

**THE FIRST STATUTE
OF
AUNIATI UNIVERSITY, KALIAPANI, TEOK
2023**

[Prepared as per Provision of the Auniati University Act, 2022 (Assam Act No. XXXIX, 2022) and the Assam Private Universities Act, 2007 (Assam Act. No. XII, 2007)]

Approved
Storwami

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Auniati University

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PREAMBLE

In exercise of the powers conferred by Sections 18 &19 (Sub-Section 1) of the Auniati University Act, 2022 (Assam Act No. XXXIX, 2022) and Section 30 (1 & 2) of the Assam Private Universities Act, 2007 (Assam Act No.XII of 2007), the Governing Body of the University hereby makes the First Statute of the Auniati University, as follows:

CHAPTER - I **PRELIMINARY**

1.1.01 : Short Title and Commencement

- (a) The “Statutes” means the Statutes of the Auniati University
- (b) These Statutes shall be called the *First Statute of the Auniati University, 2023*
- (c) These Statutes shall come into force with effect from the date of approval and notification by the State Government in the Official Gazette.
- (d) These Statutes are to be considered in conjunction with the Auniati University Act (*Assam Act No. XXXIX, 2022* and the *Assam Private Universities Act, 2007*). 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 State Act (*Assam Act No.XII, 2007*) shall prevail.
- (e) The Statutes may be amended by the Governing Body of the University when necessary and the amended version of the Statutes shall come into force after it has been approved by the GB and notified by the University either retrospectively or prospectively as approved by the GB and notified accordingly.

1.1.02 : Definitions

In these Statutes unless there is anything repugnant to the subject or context:

- (1) 'Act' means the Auniati University Act, 2021
- (2) 'Academic Council' means the Academic Council of the Auniati University
- (3) "Academic Registrar" means the Academic Registrar of the Auniati University appointed by the University according to the provision of the Act.
- (4) "Admission Committee" means the committee constituted by the University to plan, organize and govern the admission process of the students to all academic courses of study of the University.
- (5) 'Assistant Professor' means an Assistant Professor of a Department/Centre of Study/Constituent College of the Auniati University
- (6) 'Associate Professor' means an Associate Professor of a Department/ Centre of Study/Constituent College of the Auniati University
- (7) 'Board of Management' (BOM) means the Board of Management of the University
- (8) 'Board of Studies' means the Board of Studies of a Department or a Centre of Study of the University
- (9) "Campus" means the premise in which the University and its facilities including class rooms, libraries, sports grounds, hospitals and health centres, woods and gardens, canteens, banks and post offices, schools and parking areas and the like are established. It also includes additional campuses.
- (10) 'Chancellor' means the Chancellor of the Auniati University who is also the Chairperson of the Sponsoring Body of the University
- (11) "College" means a college offering undergraduate courses and affiliated to or constituent of a University recognized by the UGC
- (12) 'Constituent College' means college established, managed, maintained and controlled by the University
- (13) 'Council' means the 'Academic Council' of the Auniati University
- (14) 'Dean' means the Dean of a Faculty of the University. It also means the Dean of Research and Development (R&D), and Dean of Students Welfare
- (15) 'Employee' means a whole-time employee of the University
- (16) "Examination" means the assessment and evaluation process of the students' academic performance
- (17) "Examiner" (or internal examiner) means a an evaluator of the academic performance of the students of the University. It
- (18) "External Examiner" means an evaluator from other than the Auniati University
- (19) 'Faculty' means a faculty of the University
- (20) "Faculty member" means a member who teaches or carries out research in a supervisory capacity in an academic department or Center/Institute/College of the University.
- (21) "Fee" means the charges levied on the students by the University for availing various services extended by the University.
- (22) "Finance and Accounts Officer" means the Finance and Accounts Officer of the University appointed by the University as per provision of the Act of the University

