

He/She should have professional qualifications in Finance/Accountancy from the Institute of Cost and Works Accounts of India (ICWA) or from the Institute of Chartered Accountants of India (ACA/FCA).

12.2 He/ She should have at least 15 years experience in the officer's grade in the finance and accounts department in a University or Financial Organisation of Government Department. Provided that preference will be given to candidates possessing adequate administrative experience at management level in Finance & Accounts work or Business Organisation of repute or in University or Government Department for at least 10 years.

12.3 Any of the above qualifications and experiences may be relaxed in case of otherwise exceptionally good applicants in calling for interview and making recommendations to the Board of Management.

13.0 The Selection Committee and procedure for convening the Selection Committee as shall be as laid down in the Statutes included in the Second Schedule of the Tezpur University.

14.0 All the eligible candidates shall be called to appear at an interview before the Selection Committee. Provided that the Selection Committee shall have the right to consider bio-data of candidates in absentia also.

15.0 In case of non-availability of suitable candidate through advertisement, the Selection Committee may also suggest appointment of a person having requisite qualifications and experiences on deputation from State Govt./Central Govt. or other University/Institutions by the Board of Management.

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ORDINANCE NO. – 11

(**Adopted by the Board of Management vide Resolution No. B/96/2/4.4(II) dt. 27.6.96, No.B/96/4/2.10 dt. 28.12.96 and noted by the Government vide MHRD letter No.F.14-24/96-Desk(U) dt. 12.1.98)**

ON ADMISSION OF STUDENTS AND THEIR ENROLMENT UNDER SECTION 28(1) (a) OF THE TEZPUR UNIVERITY ACT

1.0 **Invitation of Application**

Admission to a course in a Department/Centre of the University shall be made on the basis of the applications received from the eligible candidates. For this purpose, applications in the prescribed form shall be invited by the Registrar from the eligible candidates through open advertisement inserted at least in one regional and one National Daily News paper. Information Brochure and application form shall be made available from the Registrar's office on payment of fee to be prescribed for the purpose.

2.0 Selection of candidates to a course shall be made strictly on the basis of merit.

3.0 **Reservation of Seats**: 49 ½ % of the seats in a course shall be offered to the candidates belonging to the Scheduled Castes, Scheduled Tribes and OBC/MOBC as shown below :

(a) Schedule Caste - 15%
(b) Schedule Tribe - 7½ %
(c)OBC/MOBC - 27 %

Separate lists for each of the above categories of the candidates shall be prepared in order of merit from amongst the eligible candidates.

Provided that if some seats reserved in any of the three categories remain unfilled, then the unfilled seats reserved for a particular category of candidates shall first be offered to candidates belonging to the other categories.

Further provided that if any seat in the reserved quota remain vacant due to death of eligible candidates, the same shall be filled up by eligible candidates of the general categories on merit basis.

4.0 Minimum qualification for admission:

Minimum qualification for admission to the various courses of studies shall be prescribed by the Regulations/Syllabus of the concerned subject/course.

5.0 Candidates having the requisite qualifications may be considered for admission on the basis of the academic record and /or performance of a candidate in the qualifying admission test/Viva voce as may be prescribed in respect of each course.

IndiaCode

6.0 **Special reservation**:

Certain number of seats in each department may be kept reserved by the Govt. of India for candidates from States other than Assam and foreign Countries. However, the number of such reserved seats shall not exceed 5% of the total number of seats in the department. Sponsored candidates may only be admitted provided they fulfil the minimum qualification for admission prescribed for the course.

7.0 **Courses :**

Each course shall be of 2 types, Credit and Audit course. The performance of a student will be accounted for in the overall result in the Credit Courses only. Performance of a student in the Audit Course will not have any bearing on the overall result.

However, each student shall have to take at least one Audit Course and shall have to secure at least Grade 'C' in order to qualify for a degree/diploma performance of which shall be recorded in the Grade Card.

In a Semester one Audit Course may normally be allowed.

8.0 The selected candidates shall be admitted on payment of fees prescribed by the Ordinance.

9.0 A student admitted to the University shall be a member of a University hall.

10.0 If at any time, it is discovered that a candidate has made a false or incorrect statement or fraudulent means have been used for securing admission his/her name shall be removed from the rolls of the University.

11.0 Enrolment :

The name of a student admitted to various **courses** of studies
shall be entered in the Enrolment Register maintained for each course separately. Name of a student whose continuance in a course is considered to be undesirable for good and sufficient reasons may be removed from the Enrolment Register under orders of the Vice-Chancellor.

12.0 Compliance of Rules and Orders :

The students admitted to the University shall be required to abide by the Ordinances, Rules and Orders issued by the University authorities from time to time. Violation of provisions of the Ordinances, Rules and Orders of the University by the students shall be liable to disciplinary action including expulsion from the University.

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IndiaCode

ORDINANCE NO. -12

(**Adopted by the Board of Management vide Resolution No.B/96/2/4.4(12) dt. 27.6.96 and noted by the Government vide MHRD letter No.F.14-24/96/Desk (U) dt. 30.10.96)**

On Medium of Instruction and Examination under section 28(1) (c) of the Tezpur University Act.

1.0 Medium of Instruction:

Medium of Instruction and Examination at all levels shall be in English. But in case of language subjects, the instruction and examination may be in the respective languages.

2.0 Examination :

a) All examinations of the University shall be held at Tezpur University campus unless otherwise stated.

Dates for each End Semester examination shall be notified by the Controller.

c) Application for permission to appear at any examination together with the prescribed fees shall be submitted to the Controller through the Head of the Department/Centre within the date specified for the purpose.

Provided that late application may be entertained upto 7 days after the prescribed date on payment of penalty fee as may be prescribed from time to time on the recommendation of the Head.

d) A candidate who fails to appear at any examination shall not be entitled to refund of the examination fees paid by him.

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IndiaCode

ORDINANCE NO. - 13

(Adopted by the Board of Management vide Resolution No. B/96/2/4.4(13) dt.27.6.96 and noted by the Government vide MHRD letter No. F.14-24/96-Desk-(U) dt. 30.10.96)

ON FEES TO BE CHARGED FOR COURSE OF STUDY IN THE UNIVERSITY AND FOR ADMISSION/EXAMINATION TO DEGREES AND DIPLOMAS

***(UNDER SECTION 28(1)(C) OF THE ACT*)**

I. MA (Any subject)

1. Admission fee(once on admission)	Rs.100/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs.250/-
4. Library fee (Once on admission)	Rs 50/-
5. Students activities fee(per semester)	Rs.50/-
6. Identity Card fee	Rs. 20/-

II. M.Sc (Any subject)

1. Admission fee(once on admission)	Rs.100/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs.250/-
4. Library fee (Once on admission)	Rs 50/-
5. Laboratory fee (Per semester)	Rs. 50/-
6. Students activities fee(per semester)	Rs. 50/
7. Identity Card fee	Rs. 20/-

III. M.Sc.(Tech) (Any Subject)

1. Admission fee(once on admission)	Rs.200/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs.250/-
4. Laboratory fee	Rs.50/-
5. Library fee (Once on admission)	Rs 100/-
6. Students activities fee(per semester)	Rs. 50/
7. Identity Card fee	Rs. 20/-

IV. MCA

1. Admission fee(once on admission)	Rs.200/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs.250/-
4. Laboratory fee (Per Semester)	Rs. 50/-
5. Library fee (Once on admission)	Rs 100/-
6. Students activities fee(per semester)	Rs. 50/
7. Identity Card fee	Rs. 20/-

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V. M.B.A.

