



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 14th March, 2026

eCF 596012/168.- In exercise of the powers conferred by section 49 of the Jagannath Barooah University Act, 2023, the Governor of Assam is hereby pleased to make the following statutes of the University in the manner hereinafter appearing, namely:-

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| Short title and commencement | 1. (1) These statutes may be called the First Statutes of the Jagannath Barooah University, 2026.
(2) They shall come into force on the date of their publication in the Official Gazette. |
| Definitions | 2. (1) In these statutes, unless the context otherwise requires,-
(a) "Act" means Jagannath Barooah University Act, 2023.
(b) "academic year" means the year commencing on the first day of August of a calendar year and closing with the thirty-first day of July of the succeeding calendar year immediately following ;
(c) "Articles" means Article of the Statutes;
(d) "complaints" means receipt of information about corruption and malpractice on the part of the members of the University;
(e) "corruption" means improper and usually unlawful conduct inconsistent with official duty and the rights of others intending to secure a benefit for oneself or another which includes gratification, bribery, extortion and any other forms of corruption under the Prevention of Corruption Act, 1988 (Act No. 49 of 1988);
(f) "course fee" means and includes tuition fee and any other fees charged by the University;
(g) "employee" means any person duly appointed as an officer, teacher and other staffs of the University;
(h) "Examination Committee" means the Examination Committee constituted under Article 36 of the statutes ;
(i) "Faculty" means the teaching, research, and |

- extension staff of the University or division of the University having the rank of Assistant professor and above ;
- (k) “non-teaching staff” includes officers and employees of the University who are not appointed as a teacher, researcher, research officer and includes full-time, temporary, ad-hoc, part time, daily wager ;
 - (l) “Official Gazette” means the Official Gazette of Government of Assam;
 - (m) “Post” means a Post under the Jagannath Barooah University as specified in the Schedule of the Statutes;
 - (n) “Schedule” means Schedule appended to this statutes;
 - (o) “section” means a section of the Act;
 - (p) “Staff” means non teaching employees of the University;
 - (q) “UGC” means the University Grants Commission;
 - (r) “unfair” means any act to show or derive undue favour;
 - (s) “University” means the Jagannath Barooah University;
 - (t) “University Library” means a Library maintained by University whether instituted by it or not; and
 - (u) “warden” means In-charge of the hall of Residence of the University.
- (2) Words and expressions used herein but not defined in these statutes but defined in the Act, shall have the same meanings as assigned to them in the Act.
- Other Officers of the University 3. (1) The other officers, in addition to the officers specified in clause (x) section 9 of the Act, shall be the following, namely:-
- (i) Dean, Research and Development\
 - (ii) Director, Research Development Cell (RDC)
 - (iii) Dean of Faculty
 - (iv) Controller of Examination
 - (v) Deputy Registrar(Administration)
 - (vi) Director of Physical Education and Sports
 - (vii) Director of Arts and Culture
 - (viii) Directors of Centres
 - (ix) Director, Open and Distance Learning (ODL);
 - (x) Director, College Development Council (CDC)
 - (xi) Director, Open and Distance Learning (ODL);
 - (xii) Director, Internal Quality Assurance Cell (IQAC)
 - (xiii) Computer system manager
 - (xiv) System Administrator
 - (xv) Librarian
 - (xvi) Public Information Officer
 - (xvii) Superintending Engineer
 - (xviii) Chief Medical Officer:
 - (xix) Superintendent (Section Officer):

Provided that if more Officers shall be required to facilitate the work of the University, such additional positions may be created and included in the statutes by the Executive Council from time to time.

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| Additional Powers
of Executive
Council | 4. | <p>(1) In respect of the posts of other officers of the University, the Executive Council shall have the power to assign duties and responsibilities through Ordinances. The Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon the office requirements.</p> <p>(2) In respect of temporary vacancy in various posts due to the reason of leave, illness or other causes, of the concerned officer or employee, the Vice Chancellor shall make such arrangement as he thinks appropriate in consultation with the Executive Council for exercising the powers and performing the duties of the concerned Officer or employee during the vacancy period.</p> <p>(3) In respect of other (additional) posts of the University, the Executive Council shall have the power to define and assign duties and responsibilities through Ordinances.</p> <p>(4) Regarding qualifications and pay, the UGC norms shall apply for those posts which are covered under UGC scale of pay and others shall be covered by the norms set by the State Government of Assam.</p> <p>(5) The Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon office requirements.</p> |
| Staff of the
University (Non-
Teaching) | 5. | <p>(1) To carry out various functions in the University the following posts may be created by Executive Council from time to time, namely:—</p> <ul style="list-style-type: none"> (i) Section Officers (ii) Personal Secretary to Vice-Chancellor (iii) Personal Assistant to Registrar (iv) Personal Assistant to Academic Registrar (v) Personal Assistant to Controller of Examinations (vi) Personal Assistant to Finance Officer (vii) Library professional Assistant (viii) Junior Engineer (one civil, one electrical) (ix) Cashier (x) Upper Division Assistant (xi) Junior Account Assistant (xii) Lower Division Assistant (xiii) Yoga Instructor (Girls) (xiv) Yoga Instructor (Boys) (xv) Gym Instructor (Girls) (xvi) Gym Instructor (Boys) (xvii) Hostel Superintendents (Boys and Girls separately) (xviii) Pharmacist (xix) Nurse (xx) Laboratory Assistant (s) (xxi) Library Assistant (xxii) Book Arranger (s) (xxiii) Driver (s) (xxiv) Laboratory Bearer (s) (xxv) Peon (s) |

		(xxvi) Gardener (s)									
		(xxvii) Chowkidar (s)									
		(xxviii) Sweeper (s)									
		(xxix) such other administrative, and other staff members as may be decided by the Executive Council									
Qualification and corresponding scale of pay	6.	The qualifications for appointment to various posts under the University shall be determined by the Executive Council from time to time in consistence with the qualification as per the University Grants Commission or the Government of Assam.									
Physical Fitness	7.	(1) Appointment of persons by direct recruitment for a period of more than a year shall be subject to medical fitness report by a Medical Board constituted by the Registrar for the purposes. (2) No person shall be appointed to any post unless he or she possesses good character and antecedents.									
Methods of recruitment	8.	Recruitment to the posts may be made,- (i) by direct recruitment; (ii) by promotion; (iii) by appointment of employees borrowed from Government Departments and institutions; or (iv) by appointment on contract basis for a limited period.									
Appointments	9.	The authority for all appointments shall be vested in the Executive Council and the Registrar shall issue appointment letter with prior approval of Executive Council in accordance with the provisions of the Act.									
Promotion	10.	(1) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst the employees serving in posts in the immediate lower grade. (2) Every appointment by promotion shall be by selection on the basis of seniority- cum –merit and efficiency with due regard to seniority. (3) The non-teaching technical as well as non-technical Class-III employees of the University shall be promoted on the basis of seniority and performance of the employee or as prescribed by Executive Council. The Departmental Promotion Committee shall meet periodically whenever vacancy exists and shall recommend the list of persons in order of seniority and good performance of duty by the employees to be appointed by the Executive Council.									
Selection Committees	11.	(1) There shall be two Selection Committees for selection of officers and teachers for making recommendation for appointment to the Executive Council of the University. (i) The Selection Committee for selection of the Officers of the University shall consist of the following :- <table><tr><td>(a)</td><td>The Vice Chancellor</td><td>Chairpers on</td></tr><tr><td>(b)</td><td>One expert member nominated by the Chancellor</td><td>Member</td></tr><tr><td>(c)</td><td>One academician to be nominated by the Executive Council</td><td>Member</td></tr></table>	(a)	The Vice Chancellor	Chairpers on	(b)	One expert member nominated by the Chancellor	Member	(c)	One academician to be nominated by the Executive Council	Member
(a)	The Vice Chancellor	Chairpers on									
(b)	One expert member nominated by the Chancellor	Member									
(c)	One academician to be nominated by the Executive Council	Member									

(d)	One academician to be nominated by the Government of Assam	Member
(e)	Two external expert members from outside the University to be co-opted by the Vice Chancellor as and when necessary	Members
(f)	Registrar Member Secretary	Member

- (ii) Five members including the external member (when invited) shall form the quorum :

Provided that 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 Executive Council.

