



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
HIGHER EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

**NOTIFICATION**

The 20th July, 2021

**No.AHE. 428/2020/14.-** Government of Assam, Education (Higher) Department, with the approval of Hon'ble Cabinet vide Additional Item No.1 dated 16/06/2021, is pleased to notify herewith the First Statutes of the Rabindranath Tagore University with immediate effect.

**THE FIRST STATUTES, FIRST ORDINANCES AND  
FIRST REGULATIONS  
OF  
RABINDRANATH TAGORE UNIVERSITY**

## THE FIRST STATUTES, ORDINANCES AND REGULATIONS OF RABINDRANATH TAGORE UNIVERSITY

### PREAMBLE

In furtherance of the objectives in the Rabindranath Tagore University Act, 2017, the Vice Chancellor of the University notifies these First Statutes of the University after obtaining the assent from the Chancellor under Section 55 (4) of the Act to facilitate efficient, transparent and accountable governance and management of the University.

### Part-I Preliminaries

#### Statute 1

##### **I. Short Title Extent and Commencement**

- (i) The "Statutes" means the Statutes of Rabindranath Tagore University Statutes.
- (ii) These Statutes shall be called the Rabindranath Tagore University Statutes, 2019.
- (iii) These Statutes shall come into force on such date as the Vice Chancellor may notify these after obtaining the assent of the Chancellor of the University.
- (iv) The Statutes are to be considered in conjunction with the provisions of the Rabindranath Tagore University Act No. XXXIV of 2017. In case of the absence of provisions in the Statutes, Ordinances and Regulations and/or in the case of any unforeseen differences or ambiguities in the provisions of the Statutes and the Act of the University, the provisions as stated in the Act shall prevail.
- (v) The Statutes may be amended by the Executive Council of the University when such necessity arises and the amended Statutes shall come into force after the due process of approval by the Executive Council and notification by the University with immediate effect or may be retrospectively or prospectively as approved by the Executive Council and notified accordingly.
- (vi) The provisions in the Statutes relating to the powers of any authority of the University shall not be amended, repealed or made *de novo* by the Executive Council without obtaining the prior opinions from the concerned authority in black and white on the proposed amendment (s) and its discussion in the Executive Council.

##### **II. Registered Office**

The registered office of Rabindranath Tagore University shall be: P.O. & District: Hojai. PIN – 782435, Assam State.

**Statute 2**

1. Under clause 1 Section 2. of the Rabindranath Tagore University Act, Number XXXIV of 2017, a number of additional terminologies are incorporated under the Definitions as follows:

**Definitions (II)**

In the Statutes unless the context otherwise requires,

1. "A regular Course of Study" means the academic courses of study offered by the University as full time on campus study.
2. "Act" means the Rabindranath Tagore University Act, Number XXXIV of 2017.
3. "Academic Council" means the Academic Council of the University.
4. "Admission Committee" means the Committee constituted by the University to plan, organise and govern the admission process of students to all academic courses of study of the University in accordance with the terms of references spelt out by the Executive Council of the University under the provisions of the Rabindranath Tagore University Act, Number XXXIV of 2017/Statutes/Ordinances.
5. "Academic Registrar" means the Academic Registrar appointed under the section 17 of the University Act.
6. "Board" means, the Planning Board or any other Board of the University besides the Board of Studies constituted under section 34 of the Act.
7. "Campus" means the premise on which the University and its facilities like Libraries, Laboratories, Lecture Halls, Hostels, Toilets, Students Centres, Dining Halls, Stadiums, Parking Areas, Parks-like Settings, and other amenities like Health Centres, Canteens, Bank Counters, etc., which are situated on the premises of the University and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the location outside the University on Field Trips, Internships, Study Tours, Excursions, Short Term Placements, Places used for campus, Cultural Festivals, Sports Meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
8. "Chancellor", "Vice Chancellor" and "Pro- Vice Chancellor" means the Chancellor, Vice- Chancellor and the Pro-Vice Chancellor of the University who shall assume the respective offices as per Section 10, 12 and 14 of the University Act.
9. "Controller of Examination" means the Officer of the University appointed under the section 21 of the University Act to organise, conduct and control all examinations, evaluation of student performance and declaration of the results of the examinations of the University.