- (23) "Fund"/"General Fund" means the fund accrued against the General Fund Account of the University
- (24) 'Governing Body' means the Governing Body of the University
- (25) 'Government' means Government of Assam
- (26) "International Students" means a student of the University coming from outside India.
- (27) "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.
- (28) "IQAC" means the Internal Quality Assurance Cell of the University constituted by the University for continuous assessment of the quality of the academic and administrative performance of the University in accordance with the guidelines of the National Assessment and Accreditation Council (NAAC) and all other regulatory bodies under the Ministry of Human Resources Development, Government of India.
- (29) "Liberal Arts" means "liberal arts" as defined in the National Education Policy, 2020, (NEP) which will promote creativity and critical thinking among the students.
- (30) "Liberal Education" means the liberal education expounded by the Ministry of Human Resources Development, Government of India, as a system of education as expounded in the NEP, 2020 of India
- (31) 'Officers' means the Officers of the University
- (32) 'Performing arts' means music, dance, drama- both traditional and modern, ethnic and classical, and any other art forms that needs performance to present
- (33) 'Post' means a Post of the University
- (34) 'prescribed' means prescribed by the Statute, Regulations or Rules of the University
- (35) 'Professor' means a Professor of the University
- (36) "Registrar" means the Registrar of the University appointed by the University as per provision of the Act of the University
- (37) 'Regulatory Body' means statutory body established by the Central Government from time to time for the smooth functioning and maintenance of the academic standards in higher education institutions of the country. These regulatory agencies include bodies like the UGC, AICTE, CSIR, ICHR, ICAR, DEC, DST, NCTE, MCI, PCI, NAAC, and any other such body created by the Central Government
- (38) 'Rules' means rules made under the Auniati University Act, 2021
- (39) "Satra" means the Auniati Satra, Majuli
- (40) 'Section' means a section of this Statute
- (41) 'Selection Committee' means the Selection Committees of the Auniati University for selection of officers and teachers

- (42) ‘Sponsoring Body’ means the “Auniati Education and Socio-Cultural Development Trust” registered under the Indian Trust Act, 1882, which has sponsored the foundation of the Auniati University.
- (43) “Student” means a student who is enrolled in a regular course/programme of study in the University.
- (44) ‘Teacher’ means a regular Teacher of the University
- (45) ‘University’ means Auniati University
- (46) “University School” means the University model School established, managed, and maintained by the University
- (47) “Vice-Chancellor” means the Vice-Chancellor of the University
- (48) “Visitor” means the Visitor of the University, who is the Governor of Assam

1.1.03: Registered Office of the University

The registered address of the Auniati University shall be-
 Auniati University
 Kaliapani,
 Teok-785112
 Dist: Jorhat, Assam, India

CHAPTER-II **UNIVERSITY SYMBOLS**

[Logo, Seal, Foundation day, Flag, Anthem, Union, Association, etc
 (In addition to the provisions of the Act)]

2.1.01: The University Logo

The University shall have a Logo (the Auniati University Logo) to be used for the purposes of the University and the designs of the Logo shall be as approved by the Governing Body of the University

2.1.02: The University Seal

The University shall have its own Common Seal to be used for the purposes of the of the University and the design of the Seal shall be approved by the Governing Body of the University, subject to further change and modifications, as deemed necessary from time to time.

2.1.03: The University Foundation Day

The Hon’ble Vice Chancellor entered upon the Office of the Chancellor on 29th January, 2023. This day i.e. the 29th JANUARY shall be treated as the Foundation Day of the University. The Governing Body of the University shall approve the Date as the Foundation Day of the University w.e.f. 29th January, 2024.

2.1.04: The University Flag:

The University shall have its own Flag for its use on different occasions designed with the Logo of the University. The GB shall approve the design and measurement of the Flag.

2.01.05: The University Anthem:

The University shall have its own Anthem for presentation on different occasions of importance. The GB shall approve the Anthem.

2.2.00: Union, Association etc.

The University shall have the students Union, the Teachers, Officers and Employees Association and also an Alumni Association to be called Alumni Association of the Auniati University.

CHAPTER – III **AUTHORITIES OF THE UNIVERSITY** [Constitution, Powers and Functions]

- (a) Governing Body (GB)
- (b) Board of Management (BOM)
- (c) Academic Council (AC)
- (d) Board of Studies (BOS)
- (e) Research Council (RC)
- (f) Selection Committee (SC)
- (g) And such other bodies as may be declared from time to time by the Statutes to be the authorities of the University

3.1.00 : The Governing Body (GB)

3.1.01: Constitution:

The GB shall be the Chief Executive body of the University and shall be constituted by the Sponsoring Body with the following members