- (2) The Selection Committee for Selection of Professor, Associate Professor, Assistant Professor and other teaching posts shall consist of the following members, namely:-

(i)	(a)	The Vice –Chancellor	Chairpers on
	(b)	One academician to be nominated by the Chancellor	Member
	(c)	One academician to be nominated by Executive Council	Member
	(d)	One academician to be nominated by the Government of Assam	Member
	(e)	Two external experts in the concerned subject or relevant field from outside the University to be nominated by the Vice – Chancellor out of the panel approved by the Executive Council	Members
	(f)	The Dean of the concerned Faculty	Member
	(g)	Professor and Head of the Department	Member
	(h)	Registrar	Member Secretary

- (ii) Five members including the external experts shall form the quorum. In case of selection for the post of the Professor, the Dean of Faculty of the Jagannath Barooah University may be nominated by the Vice –Chancellor instead of the Professor and Head.

- (3) Where the Committee does not find any of the candidates appearing before it suitable for appointment to a non-teaching post, the matter shall be placed before

- the Executive Council and the Executive Council shall be competent to appoint suitable persons on deputation or on contract on such terms and for such periods as it may decide.
- (4) The Executive Council while taking steps for recruitment of Officers and other employees shall ensure that they all possess such qualification as would enable them to shoulder the duties and responsibilities mentioned in the Act and the Statutes.
- (5) No act or proceeding of any Selection Committee shall be called in question on the ground merely because of the absence of any member or members of the Selection Committee.
- (6) For any meeting of the Selection Committee, the Registrar with the approval of the Vice-Chancellor shall give notice of the meeting to the members of the committee at least a fortnight before the date of the meeting.
- Probation and confirmation in service
12. (1) Every person appointed against the substantive post under the University, shall be placed under probation for a period of the one year, which under special circumstances may be extended by one more year.
- (2) Any person found unsuitable during probation shall be discharged from service without assigning any reason thereof,
- (i) in the case of person appointed by probation, revert him to the post held by him immediately before such appointment; and
- (ii) in the case of person appointed by direct recruitment, terminate his or her service from the University without assigning any reason.
- (3) Every person appointed to a substantive post under the University, shall on satisfactorily completing his or her period of probation, be eligible for confirmation in the post.
- Seniority list
13. (1) Whenever in accordance with the Statutes any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his or her grade and in accordance with such other principle as the Executive Council may from time to time prescribe.
- (2) It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of clause (1).
- (3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar shall, on his or her own motion or at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.
- Removal of employees
14. The Disciplinary Authority of the University may initiate disciplinary action against any Officer or Teachers or Employees of the University, call for his or her explanations containing the charges against him or her, and in extreme necessity, place such person under suspension if there is any possibility of his or her influencing the enquiry initiated

	against him or her by the authority. Before taking a final decision for removal, the disciplinary authority shall place it before the Executive Council for approval.
Age of superannuation	15. The rules of superannuation or retirement of teachers and officers under University Grants Commission scale of pay shall be in accordance with the rules and guidelines announced by the University Grants Commission (UGC) or All India Council for Technical Education (AICTE) from time to time. The age of superannuation for officers and other staffs under CPC (Common Pay Committee) scale of pay shall be in accordance with the applicable provisions of the State law. In case of those deputed from Government service, relevant rules of parent department shall be applicable.
Resignation	16. An employee may resign from his post in the University by giving at least 2 (two) months prior notice in writing to the competent authority of the University. The University may either accept the resignation or reject the same by giving reasons therefore. However, the University may, on genuine ground, accept the resignation immediately and release him or her forthwith.
Pay during suspension	17. An employee under suspension shall, during the period of suspension, be entitled to subsistence allowance not exceeding an amount equivalent to half of the total pay, which is admissible to him or her immediately before the commencement of the suspension. If, for any reason, the enquiry cannot be completed and disposal of matter takes time beyond 6 (six) months, the employee so suspended, shall be entitled for 75% of the salary as substantive amount. However, the employee cannot engage himself or herself to any other job or vocation.
Allowance for additional charge	18. (1) An employee formally placed in-charge of the full duties of another post shall receive an extra work allowance at a uniform rate of 2 % of the employee's basic pay per month. (2) The additional allowance for additional charge shall not be combined, i.e. if the same employee performs two or more such duties and is eligible for 2 % allowance for each add-on, then the total additional allowance payable shall remain capped at 2 % of basic pay. (3) No allowance shall be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned shall receive pay in his basic post only irrespective of the duration of the additional charge. (4) An employee holding one post when placed in charge of the duties of a lower post shall not receive any allowance for the additional work. (5) The additional pay or allowance shall not be admissible if the period of additional charge is less than 30 days.
Leave and leave salary	19. The employees shall be governed by the rules relating to leave salary and other cognate matters made by the Executive Council separately in this behalf.
Administrative control	20. Subject to the general authority of the Vice-Chancellor, the officers declared by these Statutes to be the officers of the University, shall be under the administrative control of the Registrar including the Finance Officer, the Controller of Examination, the Director of College and University Development Council, the Academic Registrar the Director of Students' Welfare and the Librarian.

- Subject to the control of the Executive Council and in accordance with section 13 of the Act, the Registrar shall exercise as the custodian of all records, common seal, properties of the University, and the officers and employees of the University shall be under the control of the Registrar who shall be responsible to the Vice -Chancellor for their dealings.
- Powers and duties of Officers
21. The officers of the University shall be the whole time salaried officers of the University and shall exercise the following powers and perform the following duties:-
- (1) Dean, Research and Development
 - (i) The Dean, Research and Development shall be appointed by the Executive Council from amongst the teachers not below the rank of Professor.
 - (ii) The Dean, Research and Development shall hold office for a period of three years, or till the date of his superannuation, whichever is earlier.
 - (iii) The Dean, Research and Development shall be eligible for re appointment
 - (iv) Dean, Research and Development shall exercise the following powers and responsibilities:-
 - (a) be responsible for planning of research activities of the University in consultation with all Deans, Heads of Departments and the Vice Chancellor;
 - (b) make an overview of the research projects to be submitted to various agencies by the faculty of the University to ensure that the project is in order;
 - (c) coordinate all research activities of the University and shall take up related matters with University authority;
 - (d) be the ex-officio Chairperson for all selection committees for selection of Research Fellow/Project Fellow/Associate etc.;
 - (e) monitor the progress of research projects carried out in the University;
 - (f) take steps for Industry, Non-Governmental Organisation, Academy interaction/ interfacing for Research and Development activities;
 - (g) coordinate the Summer Projects of students covered by fellowship from INSA and other Agencies/Academics;
 - (h) look after all Research and Development consultancy projects undertaken by the faculty and any other technical staff of the University; and
 - (i) discharge any such other duties and responsibilities assigned to him by the Vice Chancellor from time to time.

(2) Director, Research Development Cell

- (i) The Director, Research Development Cell shall be appointed by the Vice Chancellor from amongst the professors of the University with the approval of the Executive Council.
- (ii) A nominated member shall hold office for a period of two years from the date of his nomination.
- (iii) Director, Research Development Cell shall exercise the following powers and responsibilities:-
 - (a) Promote quality research that contributes meaningfully towards the goal of a self-reliant India aligned with the provision of NEP-2020.
 - (b) Help creating a research ecosystem for reliable impactful and research output viz., generation of knowledge and facilitating of research , innovation and technology development for industrial and societal benefits.
 - (c) He shall supervise the research advisory Council for research governance along with five sub-committees-
 - (i) Finance and Infrastructure
 - (ii) Research Programme, Policy Development
 - (iii) Collaboration and Community
 - (iv) Product Development, Monitoring and Commercialization .
 - (v) IPR, Legal and Ethical Matters.
 - (d) Discharge such other responsibilities as advised by the Academic Council/the Executive Council.