1. Admission fee(once on admission)	Rs.100/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs. 250/-
4. Library fee (Once on admission)	Rs 100/-
5. Students activities fee(per semester)	Rs. 50/
6. Identity Card fee	Rs. 20/-

VI. M.Phil (Any subject)

1. Admission fee(once on admission)	Rs.150/-
2. Enrolment fee(per semester)	Rs. 50/-
3. Tuition fee(per semester)	Rs. 250/-
4. Library fee (Once on admission)	Rs 50/-
5. Students activities fee(per semester)	Rs. 50/
6. Identity Card fee	Rs. 20/-

VII. Ph. D.

1. Admission fee(once on admission)	Rs.300/-
2. Enrolment fee(Once on admission)	Rs.100/-
3. Cource fee(per cource)	Rs. 50/-
4. Research fee	Rs.500/-
5. Library fee (Once on admission)	Rs.200/-
6. Students activities fee(per semester)	Rs.50/
7. Identity Card fee	Rs. 20/-

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VIII. Diploma Course :

1. Admission fee(once on admission)	Rs.100/-
2. Enrolment fee(per semester)	Rs. 10/-
3. Tuition fee(per semester)	Rs.200/-
4. Library fee (Once on admission)	Rs. 50/-
5. Laboratory fee	Rs 50/-
6. Students activities fee(per semester)	Rs. 30/
7. Identity Card fee	Rs. 20/-

IX. **Fee for Examination, Mark-Sheet and Certificates**

Sl No.	**Examination**	**Theoretical (Per Semester)**	**Practical**	**Dissertation (Per semester)**	**Marksheet/ Grade Card**	**Certificate**
1	MA	50 /-	-	150/-	25/-	50/-
2.	M.Sc	50/-	100/-	150/-	25/-	50/-
3.	M.Sc. Tech	50/-	100/-	150/-	25/-	50/-
4.	MCA	50/-	100/-	150/-	25/-	50/-

Sl No.	Examination	Theoretical (Per Semester)	Practical	Dissertation (Per semester)	Marksheet/ Grade Card	Certificate
5.	MBA	50/-	100/-	150/-	25/-	50/-
6.	PG Diploma	50/-	100/-	150/-	25/-	50/-
7.	M. Phil	150/-	150/-	500/-	-	50/-
8.	Ph.D.	-	-	2000/-	-	100/-

X. Provided that the Board of Management shall be free to revise the above fees at any time from any Semester.

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ORDINANCE NO. - 14

(Adopted by the Board of Management vide Resolution No.B/96/2/4.4(14) dt. 27.6.96 and noted by the Government vide MHRD letter No. F.14-24/96-Desk (U) dt: 30.10.96)

On conduct of examinations including the term of office and manner of appointment and the duties of Examining Bodies and Moderators.

Under Section 23(1) (g) of the Act.

1.0 Conduct of examinations :

Examination for the 60% continuous evaluation marks for each Department/Centre shall be conducted by the respective Department/Centre under the supervision of the Head of the Department/Centre.

Provided that the End Semester Examinations having weightage of 40% marks shall be conducted by the Controller of Examinations.

Provided further that all the records of the continuous evaluation shall be submitted to the Controller of Examinations by the Head of the Department/Centre for preparation of the final results, preparation of the Grade Card and record.

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2.0 Appointment of Examiners and Moderators.

2.1 The lists of Examiners and moderators for all examinations except for M. Phil/Ph.D. degree shall be drawn up by the Department/Centre. The Dean, after necessary scrutiny, shall forward the same to the Controller of Examinations for approval of the appropriate authorities.

2.2 The panel of examiners for M. Phil / Ph.D degree shall be submitted by the respective supervisors to the Controller of Examinations to place it before the Research Committee for consideration and approval. The panel will be placed before the Vice-Chancellor for selecting required number of examiners.

2.3 The question papers for examination in such subject/course shall be moderated by a committee consisting of the Head of the Department concerned, a subject Expert.

2.4 The external examiners/ moderators shall be paid remuneration at the rates to be prescribed from time to time.

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ORDINANCE NO. -15

(Adopted by the Board of Management Vide Resolution No. B/96/2/4.4(15) dt. 27.6.96 and noted by the Government vide MHRD letter No.F.14-24/ 96-Desk(U) dt.30.10.96)

Ordinance on the procedure to be followed by Selection Committee in making recommendation for appointment of teachers and Statutory Officers under Statute 20(5) included in the Second Schedule of the Tezpur University Act.

1.0 The Selection Committee shall be informed and it shall duly take note of the terms and conditions with regard to the qualifications, experiences and other matters advertised by the University with which the selection is concerned.

2.0

2.1 A detailed comparative statement of all the candidates including those candidates who desire to be considered in absentia, eligible to be considered, made in a tabuler form and authenticated by the Registrar or by an officer assigned for the purpose by the Vice-Chancellor be placed before the Selection Committee together with the application and /or bio-data in original of each such candidate.

2.2 Before the commencement of the interview, the original certificates of qualifications, experiences, proof of age and other documents in respect of any statement made by the candidate shall be duly verified and authenticated by the Registrar or an officer assigned for the purpose by the Vice-Chancellor.

2.3 The Selection Committee shall make its recommendations from the list of candidates placed before it by the Chairman for consideration. The list shall include curricular vitae of candidates who have desired to be considered in absentia.

2.4 A Selection Committee may decide its own method of evaluating the performance of candidates.

Provided that when two or more candidates are selected, the recommendations to the Board of Management shall invariably be made in order of preference.
Also provided that if any candidate is recommended by the
Selection Committee for appointment in relaxation of any of the prescribed qualification/experience, it shall be so stated justifying its action and recorded in the proceedings of the Selection Committee for consideration of the Board of Management.

2.5 When the Selection Committee considers it fit to recommend a higher initial pay to be offered to a selected candidate, it may do so justifying its action and recording the same in the proceedings of the Selection Committee for consideration of the Board of Management. Provided that, pay shall not be a condition for accepting the recommendation by the Board of Management.

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3.0 In case suitable candidates for appointment to the post through this process is not available the Chairman of the Selection Committee may place before it a list of persons together with their bio-data who desire to be considered for appointment on deputation. The Selection Committee after due consideration may recommend such a person for appointment by the Board of Management on deputation.

4.0 Proceedings of the Selection Committee shall be treated as confidential. Only members of the Selection Committee shall be present when the selections are deliberated upon and recommendations are made.