- (a) The Chancellor- Chairperson
- (b) The Vice-Chancellor-Member
- (c) The Deka-Adhikara of the Auniati Satra
- (d) Five persons nominated by the Sponsoring Body out of which two shall be eminent educationists, and at least one shall be a Bhakat of Auniati Satra
- (e) One expert in the management system or information technology outside the University nominated by the Chancellor
- (f) One expert in the matters of finance nominated by the Chancellor-Member
- (g) Two eminent academicians nominated by the Vice-Chancellor not below the rank of Professor
- (h) Registrar- Member Secretary

3.1.02: Provided that in the absence of the Chancellor, the Vice-Chancellor shall preside over the meeting of the GB. Provided further that the term of the nominated members shall be three years from the date of the notification of the constitution of the authorities

3.1.03: Powers and Functions of the GB

- (a) All the movable and the immovable properties of the University shall vest in the GB
- (b) The GB shall have the following powers and functions, namely-
- (c) To provide general superintendence and directions and to control the functioning of the University by using all such powers as may be

provided by this Act, the Statutes, Ordinance, Regulations or Rules of the University framed thereunder

(d) To review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations or Rules made thereunder

(e) To improve the budget and the annual report of the University

(f) To lay down the policies to be followed by the University

(g) To recommend to the Sponsoring Body about the voluntary liquidation of the University if such a situation arises when smooth functioning of the University becomes impossible in spite of best possible efforts

(a) (g) Suits and other legal proceedings by or against the University shall be instituted by or against the Secretary of the GB

3.1.04 : Meeting-

The GB shall meet at least thrice in a year unless it becomes necessary

3.1.05 : Quorum-

Presence of minimum five members shall form the quorum of a meeting.

3.2.00 : The Board of Management (BOM)

3.2.01: Constitution-

The Board of Management of the University shall consist of the following members-

(a) The Vice-Chancellor-Chairperson

(b) Two members of the GB nominated by the GB

(c) Four persons including at least one woman, who are not the members of the GB, nominated by the Sponsoring Body

(d) One teacher of the University nominated by the Vice-Chancellor

(e) Two distinguished academicians nominated by the Vice-Chancellor

(f) Registrar- Member Secretary

Provided that in the absence of the Vice-Chancellor the senior-most nominee of the Vice-Chancellor present in the meeting shall be the Chairperson of the meeting. Provided further that the term of the members, except the Ex-Officio members, shall be three years.

3.2.02: The powers and functions-

(a) To manage the administrative affairs of the University

(b) to decide on collaboration and collaborative projects with other Universities or institutions

(c) to review the decisions of the Academic Council and all other statutory bodies of the University other than the GB

- (d) to approve appointment of the teachers and officers of the employees
- (e) to arrange hostels for the University students and manage their administration
- (f) and any other matter that the GB does not take into account in the administration and management of the University

3.2.03: Meeting-

The BOM shall meet once in every two months

3.2.04: Quorum-

Presence of Five members shall form the quorum of the meeting

3.3.00 : The Academic Council-

The Academic Council is the chief body to regulate the academic activities of the University, and subject to the provisions of the Act and the Statute, it shall coordinate and supervise the academic programmes and policies of the University.

3.3.01: Constitution-

The Academic Council shall be constituted by the Vice-Chancellor with the following members-

- (a) The Vice-Chancellor- Chairperson
- (b) All HODs of the University
- (c) All Professors of the University
- (d) Two distinguished academicians nominated by the Chancellor for a period of three years
- (e) One academician from among the members of the GB nominated by the GB
- (f) Three eminent academicians nominated by the Vice-Chancellor for a period of three years
- (g) The Registrar
- (h) The Academic Registrar –Member Secretary

Provided that in the absence of the Vice-Chancellor the Senior-most academician among the Vice Chancellor's nominees present in the meeting shall preside over the meeting.

3.3.02: Power and Functions-

Subject to the provisions of this Act and of the Statutes, the Academic Council shall have the following powers and functions, namely-

- (a) to advise the Governing Body and the Board of Management on all academic matters of the University;
- (b) to make regulations and to amend or repeal the same on the following matters-
 1. to prescribe courses of studies and schemes of examinations;
 2. to conduct annual review of courses offered, content of curriculum and those of the new courses to be introduced keeping in view the needs of the society;

- (c) The Visitor may (i) call for any paper or information relating to the affairs of the University and, on the basis of the information received by the Visitor, if he/she is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the provision of this Act or the Statutes, Ordinances, Regulations and Rules made thereunder, he/she may issue such directions as he/she may deem fit in the interest of the University may consider the directions so issued by the Visitor.