(3) Dean of Faculty

- (i) The Dean of Faculty shall be appointed by the Executive Council on the recommendation of the Vice Chancellor from amongst the Heads of the Departments of the Faculty who are Professors. The Vice Chancellor shall preferably consider the seniority of the Professor in giving appointment to the Dean of Faculty.
- (ii) The Dean of Faculty may be re-appointed subject to his satisfactory performance during the tenure.
- (iii) He shall hold office for a period of three years, or till the date he attains the age of superannuation, whichever is earlier.
- (iv) Whenever there is any temporary vacancy in the Office of the Dean of Faculty by reason of leave, illness or other causes, the Vice Chancellor shall make such arrangement as he thinks appropriate for exercising the powers and performing the duties of the Dean of Faculty during the vacancy period.
- (v) He shall discharge the following powers and responsibilities in addition to his normal responsibilities as Professor of his Department,-

- (a) be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Faculty;
 - (b) be the Executive Officer of the Faculty;
 - (c) preside over all its meetings; and
 - (d) execute such other duties/ responsibilities assigned to him by the Academic Council or the Vice Chancellor from time to time.
- (4) Dean, Student Welfare
 - (i) He may be re appointed subject to his satisfactory performance during the tenure.
 - (ii) The Dean, Student Welfare shall hold office for a maximum period of three years, or till the date he/she attains the age of superannuation, whichever is earlier.
 - (iii) Whenever there is any temporary vacancy in the Office of the Dean, Student Welfare by reason of leave, illness or other causes, the Vice Chancellor shall make such arrangement as he/she thinks appropriate for exercising the powers and performing the duties of the Dean, Student Welfare during the vacancy period.
 - (iv) Dean, Student Welfare shall exercise the following powers and responsibilities:-
 - (a) act as the Chairperson of the Students' Advisory Council.
 - (b) organize programmes/ activities pertaining to strengthening of the student-teacher, students-employee, and student society relationship
 - (c) coordinate the process of selection of students for awards, prizes etc.
 - (d) be the overall in –charge of students' Placement Cell
 - (e) be the overall in –charge of students' Grievance and Redressal Cell;
 - (f) be responsible for overall maintenance of discipline among the students ;
 - (g) nominate Faculty-in-Charge to various sub-committees constituted for students;
 - (h) be the In-Charge of the students' feedback system and apprise the Vice Chancellor;
 - (i) function as an adviser to the Jagannath Barooah University Students' Union;
 - (j) discharge any such other duties and responsibilities assigned to him/her by the Vice Chancellor from time to time.
- (5) Deputy Registrar (Administration)
 - (i) The appointment of the Deputy Registrar shall be made in conformity to the prevailing UGC Guidelines and Government norms, as applicable .
 - (ii) The Deputy Registrar shall be appointed by the Registrar with approval from the executive council.
 - (iii) The Deputy Registrar shall be a whole time Officer of the University.

- (iv) The Deputy Registrar shall exercise the following powers and responsibilities, namely-
- (a) report to the Registrar and shall carry out her/his duties under the direction and supervision of the Registrar and, where necessary, in consultation with the Vice Chancellor.
 - (b) assist the Registrar in the discharge of her/his functions and exercise such powers as may be delegated by the Registrar or assigned by the Vice Chancellor or the Executive Council from time to time.
 - (c) supervise and coordinate the functioning of such administrative sections/branches as may be assigned to her/him and ensure efficient and timely disposal of official business.
 - (d) act as the Secretary to such Committees or Sub-Committees as may be assigned by the Registrar, the Vice Chancellor, or as provided under the Statutes, and keep the minutes and records thereof.
 - (e) act as the Secretary to such Committees or Sub-Committees as may be assigned by the Registrar, the Vice Chancellor, or as provided under the Statutes, and keep the minutes and records thereof.
 - (f) monitor compliance with the provisions of the Act, Statutes, Ordinances, Regulations and decisions of the Authorities of the University in respect of matters assigned to her/him.
 - (g) assist in the implementation of decisions of the Court, the Executive Council, the Academic Council and other Authorities of the University, as entrusted by the Registrar.
 - (h) sign official correspondence, certificates, notices and documents on behalf of the Registrar as may be authorised or delegated.
 - (i) assist the Registrar in matters relating to establishment, service records, recruitment processes, disciplinary proceedings, and other administrative functions as may be assigned; and may, where specifically authorised, conduct preliminary inquiries or issue notices in accordance with prescribed procedures.
 - (j) coordinate matters relating to estate, infrastructure, or other administrative responsibilities as may be entrusted by the Registrar and ensure proper reporting and documentation.
 - (k) perform such other duties and exercise such other powers as may be assigned or delegated by the Registrar, the Vice Chancellor, or the Executive Council from time to time.

(6) Academic Registrar

- (i) Whenever there is any temporary vacancy in the office of the Academic Registrar by reason of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he thinks appropriate for exercising the powers and performing the duties of the Academic Registrar during the vacancy period.
- (ii) The Academic Registrar shall be whole time Officer of the University and shall hold office for five years or till he attains the age of superannuation, whichever is earlier.
- (iii) He shall exercise the following powers and responsibilities, namely
 - (a) report to the Vice Chancellor and carry out her/his duties under the direction of, and in consultation with, the Vice Chancellor.
 - (b) be the ex-officio Secretary of the Academic Council, and of any other Authorities/Committees as assigned to him/her and meetings of such authorities/committees shall be convened as per the direction of Vice Chancellor and also to take care of necessities for convening meetings of UG / PG Boards and Faculties by the Academic Registrar.
 - (c) keep the minutes of all the meetings of the Academic Council, and of any Committee appointed by the authorities of the University wherein he is the Secretary.
 - (d) arrange for admission of students to all the programmes of the University and keep records.
 - (e) oversee the functioning of Ph.D programme of the University.
 - (f) oversee the preparation of academic calendar, teaching time tables, and ensure smooth running and progress of the teaching programmes.
 - (g) receive proposals for starting new Departments and Centres; arrange for their evaluation in consultation with the Vice Chancellor, and place the proposals to the Academic Council and Executive Council for recommendation and approval.
 - (h) receive proposals from the faculty for organising seminars, workshops, conferences, and similar other academic activities; arrange for their evaluation and explore ways and means of facilitating collaborations at both national and international level and make recommendations for consideration by the Vice Chancellor and/or the Academic Council.
 - (i) assist in the preparation of MoU's with other Institute/Organisation on academic matters.
 - (j) support the Vice Chancellor and the Registrar on all academic matters.

- (k) discharge any such other duties and responsibilities as assigned to her/him by the Vice-Chancellor from time to time.
- (7) Finance Officer
- (i) The Finance Officer as per sub-section (5) of section 23 shall exercise the following powers, namely-
 - (a) be responsible for the preparation of the financial proposal of the University.
 - (b) be responsible for the preparation of the annual estimates and statements of the Accounts, in consultation with the Vice Chancellor and the Registrar and for their presentation to the Finance Committee and the Executive Council.
 - (c) monitor the progress of the collection of revenue and advise on the methods of collection employed.
 - (d) ensure that the Asset Registers of all furniture, fixtures, fittings, and equipment are maintained up-to-date and that physical stock-verification of equipment and other non-consumable materials in all offices, departments, laboratories in the University and Constituent College(s), if any, are conducted.
 - (e) responsible for ensuring that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and fund is utilised for the purposes for which they are sanctioned, subject to the power of the Executive Council.
 - (f) be the ex-officio Secretary of the Finance Committee and keep the minutes of the Finance Committee meetings.
 - (g) perform such other financial functions as may be assigned to her/him by the Executive Council and/or the Vice Chancellor provided that the Finance Officer shall abide by the limits set by the Finance Committee and the Executive Council.
 - (h) seek explanation for any unauthorised expenditure and for other financial irregularities and accordingly report the same to the Vice Chancellor for necessary action.
 - (i) seek from any office, centre, department, laboratory, Constituent College(s), if any, of the University any information or returns that he may consider necessary for the performance of her/his duties.
 - (j) issue receipt for any money payable to the University or by the person(s) duly authorised on her/his behalf by the Executive Council or the Vice Chancellor, as per the Rules & Regulations.
 - (k) ensure that all tax deductions are correctly made, the amounts are deposited as per Government norms and tax deduction certificates are issued on time.

