

**KRISHNA KANTA HANDIQUE STATE  
OPEN UNIVERSITY  
GUWAHATI**



**The First  
STATUTES**

**( Under Section 22 of the Act )**

অসম



ৰাজপত্ৰ

## THE ASSAM GAZETTE

অসাধাৰণ  
EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত  
PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
EDUCATION (HIGHER) DEPARTMENT

### NOTIFICATION

The 30th March, 2009

**No. AHE.228/2009/294.** -- In exercise of the powers conferred Under Section 22(J) of the Krishna Kanta Handique State Open University Act, 2005, the Government of Assam Education (Higher) Department is pleased to notify herewith the First Statutes of Krishna Kanta Handique State Open University, 2009 with immediate effect.

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# THE FIRST STATUTES UNDER THE KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY ACT, 2005.

## PREAMBLE

In exercise of the power conferred by Section 22(1) of the Krishna Kanta Handique State Open University Act, 2005, the Govt. of Assam hereby makes the following First Statutes of the Krishna Kanta Handique State Open University as assented to by the Chancellor.

## CHAPTER-I

### PRELIMINARY

**1. Title and commencement :**

- a. These statutes shall be called the Krishna Kanta Handique State Open University First Statute, 2009.
- b. They shall come into force at once.

**2. Definition :**

In this statutes, unless the contents otherwise require:

- a. "University" means the Krishna Kanta Handique State Open University.
- b. "Act" means the Krishna Kanta Handique State Open University Act, 2005.
- c. "Section" means a section of the Act.
- d. "Board of Management" means the Board of Management of the University.
- e. "Academic Council" means the Academic Council of the University.
- f. "Faculty" means the teaching, research, and extension staff of the University or division of the University having the rank of lecturer and above.
- g. "School of Studies" means a School of Studies of the University.
- h. Words and expressions used but not defined in these statutes shall have the same meaning as assigned to them in the Act.

## CHAPTER – II

### STATUTES REGARDING CONSTITUTION, POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

The following shall be the authorities/bodies of the University :

1. The Board of Management.
2. The Academic Council.
3. The Finance Committee.
4. The Schools of Studies.
5. The Planning and Development Committee
6. The Selection Committee.
7. Such other authorities/bodies as may be prescribed.

#### MEMBERSHIP IN AUTHORITIES :

- i. Filling of casual vacancies – Save otherwise provided in the Act. all casual vacancies among the members, other than ex-officio members for any authority or other body of the University shall be filled as soon as convenient as may be by the person or body who appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the remaining period of the term for which the person whose place he/she fills, would have been a member.
- ii. Removal from membership – The Board of Management may remove any person from membership of any authority or body of the University on the ground that such person has been convicted of any offence involving moral turpitude provided that no order for removal shall be passed against any person without the concurrence of the body/authority who appointed/nominated the member or without giving him/her an opportunity for being heard.
- iii. A person who is a member of any authority of the University as representative of another body, whether of the University or not shall retain his/her seat on the University authority or body so long as he/she continues to be a member of the body by which he was appointed or elected.
- iv. If any question arises whether any person has been duly appointed or elected or is entitled to be a member of any authority of the University in accordance with the Act, the question shall be referred to the Chancellor whose decision there on shall be final,

**1. THE BOARD OF MANAGEMENT {Sec. 17(2)(b)}**

- i. The Vice-Chancellor shall be the ex-officio Chairperson of the Board of Management and the Registrar the member-secretary. One third of the members of the Board shall constitute quorum for the transaction of business provided all members had been given due advance notice of the meeting.
- ii. The term of office of the non-official members shall be three years, and such a member shall be eligible to serve for more-than one term.
- iii. In case of vacancy occurring before the expiry of the term of a given member, his/her successor shall serve the remaining unexpired portion of the term.
- iv. The members of the Board shall not be entitled to receive any remuneration from the University except such daily allowance and traveling allowance as may be prescribed or any honorarium fixed from time to time.
- v. The Board may for the purposes of consultation invite any person having experience of special knowledge on any subject under consideration to attend its meetings. Such person may speak in and otherwise take part in the proceedings of such meetings but shall not be entitled to vote at any such meetings.
- vi. Besides the powers and duties conferred on it by the Act, the Board shall exercise and perform the following powers and functions, namely : —
  - a) to create with the prior concurrence of the State Government teaching and non-teaching posts including administrative posts as may be necessary from time to time and to prescribe their qualification, emoluments duties and terms and conditions of service;
  - b) to consider and approve appointments of teaching and non-teaching employees and other administrative officers of the University as may be recommended by the selection committees;
  - c) to prescribe terms and conditions of visiting professors, emeritus professors and other specialists;
  - d) to set up schools of studies on the recommendation of the Academic Council;
  - e) to review and consider the financial requirements and estimates for the University and approve its budget, on the recommendations of the Finance Committee.
  - f) to provide for the administration of any funds placed at the disposal of the University for the purpose intended,

- g) to arrange for investment and withdrawal of funds of the University, to borrow money for capital improvements and make suitable arrangements for its repayment;
- h) to provide for accepting, acquiring, holding and disposal of property on behalf of the University;
- i) to direct the form and use of the common seal of the University;
- j) to appoint such committees either standing or temporary as the Board may consider necessary and determine the terms of reference thereof within the limitations of the Act;
- k) to determine and regulate all policies relating to the University in accordance with the Act.;
- l) to make financial provision for instruction, teaching and training in such branches of learning and courses of study as determined by the Academic Council within the purposes of the Act., and for Research and for the advancement and dissemination of knowledge;
- m) to provide for the establishment and maintenance of regional centres, study centres and other facilities necessary for carrying out the purposes of the Act;
- n) to make provision for instituting and conferring degrees, diplomas, certificate and other academic distinctions;
- o) to provide for institution, maintenance and award of scholarships, fellowships, studentships, medals, prizes etc.
- p) to accept on behalf of the University trust, bequests donations, gifts from industry, individual persons and from other agencies – Indian or Foreign – in order to mobilize financial resources and to administer and manage them;
- q) to borrow money for capital improvements and make suitable arrangements for its repayment;
- q) to meet at such times as it considers necessary, provided that it shall hold regular meetings at every two/three months.
- q) to publish an Annual Report containing
  - i) a review of progress made in different spheres of activities of the University,
  - ii) the amount of receipts and disbursements and the purposes for which made,

- iii) the number of professors, readers, lecturers, officers and other employees their positions and remuneration, number of students and courses offered,
  - iv) an estimates of expenses for the next following year.
  - v) The Annual Report so published shall be submitted to the Chancellor and the Government within two months of expiry of the preceeding financial year.
- u) The Board shall submit to the Government such proposals which it considers necessary for betterment and promotion of education and research.
  - v) to exercise such other powers and perform such other duties not inconsistent with the Act, as may be necessary for carrying out the purposes of the Act.

All questions to be considered in a meeting shall be decided by the opinion of the majority of the members present. In case of dispute the Chairman of the Board shall be entitled to vote on any question and, if the votes be equally divided, the Chairman shall have a second or casting vote.