10. The "Course Co-ordinator" means the faculty member who is responsible for co-ordinating with faculty members in the designing of academic courses, conduct of classes, organisation of evaluation process through the continuous, comprehensive assessment process for the students of a course, award of grades to the students and co-ordinate with the concerned Head of the Department and the Controller of Examination on all matters pertaining to the process of Examination.
11. "Degree/Diploma" means the Degree-the Bachelor's , Master's and the PhD Degree and the Diplomas as approved by the Executive Council of the University for conferring on successful completion of the academic courses by the students
12. "Deans of Faculty" means the senior faculty member as per section 38 of the University Act who shall be responsible for providing academic leadership and for overseeing academic governance of the Departments and the Centres of Studies under the faculty of the University
13. "Dean, Student Welfare" means the senior faculty member appointed to oversee all matters of academic, extra-curricular, student placement and discipline of the students of the University appointed under section 19 of the University Act
14. "Dean, Research and Development" means the senior faculty member appointed under section 18 of the University Act to provide overall guidance and governance in research and innovation in the University by the students and the faculty members
15. "Employee" means the any person appointed/engaged by the University for any specific purpose with accountability in the teaching and in the non- teaching departments, sections, establishment of the University through due process of the University in accordance with the provisions under the relevant section(s) of the University Act , Statutes, Ordinances and Regulations
16. "Equal Opportunity" means opportunities to all citizens of India in accordance with the provisions under the Constitution of India in availing the benefit of education without discriminating any one on grounds of her/his religion, caste, race, sex or place of birth
17. "Examination" means the assessment and evaluation process of the students' academic performance
18. "External Examiner" means an Examiner from other University or Higher Education Institute who is appointed by the Rabindranath Tagore University as an Examiner in any examination conducted by the University
19. "Faculty member" means a member who teaches in an academic department of the University
20. "Faculty of Studies" means the Faculty of Humanities and Social Sciences, the Faculty of Science and Technology, the Faculty of Environmental Studies, the Faculty of Commerce and Management Studies, etc.,
21. "Fee" means the charges to be paid by the student to the University for availing various services extended by the University

22. "Inclusive" means a principle of the University to include students, researchers, faculty members and non-teaching staff from all sections of the society irrespective of class, creed, economic status, language, sex and religious affiliations
23. "ICT" means Information and Communication Technology which shall be a major platform for conducting teaching, learning, research and governance in the University
24. "Internal Examiner" means an Examiner appointed by the University from within the University academic departments for the purpose of conducting examination of the University
25. "Internal Complaints Committee" means the Committee constituted by the University in compliance with the instructions of the National Commission for Women and the Guidelines issued in implementation of the directives of the Hon'ble Supreme Court of India to prevent sexual harassment of women at work place
26. "IPR" means Intellectual Property Rights
27. "International Students" means students of the University from countries other than India
28. "Internal Quality Assurance Cell (IQAC)" means the Cell constituted by the University for continuous assessment of the quality of the academic and administrative performance of the University in accordance with the Guidelines/Regulations of the National Assessment and Accreditation Council (NAAC) and all other regulatory bodies under the Ministry of Human resource development, Government of India
29. "Liberal Education" means the Liberal Education expounded by the Ministry of Human Resource Development, Government of India as an education which is flexible yet rigorous and which promotes creativity and critical thinking amongst the students
30. "Specially abled person" means persons covered under the Rights of Persons with Disabilities Act, 2016, Government of India
31. "Registrar", Deputy Registrar, "Finance Officer", "Librarian", "Medical Officer" mean the Registrar, Deputy Registrar, Finance Officer, Librarian, and the Medical Officer of the University respectively who shall be appointed under section 15, 20 of the University Act and the Statutes there under.
32. "Regulatory Body" means statutory bodies established by the central Government from time to time for smooth functioning and maintenance of academic standards in higher education institutes of the country such as the University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Bar Council of India, Medical Council of India, All India Nursing Council, Pharmacy Council of India, etc.,
33. "Student" means the *bonafide* students of the University
34. "Training and Placement Cell" means the Cell of the University that facilitates grooming of the passed out students in obtaining placement in jobs and other assignments

35. "University" means the Rabindranath Tagore University
36. "University Grants Commission" means the University Grants Commission (UGC) established under section 4 of the University Grants Commission Act, 1956 (3 of 1956).