5.0 The recommendations of the Selection Committee when approved by the Board of Management shall remain valid for a period of one year from the date of such approval.

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ORDINANCE NO.- 17

(Adopted by the Board of Management vide Resolution No. 96/2/7 dt. 27.6.96and noted by the Government vide MHRD letter No F..14-24/96-Desk(U) dt.30.10.96)

On Library Committee under Section 28(m) of the Act.

COMPOSITION, POWER AND FUNCTIONS OF THE LIBRARY COMMITTEE

1.0 Composition.

There shall be a library Committee. The Library Committee shall consist of the following members.

(i) Vice-Chancellor (In absence of the Vice-Chancellor, the Pro-Vice-Chancellor will preside over the meeting. In the absence of Pro-Vice-Chancellor, the senior most Dean shall preside over the meeting.	-	Chairman
(ii) Pro-Vice-Chancellor	-	Member
(iii) All Deans of Schools	-	Member
(iv) One person from each of the Schools to be nominated by the Planning and Academic Committee other than the Deans of Schools	-	Member
(v) Librarian	-	Member Secretary

In the absence of the Librarian, the Deputy Librarian and in the absence of the Deputy Librarian, the Assistant Librarian shall be the Member Secretary of the Library Committee.

Four members shall form the quorum. The terms of the nominated members shall be for a period of 3 years.

2.0 Powers & Functions:

The following shall be the powers and functions of the Library Committee-

2.1 To frame general rules for management of the Library.

2.2 To advise the Librarian regarding the overall development of the Library.

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2.3 To prepare the annual budget estimates of the Library for submission to the Board of Management.

2.4 To allocate funds from the sanctioned annual budget of the University to the Departments and Centres of Studies for purchase of books, journals, periodicals and other accessories required for the Library.

2.5 To arrange for annual stock taking of the Library.

2.6 To consider and recommend the annual report prepared by the Librarian, summerising the activities of the Library for perusal and necessary action by the Planning and Academic Committee.

2.7 To perform such other duties as may be assigned to it by the planning and Academic Committee/Vice-Chancellor.

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ORDINANCE NO.- 18

(**Adopted by the Board of Management vide Resolution No. B/96/2/7 dt. 27.06.96 and noted by the Government vide MHRD letter No. F.14-24/96-Desk (U) dt: 30.10.96.)**

Constitution of a Tender & Purchase Committee under Section 28(m) of the Act.

1.0 There shall be a Tender & Purchase Committee for the purpose of scrutiny of tender(s) for supply of office equipments, Laboratory equipment, Chemicals, Furniture , Stationary, Electrical goods etc. and their acceptance.

2.0 The term of the committee shall be 3 years from the date of notification.

3.0 The composition of the committee shall be as under.

(i) Registrar	-	Chairman
(ii) Three Heads of the teaching Departments to be nominated by the Vice-Chancellor.	-	Member
(iii) One person having special knowledge in the item proposed to be purchased to be nominated by the Vice-Chancellor.	-	Member
(iv) Finance Officer	-	Member Secretary

4.0 The recommendation of the Tender & Purchase Committee shall be placed before the Vice-Chancellor for approval. The purchase should be made only after the financial sanction is received.

5.0 Four members shall form the quorum.

6.0 In case of equipments valued at Rs. 1.00 lakh or more, comments of the expert member (as in Sl. iii) shall be obtained in the event of his absence in the meeting.

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ORDINANCE NO. -20

(**Adopted by the Board of Management vide Resolution No. B/98/3/32 dt.29.08-98 and noted by the Government vide MHRD letter No. F.14-19/98-Desk (U) dt: 16.2.2000)**

As per clause No.11(3) of the Tezpur University Act,1993 "The Chancellor shall, if present, preside at the Convocation of the University" ; in the absence of the Chancellor the Vice-Chancellor shall preside over the Convocation.

On Convocation for Conferring Degrees/ under Statute 32 of the Second Schedule of the Act.

1.0 A Convocation for the purpose of conferring degrees shall ordinarily be held annually on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.

2.0 A special Convocation for conferring honorary Degree envisaged under Statute 29 of the Second Schedule of the Act may also be held as and when such occasion arises, with the approval of the Chancellor.

3.0 The Diplomas or Degrees shall bear the signatures of the Registrar and the Vice-Chancellor of the University.

However, the Provisional Certificates/Diplomas shall be issued by the Registrar under his seal and signature.

4.0 The Convocation shall consist of the body corporate of the University and such other members of authorities and other officers as indicated in clause No.16 below. They will be supplied with the Academic costumes for the Convocation.

5.0 The Registrar shall issue notice for the convocation at least 6 weeks before the convocation inviting applications with prescribed fees from the eligible candidates.

6.0 The Registrar shall issue to each member of the Convocation a detailed programme of the Convocation and the procedure to be observed there at least 10 days before the date of Convocation.

7.0 The candidates who have passed their Examinations in any year prior to the holding of the first Convocation of the University shall be eligible to be admitted to the convocation on payment of prescribed fees as may be decided by the Vice-Chancellor. If, in any subsequent year, the Convocation is not held, all candidates who have passed their Examinations after the last Convocation, shall be eligible to be admitted to the immediate next Convocation on submission of forms and payment of fees. If any candidate does not submit application for admission or fails to attend the Convocation, such candidates may be admitted to the Degree by the Chancellor/ Vice-Chancellor in absentia and the Degree/Diploma shall be delivered by the Registrar after the Convocation, on submission of application in prescribed form with necessary fees prescribed for the purpose.

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8.0 Honorary Degree shall be conferred only at the Convocation and may be taken in person or in absentia.

9.0 The presentation of the person(s) at the convocation on whom the Honorary Degree(s) is/are to be conferred shall be made by the Vice-Chancellor or the senior most Dean of the University.

10.0 The respective Deans of Schools or in his/her absence the Dean in charge shall present their students to the Chancellor or in his/her absence to the Vice-Chancellor for award of the Degrees at the Convocation.

11.0 The names of the recipient of medals and prizes shall be read out by the Registrar of the University.

12.0 The Registrar shall present the candidates for admission to their Degrees in absentia.

13.0 Degree Certificates to the candidates present in the Convocation shall be delivered in person at the Convocation by the Chancellor/Vice-Chancellor as the case may be.

14.0 Descriptions of the Academic Costumes/Dress/Scarves shall be decided by the Vice-Chancellor.

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Convocation Procedure :

15.0 All candidates at the Convocation shall wear appropriate Academic Dress prescribed by the Vice-Chancellor. No candidates without the proper Academic Dress shall be admitted to the Convocation.

16.0 The Chancellor, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Deans of Schools, the members of the University authorities and bodies shall wear their convocation Dress prescribed by the Vice-Chancellor and shall assemble at a place appointed for the purpose and shall enter the convocation Hall in a procession in the following order.