## 2. THE ACADEMIC COUNCIL :

- i) The Vice-Chancellor shall be the ex-officio Chairperson of the Academic Council and the Dean (Academic) shall be the member Secretary.
- ii) The term of office of the non-official members shall be three years.
- iii) One third of the members shall constitute quorum for transaction of business. However, at the present form of the constitution of the Academic Council at least four members shall be present to constitute the quorum.
- iv) Without prejudice to the generality of powers conferred in it by the Act, the Academic Council shall have powers :
  - a) to advise the Board of Management on all Academic matters including the control and management of libraries;
  - b) to assign subjects to the schools;
  - c) to assign teachers to the schools;
  - d) to make proposals to the Board of Management for establishment of institutions such as Schools of Studies, Study Centres, Regional Centres, Library, Laboratory, Museum, Audio-Video Studio etc. to be maintained by the University;
  - e) to prescribe courses of study and determine curricula and shall have general control on educational programmes within the



- University and shall be responsible for the maintenance of standards thereof,
- f) to make regulation consistent with the Act relating to all academic matters subject to its control and to amend or repeal such regulation,
  - g) to make recommendations for the institution of Professorship, Readership, Lecturership, Teaching/Research Assistantship, other Teaching posts and qualifications and duties thereof,
  - h) to make regulations regarding admission of students to the University and regulation relating to award of degrees, diplomas, certificates etc. ;
  - i) to make regulations relating to conduct of examinations and to maintain and promote standards,
  - j) to recommend examiners/experts for appointments to be made by the Vice-Chancellor. ;
  - k) to promote research within the University.;
  - l) to make regulations regarding holding of the Convocation.;
  - m) to advise the Board of Management regarding institution of Scholarships, fellowships, studentships, medals, prizes etc. ;
  - l) to exercise such other powers and perform such other duties not inconsistent with the Act, as may be necessary for carrying out the purposes of the Act.

### 3. FINANCE COMMITTEE

#### Powers and Functions

Besides the powers and functions conferred on it under section 19 (2) of the Act., the Finance Committee shall have the following powers and shall discharge the following functions :

- a) to advise the Board of Management on any financial matter pertaining to the University for smooth functioning of the financial administration of the University;
- b) to review the financial position of the University from time to time;
- c) to maintain constant vigilance over the progress of income and expenditure provided for in the budget and to make allocation to different officers, authorities and committees from time to time making expenditure on the basis of actual fund position;
- d) to arrange for continuous internal audit of the University Accounts.
- e) to exercise such other powers and perform such other functions, not inconsistent with the Act, as may be necessary from time to time.

#### 4. THE SCHOOL OF STUDIES

i. The University shall have the following Schools of Studies under Sec. 16(4) of the Act. :-

- a) School of Humanities;
- b) School of Social Sciences;
- c) School of Sciences;
- d) School of Professional Studies comprising Commerce, and Management;
- e) School of Technological Studies and
- f) any other School set up by the Board of Management.

#### ii. Composition

A school of Studies shall have a council consisting of the following members, namely : -

- a) Vice-Chancellor -- Chairperson
- b) Director of the concerned School --
- c) all Professors attached to the School of Studies concerned :
- d) not more than three teachers of the School of whom at least one shall be a Reader elected by such teachers of the concerned School;
- e) not more than three persons other than the University employees having specialized knowledge in the subject or subjects concerned relating to the subject under the School of Studies to be nominated by the Academic Council:

Provided that at the initial stage of constitution of the School of Studies if sufficient number of persons is not available for constitution of the School in the different categories mentioned above, the Vice-Chancellor shall have the power to constitute such School or Schools of Studies.

- f) All members of a School of Studies shall hold office for a term of three years,
- g) One-third of the total number of members shall form a quorum for a meeting of the School of Studies.

#### iii. Powers and Functions of the Schools of Studies :

Every School of Studies shall have the following powers and perform the following functions, namely :

- a) to recommend to the Academic Council the course structure of the various disciplines of the Schools of Studies;
- b) to recommend to the Academic Council the syllabus of different courses of studies on the advice of an expert Committee to be formed

- by the School;
- c) to recommend to the Academic council names of course writers, paper setters, examiners and moderators and such other functionaries as may be required;
  - d) to initiate proposals for orientation programme or Summer Schools for teachers counselors and course writers and recommend the same to the Academic Council for approval;
  - e) to prepare general instructions for counseling to the students at the Study Centres and chalk out programme thereof;
  - f) to take necessary steps for preparation of study materials including audio-visual packages and transmit the same regularly to the Director of Study Centres for production and distribution thereof;
  - g) to review the existing course structure from time to time and to recommend to the Academic Council any suggestion for updating courses and curriculum of different disciplines;
  - h) to initiate proposal for Research and Development and recommend the same to the Academic Council; and
  - i) to exercise such other powers and functions as may be conferred on it under the Act, the Statutes, the Ordinances and the Regulations.

#### 5. THE PLANNING AND DEVELOPMENT COMMITTEE :

##### i) Composition :

The Planning and Development Committee shall consist of

- |                                                                                                                               |    |                  |
|-------------------------------------------------------------------------------------------------------------------------------|----|------------------|
| a) Vice-Chancellor                                                                                                            | -- | Chairperson      |
| b) Dean (Academic)                                                                                                            | -- | Member           |
| c) Dean (Study Centre)                                                                                                        | -- | Member           |
| d) Director, Multimedia<br>Course material centre                                                                             | -- | Member           |
| e) Director (Computer)                                                                                                        | -- | Member           |
| f) One members of the Board of<br>Management to be nominated<br>by the Board of Management                                    | -- | Member           |
| g) Secretary, Higher Education or<br>his nominee                                                                              | -- | Member           |
| h) One representative of the State<br>Govt. from the Public Works<br>Deptt. not below the ranks of<br>Superintending Engineer | -- | Member           |
| i) Finance Officer                                                                                                            | -- | Member           |
| j) Registrar                                                                                                                  | -- | Member Secretary |

- k) Vice-Chancellor may co-opt experts in the relevant fields as and when required.

All members of the Planning and Development Committee except the ex-officio members shall hold office for a term of three years. At least five members shall form the quorum of a meeting.

**ii) Powers and Functions :**

The Planning and Development Committee shall advise the Board of Management on the following matters --

- a) Formulation of Development proposals under 5 year plans or any new schemes called for by the Central/State Government or by the Distance Education Council/University Grants Commission and such other agencies.
- b) Recommendation of expenditure of capital grants from the State/Central Governments, University Grants Commission/Distance Education Council or any other service.
- c) It shall have the right to advise the Board of Management on any matter which it may deem necessary for the fulfillment of the objects of the University.
- d) It may constitute such committees as may be necessary for planning and monitoring the programmes of the University. The Committee shall meet as often as necessary but at least twice in a year.

**6. THE SELECTION COMMITTEES :**

There shall be the following Selection Committees for making recommendations to the Board of Management for appointment.