### **Statute 3.**

#### **University Seal, Flag, Anthem, Logo**

The University shall have its seal, flag, anthem and the logo as stipulated under section 41 (vi) of the University Act.

- 3.1 The University shall have a common seal the design of which is Approved by the Executive Council and which shall be used for all official purposes of the University.
- 3.2 The University shall have its University Flag appropriately designed and approved by the Executive Council.
- 3.3 The University shall have its Anthem as approved by the Executive Council of the University which shall be played on appropriate occasions with due sanctity.
- 3.4 The University may design and adopt such Logo unique to the University for use and display at appropriate places and on appropriate occasions
- 3.5 The University Flag, Logo and the Anthem shall not contain anything that may violate the ethos implicit in the culture, heritage and dignity of the University, state and the nation.

### **Statute 4.**

The terms of office, the method of appointment and the conditions of services of the Officers of the University other than the Chancellor and the Vice Chancellor.

#### **4.1 Pro- Vice Chancellor**

A Pro- Vice Chancellor may be appointed by the Vice Chancellor as per the provisions in the Section 14 (1)-(5) of the University Act .

##### **4.1.1. Mode of Appointment**

The Vice Chancellor may appoint a Pro-Vice Chancellor from amongst the Professors of the University or from any other Higher Education Institution under intimation to the Chancellor.

#### **4.1.2. Term of Office**

The Pro-Vice Chancellor shall be appointed for a term of Three years.

#### **4.1.3. Conditions of Service**

4.1.3.1. The position of the Pro- Vice Chancellor shall be for a period of Three years and shall be co-terminus with the term of the Vice Chancellor.

4.1.3.2. The Pro- Vice Chancellor shall be a member on all statutory bodies of the University.

4.1.3.3. The Pro-Vice Chancellor shall be entitled to an additional allowance as decided by the Vice Chancellor.

#### **4.1.4. Duties and Responsibilities**

The Pro-Vice Chancellor shall take up the responsibilities assigned to her/him by the Vice Chancellor over and above her/his regular responsibilities as a Professor

#### **4.2 Registrar**

The Registrar is the chief administrative officer of the University and is the custodian of all assets and the seal of the University and of all other such objects and documents as decided and approved by the Executive Council.

##### **4.2.1. Mode of Appointment**

The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose by the Executive Council. The process of appointment of Registrar shall be initiated by the Vice Chancellor by constituting a Selection Committee with the Vice Chancellor as the Chairperson, one nominee of the University Court, one nominee of the Executive Council, one nominee of the Vice Chancellor from amongst the University Professor, two external experts to be nominated by the Vice Chancellor who may be eminent academic, scientist or a bureaucrat, whose ranks shall not be less than that of a University Professor. The post of the Registrar shall be advertised in the national and regional newspapers and In the University website. A Screening Committee constituted by the Vice Chancellor comprising of one Professor as the Vice Chancellor's nominee and one nominee from the Executive Council shall screen the candidates on the basis of the qualifications and all other eligibility requirements as per the norms of the University Grants Commission/ the Ministry of Human Resource Development, Government of India and as accepted by the State Government. On approval of the Short Listed candidates by the Vice Chancellor, the Selection Committee shall interview the invited short listed candidates and shall place the recommendation for consideration of the Executive Council.



**4.2.2. Term of Office**

4.2.2.1. The Registrar shall be a whole time Officer of the University who shall be appointed for a term of Five (05) years from the date of assuming her/his Office.

4.2.2.2. The Registrar may resign from the position of Registrar by serving advance notice of three (03) months to the Vice Chancellor.