- The Registrar with the University Flag
- Members of the Board of Management
- Members of Planning and Academic Committee/Academic Council and the Planning Board
- The Deans of Schools of Studies
- The Finance Officer
- The Pro-Vice-Chancellor
- The Vice-Chancellor
- The Chief Guest.
- The Chancellor/Vice-Chancellor when the Chancellor is absent

All of them shall take seats reserved for them.

17.0 The students shall assemble at a place appointed for the purpose and wear their Academic Dresses and shall proceed in a procession in separate groups Schools and Department-wise, so that they can occupy their seats reserved for each School/ Department at least 15 minutes before the schedule time of the convocation.

18.0 When the procession led by the Registrar enters the Convocation Hall, the candidates and all other invitees shall rise and remain standing until the members of the procession have taken their seats.

19.0 University song.

20.0 Welcome address by the Vice-Chancellor but when the Chancellor is absent and the Vice-Chancellor chairs the Convocation, the Pro-Vice-Chancellor/Senior most Dean of School shall deliver the welcome address.

21.0 The President/Chairperson shall declare the convocation open and shall say

22.0 "This convocation of the Tezpur University has been called to confer Degrees and Diplomas upon the candidates who have been examined and found to be worthy of Degrees and Diplomas by the University authorities"

23.0 Then with the permission of the Chancellor, the Vice-Chancellor shall address the students and say-

"Will all the candidates for the Degrees and Diplomas of the Tezpur University kindly stand"

With the candidates standing, the Chancellor shall put the following questions to the candidates to which they shall answer " I do promise" after each question.

Question 1 : Do you solemnly and sincerely promise and declare that if admitted to the Degrees/Diplomas for which you have been recommended, you will in your daily life conduct yourselves as become the members of the University?
Answer : I do promise

Question 2 : Do you solemnly and sincerely promise that you will endeavour to uphold social security, equity and justice in the society?
Answer : I do promise

Question 3 : Do you solemnly and sincerely promise that in your daily life you will resist all kinds of inducements and influences to deviate you from your rightful duty ?
Answer : I do promise

At the end the Vice-Chancellor shall ask the candidates to resume their seats.

24.0 The Chancellor will then say – "Let the candidates be now presented"

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25.0 The Deans of respective Schools then shall present the candidates in the following orders.

(I) School of Science & Technology

The Dean of School of Science and Technology shall say-

"Will the candidates for Degrees of Doctor of Philosophy, Master of Philosophy and Master of Science and Diploma Courses in the school of Science and Technology kindly stand",.

And when the candidates stand up, the Dean shall address the Chancellor/Vice-Chancellor and say-

"Mr. Chancellor/Vice-Chancellor, Sir, I present you these candidates and pray that they be admitted to their respective Degrees of Doctor of Philosophy, Master of Philosophy, Master of Science and Diploma Courses in the School of Science & Technology.

The Chancellor/Vice-Chancellor shall admit the candidates who shall remain standing, with the following words:

"By virtue of the Authority vested in me as Chancellor/ Vice-Chancellor of the Tezpur University, I admit you to your respective Degrees of Doctor of Philosophy, Master of Philosophy, Master of Science and Diploma Courses and I charge each of you to prove worthy of the Degree throughout your life".

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The Dean shall read the names of the candidates serially for each Degree and Diploma as below:

" Candidates for Ph.D. Degree will now come to the dias one by one to receive their Degree Certificate from the Chancellor.

(Read the names of the candidates)

In the same manner the candidates for M.Phill, Master Degree in Science and Diploma shall be called to the dais to receive their respective Certificates. Candidates resume their seats after receiving the certificates.

(II) School of Energy, Environment and Natural Resources.

(III) School of Management Sciences

(**IV)** School of Humanities and Social Sciences.

The respective Deans shall follow the same procedure as laid down in case of the School of Science and Technology.

26.0 Admission to Degrees and Diploma in absentia: The Registrar will present the candidates for admission to various Degrees and Diploma IN ABSENTIA. He will say "Mr Chancellor / Vice-Chancellor, Sir, I move that …… (nos of candidates) candidates be admitted to their respective degrees and Diplomas in absentia.

The Chancellor/Vice-Chancellor will then say- By Virtue of the Authority vested in me as Chancellor/Vice-Chancellor of the Tezpur University, I admit the candidates listed to their

respective Degrees and Diplomas in several school of studies, in absentia and in token thereof permit the Registrar to present them with their Degrees and Diplomas and charge the Degree/Diploma holders to prove worthy of their degrees and diplomas throughout their lives .

27.0 EXHORTATION by the Chancellor/Vice-Chancellor.
Speak the truth. Be virtuous and tolerant to other. Listen what others have to say. Devote your time and energy for the betterment of yourself and the society as a whole. You cannot be happy if all around you are unhappy and live in misery. Do not wait for the opportunity to come to you by itself, instead, you create them and be quick to get hold of it. Time is life; do not waste a moment. Do not neglect your "Gurus, Father, Mother and the Teachers. Never be despair in life, your success is sure to come. Concentrate on your duty and let your inner self to command you to your goal.

28.0 Award of Medals and Prizes. :
The Registrar shall read out the names of the candidates who have been declared entitled to the University and Endowment Medals and Prizes. As he reads the names, each candidates shall come to the dias and receive the medal or prize from the Vice-Chancellor. But when the Vice-Chancellor chairs the convocation in absence of the Chancellor the medals and prizes shall be delivered by the Pro-Vice-Chancellor/ Senior most Deans of the Tezpur University.

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29.0 Address by the Chief Guest
The Chancellor will say
"I now invite Dr. / Prof……. to deliver the Convocation Address".

30.0 Speech from the Chair.

31.0 Vote of thanks by the Registrar, Tezpur University.

32.0 The Chair will declare the Convocation closed.

33.0 National Anthem will then be played and all shall remain standing.

34.0 The Chancellor, Vice-chancellor with all members of the authority and Deans shall retire from the hall in a procession in the same order when they entered the hall led by the Registrar. All other audience including the candidates and invitees will remain standing till the entire procession is retired.

35.0 The Candidates shall leave the hall in an orderly manner in a procession.

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ORDINANCE NO. -21

On emoluments and other terms & conditions of service of the Pro- Vice Chancellor under Statute 4 (3) of the Second Schedule of Tezpur University Act, 1993

1. The qualification and other eligibility criteria for the post of Pro Vice-Chancellor shall be same as that of a Professor of this University.

2. The Pro Vice-Chancellor shall be paid a monthly salary at the scale prescribed by the University Grants Commission.

3. The University shall provide the Pro Vice-Chancellor with hard furnished residential accommodation for which he/ she shall pay rent at usual rate. The Pro Vice Chancellor shall not be entitled for House Rent Allowance.

4. The Pro Vice-Chancellor shall be allowed to use an official car for attending official duties. The University shall deduct an amount of Rs. 300/-p.m.(Rupees Three hundred) only from his salaries as per Central Government Rules for using the official vehicle for purposes other than official duties. The Pro Vice Chancellor will not be entitled for Transport Allowance.