**i) Selection Committee for Selection of Officers :**

The selection committee for selection of officers shall consist of

- |    |                                                                                                           |   |             |
|----|-----------------------------------------------------------------------------------------------------------|---|-------------|
| a) | The Vice-Chancellor                                                                                       | — | Chairperson |
| b) | One expert member nominated by the Chancellor                                                             | — | Member      |
| c) | One member to be nominated by the Board of Management                                                     | — | Member      |
| d) | One member to be nominated by the Govt. of Assam                                                          | — | Member      |
| e) | One expert member from outside the University to be co-opted by the Vice-Chancellor as and when necessary | — | Member      |

The Registrar shall be the member secretary of the selection committee except for the selection Committee for the appointment of the Registrar in which

case the Vice-Chancellor shall nominate one person as the Member Secretary in consultation with the Board of Management.

At least four members including the outside member (when invited) shall form the quorum.

**ii) Selection Committee for selection of Teachers :**

The selection Committee for Selection of Professor, Readers, Lecturers and other teaching posts shall consist of :

- |    |                                                                                                                                      |   |             |
|----|--------------------------------------------------------------------------------------------------------------------------------------|---|-------------|
| a) | The Vice-Chancellor                                                                                                                  | — | Chairperson |
| b) | One expert member nominated by Chancellor                                                                                            | — | Member      |
| c) | One person nominated by Board of Management                                                                                          | — | Member      |
| d) | Two experts from outside the University to be nominated by the Vice-Chancellor out of the panel approved by the Board of Management. | — | Member      |
| e) | Prof. and Head of the Deptt.                                                                                                         | — | Member      |
| f) | Director of the Concerned School                                                                                                     | — | Member      |
| g) | Registrar                                                                                                                            | — | Secretary   |

At least five members including the outside experts shall form the quorum.

**iii) Selection Committee for Selection of non-teaching and Supporting Staff:**

The Selection Committee for selection of non-teaching and supporting staff shall consist of :

- |    |                                                                  |   |                  |
|----|------------------------------------------------------------------|---|------------------|
| a) | The Vice-Chancellor                                              | — | Chairperson      |
| b) | One member nominated by the Board of Management                  | — | Member           |
| c) | One of the Deans/Directors to be co-opted by the Vice-Chancellor | — | Member           |
| d) | The Finance Officer                                              | — | Member           |
| e) | The Registrar                                                    | — | Member Secretary |

At least four members shall form the quorum.

## CHAPTER-III

### POWERS OF THE CHANCELLOR

In addition to the provisions contained in Section 8 of the Krishna Kanta Handique State Open University Act, 2005 the Chancellor shall have the following powers.

1. The Chancellor by virtue of his office shall be the Head of the University and shall, when present, preside at any convocation of the University.
2. Every proposal to confer an honorary degree shall be subject to the confirmation of the Chancellor.
3. The Chancellor as head of the University shall have the power to suspend the activities of the various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in the Chancellor to control the affairs of the authority or authorities so suspended in such manner and for such a period as deemed fit and reasonable by him.

## CHAPTER-IV

### **MANNER AND TERM OF APPOINTMENT OF THE VICE-CHANCELLOR; EMLUMENTS AND OTHER CONDITIONS OF SERVICE; AND POWERS AND FUNCTIONS THAT MAY BE EXERCISED AND PERFORMED BY HIM**

#### **1. MANNER OF APPOINTMENT :**

- 1.1 The Vice-Chancellor shall be appointed by the Chancellor on the recommendations of an Advisory Board Constituted by the Chancellor for the purpose consisting of three members, of whom one member shall be elected by the Board of Management, one member shall be nominated by the State Government and one member shall be nominated by the Chancellor. The Chancellor shall appoint one of them as Chairman of the Advisory Board.
- 1.2 The Advisory Board shall recommend a panel of names of three persons to the Chancellor, who may appoint one of the persons recommended to be Vice-Chancellor. If the Chancellor does not approve any of the persons recommended by the Advisory Board, he may call for a fresh recommendation.
- 1.3 The Vice-Chancellor shall be a whole time officer of the University, who shall hold office for a period of five years and shall be eligible for re-appointment.
- 1.4 The Vice-chancellor shall retire on the date he attains the age of sixty five years.
- 1.5 In case of temporary vacancy in the office of the Vice-Chancellor by reasons of leave, illness, resignation or other causes, the Chancellor shall make such other arrangement temporarily as he may think fit for exercising the powers and performing the duties of the Vice-Chancellor for such period as deem necessary. The Chancellor shall determine the emoluments or allowances, if any payable to such a person temporarily appointed to exercise the powers and duties of the Vice-Chancellor.

#### **2. EMOLUMENTS AND OTHER CONDITIONS OF SERVICE :**

- 2.1. The emoluments and other terms and conditions of service of the Vice-Chancellor shall be determined by the Chancellor.

### 3. POWERS AND FUNCTIONS :

In addition to the provisions contained in Section 10 of the Krishna Kanta Handique State Open University Act, 2005, the Vice-Chancellor shall have the following powers and functions to exercise.

- 3.1 The Vice-Chancellor shall be the ex-officio member and Chairperson of the Board of Management, the Academic Council, The Standing Finance Committee, the Construction Committee and the Selection Committee. S(he) shall be entitled to be present and speak at any meeting of any authority or other body of the University and when present s(he) shall preside over all such meetings.
- 3.2 In the absence of the Chancellor, the Vice-Chancellor shall preside over any convocation of the University and confer degrees on persons entitled to receive them.
- 3.3 The Vice-Chancellor shall have power to convene meetings of the Board of Management, the Academic Council, the Finance Committee, the Construction Committee and any other authority of the University.
- 3.4 The Vice-Chancellor shall give effect to any order of the Board of Management regarding the appointment, dismissal or suspension of officer, teacher or any employee of the University, S(he) shall be responsible for the discipline of the University.
- 3.5 It shall be the responsibility of the Vice-Chancellor to see that the academic standards of the University including the Regional Centres and Study Centres are maintained in accordance with the provisions of the Act, the Statutes, the Ordinance and the Regulations;
- 3.6 In order to carry out the duties and the responsibilities prescribed in clause 3.5 above, the Vice-Chancellor shall have the right to inspect or visit or cause to be inspected any department of teaching in the University and other institutions maintained or managed by or affiliated to the University and any Regional Centre and Study Centre under the University and submit or cause to be submitted a report to the Academic Council/Board of Management for appropriate action,
- 3.7 The Vice-Chancellor shall ensure the efficient maintenance and management of all properties, endowments and equipments of the University and proper use of the available space of the University, and shall issue such instructions for the purpose from time to time, as he/she may deem necessary;
- 3.8 The Vice-Chancellor shall arrange for entrusting the duties and responsibilities of any officer during his/her casual vacancy to any other officer as deem fit.



- 3.9 The Vice-Chancellor shall also have the following powers :
- a) to arrange for opening and operating necessary Accounts on behalf of the University in a Bank approved by the Board of Management;
  - b) to sanction recurring and non-recurring expenditure chargeable to various heads;
  - c) to sanction absence from duty beyond the permissible limit of the officers and other employees;
  - d) to accord administrative approval to projects and sanction expenditure for the purpose;
  - e) to delegate the powers of signing cheques for drawal of fund from the Bank to any officer or employee subject to the concurrence of Board of Management.
  - f) to delegate to any officer or employee financial and other powers if and when necessary.
- 3.10 The Vice-Chancellor shall exercise such other powers as may be prescribed by other ordinance or regulations of the University.

