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পঞ্জীভুক্ত নম্বৰ - ৭৬৮ /৯৭

Registered No.-768/97



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 341 Dispur, Tuesday, 27th July, 2021, 5th Sravana, 1943 (S. E.)

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

**NOTIFICATION**

The 20th July, 2021

**No.AHE.428/2020/16.-** 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 Bhattadev University with immediate effect.

**THE FIRST STATUTES, FIRST ORDINANCES AND FIRST  
REGULATIONS**

**OF**

**BHATTADEV UNIVERSITY**

**THE FIRST STATUTES  
BHATTADEV UNIVERSITY**

**PREAMBLE**

In furtherance of the objectives in the Bhattadev 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.

## **Statute I**

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

- (i) The "Statutes" means the Statutes of Bhattadev University.
- (ii) These Statutes shall be called the First Statutes of Bhattadev University.
- (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 Bhattadev University Act (Assam Act No. XXXVI) 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 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 either 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 the Bhattadev University shall be:

**Bhattadev University, Bajali  
Pathsala – 781325  
Barpeta, Assam  
India**

**Statute 2**

1. Under Section 2 of the Bhattadev University Act (Assam Act No. XXXVI) of 2017 the definitions of various important terms are given; a number of additional terminologies are defined as follows:

**Definitions (ii)**

In the Statutes unless the context otherwise requires,

2. "A Regular Course of Study" means the academic courses of study offered by the University as full-time on-campus study programmes.
3. "Act" means the Bhattadev University Act (Assam Act No. XXXVI) of 2017.
4. "Academic Council" means the Academic Council of the University.
5. "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 Bhattadev University Act (Assam Act No. XXXVI) of 2017 and the duly formulated Statutes/Ordinances.
6. "Academic Registrar" means the Academic Registrar appointed under the Section 17 of the Act.
7. "Board" means, the Planning Board or any other Board of the University, if formed, besides the Board of Studies constituted under Section 34 of the Act.
8. "Campus" means the premise on which the University and its facilities like Libraries, Laboratories, Lecture Halls, Hostels, Toilets, Students Centres, Dining Halls, Stadiums and Sports Grounds, Parking Areas, Parks, woods and Gardens, and other amenities like Health Centres, Canteens, Bank(s), Post Office, Schools, etc., which are situated on the premises of the University and also includes additional campuses and covers within its scope places visited by students 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 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.
9. "Chancellor", "Vice-Chancellor" and "Pro Vice-Chancellor" means the Chancellor, Vice-Chancellor and the Pro-Vice Chancellor of Bhattadev University who shall assume the respective offices as per Sections 10, 12 and 14 of the Act.
10. "Controller of Examinations" means the officer of the University appointed under Section 21 of the Act to organise, conduct and control all examinations, evaluation of student performance and declaration of the results of the examinations of the University.
11. The "Course Co-ordinator" means the teacher who is responsible for co-ordinating with other teachers in the designing of academic courses, conducting classes, organising the evaluation process through a continuous, comprehensive assessment process for the students attending the course, and awarding grades to the students while co-ordinating

- with the concerned Head(s) of the Department(s) and the Controller of Examinations on all matters pertaining to the process of Examination.
12. "Degree/Diploma/Certificate" means the Degree – the Bachelor's , Master's, the PhD Degree and the Diplomas and Certificates as approved by the Executive Council of the University for conferment on successful completion of the academic programmes followed by the students .
  13. "Dean of Faculty" means the senior teacher as per the 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.
  14. "Dean, Students' 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 Act.
  15. "Dean, Research and Development" means the senior teacher appointed under Section 18 of the Act to provide overall guidance and governance in research and innovation in the University by the students, the teachers and project staff.
  16. "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 Act , the Statutes, the Ordinances and the Regulations.
  17. "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 and research without discriminating any one on grounds of her/his religion, caste, race, sex or place of birth.
  18. "Examination" means the assessment and evaluation process of the students' academic performance.
  19. "External Examiner" means an Examiner from another University or Higher Education Institute who is appointed by Bhattaev University as an Examiner in any examination conducted by the University.
  20. "Faculty member" means a member who teaches or carries out research in a supervisory capacity in an academic department or Centre of the University.
  21. "Faculty" means the Faculty of Humanities and Social Sciences, the Faculty of Sciences, the Faculty of Environmental Studies, the Faculty of Commerce and Management Studies, etc.
  22. "Fee" means the charges levied on the students by the University for availing various services extended by the University.
  23. "Inclusive" means a principle of the University to include students, teachers, researchers, faculty members and non-teaching staff from all sections of the society irrespective of class, creed, economic status, language, sex and religious affiliations.
  24. "ICT" means Information and Communication Technology which shall be a major platform for conducting teaching, learning, research and governance in the University.