5. The Pro Vice-Chancellor shall be governed by leave rules applicable to teachers of the University.

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ORDINANCE NO. -22

ON

Board of undergraduate studies Under Statute 18 (1) & (4) of the Second Schedule of the Tezpur University Act.

(Adopted by the Board of Management vide Resolution No. B. 44/ 2005/2/3.8 dt: 17/06/05 and noted by MHRD's letter No. F. 14-6/2005 –Desk (U) dated 25/07/2006)

1. Constitution:-

(i) The Head of the Department - Chairman & Convenor

(ii) All the full time teachers in the Department - Member

(iii) Two subject experts to be nominated by the Vice-chancellor in consultation with the Head of the Department - Member

Dean of the School may be present as provided under Statute 7 (4) of the Second Schedule of the Act.

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Further, provided that the Chairman with the approval of Vice-chancellor may invite two teachers of the allied Departments of the University as and when necessary.

2. **Term of office**: The term of office of the nominated members shall be three years.

3. **Powers and Functions**:

3.1 (i) To coordinate the teaching of the undergraduate programmes.

(ii) To prepare the curriculum of the undergraduate programme and submit the same to the School Board for consideration and recommendation.

(iii) To consider scheme for advancement of standard of teaching at the undergraduate level and submit said proposal to the Scheme Board.

(iv) To perform all other functions which may be prescribed by the Act, Statutes, Ordinances and Regulations and to consider all such matters as may be referred to it by the Board of Management, Academic Council, Planning Board and/ or the Vice-chancellor.

3.2 To prepare and submit panel of examiners to the School Board for Undergraduate courses.

3.3 To prepare the time table of the Department and submit the same to the Vice-chancellor for consideration and approval.

4. Meeting of the Board of undergraduate studies.

The Board of Studies shall meet at least twice in an academic year preferably before the commencement of a Semester. Special meeting, if and when necessary, may be called with the approval of the Vice-chancellor. Notice for holding meetings shall be issued at least 21 days before the date of the meeting. Two third of the total members shall form quorum for a meeting. In the case of emergency the meeting of the Board of studies can be called with 3 days notice.

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ORDINANCE NO.- 23

(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 07/01/09)

On Conditions for award of Medals and Prizes under section 28(f) of the Act.

A. **Gold Medals**: i) One Gold Medal will be awarded annually to the graduate securing the highest CGPA in each of the Under Graduate/ PG Degree programmes provided that the student secures at least a CGPA of 8.0 and completes the programme without any break or being placed under Academic probation.

ii) Each Gold Medal shall bear the University Crest and an inscription giving the name and the year of the awardee as well as the programme.

iii) The medals will be presented at the convocation held for award of degrees for the concerned batch of students. Those candidate(s) who can't receive the medal(s) in person at the convocation may obtain the same from the Registrar (/ Controller of Examinations) after establishing identity or through their parents with an authorization letter and identity.

iv) The value and weigh of the Gold Medal shall be determined by the Vice-Chancellor.

B. **T& I Best Post Graduate Award**: Every Year, T & I Best Post Graduate award shall be given to the student as per the terms and conditions instituted under the guidelines of the award. The award is instituted from an endowment fund received from M/S T & I Industries, Tezpur.

C. **Applied Chemistry Education Award**: Every year, the student securing the CGPA in the M. Sc. Programme in Applied Chemistry shall be awarded a cash prize called "Applied Chemistry Education Award". This award is given from an endowment fund developed in the Department of Chemical Sciences. The amount of award is determined by the Academic Council from year to year.

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ORDINANCE NO.- 24

ORDINANCE ON DEPARTMENTAL ADVISORY COMMITTEE (DAC)
(Under Statute 28(k), (m) 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 07/01/09)

1.0 **Composition:**

Each Teaching department shall have a Departmental Advisory Committee(DAC) and the composition will be as follows:

i) Head of the department…….Ex-Officio Chairman
ii) All full time regular teachers……..Members
iii) One Teacher from another department of allied subject to be nominated by the Chairman with the approval of the Vice Chancellor…….Member.

1.1 The Dean of the School may be present in the Committee meetings as provided under statute 7(4) of the Tezpur University Act.

1.2 The term of office of the external member shall be two years from the date of nomination.

1.3 The DAC shall meet at least thrice in a semester – once before the commencement of the classes, once in the middle and once at the end.

1.4 Two-third of the members shall form the quorum for a meeting.

2.0 **Powers and function**:

The DAC shall propose for introduction of new Programme/ new courses or any modification of course syllabi for consideration of the Board of Studies.

2.2.The DAC shall monitor the progress of the courses of the programmes of the department during the semester.

2.3 The DAC shall be the body to-

i) assess the lesson plan and evaluation plan for the courses of a semester;
ii) to recommend for appointment of external examiner(s) for any specified courses, if required ;
iii) propose various plans for the department;
iv) to recommend the Study Leave applications of the staff to the authority;
v) to recommend appointment/ engagement of Visiting faculty/ Guest faculty, etc.;
vi) recommend condonation of the shortfall of class attendance of a student in a semester as per Regulations on academic matters;
vii) assist the Head of the Department in decision making relating to any other departmental matter.

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ORDINANCE NO.- 25

On constitution and functioning of the Students' Council of Tezpur University
(Under Statute 39 of Second Schedule of the 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 07/01/09)

3.0 There shall be a Students' Council, constituted for every Academic Year (Session).

4.0 **Constitution of the Council**:

i) Dean of Students' Welfare ---------- Ex-Officio Chairman
ii) All students who have won First prize/ Gold in the previous academic year of the university in the fields of studies, fine arts, sports and extension work. In case of Group event, best participant will be considered……Members
iii) 20 (Twenty) students to be nominated by the Academic Council on the basis of merit in studies, sports activities and all round development of personality…….. Members
iv) One Full time Research Scholar to be nominated by the Vice Chancellor……..Member

The Sports Officer and/or Director/ Dy. Director/ Asstt. Director of Physical Education and the Controller of Examinations/ Academic Registrar will be permanent invitees for the meetings of the Council.

2.1 The Chairman will appoint one Member Convener from amongst the members of the Council for the term of the Council.

2.2 The Chairman will appoint Conveners from amongst the members of the Council for various events of sports, culture, literature etc.

2.3 The Chairman shall not have voting power in the meeting.

3.**0 Terms of Office of the members**:

i) The term of membership other than ex- officio members shall be for the academic session for which the council is constituted or till the student holds studentship of the university which ever is earlier.

ii) A student will be eligible for re-nomination to successive council if he/ she continues to be a student of the university in continuation of his/ her studies without any break/ gap and not placed under disciplinary action. Readmitted student(s) will not be eligible for nomination to the Council.