4.2.2.3. The Executive Council may relieve the Registrar from the post on recommendation of the Vice Chancellor on sufficient and convincing ground relating to dereliction of her/his assigned duties/ gross act of delinquency affecting the administration and functioning of the University/ violation of the established Rules and procedures of the University/ proven act of corruption- financial, administrative and moral.

4.2.2.4. In the event of any temporary vacancy in the office of the Registrar due to her/his leave on ground of illness or any other exigency, the Vice Chancellor, on the approval of the Executive Council may commit the charge of the office of the registry to any suitable Officer/Professor of the University for a temporary period.

**4.2.3. Conditions of Service**

4.2.3.1. The Registrar shall be a whole time Officer of the University to be appointed for a term of five (05) years following the provision and the procedure in the University Act/Statutes/Ordinance

4.2.3.2. The Registrar shall serve a probation period of one (01) year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor; she/he shall be confirmed in the position for the remaining period of the term.

4.2.3.3. The Registrar may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 15 (1), (2) of the University Act and the Statute 4.1.1.

4.2.3.4. The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Commission/the Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.2.3.5. The Registrar shall be entitled to an official quarter on payment of the approved Licence Fee and the billed Electricity and water Charges as per the norms of the UGC/ Ministry of Human Resource Development, Government of India and as accepted by the State Government.

4.2.3.6. The Registrar shall be entitled to an official vehicle 24 x 7

**4.2.4. Duties and Responsibilities**

4.2.4.1. Under the provision of the section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, the Construction Committee, the Building and Works Committee and other Committees as decided by the Executive Council and the Vice-Chancellor with the exception of those authorities, committees and any other bodies where the Vice Chancellor herself/himself or any other of her /his nominees are the Chairperson.

4.2.4.2 The Registrar shall convene the meetings of all committees on which she/he is the *ex-officio* Secretary and shall be responsible for all such acts such as preparation of the Agenda Notes, intimation to the members, preparation and circulation of the minutes after due approval from the Vice Chancellor or any other competent authority as the case may be.

4.2.4.3. The Registrar shall be the custodian of the records, the seal and the property of the University and of any other objects, documents as the Executive Council/ Vice Chancellor shall commit to her/his charge. The Registrar shall be responsible for regular updating and maintenance of the University Stock Book and the University Asset Register.

4.2.4.4. The Registrar shall be responsible for issue and receipt of all official letters and communications.

4.2.4.5. The Registrar is the authorised officer to put up all official Notification, Circular, Office Order in the University website, University Notice Board and the Newspaper after due approval of the Vice Chancellor.

4.2.4.6. The Registrar shall be the authorised officer to communicate with the State and the Union Governments on any matter relating to the University.

4.2.4.7. The Registrar shall be the authorised Officer to receive the communications under the Right to Information Act and shall Issue responses as and when required as per the law.

4.2.4.8. The Registrar shall represent the University in the Court of Law in suits or proceedings by or against the University, sign Powers of Attorney and verify pleadings and /or depute her /his representatives for the purpose. The Registrar shall be the authorised Officer to sue any party/ individual on behalf of the University after due approval from the Executive Council/Vice Chancellor for any liability to the University, for any breach of contract entered into with the University.

4.2.4.9. The Registrar shall be the official signatory in all Memorandum of Understanding (MoU), Memorandum of Agreement (MoA) or any Agreement of mutual cooperation between the University and other institutions/organisations as approved by the Executive Council. The Registrar shall be responsible for obtaining prior approval from the state and the Union Governments for entering into any MoU/MoA or other Agreement with any foreign University/ Higher Education Institute.

4.2.4.10. The Registrar shall be responsible for creation and maintenance of the comprehensive digital database of the University.

4.2.4.11. The Registrar shall be responsible for addressing all issues relating to gender and be responsible for ensuring effective functioning of the of the Internal Complaints Committee.

4.2.4.12. The Registrar shall be responsible for timely and regular operation of the Semester system.

4.2.4.13. The Registrar shall be responsible for maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, that ensures and enhance sustainable environment.