#### CHAPTER-IV (A)

##### **MANNER AND TERM OF APPOINTMENT OF THE PRO-VICE-CHANCELLOR; EMOLUMENTS AND OTHER CONDITIONS OF SERVICE; AND POWERS AND FUNCTIONS THAT MAY BE EXERCISED AND PERFORMED BY HIM**

If in the opinion of the Vice-Chancellor it should be necessary in the discharge of the duties as the Vice-Chancellor, the Vice-Chancellor may recommend to the Board of Management and the Board of Management in turn approve the proposal and forward the same to the Chancellor. The Chancellor shall appoint the Pro-Vice-Chancellor with such emoluments and terms and conditions of service. The term of office of the Pro-Vice-Chancellor shall be five years and shall retire at the age of 60 (sixty).

In the temporary absence of the Vice-Chancellor the Pro-Vice-Chancellor shall carry out the duties of the Vice-Chancellor. The Pro-Vice-Chancellor shall have such duties and such powers and functions as may be delegated to assist the Vice-Chancellor to discharge his functioning in relation to academic, administrative or other duties of his office.

## CHAPTER-V

### MANNER OF APPOINTMENT OF REGISTRAR, FINANCE OFFICER, DEANS AND DIRECTORS OF THE UNIVERSITY, THEIR EMOLUMENTS, CONDITIONS OF SERVICE, POWERS, FUNCTIONS AND DUTIES

#### 1. MANNER OF APPOINTMENT :

- a) The qualifications required for these posts alongwith emoluments shall be fixed by the Vice-Chancellor with the approval of the Board of Management in consistence with recommendation of appropriate pay commissions/committee.
- b) The post(s) will then be advertised.
- c) The applications received in response to the advertisement(s) will be scrutinized by a Scrutiny committee to be constituted by the Vice-Chancellor depending upon the nature of the posts. If the Scrutiny Committee feels that the number of application is not sufficient or the applicants do not possess the suitable qualifications, the committee may recommend the re-advertisement of the post(s).
- d) On satisfaction of the Vice-Chancellor, the screened out applicants will be interviewed by the Selection Committee constituted for the purpose.
- e) The dates of interview will be fixed by the Vice-Chancellor (in consultation with the expert members, (if necessary).
- f) After interviewing the candidates the Selection Committee will recommend preferably three persons in order of preference to the Board of Management for approval.
- g) After obtaining the approval the Vice-Chancellor shall appoint the persons in order of preference.

#### 2. EMOLUMENTS :

The emoluments of the Registrar, the Finance Officer, the Deans and the Directors shall be fixed by the Board of Management in consistence with recommendations of appropriate Pay Commissions/Committees.

**3. TERM OF OFFICE :**

The term of office of the Registrar, the Finance Officer, the Deans and the Directors shall be five years but they may be eligible for re-appointment.

**4. POWERS, FUNCTIONS AND DUTIES :****A. REGISTRAR**

- i) The Registrar shall be a whole time salaried officer of the University
- ii) He/she shall be the member secretary of the Board of Management, the Construction Committee and the Selection Committee (except for the post of Registrar).

Notwithstanding anything contained in these statutes the Board of Management, may for special purpose appoint any other officer of the University as Secretary of any of the authorities.

- iii) He/she shall be the custodian of the records, common seal and such other property as the Board of Management shall commit to his charge and to manage such properties.
- iv) He/She shall sign and verify all contracts and agreements made on behalf of the University.
- v) To conduct the official correspondence and to issue notices convening meetings of all such authorities and committees of which he/she is the secretary.
- vi) To arrange for and superintend the examinations of the University till such time when the University appoints other officers, if any, for this purpose.
- vii) To maintain records of registration of students of the University and records of degrees, diplomas conferred by the University.
- viii) To represent the University in all legal proceeding for or against the University and sign all papers pertaining there to on behalf of the University.
- ix) And shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor/Board of Management from time to time.

**B. FINANCE OFFICER :**

- i) The finance officer shall be a whole time salaried officer of the University and shall be the secretary of the Finance Committee.

- ii) He/She shall exercise general supervision over the funds of the University and advise in regard to its financial policy.
- iii) Subject to the control of the Board of management he/she shall manage the investments of the University fund and be responsible for the preparation and presentation of the Annual estimates and statements of accounts.
- iv) Subject to the powers of the Board of Management he/she shall be responsible for ensuring that moneys are expended for the purposes for which granted or located.
- v) He/She shall ensure proper operation of accounts in bank opened with the approval of Board of Management.
- vi) He/she shall sign cheques for payment of pay and allowances of all officers, teachers and other employees of the University and other cheques.
- vii) He/she shall ensure that expenditure not authorized in the budget is not incurred without appropriate sanction.
- viii) He/she shall be responsible for the preparation of the budget of the university.
- ix) He/she shall issue notices and maintain minutes of all meetings of the Finance committee or any other committee related to finance.
- x) He/she shall be responsible for ensuring auditing of the accounts of the university by the appropriate authority.
- xi) Shall perform such other duties as may be assigned to him by the Board of Management/Vice-Chancellor.

#### **C. THE DEAN (Academic)**

The Dean (Academic) shall be a whole time salaried officer of the University and shall :

- i) be the ex-officio Secretary of the Academic Council and Board of Studies/Faculties and shall keep the minutes thereof –
- ii) be the ex-officio Secretary of the Research Council and shall keep the minutes thereof ,
- iii) deal with matters of recognition of degrees and examination of other universities, institution or Board and also getting recognition of other Universities.
- iv) deal with matters relating to Ph.D. D. Sc., D. Litt., registration and publication of Research bulletin from time to time.

- v) deal with matters concerning Research Scheme/Projects allotted to the University,
- vi) be responsible for preparation of course materials and Instructional materials for various courses offered by the University,
- vii) deal with matters relating to preparation of Academic Calendar and prospectus and their timely publication,
- viii) be responsible for the functions of the Controller of Examination until such time till a full time Controller of Examinations is appointed by the university,
- ix) organize memorial/endowment lectures as per decision of the appropriate authority,
- x) deal with matters concerning preparation and submission of progress and evaluation reports on the academic programmes of the University as may be required, and
- xi) any other academic matter as may be so assigned from time to time by the Vice-Chancellor/Board of Management.

**D. THE DEAN (Study Centres) :**

The Dean (study centres) shall be a whole time salaried officer of the University and shall :

- i) be responsible for overall functioning and performance of study centres and submit reports on such study centres from time to time to the Vice-Chancellor,
- ii) cause inspection to colleges/institution applying to be study centres of the University and submit reports on such proposals,
- iii) act as member secretary of the inspection team/committee for periodical inspection of study centres to ensure maintenance of proper standards,
- iv) hold enquiries into matters connected with affairs of study centres under orders of the Vice-Chancellor,
- v) arrange for getting all helps and facilities by the study centres from the University or any other source/agency for development/improvement of study systems, and
- vi) perform such other duties as the Vice-Chancellor or the Board of Management may from time to time determine.