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4.0 Powers and functions of the Council:

i) The functions of the Council shall be to make suggestions to the appropriate authorities of the university in regard to the programmes of studies, students' welfare and other matters of importance in regard to the working of the university in general and such suggestions shall be made on the basis of consensus of opinion.

ii) To organize various activities in the field of sports, literature and other extra curricular activities for over all personality development of the students.

iii) To organize Annual Meet in collaboration with the Sports Officer or the directorate of Sports/ Physical Education as per university rules.

iv) To work for the maintenance of discipline and harmony amongst the students of the university.

v) To bring up any matter by any student, including member concerning the university's interest before the Students' Council if so permitted by the Chairman, and shall have the right to participate in the discussions at any meeting when the matter is taken up for discussion. Such matter(s) must be placed to the Chairman at least one month ahead of a meeting of the Council.

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5.0 Number of meetings:

i) The Students' Council shall meet as many times as seems to be required but not less than once in an academic year preferably in the beginning of that year.

ii) The date for meeting will be notified by the Chairman with at least one week's time.

6.0 Quorum for meetings:

i) One Third of the members of the Council shall form quorum for a meeting.

ii) No quorum shall be required for an adjourned meeting.

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ORDINANCE NO.- 26

ON GOVERNING LEAVE TO TEACHERS OF THE UNIVERSITY

Under Section 28(1) (n) of the TU Act, 1993

(Approved by the Board of Management vide Resolution No. B. 52/ 2008/1/3.12 dated 13/05/08)

All Permanent Teachers of the University will be governed by the following leave rules:

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

(i) **Leave treated as duty:**

(a) Casual Leave, and
(b) Special Casual Leave
(c) Duty 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
(ii) Paternity Leave
(iii) Quarantine Leave

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1(.2) The Board of Management (BoM) 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. Casual Leave

i. Total leave granted to a teacher shall not exceed eight days in a calendar year.

ii. If a teacher joins the university after the expiry of first month of calendar year, the number of casual leave admissible to him/ her shall be proportionate to number of months/ days left in the calendar year.

iii. Casual leave can be combined with mid-semester/ winter/ Summer Semester Break/ vacation and special casual leave but cannot be combined with other leave(s). 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.

iv. Casual leave shall not exceed five consecutive days of leave.

1. Special Casual

(1) (i) Special casual leave, ordinarily not exceeding 15(Fifteen) days in a calendar year, may be granted to a teacher-

a. to conduct examination of a University, Public Service commission/Board of Examinations or other similar bodies/institutions ;

b. to inspect academic institutions on behalf of a statutory board, etc./ University,

c. to participate (on invitation) in academic conferences, symposia or seminars or cultural or athletic activities conducted by bodies recognized by the University Authorities;

d. to participate in meetings and deliberations of academic/ administrative bodies of universities/ institutions recognized by the University/ State Govt./ Govt. of India;

e. to carryout such other work that may not be covered by the above but approved by the Vice-Chancellor as academic work.

Note: In computing the 15(Fifteen) days' admissible special casual leave, the days of actual to- and –fro journey, if any, will be excluded.

f. Controlling authority may grant special casual leave to a teacher if he/she cannot attend offices due to natural calamities/ bandh(s) and such other reasons as mentioned in CCS Leave Rules(FRs 58-104).

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

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

b. to a female teacher who undergoes nonpuerperal sterilization. Leave in this case will be restricted to fourteen days.

c. For other programme(s) related to family planning, special casual leave will be admissible as per CCS(Leave) Rules.

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

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3. (2) Absence from duty and Headquarters during a semester:

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

(ii) to participate in meeting as deliberation of academic / administrative bodies of Universities/ Institution recognized by the University / Govt. of States/ Govt. of India.

2. Duty Leave

(i) Duty leave may be granted for

a) Attending Conferences, congresses, symposia and seminars on behalf of the University.

b) delivering lectures in institutions and University at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.

c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university.

d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university.

e) To defend/ attend project proposals/ meeting of project related filed work/ various funding agencies, viz. UGC, DST, AICTE, ICSSR, etc.

f) To attend meetings in the UGC, DST, etc., where a teacher is invited to share expertise with academic bodies, Government or NGO; and

g) to participate in Refresher/ Orientation and similar short term courses.

h) For performing any other duty/ duties for the University.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) total number of duty leaves shall not exceed 15 days in a Semester. This shall not include no. of days for participation in Refresher / Orientation course.

(iv) The application for duty leave shall be forwarded along with recommendation by the Head of the Department/ Centre (by the Dean of the School, if the teacher is a HoD) to the Vice-Chancellor after taking into account, the academic needs of the Department/ Centre. While recommending the application, the Head of the Department/ Centre will specify that alternative arrangements for the academic

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duties of the faculty member concerned will be made, without asking for a substitute/extra academic position.

(v) Duty leave may be combined with casual leave, earned leave, half pay leave or extra-ordinary leave.

5. **Earned Leave**

(i) Earned leave admissible to a teacher shall be-

a. 1/30th of actual service including vacation;
b. Plus 1/3rd of the actual days of duty, if any, during vacation.

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

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days with effect from 01.01.1996. The maximum earned leave that may be sanctioned at a time shall not exceed 120 (one hundred twenty) days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study or training or leave on medical ground or when the entire leave or a portion thereof is spent outside India.

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Note: **1**. Earned leave may be combined with vacation at **one end** in which case the total period of absence shall not exceed 120 days. The vacation period shall not be debited from the Earned leave account.

Note: 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.

Note: **3.** Encashment of Earned Leave shall be allowed to teaching staff as applicable to the employees of Central/ State Governments.

6. Half-Pay Leave

(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 ground, or for academic purposes or on private affairs.

Note: A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extra-ordinary leave.

7. Commuted Leave

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 leave 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 competent authority has reason to believe that the teacher will return to duty on expiry of the leave.

8. Extra-Ordinary Leave

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

(a) when no other leave is admissible; or

(b) when other leave is admissible, but 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.

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(ii) The Board of Management may grant, on the request from the institution concerned and on application of the teacher, extra-ordinary leave (with lien) to join a position or to avail a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Board of Management such 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 3(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 application for such leave shall be forwarded by the Head of Department/ Centre concerned (by the Dean of School, if the teacher is the Head) with the recommendation or otherwise taking into account the strength of the teaching staff for the particular subject/ course(s). Except in very special cases, at no time more than **20%** of the total strength of the teachers on rolls of a department/ centre shall be allowed to be absent from the department/ centre on extra-ordinary leave, study leave and/ or sabbatical leave.

In case of failure of a teacher to return to duty at the end of the period of leave sanctioned to him/ her, the services of the teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He/she 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 Board of Management 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 university;

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

(iv) Notwithstanding any other leave, Board of Management may grant Extra-ordinary Leave (with lien) to a permanent teacher of the university who has completed at least 3(three) years of continuous services in the university on the following occasion(s):

a. to join foreign services for a **term post** for a maximum period of 5(five) years where he/she is not to be absorbed permanently;

b. to be a Member of the State Legislative Assembly or of the Houses of Parliament, if elected or nominated so, for a term of 5(five) years or till he/she holds the office, which ever is earlier;

c. to join a term post in the **Tezpur University itself** for a maximum of two terms on resumption of duty for at least one day in the original post provided the teacher has not availed any extra-ordinary leave holding lien on earlier occasion(s) during his service life. However, if the teacher has availed E.O.L. with lien on earlier occasion(s), excluding the first term, such period will be deducted to compute eligible duration of E.O.L. (with lien).