4.2.4.14. The Registrar shall be responsible for coordinating with the Finance Officer and the Vice Chancellor on all matters relating to timely preparation of the University Budget, Statement of Accounts, University Balance Sheet, the Annual Report of the University, conduct of the internal audit and the annual audit of the accounts and on all other such matters that ensure transparent financial management of the University.

4.2.4.15. The Registrar shall issue the appointment letters to the teaching and the non-teaching staff with the terms of references as approved by the Executive Council.

4.2.4.16. The Registrar shall ensure that the Annual Confidential Reports of all employees-teaching and non-teaching are prepared by the assigned Controlling Officers and placed before the authorised Officers for necessary action and record.

4.2.4.17. The Registrar shall be responsible for coordinating with all concerned officers for regular and timely conduct of the Academic and Administrative Audit of the University.

4.2.4.18. The Registrar shall be authorised under *force majeure* to take any measure deemed appropriate in consultation with the Vice Chancellor at times of emergency arising out of health and medical, law and order, major accidents, natural calamities, etc.

4.2.4.19. The Registrar shall be providing the necessary support to the Vice Chancellor, when called for, on any other matter relating to the University which are not explicitly covered under the Statutes and perform such duties as asked by the Vice Chancellor in the interest of the University.

### **4.3 Academic Registrar**

#### **4.3.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the

Academic Registrar from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

#### **4.3.2. Term of Office**

The Academic Registrar shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government.

#### **4.3.3. Conditions of Service**

4.3.3.1 The Academic Registrar shall be a full time regular employee of the University and shall be entitled to the emoluments in the approved pay scale and pay band accepted by the State Government.

4.3.3.2. The Academic Registrar shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.3.3.2 In the event of the Academic Officer proceeding on long leave on the ground of illness, or any unforeseen unavoidable exigencies, the charge of the office of the Academic Registrar shall be temporarily entrusted upon any other suitable officer/Professor of the University as deemed appropriate by the Vice Chancellor of the University.

#### **4.3.4. Duties and Responsibilities**

4.3.4.1. Under the provision in the section 17 (1) of the Act of the University, the Academic Registrar shall be the Secretary of the Academic Council of the University. The Academic Registrar shall prepare the Agenda Notes for the Meetings of the Academic Council and shall be responsible for preparation and circulation of the Minutes of the meetings of the Academic Council.

4.3.4.2 The Academic Registrar shall coordinate with the Deans of the Faculties and the Heads of the Departments in the preparation and periodic revision of the syllabi of all academic programmes of the University. The Academic Registrar shall ensure that new course curricula are prepared and presented to the Academic Council for consideration in accordance with the Learning Outcome Based Curriculum Framework.

4.3.4.3. The Academic Registrar shall be responsible for preparation of the Academic Calendar, Time Tables of the University. The Academic Registrar shall also ensure that the

classes are allocated in conformity with the assigned credits for the teaching units in the curricula.

4.3.4.4. The Academic Registrar shall coordinate with the Heads of the Departments, the Deans of the Faculties and the Controller of Examination for governance of the semester system.

4.3.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the faculty members on Pedagogy, application of ICT in teaching learning, continuous comprehensive evaluation, evaluation of students' feedback, etc.

4.3.4.6. The Academic Registrar shall provide professional support to the Vice Chancellor, the Registrar and all other functionaries of the University on any other matter, other than those specified in the statutes for proper Academic Governance of the University.

4.3.4.7. The Academic Registrar shall be responsible for coordinating with the Deans of the Faculties and the Heads of the Departments for facilitating teaching learning by the students through the available MOOCS platforms like the SWAYAM.

4.3.4.8: The Academic Registrar shall be responsible for collecting and maintaining all student related data of the University in the National Academic Depository (NAD).

4.3.4.9. It will be the duty and responsibility of the Academic Registrar to create and maintain digital data base of the University for participation in the assessment and accreditation of the University by agencies approved by the Government of India like the National Assessment and Accreditation Council (NAAC), the National Institutional Ranking Framework (NIRF), National Accreditation Board (NAB), etc.