- (l) unless otherwise stated, issue and sign the salary certificate for each employee, and ensure that all estimates are correctly made, including all deductions, and be responsible for implementing the pension scheme as per Rules of Government of Assam and decisions of the Executive Council. he shall also be responsible for sending/receiving pension and leave salary contributions/PF subscription/contribution to those persons who are on his deputation/lien as per Govt. Rules and decisions of the Executive Council.
 - (m) discharge any such other duties and responsibilities assigned to her/him by the Vice Chancellor from time to time.
- (8) Director of Physical Education and Sports
- (i) The Director of Physical Education and Sports shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.
 - (ii) The Director of Physical Education and Sports shall be eligible for re-appointment subject to selection as per rules.
 - (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of Government of Assam.
 - (iv) Whenever there is any temporary vacancy in the Office of the Director of Students' Welfare by reasons of leave, illness or other causes, the Dean, Students' Welfare shall discharge the powers and duties of the Director of Physical Education and Sports:

Provided that if Dean, Students Welfare is also absent for any reason, then the Vice Chancellor shall make such arrangement as s/he thinks appropriate for exercising the powers and performing the duties of the Director of Physical Education and Sports during the vacancy period.
 - (v) The Director of Physical Education and Sports shall be a whole-time Officer of the University for a period of five years, or till he attains the age of superannuation, whichever is earlier.
 - (vi) The Director of Physical Education and Sports shall exercise the following powers and responsibilities, namely-
 - (a) discharge the responsibilities in all aspects of the welfare of students in the University in consultation with the Dean, Students Welfare and shall be the ex-officio Treasurer of Students' Advisory Council.
 - (b) oversee and advise the students on their co-curricular activities, including sports, cultural and literary activities.
 - (c) be the Chief Warden of the Hostels of the University/Constituent college(s), if any.
 - (d) be primarily responsible for ensuring a safe, healthy and academically vibrant atmosphere in the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and the Principal(s) of the Constituent College(s), if any.

- (e) be primarily responsible for ensuring a ragging-free environment in the campus, including the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and Principal(s) of the Constituent College(s), if any.
 - (f) be in charge of putting in place and organizing the activities of the Placement Cell of the University. he shall take steps to facilitate campus recruitments in the University campus.
 - (g) create a Student Help Desk to address the issues of the students and also provide necessary counselling to students.
 - (h) be responsible for arrangement of holding elections of the students' body, the Jagannath Barooah University Students' Union, and any such election of students to any other University body as per rule.
 - (i) help, advise and oversee the applications of students for scholarships from both the State and Central Government agencies. For scholarships which require conduct of qualifying examinations, with the approval of the Vice Chancellor, he shall facilitate organizing these examinations in the University in the interest of the students.
 - (j) discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.
- (9) Director of Arts and Culture
- (i) The Director of Arts and Culture shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.
 - (ii) The appointment of the Director of Arts & Culture shall be as per rules of the Government of Assam.
 - (iii) The Director of Arts and Culture shall be eligible for re-appointment subject to selection as per rules.
 - (iv) The Director of Arts and Culture shall be a whole-time Officer of the University for a period of five years, or till he attains the age of superannuation, whichever is earlier.
 - (v) The Director of Arts & Culture shall exercise the following powers and responsibilities, namely-
 - (a) Overseeing the planning and execution of all intra- and inter-collegiate cultural events, performances, exhibitions, and festivals.
 - (b) Collaborating with other academic departments and school leadership to integrate arts and cultural programs with the broader academic curriculum and cross-curricular learning.
 - (c) Provide platforms for students to showcase their talents, supervising co-curricular activities, coordinating student-run cultural clubs (music, dance, etc.), and promoting an enriching student life experience.
 - (d) Develop and maintain relationships with community partners, local arts

organizations, sponsors, and external artists to secure funding/support and provide students with real-world experience and networking opportunities.

- (e) Prepare and manage the annual budget for cultural events and department operations, and identifying funding opportunities through grants and sponsorships.
- (f) Develop and implement policies, manage staff and faculty involved in the arts programs, and ensure compliance with university and statutory body regulations.
- (g) Create and implement communication strategies to increase the visibility of artistic events and cultural programs and to diversify audience engagement.

(10) Director of Centres

- (i) The Director of Centre shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University.
- (ii) The Director of Centre may be re-appointed subject to his satisfactory performance during the tenure.
- (iii) The Director of Centre shall perform the following powers and responsibilities in addition to her/his normal duties as a teacher of the University,-
 - (a) promotes excellence in education, research, professional activity and service within the Centre.
 - (b) propose to introduce various PG/UG/Diploma/Certificate programmes including research programmes in different fields of studies and emerging areas, and be responsible for preparation and forwarding of the course curricula/syllabi, Rules & Regulations for approval to the competent authorities of the University.
 - (c) oversee the evaluation of programmes and other indicators of the Centre's performance.
 - (d) ascertain that professional, social and political environments are monitored to identify trends that could impact on the education and research programmes of the University, and takes proactive leadership initiative to appropriately address such trends through the Centre.
 - (e) have primary responsibility for ensuring that the faculty and staff resources of the Centre are well managed.
 - (f) have primary responsibility for addressing unsatisfactory performance of the Centre, faculty or staff and in designing and implementing strategies to improve performance.

(11) Director of Open and Distance Learning

- (i) The Director of Open and Distance Learning shall be appointed by the Vice Chancellor with the

approval of the Executive Council from amongst the Professors or Associate Professors of the University.

- (ii) The Director of Open and Distance Learning may be re-appointed subject to her/his satisfactory performance during the tenure.
- (iii) The Director of Open and Distance Learning shall be the executive officer of the Centre for a period of three years, or till the date of her/his superannuation, whichever is earlier.
- (iv) The Director of Open and Distance Learning shall exercise the following powers and responsibilities, namely-
 - (a) assess and determine the suitability of the courses in open access mode launched by different agencies like SWAYAM, MOOCS, Swatch Bharat Abhiyan, Open Educational Resources, etc. from time to time.
 - (b) determine or re-determine the credits of such Courses within the existing framework of curricula and syllabi.
 - (c) create facilities to prepare online lectures by faculty members in relevant topics.
 - (d) explore other avenues of courses that deem fit for students within the curricula and syllabi.
 - (e) discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor and by the Advisory Committee for the Directorate of Open and Distance Learning from time to time.

The Directorate shall act under the supervision of an Advisory Committee comprising the following members :-

- (i) Vice Chancellor
 - (ii) One Dean to be nominated by the Vice Chancellor
 - (iii) Head of the Department, Computer Science
 - (iv) One faculty member from each Faculty to be nominated by the Vice Chancellor
 - (v) Academic Registrar
 - (vi) Law Officer
 - (vii) Director
 - (viii) Controller of Examinations
 - (ix) Finance Officer
- (12) Director, College Development Council
- (i) The Director, CDC shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University.
 - (ii) The Director, CDC may be re-appointed subject to her/his satisfactory performance during her/his tenure.
- Whenever there is any temporary vacancy in the Office of the Director, CDC by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangement as he thinks appropriate for exercising the powers and performing the duties of the Director, CDC during the vacancy period.

- (iii) The Director, College Development Council shall be a whole time Officer of the University and shall hold office for five years or till he attains the age of superannuation, whichever is earlier.
 - (iv) The Director, College Development Council shall exercise the following powers and responsibilities, namely-
 - (a) act as the member secretary of CDC.
 - (b) conduct all the correspondences of CDC.
 - (c) assess the development needs of the Colleges and report the same to the competent Authority, Body and Committee.
 - (d) apprise the Colleges with various schemes of the projects launched by UGC and other funding agencies and Authorities.
 - (e) scrutinize the development proposals of the affiliated colleges and recommend the same to the UGC and other funding agencies.
 - (f) ensure proper utilization of grants sanctioned by UGC and other funding agencies.
 - (g) undertake inspection of colleges, call meeting of Principals of development plans with prior approval of the Vice Chancellor.
 - (h) perform such other duties as may be assigned to her/him by CDC, the Executive Council, the Academic Council and the Vice Chancellor from time to time.
- (13) Director, Capacity Building Centre
- (i) The Director Capacity Building Centre shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University.
 - (ii) The Director, Capacity Building Centre shall perform duties in addition to her/his normal duties as a teacher of the University.
 - (iii) The Director, Capacity Building Centre shall be the executive officer of the Centre for a period of three years, or till the date of his superannuation whichever is earlier and may be re-appointed subject to /his satisfactory performance during the tenure.
 - (iv) The Director, capacity Building Centre shall exercise the following powers and responsibilities, namely-
 - (a) work on the issues of quality and inclusive education.
 - (b) organize specifically designed courses for students for various national entrance tests/exams, NET/SET and various competitive examinations.
 - (c) organize the capacity building, knowledge enhancement, skill development programme for academic, administrative, technical and non-academic staff to enhance the efficiency of the internal system of the University.