B.

The Chancellor:

- (a) The Chairperson of the Sponsoring Body shall be the Chancellor of the University and shall be approved by the Visitor
- (b) The Chancellor may continue in his office till he holds the office of the Chairpersonship of the Sponsoring Body, and the Sponsoring Body considers him fit, his health permits and he also expresses his desire to continue as Chancellor.
- (c) The Chancellor shall preside at the meeting of the Governing Body (GB), and shall preside over the Convocation of the University for conferring degrees, diplomas or other academic distinctions
- (d) The Office of the Chancellor shall be at Majuli Auniati Satra
- (e) The Chancellor shall have also the following powers-
- (i) To call for any information or record
 - (ii) To appoint the Vice-Chancellor
 - (iii) To remove the Vice-Chancellor in accordance with the provisions of sub-section (k) under the head 'The Vice-Chancellor' of this Section
 - (iv) To be acquainted with all the activities and functioning of the University
 - (v) To accept the resignation of the Vice-Chancellor

C.

The Vice-Chancellor

1. Appointment and Tenure of Service

The Vice-Chancellor shall be appointed by the Chancellor

- (i) Of his own choice an eminent academician and a reputed scholar having the requisite educational qualifications and experiences as prescribed by the UGC or by any such regulating body created by the Central Government; or
- (ii) from a panel of three names each candidate having qualifications as under (i) above prepared and recommended by the Governing Body.
- (iii) The Vice-Chancellor shall hold office for a term of three years. Provided that after the expiry of the first term, he/she shall be eligible for reappointment for another term of three years by way

of either extension of his/her service or by the method as specified in the sub-clauses i & ii above. However, no Vice-Chancellor of the University shall be eligible for appointment for a third term. Provided that the Vice-Chancellor shall continue in his/her office till the new incumbent assumes the charge and enters upon the office.

2. Power and Functions of the Vice-Chancellor

- (1) The Vice-Chancellor shall be the Principal Academic and Executive Officer of the University and all employees of the University shall be subject to general supervision and control of the Vice-Chancellor.
- (2) He shall approve the bills for payment sent to him by the Finance and Accounts Department after consultation with and consent of the Hon'ble Chancellor
- (3) He/she shall exercise general superintendence and control over the affairs of the University and shall execute the decisions taken by the various authorities of the University.
- (4) The Vice-Chancellor shall be the Chairperson of the Board of Management (BOM) and the Academic Council, and such other bodies as may be specified and shall be entitled to be present at and to address any meeting of any authority of the University, and shall have the power of casting-vote when necessary.
- (5) The Vice-Chancellor shall preside at the convocation of the University in the absence of both the Visitor and the Chancellor
- (6) If the Vice-Chancellor is of the opinion that any order or decision which is required to be passed or made by any authority of the University is necessary to be passed or made immediately and it is not practicable to convene a meeting of the said authority for that purpose he/she may pass such order or take such decision as he/she deems proper and place the matter before the said authority at its next meeting within sixty days for ratification and where the authority differs from the Vice-Chancellor, the matter shall be referred to the Chancellor whose decision thereon shall be final.
- (7) If in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by this Act or Statutes, Ordinances, Regulations or Rules made thereunder or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority

refuses to revise such decision wholly or partially or fails to take any decision within fifteen days, then such matters shall be referred to the Chancellor and his decision thereon shall be final.

- (8) He/she shall be the Chairperson of the Selection Committee of the ministerial class of the employees of the University including the teachers of the 'University School' established, managed and maintained by the University as practicing school for the teacher training Department, as a Crèche, or as an alternative school giving education from the nursery to the twelve standard.
- (9) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes or the Ordinances
- (10) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the University, the Chancellor may by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order:

Provided that before taking an action under this subsection, the Vice-Chancellor shall be given an opportunity of being heard.

- (11) The Vice-Chancellor may tender resignation at his/her will if he/she so desires. Provided that, the intimation to that effect shall be given to the Chancellor at least before one month of the resignation.

3. Honorarium and Other Facilities:

- (a) The honorarium of the Vice-Chancellor shall be fixed by the Chancellor after negotiating with the Vice-Chancellor and with the Sponsoring Body
- (b) The Vice-Chancellor shall be entitled to a free-furnished official quarter, an official vehicle with a driver, and a caretaker on 24x7 basis.