4.3.4.10. The Academic Registrar shall organise the periodic Academic and Administrative Audit of the University by external peer group.

4.3.4.11. The Academic Registrar shall coordinate with the Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University stated in 4.1.4.6 and 4.1.4.7.

4.3.4.12. The Academic Registrar shall coordinate with the Departments, the Deans of the faculties, the Dean R & D and the Dean, Student Welfare for facilitating Industry- Academia Interfacing.

4.3.4.13. The Academic Registrar shall coordinate with the Heads of the Departments and the Heads of the Centres of Studies and the Deans of the Faculties for facilitating appointment of Visiting Professors and the Guests faculties.

4.3.4.14. The Academic Registrar shall coordinate with the Deans of the Faculties, Dean, Students Welfare and the Dean, R & D for facilitating admission of international students into the various teaching and research programmes of the University.

4.3.4.15. The Academic Registrar shall coordinate with the Controller of Examination in organising the Convocation of the University.

#### **4.4. Controller of Examination**

##### **4.4.1. Mode of Appointment**

The Academic Registrar of the University shall be appointed by the Registrar under the section 17 (1) of the Act of the University on approval of the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the Controller of Examinations from amongst the candidates with the academic qualifications and having fulfilled all other eligibility criteria as per the requirement of the UGC/MHRD.

##### **4.4.2. Term of Office**

The Controller of Examinations shall serve as a whole time officer and shall continue to serve the University after successful completion of the probationary period of one year which may be extended for another year (maximum two years of probation period) from the date of his joining the position till she/he attains the age of superannuation as per the provision of retirement age of the Ministry of Human Resource Development, Government of India and as approved by the State Government

##### **4.4.3 Conditions of Service**

4.4.3.1. The Controller of Examination shall serve a probation period of one year which may be further extended to another year, after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.4.3.2. The Controller of Examination shall draw his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/ the University Grants Commission and as approved by the State Government.

4.4.3.3. In the event of any temporary vacancy in the Office of the Controller of Examination due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

##### **4.4.4. Duties and Responsibilities**

4.4.4.1. Under the provision of the section 6 (iv) of the University Act, the Controller of Examination shall be responsible for the conduct of the Mid Semester and Semester End Examinations of all academic programmes of the University and those of the Constituent Colleges, if any.

4.4.4.2. The Controller of Examination shall be responsible for coordinating with the Heads of the Departments/ Centres of Studies and the Principal of the Constituent Colleges, if any for obtaining the Grades/Marks of the students under the Continuous Comprehensive Evaluation system and the Grades/Marks of the students in the Sessional Examinations.

4.4.4.3. The Controller of Examination shall recommend to the Vice Chancellor for the appointment of the External Examiners, if any on the basis of the recommendation of the concerned Head of the Department for the conduct of Practical Examination in the required subjects.

4.4.4.4. The Controller of Examination shall constitute the Moderation Committee as approved by the Vice Chancellor and convene the meetings as and when required for finalising the Question Papers of the Mid Semester and the Semester End Examinations.

4.4.4.5. The Controller of Examination shall compile the results of the Mid Semester and the Semester End Examinations of the University and of the Constituent Colleges, if any and publish the same after due approval of the Vice Chancellor.

4.4.4.6. The Controller of Examination shall conduct the Examination of the Course Work of the PhD programme of the University and shall prepare the result for declaration after due approval from the Vice Chancellor.

4.4.4.7. The Controller of Examination shall coordinate with Academic Registrar and the Director, IQAC in creating student database for the National Academic Depository (NAD), NAAC visit, NIRF Ranking of the University and on any other matter of relevance to academic governance.

4.4.4.8. The Controller of Examination shall be responsible for coordinating with the Academic Registrar, Registrar and the Deans of the Faculties in organising the Convocation of the University within six months of declaration of the final results of the academic programmes for the award of the Degrees, Diplomas and the Certificates to the successful students.