- (d) be responsible for organizing and conducting external capacity building programmes for different government/non-government organizations.
- (e) perform any other responsibilities assigned to her/him by the Vice Chancellor.

The CBC shall act under an Advisory Committee comprising the following members for its smooth functioning:

- (i) Vice Chancellor, Chairperson;
 - (ii) Registrar
 - (iii) Dean, Students' Welfare
 - (iv) One Head of the Department to be nominated by the Vice Chancellor
 - (v) One faculty member from each Faculty to be nominated by the Vice Chancellor
 - (vi) Academic Registrar
 - (vii) Director, Member Secretary
- (14) Director of Internal Quality Assurance Cell

- (i) The Director of Internal Quality Assurance Cell (IQAC) shall be appointed by the Vice Chancellor with the approval of the Executive Council from amongst the Professors or Associate Professors of the University and may be re-appointed subject to her/his satisfactory performance during the tenure.
- (ii) The Director of Internal Quality Assurance Cell (IQAC) shall perform duties in addition to her/his normal duties as a teacher of the University.
- (iii) The Director of Internal Quality Assurance Cell (IQAC) shall be the administrative/academic functionary for quality assurance Officer of the University for a period of three years.
- (iv) The Director of Internal Quality Assurance Cell shall exercise the following powers and responsibilities, namely-
 - (a) Develop and implement a strategic plan for quality assurance.
 - (b) Promote and ensure the internalization of a quality-focused culture within the institution.
 - (c) Encourage Research and Development (R&D) activities.
 - (d) Coordinate and synergize various institutional activities and committees.
 - (e) Institutionalize best practices across different departments.
 - (f) Ensure timely and efficient performance of academic, administrative, and financial tasks.
 - (g) Establish a structured methodology for documentation and internal communication.
 - (h) Prepare and submit the Annual Quality Assurance Report (AQAR).
 - (i) Maintain official records, including minutes and action-taken reports.
 - (j) Develop and apply quality benchmarks and parameters for academic and administrative activities.

- (k) Ensure the relevance and quality of academic and research programs.
- (l) Oversee the evaluation procedures and ensure their credibility.
- (m) Provide a solid basis for decision-making to improve institutional functioning.
- (n) Act as a dynamic system for implementing quality changes in Higher Education Institutions (HEIs).
- (o) Facilitate stakeholder feedback.
- (p) Ensure the adequacy, maintenance, and proper allocation of support structures and services.
- (q) Manage participation in accreditation processes and rankings.
- (r) Ensure that accredited departments maintain their standards.

(15) Librarian

- (i) The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Librarian must be in conformity with UGC Guidelines/Regulations and relevant Rules framed by the Government of Assam.
- (iii) The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rules of the Government of Assam.
- (iv) The Librarian shall be a whole-time Officer of the University on full-term basis and shall hold the office till he attains the age of superannuation as per rules of the Government of Assam.
- (v) Librarian shall exercise the following powers and responsibilities, namely-
 - (a) be responsible for providing library and information services to the University and its Constituent College(s), if any.
 - (b) be responsible for the collections and maintenance of the libraries of the University.
 - (c) plan, implement, and maintain efficient and easy access to library and information services via modern technology. The Librarian is expected to be thoroughly familiar with the learning, teaching, and research needs of the University and keep an eye on emerging tools and electronic resources.
 - (d) be responsible for all library collections and resources to be carefully indexed, catalogued, and appropriate user-friendly software installed for easy access by the users. He shall make arrangement to facilitate and assist the users, if required.
 - (e) place order for the books, periodicals, academic journals, e-contents and such other academic publications on time and co-ordinate with the Finance (and Accounts) Officer for necessary action towards concerned bills.

- (f) seek requirement of books, periodicals and journals from the different Departments and Centres of the University.
- (g) ensure that all laws related to Copyright and Intellectual Property Rights are strictly adhered to while providing library and information services.
- (h) prepare overall annual budget for the Library and, after discussion in the Library and Information Services Committee, forward the Committee's recommendations to the Vice Chancellor for follow-up action.
- (i) seek the approval of the Vice Chancellor, within the overall budget, for the purchase of books, journals and periodicals and software, as recommended by the Library and the Information Services Committee and the Computer Facilities Committee
 - (a) be the member Secretary of the Library and Information Services Committee.
- (j) set up modalities for getting copies of research articles and relevant academic materials from other libraries/agencies for faculties and students.
- (k) set up a digital archive (e.g. in D-space) for archiving historical material on themes of interest to the University. The Librarian shall look for ways and means to generate resources for digitizing old manuscripts and archiving these for public use.
- (l) keep record of all the publications of the University and its Constituent College(s), if any, and also archive them.
 - (a) be responsible for Plagiarism Check of Ph.D thesis, Dissertation, and any such other academic publications.
- (m) perform curatorial duties for specific collections, and be the primary contact for donors, including potential ones, to the library.
- (n) assist the Administration in preparation of the Annual Report of the University, as well as other related publications of the University.

(16) Public Information Officer

- (i) The Public Information Officer shall be appointed by the appointing authority of the university through a selection process as recommended by the Executive Council.
- (ii) The Public information Officer may be re-appointed subject to his satisfactory performance during the tenure.

He shall discharge the duties in addition to his normal responsibilities as Professor of the University.

- (iii) The Public information Officer shall be a full time salaried officer.

- (iv) Public Information Officer shall exercise the following powers and responsibilities, namely-
 - (a) primarily focused on ensuring compliance with the provisions of the RTI Act.
 - (b) responsible for receiving information requests submitted in writing or through electronic means and to comply with the request as per prevailing law.
 - (c) the Public Information Officer must offer "reasonable assistance" to applicants who may need help in framing their request in writing, or for sensorily disabled persons to access information.
 - (d) primary authority to decide whether the requested information can be disclosed, considering exemptions under appropriate law.
 - (e) If the information is held by another public authority, the Public Information Officer must transfer the application to the concerned authority within five days and inform the applicant.
 - (f) The Public Information Officer shall be responsible for intimating the applicant about any further fees required for providing the information (except for persons below the poverty line) and ensuring the information is provided free of cost if the time limit is not met.
 - (g) required to maintain registers and records of all RTI applications, their processing, decisions, and any fees collected.
 - (h) The Public Information Officer serves as the primary point of contact and must cooperate with the First Appellate Authority and the Information Commission during appeals.
 - (i) The Public Information Officer is personally liable for penalties if they, without reasonable cause, refuse an application, delay the response, malafidely deny information, destroy records, or obstruct the process.

(17) Superintending Engineer

- (i) The Superintending Engineer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Superintending Engineer shall be in conformity with the minimum qualifications and experiences with proven expertise as sought by the Executive Council.
- (iii) The Superintending Engineer shall retire on the date he attains the age of superannuation as per rules of Government of Assam.
- (iv) The Superintending Engineer shall be a whole-time officer of the University on full term basis.
- (v) Superintending Engineer shall exercise the following powers and responsibilities, namely-
 - (a) approve plans for which powers are delegated as per the Rules & Regulations.

- (b) prepare/scrutinize work estimates and make recommendations before transmission to higher authorities for approval.
- (c) prepare tender schedules, issue tender notifications, and be responsible for receipt and opening of tenders regarding all construction work.
- (d) inspect and oversee all aspects of construction work, and certify all bills before any payment is made.
- (e) look after the maintenance and upkeep of all buildings and facilities of the University.
- (f) co-ordinate with external agencies and departments such as District Administration, PWD, SMB, GP, ASEB, etc. for matters related to construction and buildings.
- (g) be a member of the Construction Committee.
- (h) discharge any such other duties and responsibilities assigned to her/him by the Vice Chancellor from time to time.