**E. THE DIRECTOR, MULTI MEDIA COURSE MATERIAL CENTRE:**

The Director, Multimedia Course Material Centre shall be a whole time salaried officer of the University and shall :

- i) be responsible for preparation of study materials including courses and instructional materials for various courses to be offered through multimedia device,
- ii) be responsible for transforming the various courses as far as practicable, to be offered through electronic media,
- iii) perform such other duties as the Vice-Chancellor/Board of Management may from time to time determine.

**F. THE DIRECTOR (COMPUTER)**

The Director (Computer) shall be a whole time salaried officer of the University and shall :

- i) be responsible to establish network covering various branches of the University including regional centres and study centres,
- ii) be responsible for preparation/procurement of necessary softwares for the purposes of Examination, administration and day to day functioning of the University,
- iii) help creating and maintaining necessary database on various aspects of ODL,
- iv) to develop technologies for information and communication of the University at its own, and
- v) perform such other duties as the Board of Management/Vice-Chancellor may from time to time determine.

**G. OTHER OFFICERS :**

The following shall further be the officers of the University as approved by the Govt. of Assam and assented to by the Chancellor

- i) The Controller of Examinations
- ii) The Deputy Registrar (Administration)
- iii) The Deputy Registrar (Examination)
- iv) The Deputy Registrar (Academic)
- v) The Deputy Registrar (Finance)
- vi) The Deputy Director (Study Centres)
- vii) The Assistant Registrar

viii) The Assistant Controller of Examination

ix) The Assistant Librarian

a) **Manner of Appointment :**

- i) The qualifications required for the above posts shall be fixed by the Vice-Chancellor with the approval of the Board of management.
- ii) The procedure prescribed for appointment of officers in clause 1 of this chapter shall also be followed in making appointment of these officers.

b) **Emoluments :**

The emoluments of the above officers shall be fixed by the Board of Management in consistence with the recommendations of appropriate pay Commission/Committee.

c) **Duties and Responsibilities :**

I. **The Controller of Examination :**

Besides having other qualifications the Controller of Examinations shall be a person of high academic distinction possessing adequate experience in examination matters and capable of conducting various examinations of the University and possessing at least 15 years of experiences in the line. He shall be a whole time officer appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year on the expiry of which he may be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year by the appointing authority for reasons to be recorded.

The Controller of Examinations shall :

- i) be responsible for arranging and conducting the examinations of the University and make appointments of paper setters, Moderators, Examiners, Scrutinizers, Tabulators and such other persons as may be necessary for conducting examinations under the guidance and direction of the Vice-Chancellor.
- ii) be responsible for notifying the dates of various examinations as may be fixed by the Examination Committee/Board of Management;
- iii) be responsible for admitting eligible candidates to various examinations of the University as per relevant rules prescribed in the concerned Regulation;

- iv) be responsible for publishing the results of the various examinations in the manner as may be prescribed by the Examination Committee/Board of Management;
- v) be responsible for enforcing disciplinary action against the candidates for violation of prescribed rules in the Examination Halls;
- vi) be responsible for the custody of all important registers and records concerning the examinations;
- vii) be responsible for all matters connected with examination reforms and for bringing about innovations in the examination process of the University with a view to keeping the system at par with other leading open universities;
- viii) act as the ex-officio Secretary of the Examination Committee and shall keep the minutes thereof;
- ix) be responsible for any other relevant matters relating to examinations as may be so assigned to him either by the Vice-Chancellor or the Board of Management from time to time.

## II. The Deputy Registrar (Administration) :

Besides having other qualifications the Deputy Registrar (Administration) shall be a person possessing high academic records with adequate experience on educational administration and personnel management. He/she shall be a whole time salaried officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she may be confirmed on the report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Admn) shall work under the direct supervision of the Registrar and unless otherwise assigned, shall :

- i) assist him in selection, posting, leave, permanent absorption, promotion and disciplinary matters of C & D grade employees of the university,
- ii) be responsible for maintenance of service records of all 'C' & 'D' grade employees, including leave records, superannuation etc.,
- iii) look after the overall attendance of the employees in office including their timely arrival and departure,
- iv) be responsible for maintenance of discipline in the office by all employees,



- v) assist the Registrar in purchase of office stationery, furniture etc.
- vi) perform such other duties as may be assigned to him from time to time by the Registrar/Vice-Chancellor.

### III. Deputy Registrar (Examination) :

Besides having other qualifications the Deputy Registrar (Examination) shall be a person possessing high academic records with adequate experience in conduct of examinations and other allied matters. He/she shall be a whole time officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall, at the first instance be on probation for one year on the expiry of which he/she may be confirmed on report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Examination) shall work under the direct supervision of the Controller of Examinations and unless otherwise assigned shall

- i) assist him in conducting the examinations of the University in the manner prescribed for the purpose,
- ii) assist the Controller of Examination in timely holding the examination and publications of results,
- iii) help maintaining co-ordination between the Controller of Examination and Examiners, tabulators, moderators etc.
- iv) perform such other duties as may be assigned to him by the Controller of Examinations/Vice-Chancellor from time to time.

### IV Deputy Registrar (Academic) :

Besides having other qualifications the Deputy Registrar (Academic) shall be a person of high academic distinction/qualification possessing adequate experience of academic administration and capable of dealing with matters of academic policies of the University. He/she shall be a whole time officer of the University appointed by the Board of Management on such emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year, on the expiry of which he/she may be confirmed on receipt of report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Academic) shall work under the direct supervision of the Dean (Academic) and shall :

- i) assist him in carrying out the academic activities of the University smoothly,

- ii) keep records of progress of various research projects/schemes being implemented in the University,
- iii) help organizing memorial/endowment lectures and other lectures as may be organized in the University,
- iv) help preparation of progress and evaluation reports on the academic programmes of the University as may be required,
- v) co-ordinate in preparation, publication of Journals, research/academic bulletins of the University.
- vi) perform any other duties as may be assigned to him by the Dean (Academic) or the Vice-Chancellor.

#### V. Deputy Registrar (Finance) :

Besides having other qualifications the Deputy Registrar (Finance) shall be a person of high integrity capable of handling finances of the University. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Registrar (Finance) shall work under the direct supervision of the Finance Officer and unless otherwise assigned shall :

- i) assist the Finance Officer in proper management of the University fund,
- ii) ensure timely payment of salary etc of the officers, teachers and employees of the University,
- iii) ensure timely payment of remuneration to the experts and examiners connected with the academic programmes of the University,
- iv) ensure timely payment of TA/DA etc. to the experts and members of the authorities of the university and of other committees constituted by the University.
- v) ensure timely audit of the University fund as per provisions of the Act, and to take actions to meet the audit objections if any,
- vi) take actions for regular reconciliation of University Accounts maintained in the Bank, and
- vii) perform any other duties as may be assigned from time to time by the Finance Officer/Vice-chancellor.