D. The Registrar:

1. Appointment and Tenure of Service:

- (a) The Registrar shall be appointed by the Governing Body on the recommendation of the Selection Committee constituted for that purpose as provided in the Statute. The process of the appointment of the Registrar shall be initiated by the Vice Chancellor in consultation with the Chairman of the Sponsoring Body.

Provided that the Chairman of the Sponsoring Body may recommend a name of his choice for appointment as Registrar as a stop-gap arrangement in the manner of an OSD if the situation so necessitates.

- (b) The person to be appointed must have adequate educational qualifications, preferably with a doctorate degree in any discipline, and a minimum of ten years of experience in teaching in the College/University at least in the rank of an Associate Professor and/or similar amount of experience in educational administration in the University or a College.
- Or
- (c) A retired Professor/Government Administrative Officer of Grade-I/or any other such person within the educational specification prescribed by the UGC or any other regulating authority made by the Government of India, or with adequate educational and administrative experience justifying the position.
- (d) The term of the Registrar shall be three years. Provided that the Registrar may be reappointed for a second term till the age of Sixty. However, in no case he/she shall be appointed for the third term.

2. Power and Functions:

- (a). The Registrar shall be a whole-time officer and is the custodian of the common Seal
of the University, the records and such other properties/assets of the University as the GB, the BOM and the Vice-Chancellor shall commit to his/her charge and to manage them;
- (b) He/She shall maintain a permanent record of the academic performance of students of the University including courses taken, grades obtained, degrees awarded, prizes or other distinctions won and any other items pertaining to the academic performance of the students;
- (c) He/she shall scrutinize and execute all contracts/MOUs to be signed with other academic/research/industrial institutions for collaboration, on behalf of the University; and forward the same to the Governing Body and the BOM for information and record.
- (d) He/she shall act as the Member Secretary of the BOM and the Academic Council and any other authorities of the University as may be prescribed by the Statutes; and act as the Secretary of the GB and the Selection Committee.
- (e) He/she shall conduct official correspondence of the GB, the BOM, and the Academic Council and such other authorities of the University; and prepare and keep the minutes thereof;

- (f) He/she shall issue all notices convening the meetings of all such authorities of which he/she is the Member Secretary/Secretary
- (g) He/she shall make all necessary arrangements for holding the Convocations of the University
- (h) He/she shall place before the GB, the BOM the annual report, and the annual Budget proposal of the University;
- (i) To issue appointments to the ministerial and Grade IV posts of the University on the approval and on direction of the Vice-Chancellor;
- (j) Shall perform such other functions as may be provided by the Act and as assigned to him from time to time by the Vice-Chancellor, the Statutes, Regulations and Rules of the University.

E. The Academic Registrar

1. Manner of Appointment

(a) The Academic Registrar shall be a whole-time officer of the University, and shall be recruited through the direct recruitment process, or

(b) A retired person who may be recruited on contractual basis for a limited term of three years with adequate educational qualifications and/or experience in conducting academic affairs in a College or a University

2. Powers and Functions

- (a) The Academic Registrar shall prepare Draft of the Regulations and rules relating to different courses of studies and examinations on behalf of the Academic Council
- (b) He/she shall arrange for admission of students into the University, Departments / Centres of studies on the basis of the selection made by the respective Admission Committees of the Departments/Centres of studies as per the admission rules of the University;
- (c) Shall assist the Registrar in the functioning of the Academic Council, the Research Council, and the Faculty Boards and any other Board so framed by the University
- (d) Shall make annual academic planning by creating and publishing an Academic Calendar and Prospectus of the University including planning of examinations, declaration of results, admission of students to different courses of study and such other works as may be delegated to him by the Vice-Chancellor
- (e) To coordinate in the planning and development of the programmes of study and making syllabuses, and organize memorial/special/invited lectures as directed by the Vice-Chancellor
- (f) To prepare annual academic report of the University on behalf of the Registrar;

- (g) To make necessary planning and arrangements to assist the Registrar for holding the Convocation and award of the Degrees, Diplomas, Certificates or any other academic distinctions, medals, prizes etc. and also in the organization of the meetings of the BOM and the Academic Council
- (h) To deal with the matters of recognition of degrees and examinations of other Universities, institution or Board along with the Controller of Examinations as per instructions of the Academic Council;
- (i) To act as Secretary of the Academic Council and Faculty Boards as and when such assignments are put on him/her on behalf of the Registrar
- (j) To perform any other duty entrusted to him by the Vice-Chancellor

F.