(18) Chief Medical Officer

- (i) The Chief Medical Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- (ii) The appointment of the Chief Medical Officer shall be in conformity with the minimum qualifications and experiences with proven expertise in the field as sought by the Executive Council.
- (iii) The Chief Medical Officer shall retire on the date he attains the age of superannuation as per rules of the Government of Assam.
- (iv) The Chief Medical Officer shall be a whole-time officer of the University on full-term basis.
- (v) Chief Medical Officer shall exercise the following powers and responsibilities, namely-
 - (a) be responsible for proper maintenance of the University Hospital(s) in respect of its upkeep and quality of services.
 - (b) be required to stay in the University Main Campus and there shall be no specific duty hours for him.
 - (c) be responsible for proper coordination with other outside/Govt. agencies for maintenance of health, nutrition and hygiene in the University Campus along with the timely implementation of various immunization/ eradication programmes undertaken by the Governments.
 - (d) take necessary steps for delegation of duties to the medical & health officer, paramedical staff and supporting staff of the hospital.
 - (e) be responsible for any other duties and responsibilities, not covered above but may arise from time to time.

- (f) discharge any such other duties and responsibilities assigned to her/him by the Vice Chancellor from time to time.
- Authorities of the University 22. As per clause 10 of section 24 of the Act, the following shall be the other authorities of the University :-
- (1) The Planning and Development Committee
 - (2) The Collegium of Deans
 - (3) The Centre Advisory Committee
 - (4) The Construction Committee
 - (5) The Purchase Committee
 - (6) The Library and Information Services Committee
 - (7) The College Development Council
 - (8) The Computer Facilities Committee
 - (9) The University Publishing Board
 - (10) Examination Advisory Committee
 - (11) The Research Development Cell (RDC)
 - (12) Hostels
- The Planning and Development Committee 23. (1) The University shall have a Committee called 'Planning and Development Committee' which shall consist of the following members:-
- (i) Vice-Chancellor - Chairman
 - (ii) Registrar - Convenor
 - (iii) Members
 - (a) President, Jagannath Barooah University Teachers Association
 - (b) Secretary, Jagannath Barooah University Teachers Association
 - (c) Academic Registrar
 - (d) Finance Officer
 - (e) Controller of Examinations
 - (f) Director, IQAC
 - (g) Librarian
 - (h) Dean, Students' Welfare
 - (i) Deputy Registrar
 - (j) Head Assistant
 - (2) All are ex-officio members.
- Powers and Duties of the Planning and Development Committee 24. Powers and Duties of the Planning and Development Committee shall be the following namely,-
- (i) to frame and recommend policies for academic administrative and infrastructural development
 - (ii) to approve development proposals and project plans for submission to competent authorities
 - (iii) to prioritize development projects based on institutional needs and available resources
 - (iv) to recommend allocation of funds for developmental activities
 - (v) to place strategic recommendations before the University authorities
 - (vi) to prepare short term and long term development plans of the University

- (vii) to assess infrastructure academic and research requirements
- (viii) to monitor implementation of approved development projects
- (ix) to coordinate with departments for effective planning and growth
- (x) to review progress and submit periodic reports on development activities
- The Collegium of Deans 25. (1) Powers and Duties of the Collegium of Deans which shall consist of the following members:-
- | | | |
|-------|-------------------------|------------------|
| (i) | Vice Chancellor | Chairperson |
| (ii) | Academic Registrar | Member Secretary |
| (iii) | Dean, Students' Welfare | Member |
| (iv) | All Deans of Faculties | Member |
- (2) All are ex-officio members.
- Meetings of the Collegium of Deans 26. The Collegium of Deans shall meet at least twice in every calendar year. The meetings shall be convened by the Academic Registrar who shall also keep the minutes of the meetings.
- Powers and Duties of the Collegium of deans 27. Powers and Duties of the Collegium of deans shall be following namely,-
- (i) Overseeing the development, review, and accreditation of all academic programs, ensuring quality and compliance with regulatory standards.
 - (ii) Upholding high academic standards, encouraging excellence in teaching and research, and ensuring the integrity of assessments and grading.
 - (iii) Formulating policies for various activities, including academic affairs, student conduct, IT, and intellectual property.
 - (iv) Developing long-term perspective plans and providing leadership in implementing strategic goals for the college's growth and development.
 - (v) Representing the institution at professional societies and community events.
 - (vi) Identifying opportunities for external funding, cultivating philanthropic endowments, and approving collaborations and MoUs with industry partners and other institutions.
 - (vii) Developing and maintaining relationships with alumni to secure support, mentorship opportunities, and enhance the institution's image.
 - (viii) Encouraging and promoting professional development, research, and creative activities among faculty members.
 - (ix) Serving as a vital communication channel between students, faculty, departments, and senior administration.
 - (x) Discuss, prepare and/or modify the overall academic vision document of the University at least once in three years.
 - (xi) Identify and help facilitate areas of multidisciplinary research in the University.
 - (xii) Consider and examine proposals for opening new Departments and Centres, and decide on the ones which shall be recommended to the Academic and Executive Councils of the University for Further Consideration.

		(xiii)	Examine and ensure that the University maintains a high standard of both pedagogic and examination methods and research activities.												
		(xiv)	Examine proposals for any Honorary Degrees to be awarded by the University, shortlist those which may be worthy of further consideration by the Academic Council and the Executive Council of the University.												
		(xv)	Consider general administrative matters relevant to academic work, and for the functioning of the Faculties, Departments and Centres, and make appropriate recommendations.												
		(xvi)	Consider such other matters as may be assigned to it by the Academic Council and the Executive Council of the University, or referred to it by the Vice Chancellor.												
The Centre Advisory Committee	28.	(1)	The University shall have and Advisory for each centre for formulation and supervision of its academic programmes and activities which shall consists of the following members, namely- <table><tr><td>(i)</td><td>Vice Chancellor</td><td>Chairperson</td></tr><tr><td>(ii)</td><td>Head of the Centre</td><td>Member Secretary</td></tr><tr><td>(iii)</td><td>All Faculty Members of the Centre</td><td>Members</td></tr><tr><td>(iv)</td><td>One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor.</td><td>Members</td></tr></table>	(i)	Vice Chancellor	Chairperson	(ii)	Head of the Centre	Member Secretary	(iii)	All Faculty Members of the Centre	Members	(iv)	One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor.	Members
(i)	Vice Chancellor	Chairperson													
(ii)	Head of the Centre	Member Secretary													
(iii)	All Faculty Members of the Centre	Members													
(iv)	One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor.	Members													
		(2)	Save as otherwise provided and except ex-officio members, the term of office of the other members shall be three years from the date of her/his nomination.												
Powers and Duties of the Centre Advisory Committee	29.		Powers and Duties of the Centre Advisory Committee shall be following namely,- (i) provide policy guidance for academic and research activities (ii) review and monitors the performance of the Centre (iii) recommend new courses programmes and research initiatives (iv) advise on budget planning and proper utilization of funds (v) promote collaborations with institutions and industries (vi) submit recommendations and reports to the University authorities												
Meetings of the Centre Advisory Committee	30.		The Centre Advisory Committee shall convene a meeting as frequently as required, but at least twice a year and a notice preferably about a week shall be given for a meeting of the Committee												

The Construction
Committee

31. (1) The University shall have a Construction Committee which shall consists of the following members, namely-

(i)	Vice Chancellor	Chairperson;
(ii)	Registrar	Member Secretary
(iii)	Finance (and Accounts) Officer;	Member
(iv)	Superintending Engineer	Member
(v)	Four members from the Executive Council: Provided one member of the Committee be preferably from amongst the members elected to the Executive Council by the Court	Member
(vi)	The Executive Council may co-opt experts	Member

- (2) Save as otherwise provided and except the ex-officio members, all other members shall hold office for a period of three years from the date of their selection or nomination, as the case may be.

Powers and Duties
of the
Construction
Committee

32. Powers and Duties of the Construction Committee shall be following namely,-

- (i) to approve building plans estimates and technical proposals
- (ii) to recommend appointment of architects engineers and contractors as per rules
- (iii) to sanction modifications in construction projects within approved limits
- (iv) to review and approve progress and completion reports
- (v) to place recommendations before the competent University authority
- (vi) to plan and recommend new construction and infrastructure projects
- (vii) to monitor execution quality and timely completion of works
- (viii) to ensure adherence to approved budgets specifications and timelines
- (ix) to ensure compliance with safety standards and government regulations
- (x) to supervise maintenance and renovation of existing infrastructure

Meetings of the
Committee the

33. The Committee shall meet as frequently as deemed necessary, but at least twice a year. A notice of at least one week shall normally be given for a meeting.