#### VI. Deputy Director (Study Centres) :

Besides having other qualifications the Deputy Director (Study Centres) shall be a person possessing high academic records with adequate experience in Distance Education system and knowledge on ICTs, He/she shall be whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance be on probation for one year, on the expiry of which he/she shall be confirmed on reports of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Deputy Director (Study Centres) shall work under the supervision of the Dean (Study Centres) and unless otherwise assigned shall:

- i) assist the Dean (Study Centres) in the matter of maintenance of standard by the study centres,
- ii) assist in receiving applications from various institutions, wanted to be study centres and put up to the Dean, study centre,
- iii) arrange for inspection of study centres by competent persons, and
- iv) perform such other works as may be assigned by the Dean (Study Centres) or the Vice-Chancellor.

#### VII. Assistant Registrar :

Besides having other qualifications the Assistant Registrar shall be a person possessing high academic records with adequate knowledge of office/ personnel management. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Registrar shall work under the supervision of the Registrar and shall :

- i) assist in issue of Registration certificates, eligibility certificates, migration certificates and any other certificates to students,
- ii) initiate actions on issue of provisional/original certificates,
- iii) supervise and control proper functioning of the branches of the office,
- iv) supervise and maintain cleanliness of the offices, and office premises,

- v) control the timely arrival and departure of the C & D grade office staff and prepare absentee statements, and
- vi) perform any other works as may be assigned to him by the competent authority from time to time

#### VIII. Assistant Controller of Examinations :

Besides having other qualifications the Assistant Controller of Examinations shall be a person possessing high academic records with adequate knowledge on University examination systems and capable of handling such examinations. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Controller of Examination shall work under the supervision of the Controller of Examinations and shall :

- i) assist him on initiating various examination processes,
- ii) see that proper arrangements are made and facilities made available to the persons connected with various examinations,
- iii) see that remunerations to the persons connected with examinations are timely dispatched by the finance office,
- iv) ensure that admit cards, mark sheets etc are timely dispatched to the students, and
- v) perform such other functions as may be assigned to him by the Controller of Examinations/Vice-Chancellor,

#### IX. Assistant Librarian :

The Assistant Librarian shall, besides having other qualifications, be a person of high academic records having adequate knowledge and experience in management of modern libraries. He/she shall be a whole time officer of the University appointed by the Board of Management on such terms and emoluments as may be determined by it from time to time. The appointee shall, at the first instance, be on probation for one year, on the expiry of which he/she shall be confirmed on receipt of report of satisfactory service from the competent authority. The period of probation may be extended beyond one year for reasons to be recorded.

The Assistant Librarian shall :

- i) be the ex-officio secretary of the Library Committee,
  - ii) be responsible for proper management of university library including loss or damage of books and journals
  - iii) be responsible for purchase/subscription of books, journals, e-journals etc. on the advice of the library committee/Vice-Chancellor, and
  - iv) perform such other duties as may be assigned to him by the appropriate body/Vice-Chancellor.
5. The officers mentioned above shall be subject to such service conditions and conduct rules which the University may prescribe from time to time.
  6. the officers shall be entitled to such leave, leave salary, allowances, provident fund benefit and gratuity as prescribed on this behalf by the University from time to time.
  7. If a vacancy occurs in any of the post(s) mentioned above by reasons of leave, illness, removal or resignation or otherwise the Board of Management shall have power to make part-time or acting arrangement pending permanent filling up of vacancy.
  8. The Board of Management may suspend, discharge, dismiss or award any other punishment to an officer appointed by it in case of insubordination, misconduct, negligence to duty or violation of any other rule or order of the Board of Management.
  9. The officers mentioned above shall ordinarily retire at the age of 60, provided that the Board of Management in the interest of the University may re-employ any officer (except the holders of tenure post) beyond 60 years but not exceeding 63 years, if it is satisfied that such re-employment is absolutely necessary for the interest of the university and that the officer is certified to be fit mentally and physically by a Doctor of Medicine of a Medical College of Assam not below the rank of Associate Professor. However, such re-employment shall not be made for more than one year at a time.

## CHAPTER – VI

### TEACHERS OF THE UNIVERSITY

The 'Teachers' as defined in section 2(m) of Chapter-I of the Act shall be the Professors, Readers, Lecturers, Students Counsellor, and such other persons as may be designated by the Board of Management on the recommendations of the Academic Council.

#### A. QUALIFICATIONS :

The qualifications for various posts of teachers shall be fixed by the Board of Management on the recommendations of the Academic Council from time to time in consistence with the recommendations of appropriate Commissions/Committees.

#### B. MANNER OF APPOINTMENT :

- i) The University shall advertise the posts with such qualifications as have been prescribed in the ordinance.
- ii) The applications received against each posts shall be sent to at least two outside experts not connected with the University for assessment of their eligibility for the posts.
- iii) If the list of applicants recommended by outside experts is big enough the Vice-Chancellor shall have the power to short list such candidates on merit.
- iv) The short listed applicants will be interviewed by the Selection Committee as prescribed for the purpose and the selection committee will recommend the name(s) in order of preference to the Board of Management for approval. If the Board of Management does not approve the name(s), the post(s) will be advertised again and selection made in the same manner.
- v) The selected candidates will be appointed by the Vice-Chancellor and such a candidate shall join the post within one month's time. However, the Vice-Chancellor may extend the period of joining not beyond three months if he is satisfied that such an extension is necessary.

- vi) The appointees in all posts shall be on probation for a period of one year extendable by a maximum period of one more year in case of unsatisfactory performance .
- vii) The Vice-Chancellor will decide upon the confirmation at the end of the statutory period of probation.

**C. EMOLUMENTS, SERVICE CONDITIONS, WORKLOAD, LEAVE RULES ETC.**

The emoluments, work load, service conditions, leave rules etc. shall be as prescribed in the ordinance(s) prepared for the purpose in consistence with the recommendations of appropriate Commission/Committee.

**D. DUTIES AND RESPONSIBILITIES :**

i) Nature of duties – Every teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and ordinances framed there under and in particular his duties shall be :

- a) Development of courses/programmes and instructional materials, content editing and scrutiny, instructional technology and language editing from the point of view of requirements of distance education and coordination/liaison of the work of outside experts associated;
- b) Delivery Implementation and Maintenance of courses/programmes and work related to bringing out revised versions and editions of courses;
- c) Preparation and production of audio/video programmes, laboratory/home kits, experiments etc. delivery of services to students, participation in teaching and evaluation of student performance, programme evaluation and participation and carrying out subject/system based developments etc;
- d) A teacher in the University shall fully and enthusiastically participate in the corporate life of the University;
- e) Every teacher shall be required to submit a personal appraisal report at the end of each year in the manner prescribed in the Ordinances.

## CHAPTER – VII

### CONFERMENT AND WITHDRAWAL OF HONORARY DEGREES, DEGREES, DIPLOMAS, CERTIFICATES, MEDALS ETC.

#### A. HONORARY DEGREES :

- i) As a matter of policy the University shall be conservative in the matter of granting honorary degrees. They shall be awarded only to persons who have distinguished themselves in the fields of Education/Research and rendered outstanding services to the Human Society.
- ii) All proposals for the conferment of honorary degrees shall receive four fifths majority vote in both the Academic Council and the Board of Management and shall require the assent of the Chancellor.
- iii) Any honorary degree conferred by the University may, with the previous approval of the four fifths of the members present at any meeting of the Board of Management and the sanction of the Chancellor, be withdrawn by the Board of Management.