(v) (a) During the entire period for which the teacher holds a post outside the University, he/ she shall not be entitled to pay and allowances from Tezpur University. This is not withstanding the teacher being entitled for any other leave during the period.

(b) The period spent on E.O.L. shall be counted for increment and for seniority. The period on foreign services however shall not be counted 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/ she shall be treated as having resigned from the post held by him/ her in the University.

(vi) Subject to the provisions of sub-clause (viii) 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 except for the cases at (iv)a, b and c above

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(vii) 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 satisfied 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 pursuit of studies.

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

(viii) 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) does not exceed three years except in cases where leave is taken on medical ground. The total period of continuous absence from duty shall in no case exceed five years in the full working life of an individual save for the cases at (iv) a, b and c above.

(ix) The authority empowered to grant leave may commute period of absence without leave into extra-ordinary leave retrospectively.

9. Leave-not-due

(i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire service out of which not more than 90 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 substantively 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 Board of Management.

Provided that the Board of Management 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.

10.Study Leave

(i) Study leave may be granted to a permanent full time teacher with not less than three years of continuous service to pursue special line of study or research directly related to his/ her work in the university or with or without salary. The paid period of study leave shall be for three years of which two years may be given in the first instance; extendable by one more year, if there is adequate progress as reported by the research guide. Care would be taken that the number of teachers given study leave , does not exceed the stipulated percentage of teachers in any department as mentioned in section 8(ii) of this Ordinance.

Provided further that the Board of Management may, in special circumstances, waive the condition of three years service being continuous.

Explanation: In ascertaining the length of service, the period during which a person was on probation is taken into account.

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(ii) Study leave shall be granted by the Board of Management on the recommendation of the DAC of the concerned Department/Centre and forwarded by the Head of the Department/ Centre. The leave shall not be granted for more than two years save for Ph.D. studies which may be granted for three years and in exceptional cases extended for another six months if the Board of Management is satisfied that such extension is unavoidable on academic grounds and is 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 the extra-ordinary leave under clause 8(ii) or 8(iii), sabbatical leave or who is due to retire within two years of the date of which he is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career save clause (V) below. However the maximum of study leave admissible during the entire service should not exceed five years. Provided that a teacher shall be eligible for a second tenure o study leave only on completion of 5 years of continuous service.

Provided further that in such cases of study leave where the substitute 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) Subject to the recommendation of the Departmental Advisory Committee the study leave for a particular programme may be granted in multiple spells with intervening periods to enable the teacher to resume his teaching responsibilities in the University. However in such case the total duration of study leave shall not exceed 3 years for the programme.

(vi) A teacher who has been granted study leave shall not be permitted to substantially alter the course of study or the programme of research without the recommendation of the DAC and approval of the Board of Management. When the course of study is completed before the expiry of the sanctioned leave period, the teacher shall resume duty on the conclusion of the course.

(vii) 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 discretion of the teacher. Further, a suitable leave (e.g. special casual leave) can be granted to cover the Journey period, if required so.

Note: A teacher who is selected for a higher post during study leave, will be placed in that position and get the higher scale of pay only after joining the post.

(viii) (a) Subject to the provision of sub-clauses (viii) and (ix) below study leave may be granted on full pay up to two years extendable by another year at the discretion of the Board of Management(or, and on half pay for the third year) and no pay shall be admissible thereafter.

Provided that when a teacher is awarded a Fellowship/Scholarship by the Government of India or other bona-fide agency for which the University nomination was forwarded, the pay of the teacher shall be governed by the condition stipulated for the award.

Note:- The term "pay" refers to average pay and shall be calculated as mentioned in clause 15.16 (Leave Salary) of this Ordinance.

(b) That while house rent allowance shall be allowed, remote area allowance, compensatory allowance, etc. shall not be allowed during the period of study leave.

(ix) (a) The amount of scholarship, fellowship, honorarium, maintenance allowance or other financial assistance in any form other than regular employment received by a teacher granted study leave shall not preclude his/ her being granted study leave with pay and allowances but the scholarships, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(b) The foreign scholarship/ fellowship would be offset against pay only if the scholarship/ fellowship is above an amount determined from time to time by the Govt. of India for the purpose. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

Note: It shall be the duty of the teacher availing study leave to communicate immediately to the University the additional financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever;

(x) A teacher granted leave shall on his return and rejoining the service of the University be eligible to the benefits 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.

(xi) Study leave shall count as service for pensionary benefits provided the teacher rejoins the University on the expiry of his study leave and the leave for journey period as per clause (vi) above.

(xii) Study leave granted to the teacher shall be deemed to be cancelled if it is not availed within 12 months of its sanction.

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

(xiii) A teacher availing the study leave shall undertake that he / she shall serve the University for a continuous period, equal to the period of study leave actually availed, from the date of his resuming duty on expiry of the study leave.

(xiv) A teacher :-

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

b) who fails to rejoin the service of the University on the expiry of his duty leave and leave for journey period, or

c) who rejoins the University but leave the service without fulfilling the conditions laid down in (xiii) after 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, allowance and other expenses incurred on the teacher or paid to him on his behalf in connection with the course of study, or such amount as may be decided by the Board of Management,

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together with interest thereon at the rate of 6% per annum or any other rate fixed by the Board of Management from time to time.

e) Notwithstanding the above, the Board of Management 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 Board of Management may, in any exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher or the period as per (xiii) under this Ordinance. The Board of Management may also extend the period of leave in exceptional exigencies for a suitable period.

(xv) 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 fulfillment of the conditions laid down in sub-clause **(xiii) and (xiv) above**.

(xvi) The teacher shall submit to the Registrar and the HoD, a six monthly report on progress of his studies forwarded by his supervisor or the Head of Institution. This report shall reach the Registrar within one month of the expiry of every 6 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 until the receipt of such reports.

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Note:- On return from study leave, the teacher shall report to the Registrar, through the Head of the Department/ Centre on 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 Department concerned.

(xviii) The application for study leave should be sent through the Head of the Department/Centre to the Vice-Chancellor and the Head of the department/ centre shall forward the application with the recommendation of the DAC. Except in very special cases, at no time more than 20% of the strength of the teachers on rolls shall be allowed to proceed on study leave, extra-ordinary leave and/or sabbatical leave.

11. Sabbatical Leave

(i) Permanent, whole time teachers of the University who have completed seven years of service as Lecturer Selection Grade/ Reader or Professor, may be granted sabbatical leave twice in his / her entire career to undertake study or research or other academic pursuits of the highest order solely for the object of contributing to the University and the realm of knowledge. This leave shall not be granted to a teacher who has less than three years of service in the University to retire.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire period of his/ her service. The interval between two sabbatical leaves shall not be less than five years. Provided further that sabbatical leave shall

not be granted until the expiry of five years from the date of the teacher's return from previous study leave or extra- ordinary leave under clause 8(ii) and (iii).