#### **4.5. Finance Officer**

##### **4.5.1 Mode of Appointment**

The Finance Officer is a whole time Officer of the University who shall be appointed on the recommendation of the Selection Committee constituted by the Executive Council of the University for selecting the suitable candidate with the required qualification and having the requisite eligibility as per the provisions under the relevant Rules of the Ministry of Human resource Development/University Grants Commission and as approved by the State Government.

**4.5.2. Term of Office**

The Finance Officer shall be appointed for a full term of Five (5) years and shall continue to serve in the position until the completion of the term.

**4.5.3. Conditions of Service**

4.5.3.1. The Finance Officer shall serve a probation period of one (01) year which may be further extended to another year after which on review of her/his performance during the probation period by the Vice Chancellor, she/he shall be confirmed in the position.

4.5.3.2. The Finance Officer may be considered for reappointment on completion of her/his term should she/he so desires and following the provisions and the procedures under section 20 (1) of the University Act and the Statute 4.4.1 of the University provided she/he fulfils the laid down conditions for appointment of the post for another term.

4.5.3.3. The Finance Officer shall draw her/his salary in the Pay Scale and the Pay Band as per the Ministry of Human Resource, Government of India/the University Grants Commission and as approved by the State Government.

4.5.3.4. In the event of any temporary vacancy in the Office of the Finance Officer due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice Chancellor shall appoint any other Officer of the University deemed suitable for the post as a temporary measure.

**4.5.4 Duties and Responsibilities**

4.5.4.1. The Finance Officer shall be a whole time Officer of the University who shall be responsible for the overall supervision of the financial management of the University.

4.5.4.2. The Finance Officer shall prepare the annual Budget Estimate under the recurring and the Non-recurring expenditure Heads and shall maintain the records of the revenues earned by the University through various Heads of Student Fees, Registration Fees, Migration Fees, Bank Guarantees, Endowment Funds, Extra mural Grants, Grant Over Heads, etc.

4.5.4.3. The Finance Officer shall be responsible for preparation of the Annual Statements of Accounts and the Balance Sheet of the University for consideration of the Finance Committee, the Executive Council and the Court.

4.5.4.4. The Finance Officer shall ensure that there is an effective mechanism of regular monitoring of the financial expenditures through the internal audit.

4.5.4.5. The Finance Officer shall be responsible for ensuring the annual Audit of the University Accounts by the Accountant General's Office.



4.5.4.6. The Finance Officer shall be responsible for incorporation of the approved audited account of the University in the Annual Report of the University within the stipulated time frame.

4.5.4.7. The Finance Officer shall be responsible for coordinating with the Registrar in evaluating the assets of the University as recorded in the Asset Register and the Stock Books for consumable and non-consumable objects procured by each and every teaching and non-teaching department in terms of appreciation, if any and depreciation.

4.5.4.8. The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee and shall prepare the Agenda Notes, Minutes of the Finance Committee Meetings and all other matters as stipulated in the sections 43 (a-g), 44 (1), 45 (1-6) of the University Act.

4.5.4.9. The Finance Officer shall constantly monitor the incurred expenditure and the earned revenue and advise the Vice Chancellor accordingly to work out appropriate strategies for financial operation.

4.5.4.10. The Finance Officer shall ensure that the expenditure of the University is maintained in accordance with the approved budget of the University.

4.5.4.11. The Finance Officer shall be responsible for placing all mechanisms for financial transactions of the University in accordance with the policy guidelines and directives of the Government to ensure efficiency and transparency in the financial operations of the University.

4.5.4.12. The Finance Officer shall ensure that the income taxes of the employees are deducted at source properly and correctly and deposited to the Income Tax authority within the stipulated period.

4.5.4.13. The Finance Officer shall issue the signed salary certificates to each employee and ensure that the contributions/deductions towards the employees' Provident Funds and the towards the Permanent Retirement Account Number (PRAN) of the employees availing the National Pension Scheme under the National Securities Depository Limited are made regularly.

4.5.4.14. The Finance Officer shall perform such other functions and duties as may be assigned to her/him by the Executive Council and /or the Vice Chancellor or as stipulated by the Statutes and/or Ordinances and Rules and the Regulations subject to the approval from the Finance Committee and the Executive Council.