25. "Internal Examiner" means an Examiner appointed by the University from within the University academic departments and Centres for the purpose of conducting examination(s) of the University.
26. "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 workplace.
27. "IPR" means Intellectual Property Rights.
28. "International Students" means students of the University from countries other than India.
29. "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.
30. "Liberal Education" means the Liberal Education expounded by the Ministry of Human Resource Development, Government of India as a form of education as expounded in the New Education Policy of India which is flexible yet rigorous and which promotes creativity and critical thinking amongst the students.
31. "Specially abled person" means a person covered under the Rights of Persons with Disabilities Act, 2016, Government of India.
32. "Registrar", "Deputy Registrar", "Finance Officer", "Librarian", "Secretary, University Classes", "University Engineer", "Chief Medical Officer" mean the Registrar, Deputy Registrar, Finance Officer, Librarian, the Secretary of the University Classes, the Chief Engineer of the University, and the Chief Medical Officer of the University respectively who shall be appointed under Sections 9 of the Act and the Statutes thereunder.
33. "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.
34. "Student" means a student who is enrolled in a regular course/programme of study in the University.
35. "Training and Placement Cell" means the Cell of the University that facilitates grooming of the graduating / graduated students of the University in obtaining placement in jobs and other assignments.
36. "University" means the Bhattadev University which will be referred to as 'Bhattadev University, Bajali' in common parlance.
37. "University Grants Commission" means the University Grants Commission (UGC) of India established under section 4 of the University Grants Commission Act, 1956 (3 of 1956) or its equivalent duly constituted by the Union Government of India.

**Statute 3**

**Seal, Logo, Foundation Day, Flag, Anthem, Union, Association, etc.**

[under various provisions of and in addition to The Act]

With the coming into force of The Act and these Statutes, Bajali College, Pathsala stands upgraded and replaced by Bhattadev University, Bajali.

1. This new entity, Bhattadev University, shall be considered to have been founded in 1955, the year in which Bajali College was originally established.
2. The University will have its Foundation Day on August 16 (the Bajali College Foundation Day).
3. The University shall have its own Common Seal to be used for the purposes of the University and the design of the Seal shall be as approved by the Executive Council, subject to further changes or amendments, as deemed necessary from time to time.
4. The University shall have a Logo (Bhattadev University Logo) to be used for the purposes of the University and the design of the Logo shall be as approved by the Executive Council.
5. The University will have its students' union (Bhattadev University Students' Union), teachers' association (Bhattadev University Teachers' Association), officers' association (Bhattadev University Officers' Association), employees' union (Bhattadev University Employees' Union) and an Alumni Association to be called 'Alumni Association of Bhattadev University, Bajali' which will also have the alumni of Bajali College, Pathsala as its members.

The University may decide to make and use such Flag, Anthem, Vehicle Flag and other symbolic or graphic expressions, abbreviations and the likes for such purposes as deemed necessary from time to time, as approved by the Executive Council, and which are not of such nature that are not permitted by the State and the Central Governments.



## **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 provisions of the Section 14 (1)-(5) of the 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 Professors, two external experts to be nominated by the Vice-Chancellor who may be eminent academics, scientists or a bureaucrats, and 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 the Vice-Chancellor shall place the recommendations of the Selection Committee 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 her/his leave on ground of illness or any other exigency, the Vice-Chancellor shall make such arrangements as he/she may deem fit for exercising the powers and performing the duties of the Registrar during the period of absence..

#### **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 Act/Statutes/Ordinance.

4.2.3.2 The 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 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 desire and provided that she/he is eligible for reappointment.