(iii) The teacher shall execute a bond, with proper sureties as in the case of 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 Board of Management from time to time if the teacher is allowed to go abroad for sabbatical leave together with interest at the rate of **6%** per annum to be calculated from the date of such payment.

Provided that the Board of Management may, in any exceptional case, waive or reduce, 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/she 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 Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances as deemed fit.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service 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 through Head of department/ centre on recommendation of DAC and for approval along with the application for grant of leave.

2. On return 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 seminar specially organized for the purpose by the Head of the Department/ centre.

12.Maternity Leave

(i) A woman teacher with less than two surviving children may be granted Maternity leave for a period of 135 days from the date of confinement or the date of delivery whichever is earlier. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks in all or does not extend beyond six weeks from 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 a female teacher. Such leave may also be granted in case of illness of a newly born baby, subject to production of Medical Certificate to the effect that the condition the ailing baby warrant mother's personal attention and that her presence by the baby's side is absolutely necessary.

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13. Paternity Leave

Paternity leave of 15 days may be granted to a male teacher with less than 2 surviving children during the confinement of his wife.

Adoption leave may be granted as per the rules of the Central Government.

14. Quarantine Leave

(i) Quarantine leave is leave of absence from duty necessitated in consequence of the occurrence of an infectious diseases affecting the person or any other member of his family .

(ii) Quarantine leave may be granted or recommended on medical grounds for a period not exceeding 21 days. In exceptional cases, this limit may be raised by the Board of Management/ Granting authority to 30 days. Any further extension of leave for quarantine purposes must be applied for and shall be debited from other leave to which the teacher is entitled.

(iii) A teacher on quarantine leave is not treated as absent from duty and his pay will not be affected if the excess period of absence on quarantine purposes is regularized by other regular leave admissible.

(iv) Quarantine leave may be combined with earned leave, half-pay leave or extra-ordinary leave, duty leave but not with casual/ special casual leave.

15. GENERAL

15.1 Definition of Leave earned:

(1) Leave is earned by duty only. The period spent on foreign service is treated as being on duty if leave salary is paid for such period.

15.2 Right of Leave

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

(b) No leave shall be granted to a teacher when the competent authority has decided to dismiss, remove or compulsorily retire him/ her from service. No leave shall be granted to a teacher when he / she is under suspension.

15.3 Maximum Period of Absence from duty

(a) Save under rules at clause 8 & 10 (ii), no teacher shall be granted leave of any kind for a continuous period exceeding three 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 Board of Management, in view of the exceptional circumstances of the case otherwise determines, be deemed to have vacated his position from the date of his unauthorized absence.

15.4 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 convincing reasons.

15.5 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. Vacation may be combined with leave subject to the clauses 5 and 8 of this Ordinance.

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15.6 Rejoining of duty before the expiry of leave

A teacher on leave may return to duty before the expiry of the period of leave granted to him/ her with prior intimation to the authority.

15.7 Leave on medical grounds

(a) A teacher who applies for leave on medical grounds shall support his application with a medical certificate from the Medical Officer of the University or from a Registered Medical Practitioner. The competent authority may, however, direct the applicant to appear before a Medical Board.

(b) Leave or extension of leave on medical certificate shall not be granted beyond the date a teacher is Pronounced by a Medical Board constituted for the purpose to be permanently incapacitated for further service.

(c) A person away from the Head quarter may apply for such leave supported by Certificate from a registered medical practitioner. However, the authority may refer the case to a Medical Board constituted for such purpose.

15.8 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. The journey period, if any, shall be considered within the medical leave period.

15.9 Employment during leave

(a) 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. However, 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 to any literary work or publication or radio or extension lectures or with the permission of the Vice-Chancellor, to any other academic work.

(b) The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such conditions as the Board of Management may prescribe.

15.10 Absence without leave or over stay

Subject to provisions of clause 15.2 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 allowance 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. Willful absence from duty may be treated as misconduct.

15.11 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 up to 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 between 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 leave was earned between the date from which the leave preparatory to retirement was to commence and the date of retirement.

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(b) Provided further that a teacher ;

(i) who after having been under suspension is reinstated within 120 or 180 days, as the case may be, preceding the date of his retirement on superannuation and was prevented by reason of having been under suspension from applying for leave preparatory 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 preparatory to retirement shall be allowed to avail of the leave to his credit, subject to a maximum of 120 or 180 days, as the case may be, after termination of proceedings as if it had been refused aforesaid, if in the opinion of the authority competent to order reinstatement, he has been fully exonerated and the suspension 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, and 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 accumulate 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 9(a) above, had he retired on the date of superannuation diminished by the amount of such leave as was availed of during the period of extension; and

(b) earned leave earned during the period of extension and applied for as leave preparatory to 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 extension of service will be deemed for purposes 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.

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15.12 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 a admissible to him at the time the leave was originally 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.

15.13 Increment during leave

If increment of pay falls during any leave, other than Earned leave, 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.

15.14 Leave Year

For the purpose of this Ordinance, unless otherwise specified, the term ‘year’ shall mean a Calendar year.

15.15 Authorities empowered to sanction Leave

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 Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the teacher concerned.

Kinds of leave	Sanctioning authority	Extent of power
(i) **Casual Leave and**		
(ii)**Special Casual Leave**		
(a) Dean of Schools	Vice Chancellor	Full
(b) Head of Centres/Departments	Dean of the School concerned	Full
(c) Other teachers	Head of Centre/Department	Full
(iii) Duty Leave,	Vice-Chancellor	Full
(iv) Earned Leave Half-pay Leave, Commuted Leave and Maternity Leave	Vice Chancellor	Full
(v) (a) Extra-ordinary Leave for study/ research	Vice-Chancellor BoM	Up to 90 days Beyond 90 days
(b) Extra-ordinary leave to join foreign services	BoM	Full
(v) Leave-not-due	Vice-Chancellor	Full

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15.16 Leave Salary

A teacher granted casual leave or special casual leave is not treated as absence from duty and his pay is not held-up. During duty leave and sabbatical leave, a teacher will draw pay under the provisions of clauses 4 and 11 of this Ordinance, respectively. 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 pay earned during the ten complete months immediately preceding 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 were 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 leave-not-due :

Leave salary equal to half of the amount specified against (A) above.

C. Extra-ordinary leave :

Not entitled to any leave salary.

D. Study leave :

As admissible under clause 10 of this Ordinance.

E. Maternity Leave, paternity Leave and Quarantine Leave :

Pay drawn at the time of proceeding on leave. Subject to the provisions of Clauses 10 of this Ordinance, payment of dearness, house rent and city compensatory allowance (if any) during leave shall be governed by the provisions of the rules regarding the payment of those allowances.

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