Finance and Accounts Officer (FAO)

1. Manner of Appointment

(a) The GB shall appoint a person selected from among a panel prepared by the Selection Committee containing the names of officers belonging to the Assam Finance Service, Class-I furnished by the Government,

OR

from any other source through a selection/nomination process as the Finance and Accounts Officer of the University for a period of three years on such conditions as may be prescribed by the Governing Body.

OR

The GB may appoint a retired person having requisite qualifications and experiences to act as the Finance and Accounts Officer of the University on contract basis for such period as the GB may deem fit.

2. Powers and Functions of the Finance and Accounts Officer (FAO)

- (a) The FAO shall suggest the GB for the proper investment of the funds of the University
- (b) To tender advice with regard to financial transactions of the University;
- (c) To keep appropriate records of the income and expenditure of the University and get the accounts of the University properly audited and take necessary steps for rectification of the accounts as per audit observation, if any
- (d) To prepare the annual Budget Estimates of the University, the Balance Sheet and the Statement of Accounts

- (e) To ensure utilization of the allocations for the programmes, schemes and projects of the University and shall be responsible for ensuring that all money are expended for the purpose for which they are granted or allowed;
- (f) To scrutinize the statements of accounts of the University and submit report thereon to the Vice Chancellor and the GB
- (g) To collect fees, fines, sale-proceeds and other amounts of casual income accruable to the University
- (h) To operate schemes relating to scholarship funds, stipends and fellowship amounts
- (i) To operate the funds contributed by the students for various purposes
- (j) To ensure proper operation of the accounts in banks, opened with the approval of the GB
- (k) To administer such petty case funds as may be needed
- (l) To perform the day to day financial transactions and maintain accounts thereof
- (m) To prepare pay and allowance-bills of officers, teachers and other employees of the University, and draw and disburse the amounts thereof with the approval of the Vice Chancellor
- (n) To scrutinize the bills and, if they are found to be in order, to forward them to the Vice-Chancellor with appropriate note for his/her approval for making necessary payment/s
- (o) to ensure that expenditure not authorized in the budget is not incurred without appropriate sanction/approval.
- (p) to develop and operate an internal audit system and ensure that all registers, cash-books, records and documents are properly maintained and preserved for presentation before the audit
- (q) to prepare utilization certificates for funds received from Government and other funding agencies and get them promptly transmitted to the relevant quarters
- (r) to bring serious irregularities, if any, in financial transactions of the University to the notice of the GB
- (s) the FAO shall be answerable to the Sponsoring Body, the GB, Vice-Chancellor for effective financial management and augmentation of resources of the University;
- (t) to perform such other functions as may, from time to time, be assigned to him/her by the GB as well as the Vice-Chancellor

G.

The Controller of Examinations

1. Manner of Appointment

- (a) The Controller of Examinations shall be a whole-time officer of the University and shall be appointed by the Vice-Chancellor through the recruitment process of the University and on approval of the Governing Body.
- (b) A retired person who may be recruited on contractual basis for a limited term of three years with adequate educational qualifications and experiences as prescribed by the UGC/the University

2. Duties of the Controller of Examinations

- (a) The Controller of Examinations shall be responsible for advanced preparatory action, effective conduct of examinations, proper evaluation of the answer scripts, tabulations, timely declaration of the results and expeditious distribution of the Diplomas and Certificates;
- (b) Shall appoint Moderators of question papers, Examiners, Scrutinizers, Tabulators and such other persons as may be necessary for conducting examinations with the approval of the Vice-Chancellor;
- (c) Shall notify the dates of various examinations of the University as may be fixed by the *Examination Committee*
- (d) Shall issue admit cards/Mark-Sheets to eligible candidates to various examinations of the University as per relevant rules prescribed in the ordinance / regulations/rules prepared for that purpose
- (e) Arrange for issuing Grade Cards to the candidates of different examinations
- (f) Maintain discipline in the examination halls and enforce disciplinary action against the candidates for violation of prescribed rules
- (g) Shall be responsible for matters connected with examination reforms and innovation in the methods of conducting examinations, evaluation of answer scripts, and other aspects concerning examination of the University;
- (h) The Controller may undertake conducting examinations/tests of Government or Corporate bodies on behalf of those organizations/institution with the permission of the Vice-Chancellor; and on terms and conditions specified by him/her
- (i) Shall be responsible for safe custody of all registers and records concerning the examinations
- (j) Deal with matters of recognition of degrees, diplomas or certificates and examinations of other University/Institutions/Boards as per rules prescribed by the Academic Council

- (k) Shall act as the Ex-Officio Secretary of Examination Committees
- (l) The Controller of Examinations shall perform such other functions as may be prescribed by the Statutes and entrusted to him/her by the Vice-Chancellor/the Academic Council or the Board of Management.
- (m) When the office of the Controller remains vacant due to his/her illness, or any other reason, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

H.