4.2.3.4 The Registrar shall draw the monthly salary on the pay scale and the Pay Band as approved by the University Grants 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 and an official vehicle.

#### **4.2.4 Duties and Responsibilities**

4.2.4.1 Under the provision of Section 15 (3), the Registrar shall be the *ex-officio* Secretary of the Court, the Executive Council, and of the Building and Works Committee:

Provided that, notwithstanding anything contained in The Act, the Executive Council may, either for special purpose or in general, appoint any other officer of the University as the Secretary of the above bodies.

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.

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, or 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 agreements 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 maintaining all activities and practices on the campus of the University and on the campus of its Constituent Colleges, if any, which ensure and enhance sustainable environment.

4.2.4.13 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.

4.2.4.14 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 Section 17 (1) of the Act on approval of the Executive Council based on 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 requisite academic qualifications and all other eligibility criteria as per the requirement of the UGC/MHRD.

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

The term of office of the Academic Registrar shall be five years and she/he will be eligible for reappointment.

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

4.3.3.1 The Academic Registrar shall be entitled to the emoluments in the UGC-approved pay scale and pay band accepted by the State Government.

4.3.3.2 In the event of the Academic Registrar 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 Section 17 (1) of the Act, 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 following the approval of the Vice-Chancellor.

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 Outcomes-based Curriculum Framework (LOCF).

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 Examinations for governance of the semester system.

4.3.4.5 The Academic Registrar shall organise Workshops and Training Programmes for the teachers 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 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 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 the digital database 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 Board of Accreditation (NBA), etc. in collaboration with Coordinator/Director, IQAC.

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

4.3.4.11 The Academic Registrar shall coordinate with the Coordinator/Director of the Internal Quality Assurance Cell (IQAC) in all matters relating to the quality control mechanism of the University as required by the regulatory bodies and as stated in these statutes.

4.3.4.12 The Academic Registrar shall coordinate with the Departments, the Deans of the Faculties, the Dean R & D and the Dean, Students' 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 the appointment of Visiting Professors and Guests Teachers.

4.3.4.14 The Academic Registrar shall coordinate with the Deans of the Faculties, the 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 Examinations in organising the Convocation of the University.

#### **4.4. Controller of Examinations**

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

The Controller of Examinations of the University shall be appointed by the Registrar under Section 17 (1) of the Act on Executive Council 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 her/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 Examinations 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 Examinations 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.

4.4.3.3 In the event of any temporary vacancy in the Office of the Controller of Examinations due to reasons of medical exigency or any other such unforeseen and unavoidable circumstances, the Vice-Chancellor shall appoint any other Officer/Teacher 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 Section 6 (iv) of the Act, the Controller of Examinations 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 Examinations shall be responsible for coordinating with the Heads of the Departments/Centres of Studies and the Principals 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 Examinations 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 Examinations 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 Examinations 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 Examinations shall conduct the Examination of the subject-wise Course Work of the PhD programme of the University and shall prepare the results for declaration after due approval from the Vice-Chancellor.

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

4.4.4.8 The Controller of Examinations 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 Executive council approval of 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 or the date of superannuation, whichever is earlier.

### **4.5.3 Conditions of Service**

4.5.3.1 The Finance Officer 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.

4.5.3.2 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 provisions of Section 20 (1) of the Act 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/Teacher 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, Extramural Grants, Grant Over Heads, etc.

4.5.4.3 The Finance Officer shall be responsible for preparation of the University Budget, 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 accounts of the University in the Annual Report of the University within the stipulated timeframe.

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 Sections 43 (a-g), 44 (1), 45 (1-6) of the 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

Central and State Governments 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 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/r 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 affecting 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 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 her/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 endeavour to resolve the issues.

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 unless the duty is assigned by the Vice-Chancellor to another officer.

4.6.4.5 The Dean, Students' Welfare shall guide, direct and monitor the performance of the Wardens of the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

4.6.4.6 The Dean, Students' Welfare shall frame the Hostel Rules and Regulations for maintaining discipline and decorum in the Hostels unless the duty is assigned by the Vice-Chancellor to another officer.

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 Bhattadev 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 shall supervise 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 Act.