Purchase
Committee

34. The Purchase Committee, shall consist of the following members, namely:—

(i)	Vice Chancellor	Chairper son
(ii)	Registrar	Member
(iii)	Principal(s) of Affiliated college(s), if any	Member
(iv)	Finance Officer of the University	Member

(v)	Store Officer of the University	Member Secretary
(vi)	Four faculty members to be nominated by Vice Chancellor	Member
(vii)	Persons with specialized knowledge whose inputs may be useful in the deliberations of the General Purchase Committee may be invited by the Vice Chancellor;	Member

Term of the Purchase Committee	35.	Save as otherwise provided and except ex-officio members, such other members shall hold office of three years from the date of her/his nomination: Provided that a nominated member shall cease to be a member of the committee after her/his superannuation.
Powers and Duties of the Purchase Committee	36.	Powers and Duties of the Purchase Committee shall be the following, namely:— (i) Verify that all purchases are made against authorized requisitions and follow standard procurement procedures. (ii) Collect quotations, prepare comparative statements, negotiate with vendors, and finalize the placement of orders. (iii) Ensure a fair, transparent, and accountable procurement process in accordance with applicable rules. (iv) Obtain at least three written quotations for purchases above prescribed thresholds and oversee sealed bid processes for high-value acquisitions. (v) Ensure that goods and services supplied strictly adhere to the requested specifications and quality standards. (vi) Conduct negotiations with eligible vendors to secure the best possible prices and terms. (vii) Examine procurement actions and recommend acceptance or rejection of tenders to the competent authority. (viii) Monitor vendors until delivery is complete, verify receipt of goods in proper condition, and ensure items are recorded in the Stock Register. (ix) Review and approve sole source procurements with proper justification and documentation. (x) May delegate indenting and purchasing powers for specific goods or within specified financial limits to Faculty or Departmental Purchase Committees.
Meetings of the Purchase Committee	37.	The Purchase Committee shall meet at least once in every three months (quarterly). Additional meetings may be convened by the Chairperson, as and when necessary, to expedite urgent procurement, evaluate tenders, or consider proposals requiring financial approval within specified timeframes.
Library and Information Services Committee	38.	There shall be one Library and Information Services Committee of the University, which shall consist of the following members, namely:—

(i)	Vice Chancellor	Chairperson
(ii)	All Deans	Member
(iii)	Academic Registrar	Member
(iv)	Librarian	Member Secretary
(v)	Principal(s) of the Affiliated College(s), if any	Member
(vi)	Four faculty members to be nominated by the Vice Chancellor	Member

Term of Office 39. Save as otherwise provided and except ex-officio members, the faculty members shall hold office for a period of three years from her/his date of nomination, while that of the student representatives shall hold office for a period one year from her/his date of nomination.

Powers and Duties of the Library and Information Services 40. Powers and Duties of the Library and Information Services shall be the following, namely:—

- (i) Formulate policies for the development, modernization and efficient management of the University Library and Information Services.
- (ii) Recommend the acquisition of books, journals, periodicals, e-resources, databases and other academic materials.
- (iii) Advise on digitization, automation and networking of library services.
- (iv) Regulate access, membership and borrowing privileges in accordance with University rules.
- (v) Recommend budgetary provisions for the development and maintenance of the Library.
- (vi) Frame policies for preservation, conservation and archival management of rare and valuable collections.
- (vii) Periodically review library services and recommend measures for improvement.
- (viii) Promote coordination and resource sharing with departmental and affiliated college libraries.
- (ix) Perform such other functions as may be assigned by the Academic Council or the Executive Council.

Meetings of the Library and Information Services Committee 41. The Library and Information Services Committee shall meet at least twice in every calendar year. One meeting shall ordinarily be held at the beginning of the academic session to finalize the library budget and allocate funds, and the other towards the end of the academic session to review library development and plan for the next year. The Chairperson may convene additional meetings, if necessary, to address urgent matters related to library policy, infrastructure, or services.

College Development Council 42. (1) There shall be a College Development Council (CDC) of the University for better coordination between the University and Affiliated Colleges on the matters pertaining to development and academic governance,
(2) It shall constitute of the following members, namely:

(i)	The Vice Chancellor	Chairperson
(ii)	The Director, CDC	Member Secretary

(iii)	The Academic Registrar	Member
(iv)	The Deans of the Faculties	Member
(v)	Controller of Examinations	Member
(vi)	Two Professors to be nominated by the Vice Chancellor	Member
(vii)	A maximum of four Principals of the Affiliated Colleges to be nominated by the Vice Chancellor on rotation for a period of two years	Member

Term of Office of the College Development Council

43. Save as otherwise provided and except ex-officio members, such other faculty members shall hold office for a period of two years from the date of nomination.

Powers and Duties of the College Development Council

44. Powers and Duties of the College Development Council shall be the following, namely:—

- (i) Advise affiliated colleges on academic planning, infrastructure development and quality enhancement.
- (ii) Monitor and evaluate the academic and administrative performance of affiliated colleges.
- (iii) Recommend grant of affiliation, continuation of affiliation, extension of affiliation or withdrawal thereof in accordance with the Statutes and Ordinances of the University.
- (iv) Assist colleges in preparing development proposals for submission to funding agencies.
- (v) Arrange inspection of colleges through duly constituted committees.
- (vi) Facilitate implementation of national and state higher education policies at the college level.
- (vii) Promote faculty development, research activities and student welfare measures in affiliated colleges.
- (viii) Recommend allocation of development grants to colleges.
- (ix) Submit periodic reports to the Academic Council and Executive Council.

Meetings of the College Development Council

45. (1) The Committee shall meet as frequently as deemed necessary but at least twice a year. A notice of at least one week shall normally be given for a meeting.

Computer Facilities Committee

46. There shall be one Computer Facilities Committee of the University, shall consist of the following members, namely:—

(i)	Dean, Faculty of Sciences	Chairperson
(ii)	Head of the Department, Computer Science	Member
(iii)	Two faculty members from the Department of Computer Science to be nominated by the Vice Chancellor;	Member

(iv)	Three faculty members, to be nominated by the Vice Chancellor;	Member
(v)	Computer Systems Manager/Administrator, Member Secretary;	Member Secretary
(vi)	Three (at least one female) student representatives, one each from the Ph.D., PG and UG programs to be nominated by the Dean, Students' Welfare	Member
(vii)	The Chairperson may co-opt member(s) as she/he deems necessary.	Member

- Term of Office of the Computer Facilities Committee
47. Save as otherwise provided and except ex-officio members, such other faculty members shall hold office for a period of three years from the date of nomination, whereas the student members shall hold office for a term of one year from the date of nomination.;
- Powers and Duties of the Computer Facilities Committee
48. Powers and Duties of the Computer Facilities Committee shall be the following, namely:—
- Evaluate the overall computing requirements of the university, including academic, research, and administrative needs.
 - Formulate a comprehensive plan for the development and expansion of computer facilities across the university.
 - Prepare budget estimates for computer hardware, software, networking, and related infrastructure for consideration by university authorities.
 - Draw up detailed technical specifications for all computer and IT-related procurements.
 - Prioritize purchases based on budget allocation and urgent institutional requirements.
 - Develop plans for regular maintenance, upgrading, and replacement of hardware, software, and firmware.
 - Recommend policies for the use, security, and management of computing resources to the Executive Council.
 - Oversee the implementation of approved computer facilities and ensure they meet the intended objectives.
 - Liaise with various departments and centres to understand their specific computing needs and address them effectively.
 - Stay informed about emerging technologies and recommends their adoption to enhance the university's IT infrastructure.
- Meetings of the Computer Facilities Committee
49. The Computer Facilities Committee shall meet at least twice in every calendar year. Additional meetings may be convened by the Chairperson as and when necessary to address urgent matters related to IT infrastructure, cyber security threats, major hardware/software procurement, or to review the implementation of approved plans.
- University Publishing Board
50. (1) There shall be one University Publishing Board which shall consist of the following members, namely:—

(i)	Vice-Chancellor	Chairperson
(ii)	One Senior Faculty Member	Convener
(iii)	Three faculty members from the different disciplines to be nominated by the Vice Chancellor	Member
(iv)	Director, IQAC	Member
(v)	Academic Registrar	Member
(vi)	Director, RDC	Member
(vii)	Director of Arts and Culture	Member

- (2) The committee shall hold the office for a period of three years.