Director of Students Welfare

1. Manner of Appointment

There shall be a Director of Students' Welfare (DSW) to be appointed by the Vice-Chancellor from amongst the Teachers not below the rank of an Associate Professor. The Director (DSW) will perform duties in addition to his/ her normal duties of a teacher of the university.

2. Powers and Functions-

- (a) The Director of Students' Welfare shall be the Ex-Officio Chairman of the Students' Council/Association
- (b) Ex-Officio Chairman of the Committee for Students' Welfare Fund.
- (c) To co-ordinate the admission of students to university hostels;
- (d) To appoint Wardens to the Students' Hostels on approval of the Vice-Chancellor
- (e) To deal with the matters of management, and maintenance of discipline in the hostels as per the objective of the University;
- (f) To co-ordinate the selection of conveners for various sub-committees constituted by the Students' Council/Associations
- (g) To nominate Faculty-in-Charge to various sub- committees constituted under Students' Council;
- (h) To conduct nomination of student representatives to various bodies of the university, if required, and also to other agencies/ departments for various academic and co-curricular activities on the approval of the Vice Chancellor;
- (i) To supervise the overall management of funds sanctioned for Sports and Cultural activities of the students;
- (j) To organize programmes/activities leading to strengthening of the students-teachers, students-employees and students-society relationships through extension services;
- (k) Such other duties as may be given by the Vice-Chancellor

I. The Librarian

1. Manner of Appointment

- (a) The Librarian of the University shall be recruited through the direct recruitment process and shall be appointed by the Vice-Chancellor on approval of the GB

Or

A retired person who may be recruited on contractual basis for a limited term of three years with adequate educational qualifications and/or experience in conducting library affairs in a College or University;

Or

(b) a faculty member having interest in book keeping may also be appointed by the Vice Chancellor as the 'in-charge' librarian, if necessary.

2. Powers and Functions

- (a) The Librarian shall be responsible for the management and development of the Library
- (b) He/she shall be the custodian of the books, manuscripts, rare documents e-books, and all other records and papers preserved in the library
- (c) He/she shall be responsible for implementation of all modern technological and/or other facilities in the library.
- (d) To purchase books and journals on approval of the Vice Chancellor, and provide for e-readings in the Library and maintain contacts with the best-known modern and classical libraries of the country and outside.
- (e) To perform such other duties as may be assigned to him by the Vice-Chancellor.

CHAPTER-V

PREVENTION, PROHIBITION & REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES & STUDENTS

The GB of the University shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for Gender Sensitization against sexual Harassment. The ICC shall be constituted as follows-

5.1.01: Constitution:

- (a) A Chairperson who shall be a woman faculty member employed at a senior level nominated by the GB
Provided that in the case of such a senior woman faculty is not available, a woman employee of same level of seniority of the University/Organization/Department/Public Undertaking/Establishment/Enterprise/Institution/Office/Branch or any

- other such establishments having close connection with the University, shall be the Chairperson.
- (b) Two faculty members and two non-teaching employees, preferably committed to the cause of women, or who has/had his/her experience in social work or have legal knowledge, nominated by the GB.
 - (c) Three students, if the matter relates to the students,
 - (d) One member from a non-Government Organization/Association familiar with the issues related to sexual harassments nominated by the GB.

5.1.02: Terms and Conditions:

- (a) At least 50 percent of the members shall be woman
- (b) Senior administrative officers of the University shall not be its members
- (c) The term of a member shall be three years. No member shall continue for a second time
- (d) A separate Ordinance shall be framed by the University as per the Gazette of India Extraordinary Part-III, Section-4, May, 2016, containing the Notification of the University Grants Commission (Prevention, Prohibition and redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015.

Prepared by-
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