#### B. DEGREES :

In accordance with the Regulations promulgated, the University will institute courses of study and hold examinations to grant to and confer Bachelor's, Master's, Ph. D. and Research degrees (D. Sc., D. Lit. etc.) and academic distinctions on persons who have pursued and passed a prescribed course of study or carried out research in the University or institution recognized in this behalf by the University.

#### C. DIPLOMAS, CERTIFICATES, MEDALS ETC.

In accordance with the regulations promulgated, the Vice-Chancellor may award to the enrolled students and to other persons who completed non-degree works offered/sponsored by the University appropriate diplomas, certificates, medals etc. as deemed by the Academic Council and the Vice-Chancellor to be in the best interest of the University.

#### D. WITHDRAWAL OF DEGREES, DIPLOMAS ETC.

The Board of Management may on the recommendations of the Academic Council by the resolution passed with concurrence of not less than two thirds of the Board members, after providing an opportunity to the concerned person to explain his/her action or to be heard in person, withdraw a degree, diploma, certificate or other academic distinction conferred by the University.



## CHAPTER-VIII

### STUDY CENTRES AND REGIONAL CENTRES

Consistent with the University's objective to expand access of the people to higher education using various means of distance learning, the University will establish and maintain or recognize Study Centres and Regional Centres. The number of such Study Centres and Regional Centres at any point of time will be determined by the Board of Management.

#### 1) Location of Study Centres

Except where the University decides to accommodate a Study Centre in its own premises, study centres will be set up in any of the following institutions.

Any educational institution of whatever name it be called or any establishment which may be approved by the Board of Management as suitable for the purpose. Such institution or organization shall be called the host institution.

#### 2) Facilities required of Study Centre

A study Centre must be housed in a well ventilated pucca building with adequate provision of water supply, power connection, telephone connection, public conveniences for both men and women and easily accessible by public transport, besides having adequate student counseling facilities.

#### 3) Co-ordinator of Study Centre

- a) The University shall engage, by order of the Vice-Chancellor, a Co-ordinator for each Study Centre on the basis of recommendation of the Head of the host institution. The engagement will initially be for a period of two years, to be renewed at the discretion of the University authorities, provided that the period of engagement may be terminated at one month's notice on the basis of any adverse report to be considered by the Vice-Chancellor;
- b) The Co-ordinator so engaged must be a senior staff attached to the host institution with at least five years of teaching experience and preferably with some exposure to distance education;
- c) The Co-ordinator shall discharge his duties assigned by the University on the basis of a recommendation by the Head of the host Institution or establishment to the effect that his work as a Co-ordinator will not affect his normal duties in the institution

and that the Co-ordinator will be entitled to use services of the Institution Staff.

- d) The Co-ordinator shall work on a part-time basis as a liaison person of the University but will not be recognized as a member of the regular staff of the University. He shall be entitled to such honorarium and facilities as the University may determine from time to time;
- e) The Co-ordinator shall be responsible for providing student support services in respect of enrolment, counseling, distribution of study materials, assignments, examination, library service and dissemination of information. He shall, for this purpose, maintain close liaison with the Dean of Study Centres for necessary instruction from the University;
- f) The Co-ordinator shall send regular reports of activities of the Study Centre, statement of expenses, records of enrolment, counseling and examination and furnish such information as the University authorities may require from time to time and for this he/she shall be responsible for maintenance of all such records.
- g) The Co-ordinator shall act as the drawing and disbursing officer relating to the Study Centre and shall be the custodian of all assets created by or out of the funds provided by the University. He shall accept full financial accountability as indicated in item 6.(d)(iii) of this statute.

#### 4) **Counselling**

- a) To provide academic guidance, both theoretical and practical, to the interested learners, the Study Centres will arrange periodic counseling by experienced subject experts according to a schedule to be notified from time to time.
- b) The duration of counseling sessions and the number of counseling hours will be determined by the University. The Co-ordinator in consultation with the Head of the host institution and the Dean of the Study Centres, shall make necessary arrangement for counselling.

#### 5) **Counsellors**

- a) Counsellors shall be engaged by order of the Vice-Chancellor on the basis of a Contract renewable every two years. Counsellors so engaged shall be drawn from a panel prepared by Co-ordinators of study centres and consisting of experts in respective subjects. They shall be either (i) whole time or part-time teachers working in an affiliated college or (ii) retired teachers having requisite

qualifications or (iii) fresh post-graduate candidates who have passed NET/SLET, or (iv) persons with doctoral qualification or (v) professionally qualified persons with or without institutional affiliation.

- b) Counsellors shall be paid an honorarium at the rate prescribed by the University from time to time.
- c) The University shall have the right to suggest or effect disempanelment of any counsellor.

6) **Administrative set-up of Study Centres**

a) **Host Head**

The Head of the host institution hereinafter called Host Head shall sign the Memorandum of understanding with the University. He shall be the chief local advisor of the Study Centre and shall extend all necessary facilities for its smooth running, including the holding of periodic examinations of the University.

The Host Head shall be paid a token honorarium as may be prescribed by the University from time to time.

b) **Host Head in relation to the Co-ordinator**

The Host Head shall recommend a suitable member of the teaching staff to be engaged by the University as the Co-ordinator of the Study Centre. In the event of a Co-ordinator being unable to discharge his functions due to ill-health or long absence or any other compelling reason that calls for a change of the incumbent, the Host Head shall forward well in advance the letter or resignation of the existing Co-ordinator and recommend a suitable successor. Upon the new Co-ordinator being engaged by the University the previous Co-ordinator shall make over to him complete charge of the Centre in the prescribed form to be duly forwarded by the Host Head to the University at the earliest for further action. In case of temporary absence of the Coordinator, the Host Head may suggest a substitute for a specified period of time.

The Co-ordinator shall keep the Host Head generally informed of the affairs of the Study Centre.

c) **Supporting Staff**

To assist the Co-ordinator in his day-to-day functions, each Study Centre will have supporting staff of one clerk and one attendant on part time basis. They shall be engaged by the Co-ordinator in consultation with the Host Head under intimation to the Dean of Study Centres.

Permission to augment the number of supporting staff in a study centre may be granted by the University if justified by substantial rise in financial receipts from the Centre with increased enrolment of students.

The University shall have the right to remove any supporting staff on the basis of adverse report.

**d) Financial Arrangements**

**i) Banking Operation**

- a) The Co-ordinator of each Study Centre shall be authorized by the University to open an account in the name of Krishna Kanta Handique State Open University Study Centre in the nearest branch of a nationalized or a co-operative bank and shall forthwith pass on the Account Number and relevant particulars to the Dean of Study Centres at the University head quarters, who in turn will pass on the information to the finance officer.
- b) The bank account will be operated jointly by the Co-ordinator and the Head of the host institution.
- c) All financial receipts whether by way of grants-in-aid from the University or collection of fees, sale of forms, or study packages or from any other source shall be deposited in the said Account;
- d) All receipts from collection of fees, sale of forms, or study packages or any other collection authorized by the University shall be remitted forthwith by the Study Centre Co-ordinator to the account of the University at its headquarters.