Powers and Duties of the University Publishing Board

51. Powers and Duties of the University Publishing Board shall be the following, namely:—

(i) Formulate policies for publication of books, journals, monographs and other academic materials of the University.

(ii) Scrutinize and approve manuscripts recommended for publication.

(iii) Ensure maintenance of academic standards and adherence to ethical practices in University publications.

(iv) Recommend honorarium, royalty and publication charges in accordance with approved norms.

(v) Oversee printing, publication, distribution and marketing of University publications.

(vi) Encourage publication of research work of faculty members and scholars.

(vii) Collaborate with external publishers and institutions where necessary.

(viii) Manage copyright and intellectual property matters relating to University publications.

(ix) Submit an annual report of its activities to the Academic Council.

Meetings of the University Publishing Board

52. The Committee shall meet as frequently as deemed necessary but at least twice a year. A notice of at least one week shall normally be given for a meeting.

The Examination Advisory Committee

53. (1) The University shall have an ‘Examination Advisory Committee’, which shall consists of the following members:-

(i)	Vice-Chancellor	Chairpers on
(ii)	Controller of Examination	Convener
(iii)	Academic Registrar Member	Member
(iv)	Deputy Controller of Examination Member	Member
(v)	Three senior faculty member from various disciplines as Member nominated by Vice- Chancellor.	Member

(2) The committee shall hold the office for a period of Two years.

Powers and Duties of the Examination Advisory Committee

54. Powers and Duties of the Examination Advisory Committee shall be the following, namely:—

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| | | <ul style="list-style-type: none"> (i) Creating exam timetables, allocating halls, and arranging invigilation duties. (ii) Managing preparation, security, moderation, and distribution of question papers. (iii) Appointing/removing examiners and moderators, processing answer scripts, and managing valuations. (iv) Reviewing results, ensuring timely publication, and handling result analysis/discrepancies. (v) Recommending improvements to the examination system to the Academic Council. (vi) Addressing student grievances and deciding on cases of unfair means (malpractice). (vii) Maintaining records of all exam-related documentation. |
| Meetings of the Examination Advisory Committee | 55. | <p>(1) The Committee shall meet as frequently as deemed necessary but at least twice a year. A notice of at least one week shall normally be given for a meeting</p> <p>(i) The composition of the Research and Development Cell shall be in accordance with guidelines established by the University Grants Commission or other regulatory authorities established by the Government from time to time.</p> <p>(2) The Cell shall hold the office for a period of Three years.</p> |
| Powers and Duties of the Research Development Cell | 56. | <p>Powers and Duties of the Research Development Cell shall be the following, namely:—</p> <ul style="list-style-type: none"> (i) generation of knowledge and intellectual capital; (ii) facilitation of research (iii) development of innovative technologies; (iv) generation and utilization of financial resources for research. |
| Establishment of Hostels | 57. | <p>(1) There shall be separate hostels for men and women students maintained by the University within the University campus.</p> <p>(2) The students admitted to the various courses of study in the University shall be eligible to seek admission into these hostels.</p> <p>(3) Hostel accommodation is limited to and shall be allotted to the students as per the rules of reservation and also following the order of preference given below:.</p> <ul style="list-style-type: none"> (i) Students from outside the Country (ii) Students who are residents of places beyond 25 kms from the University. (iii) Students who are economically disadvantaged and residents of places beyond 25 kms from the University. (iv) Students who are PWD and residents of places beyond 25 kms from the University. <p>(4) All the inmates shall have to pay the prescribed charges for admission, establishment, caution deposit etc., at the time of admission.</p> <p>(5) The inmates are required to pay mess bills which include charges for electricity, water and charges for such other services rendered by the University.</p> |

- (6) Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels shall be considered as a serious misconduct on the part of the student/s.
- (7) Under circumstances warranting the closure of University hostels, the University Administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangements either for food or accommodation.
- (8) All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.
- (9) The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess shall be permitted to stay in the hostel till the last day of the examination he is required to appear for and during that period the inmates shall have to make their own arrangements for food.
- (10) The inmates shall be required to clear all the dues to the hostel well before the commencement of Semester/ Year-end examinations.
 - (i) The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.
 - (ii) The inmates found violating any of these rules shall be liable for disciplinary action.
 - (iii) Inmates who fail to clear the Hostel dues in time or violate the instructions or conduct rules shall not be eligible to continue in the hostel for the remaining period of study.
- (11) The Hostel Administration shall ensure that the following facilities are made available in the hostels,-
 - (i) Reading Rooms
 - (ii) TV sets
 - (iii) Incoming Telephone facility
 - (iv) Dining Halls with seating facilities
 - (v) News papers
 - (vi) Water coolers
 - (vii) Ambulance facilities for emergencies
- (9) There shall be student participation in the management of hostels. The following student committees shall be constituted by the Warden.
 - (i) Purchase Committee
 - (ii) Menu Fixation Committee
 - (iii) Hostel Maintenance Committee
 - (iv) Purchase Committee
- (10) There shall be a Hostel Advisory Committee to be constituted by the Vice-Chancellor to formulate guidelines and advise the University administration for the smooth functioning of the University hostels.

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| Pension, Insurance and Provident Funds | 58. | Save as otherwise provided, the constitution of Pension, Insurance and Provident Funds for the benefit of the teaching and non-teaching staff, officers and other employees of the University shall be carried out as per the rules of the Government of Assam, as amended from time to time, and decisions of the Executive Council of the University. |
| Retirement | 59. | <p>The age of retirement of the employees of the University shall be completion of 60 years provided that any employee when he retired -</p> <ul style="list-style-type: none"> (i) on his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf, or (ii) on the imposition of the penalty of compulsory retirement. |
| Resignation | 60. | <p>(1) Any member, other than an ex-officio member of the Court, the Executive Council, the Academic Council or any other authority of the University or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received and so accepted by the Registrar :</p> <p style="padding-left: 40px;">Provided that no resignation shall be effective unless it is accepted by the appointing authority.</p> <p>(2) The appointing authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the University on shorter notice.</p> |
| Scale of Pay | 61. | The scales of pay for the posts under the University shall be as specified from time to time by the Executive Council. |
| Teacher or Faculty service condition | 62. | <p>(1) The Faculty or Teacher of the University shall be the Professors, Associate Professors, Assistant Professors, Students' Counselors and such other persons engaged in teaching or research or extension activities of the University as may be designated by the Executive Council on the recommendations of the Academic Council.</p> <p>(2) The qualifications, emoluments, service conditions, leave rules etc. of recognized teachers shall be in accordance with the guidelines or norms of the University Grants Commission or All India Council for Technical Education.</p> |
| Conferment and Withdrawal of Degrees, Diplomas, Certificates, Medals Etc | 63. | <p>(1) The Executive Council may, on the recommendations of the Academic Council and the Collegium of Deans and by a resolution passed by a majority of not less than two-third of the members present and voting, make proposals to the Chancellor for the conferment of Honorary degrees.</p> <p>(2) Honorary degrees are to be conferred only to individuals with outstanding contributions to society and knowledge, and any such proposal with a strong justification made by at least three Deans of Faculties, or six Professors of the University, and also supported by at least two-third of the Deans and independently by two-third of the members of the Academic Council.</p> <p>(3) In rare and unusual circumstance, the Executive Council may by a resolution passed by a majority of not less than two-third of the members present and voting, recommend to the Chancellor the withdrawal of any Honorary degree conferred by the University, on which the Chancellor's decision will be final.</p> |

Institution of
Awards

64. (1) The University may, from time to time, institute fellowships, scholarships and prizes from out of funds from its own source or endowments or gifts from any other source.
- (2) The proposals for the institution of such awards shall be recommended by the Collegium of Deans further consideration by the Academic Council and approval by the Executive Council.
- (3) Any named Fellowships, Scholarships and Prizes shall be only in the names of exceptional individuals who have contributed significantly and are well-known at least at the national level. The proposals shall be supported by at least three Deans or six Professors, and recommended by two-third of the Collegium of Deans, and then by two-third of the Academic Council before being approved by the Executive Council.

NARAYAN KONWAR,

Commissioner & Secretary to the Government of Assam,
Higher Education Department.