#### **4.6. Dean Students Welfare**

The Dean, Students' Welfare shall be a regular position for supervision of all matters relating to the academic, curricular, extra-curricular, discipline, hostel accommodation, cultural,

sports, career, social extension service and such other matters effecting the life of students on the campus and overall welfare and development of the students.

#### **4.6.1 Mode of Appointment**

The Dean, Students' Welfare shall be appointed by the Executive Council on recommendation of the Vice Chancellor from amongst the Professors of the University under the provision of section 19 of the University Act.

#### **4.6.2. Term of Office**

The Dean, Students' Welfare shall be a regular position for a term of three (03) years.

#### **4.6.3. Conditions of Service**

4.6.3.1 The Dean, Students' Welfare shall be discharging his duties and responsibilities over and above her/his regular duties as a Professor of the University.

4.6.3.2. The Dean, Students' Welfare shall be provided with an independent Office and shall be provided accommodation on the campus.

4.6.3.3. The Dean, Students' Welfare shall be required to attend her/his duties beyond the office hours as and when her/his presence is required on the campus.

#### **4.6.4 Duties and Responsibilities**

4.6.4.1 The Dean, Students' Welfare shall be the Chairperson of the Students' Advisory Council.

4.6.4.2 The Dean, Students' Welfare shall be responsible for providing overall supervision on the general welfare and development of the students.

4.6.4.3. The Dean, Students' Welfare shall be the first officer to address any matter relating to students' grievance and shall make endeavour to resolve.

4.6.4.4. The Dean, Students' Welfare shall be responsible for allocating seats to the admitted eligible students in the Hostels of the University.

4.6.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels.

4.6.4.6. The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels.

4.6.4.7. The Dean, Students' Welfare shall ensure that the discipline and decorum on the campus is maintained by the students.

4.6.4.8. The Dean, Students' Welfare shall be responsible for conducting the Election of the students' representative to the University Students Union in adherence to the rules /guidelines of the UGC as per the recommendations of the Lyngdoh Committee which have been made binding on all Universities and colleges by the Hon'ble Supreme Court of India.

4.6.4.9. The Dean, Students' Welfare shall be responsible to recommend the disciplinary actions to be taken on any student for violating the Rules and regulations of the University in accordance with the Disciplinary Rules and Regulations of the University to the Vice Chancellor.

4.6.4.10. The Dean, Students' Welfare supervises all cultural, sports and extension services of the students.

4.6.4.11. The Dean, Students' Welfare shall be responsible for overall supervision of the NCC and the NSS wings of the University.

4.6.4.12. The Dean, Students' Welfare shall coordinate with the Academic Registrar, Controller of Examinations and the Registrar on any matter relating to the curricular and co-curricular activities of the students.

4.6.4.13. The dean, Students' Welfare shall coordinate with the Heads of the Departments, Academic Registrar, Finance Officer and the Registrar on matters relating to Scholarship, Travel Grant and Travel Permission for the students.

4.6.4.14. The Dean, Students' Welfare shall perform all such duties and functions as stipulated under section 41 [(i)-(vi)] of the University Act.

## **Statute 5**

### **Liberal Education**

The University shall develop and offer courses within the broad ambit of Liberal Education with an objective of enlarging the intellectual horizon of the students to achieve excellence in all round academic performance and achievement which shall enrich the young minds with the ethos for a modern, liberal and global citizenry. Under the provision of the section 6(i) of the University Act, the University shall offer its various courses within the framework of the UGC by incorporating flexibility for pursuits of courses enabling students from diverse streams to choose subjects across their core disciplines. The Deans of Faculties shall endeavour to develop such courses that would also enable the students to acquire skills and knowledge that would enhance their employability. There shall be an emphasis on interdisciplinary teaching learning and research in the University. The pedagogy of the University shall be such that there is scope for harnessing the creative faculties of the students through independent observation, critical thinking and creative problem solving. The University shall also extend courses and engage in research on languages and traditional knowledge.