**ii) Grants-in-Aid**

For Study Centres set up by the University as distinguished from those recognized by it, the University, within its approved budget, shall meet the requirement of each Study Centre, taking into account its student strength, performance record and growth potential and shall make available :

- a) development grant of an adhoc nature;
- b) periodic maintenance grant including provision for contingency and honorarium and
- c) ways and means support to meet exigencies.

iii) **Financial accountability**

The Co-ordinator of each Study Centre shall accept full financial accountability in respect of all receipts and expenditure of the Study Centre. He shall strictly comply with all the norms, procedural and substantive, to be prescribed by the University from time to time.

The Co-ordinator shall also be responsible for the maintenance and safekeeping of all assets created by and out of the funds provided by the University.

Subject to the provision of the Act and the Statute, the accounts of the Study Centre will be open to such audit as will be determined by the University.

e) **Inspection and Review Activities**

- i) The University may at any time hold or cause to hold inspection and/or review of activities of the Study Centres.
- ii) Apart from regular inspection conducted by the Director of Study Centres, Visiting Team may be constituted by the Board of Management suo motu or at the request of the Academic Council to enquire into the working of any particular Study Centre, should such a necessity arise.
- iii) In addition, the Board of Management may, if it deems necessary, set up review committee(s) to go into relevant aspects of the Study Centre system as a whole and suggest necessary changes.
- iv) The Vice-Chancellor may also authorize the Registrar or the Finance Officer or the Controller of Examinations or any Director of School of Study to visit/inspect any Study Centre on any of the matters as may be decided by the University.

7) **Recognized Programme-Specific Centres**

Where the University authorities, that is, the Academic Council and Schools of Studies are satisfied that specialized courses of study are in

great demand or are being imparted by an Institution of sufficient repute, the Board of Management may consider for extending the status of Recognized Study Centre to such Institutions, or may open a study centre in appropriate organization/institution provided that

- i) the management of such institutions have expressed their willingness to be so associated with the University and shall sign a Memorandum of Understanding regarding all the major aspects of running the Study Centre such as the University may deem necessary to incorporate in the Memorandum;
- ii) the specialized Courses of Study to be offered by these Centres shall have prior approval of the Academic Council;
- iii) the examination of students in the specialized subjects shall be conducted according to the rules and regulations of the University, and
- iv) working of such Study Centre shall be reviewed from time to time by the University to decide about renewal or revocation of the MOU. Such Study Centres shall be designated as the Recognized Study Centre.

#### 8) **Regional Centres**

At such point of time when, the expansion of Study Centres in number or due to territorial spread, it becomes imperative to decentralize the regulatory functions of the University vis-à-vis the Study Centres, the Board of Management may, on the basis of reports of a Committee appointed for the purpose think of setting up Regional Centre at such places and with such staff pattern as may be deemed necessary. Functions of the Regional Centres – administrative, academic and financial will be spelt out by regulations to be made in this behalf by the Board of Management.

## CHAPTER-IX

### PROVIDENT FUND, PENSION AND INSURANCE

#### 1. Provident Fund :

- i) There shall be a Provident Fund for the benefit of the officers, teachers and other employees of the University.
- ii) Every employee of the University holding a permanent substantive appointment or a tenure appointment of not less than three years and receiving a substantive salary per mensem shall be entitled and required to subscribe to the Provident Fund. Part-time, temporary and officiating employees and employees appointed for less than three years shall not be so entitled.
- iii) Persons appointed on probation to substantive appointments shall be entitled to subscribe to the Provident Fund; but in case their services terminate before confirmation they shall not be entitled to receive any interest accruing thereon, provided that if such a person has completed at least three years' service he/she will be entitled to receive the interest accruing thereon. Persons holding tenure appointments of not less than three years shall be entitled to subscribe to the Provident Fund, but if their services terminate within one year from the date of appointment to the tenure post they shall not be entitled to receive any interest accruing thereon.
- iv) The rate of subscription shall be 10 (ten) per cent of the monthly basic salary and the amount calculated on this basis shall be deducted from the monthly salary of the employee.

Provided that no subscription shall be made to the Provident Fund of an employee who is on leave without pay.

- v) The management of the Provident Fund will vest in the Board of Management which may from time to time make regulations or issue such general or special directions as may be consistent with these Statutes as to :-
  - a) the conduct of business of the Fund, and
  - b) any matter relating to the Fund or its management or the privileges of the subscribers, not herein expressly

provided for; or vary or cancel any regulations made or directions given.

- vi) Every employee of the University entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read these Statutes and agrees to abide by them and shall hand in for registration in the University office the names of the person or persons to whom he/she wishes the balance at his credit to be paid in the event of his death.
- The subscriber may from time to time add or change his/her nominee by written application to the Board of Management.
- A register of such nominees shall be kept in the University office.
- vii) a) The amounts accruing to the Fund shall be placed in such Bank or Banks as may be approved from time to time by the Board of Management or invested in securities authorized by the Indian Trusts Act 1882 or in National or any other Savings Certificates at the discretion of the Board of Management. The accounts of such deposits and investments shall be operated by the finance Officer. Interest at the rates fixed by the Board of Management from time to time shall be credited to each subscriber.
- b) The accounts of the Fund shall be audited once a year and the statement of the total amount to the credit of each subscriber shall be furnished to him/her.
- viii) Subject to the provision of section (v) above, a subscriber at the termination of his service shall be entitled to receive the amount which accumulates to his credit.
- ix) On a subscriber's death, the amount at the credit of the subscriber shall be paid to the person or persons nominated by him/her or when no such nomination is made, to his legal heir or heirs.
- x) The amount at the credit of a subscriber shall not be subject to any deduction even to cover loss or damage sustained by the University through the subscriber's misconduct or negligence.
- xi) a) No final withdrawal shall be permitted until termination of the subscriber's service in the University or his/her death whichever is earlier. But in case of necessity of which the Board of Management shall be the sole judge,



the Board of Management may allow a subscriber an advance of a sum not exceeding the 80 percent of the total amount subscribed by him at the same rate of interest at which interest is credited to the subscribers.

- b) Recoveries of the amounts advanced shall be made with interest in monthly installments not exceeding forty as may be decided by the Board of Management commencing from the second payment of a full month's salary after the advance is paid, but no recovery shall be made from a subscriber when he is on leave otherwise than on full average pay.
  - c) When a subscriber has already taken an advance he shall not be eligible for a fresh advance until the amount of the previous advance has been fully paid up.
- xii) Notwithstanding anything contained in the Provident Fund Statutes, 2007 actions taken under the provisions any other Provident Fund Rules shall not be invalidated.

## 2. Pension and Insurance Scheme

For the purpose of Pension and Insurance Scheme, the rules and regulations followed by the Government of Assam for its employees shall also be followed for all the employees of the University.

## GENERAL

1. Any matter not expressly provided in these statutes, shall be decided under the direction of the Board of Management.
2. The power of interpreting these Statutes is reserved to the Board of Management.

**H. M. CAIRAE**

Principal Secretary to

Govt. of Assam

Education (Higher) Department,  
Dispur

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