

পঞ্জীকৃত নম্বৰ - ৭৬৮/৯৭

Registered No.-768/97



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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No. 51 Dispur, Monday, 11th February, 2013, 22nd Magha, 1934 (S.F.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 21st December, 2012

No. AHE.384/2007/228 : In exercise of the Powers Conferred under Sub-section 3 of Section 30 of the Assam Private Universities Act, 2007, the Govt. of Assam in Education Higher Department is pleased to notify herewith the First Statutes of Assam Don Bosco University with immediate effect.


Director (CDOE)
Assam Don Bosco University
Tapesia Gardens, Kamarkuchi
Assam - India


Registrar
Assam Don Bosco University
Tapesia Gardens, Sonapur
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STATUTES OF ASSAM DON BOSCO UNIVERSITY*Preamble*

Assam Don Bosco University is a State University in the private sector in the State of Assam, established under the provisions of the Assam Don Bosco University Act, 2009. It is a minority institution sponsored by the Salesians of Don Bosco (Don Bosco Society - Azara), with emphasis on providing teaching, research and extension services in the fields of Science and Technology, Commerce and Management, Arts and Humanities, Religion and Culture, Social Work and Service Sectors, Health Sciences, Sports and Physical Education, Information Technology, Teacher Education and other allied areas.

This State Private University has been established with a vision to:

- a. Mould intellectually competent, morally upright, socially committed and spiritually inspired persons at the service of India and the world of today and tomorrow, by imparting holistic and personalised education.
- b. Pursue excellence in teaching and research, and to promote vibrant extension services as its commitment to society
- c. Develop innovative concepts and programmes in higher education;
- d. Develop educational programmes that are flexible and responsive to changes in society;
- e. Promote higher education as a valuable means to individual and societal development;
- f. To promote and to do innovative research on Don Bosco's system of education (known as the 'Preventive System') and to promote "teacher education" as a privileged area of interest to accelerate the pace, reach and quality of education;
- g. Assist its students and graduates in planning and preparing for their insertion into the world of work;
- h. Nurture its alumni into a potent force for the transformation of society by their own commitment to the uplift of the underprivileged;
- i. Provide continuing education to those in service in institutions affiliated to Don Bosco Society, and others;
- j. Provide a forum for debate and research on key human issues like religion and culture, peace and justice, ethics and governance, etc.
- k. Pursue any other object consistent with its nature and purpose with the approval of the Government.

CHAPTER 1*Preliminaries***1. Short Title and Commencement**

- 1.1. These statutes may be called the Statutes of Assam Don Bosco University.
- 1.2. This shall come into force from the date of publication of the same in the Official Gazette of the State of Assam.

2. Definitions

In these Statutes, unless the context otherwise indicates:

- 2.1. "Academic Council" means the Academic Council of the University as explained in Section 16 of the Statutes;
- 2.2. "ADBU Act" means the Assam Don Bosco University Act, 2009.
- 2.3. "AICTE" means the All India Council for Technical Education established under Section 3 of the All India Council for Technical Education Act, 1987;
- 2.4. "APU Act" the Assam Private Universities Act, 2007

- 2.5. "Governing Body" means the Governing Body of the University as explained in Section 4 of the Statutes;
- 2.6. "Board of Management" means the Board of Management of the University as explained in Section 5 of the Statutes;
- 2.7. "Chancellor" means Chancellor of the University as explained in Section 12 of the Statutes;
- 2.8. "Constituent College" means a college or an institution maintained by the University;
- 2.9. "Distance Education System" means the system of imparting education through any means of information technology and communication such as multimedia, broadcasting, telecasting, online over internet, other interactive methods; e-mail, internet, computer, interactive talk-back, e-learning, correspondence course, seminar, contact program or a combination of any two or more of such means;
- 2.10. "Endowment Fund" means Endowment fund of the University as explained in Section 11 of the APU Act;
- 2.11. "Employee" means employee appointed by the University; and includes teachers and other staff of the University or of a constituent college;
- 2.12. "Faculty" means faculty of the University;
- 2.13. "Chief Finance and Accounts Officer" means Chief Finance and Accounts Officer of the University as explained in Section 16 of the Statutes;
- 2.14. "Ordinances" means the Ordinances of the University;
- 2.15. "Prescribed" means prescribed by the Statutes, Ordinances or Regulations;
- 2.16. "Principal" in relation to a constituent college, means the Head of the constituent college and includes, where there is no Principal, the Vice-Principal or any other person for the time being appointed to act as Principal;
- 2.17. "Pro Vice-Chancellor" means the Pro Vice-Chancellor of the University as explained in Section 14 of the Statutes;
- 2.18. "Regional Centre" means a centre established or maintained by the University for the purpose of coordinating and supervising the work of Study Centres in any region and for performing such other functions as may be conferred on such a centre by the Board of Management;
- 2.19. "Registrar" means Registrar of the University as explained in Section 15 of the Statutes;
- 2.20. "Regulations" means the Regulations of the University;
- 2.21. "Sponsor" means the religious order of the Catholic Church known as the Salesians of Don Bosco through Don Bosco Society, Azara;
- 2.22. "State" means the State of Assam;
- 2.23. "State Government" means the State Government of Assam;
- 2.24. "Statutes" means the Statutes of the Assam Don Bosco University;
- 2.25. "Study Centre" means a centre established, maintained or recognized by the University for the purpose of advising, counselling or for rendering any other assistance including training, conducting contact classes and administering examinations required by the students;
- 2.26. "Teacher" means a Professor, Associate Professor, Assistant Professor or such other person as may be appointed for imparting instruction or conducting research in the University or in a constituent college or institution and includes the Principal of a constituent college or Director of an Institute or Centre, Visiting Professors and Professors Emeriti in conformity with the norms prescribed by the UGC;
- 2.27. "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956;
- 2.28. "University" means the Assam Don Bosco University, Guwahati, established under ADBU Act;

- 2.29 "Vice-Chancellor" means Vice-Chancellor of the University as explained in Section 13 of the Statutes;
- 2.30 "Visitor" means the Visitor of the University as explained in Section 11 of the Statutes.

CHAPTER 2

Authorities of the University

3 Authorities of the University

The following shall be the authorities of the University, namely:

- 3.1 The Governing Body;
- 3.2 The Board of Management;
- 3.3 The Academic Council; and,
- 3.4 Such other authorities as may be declared by the Statutes to be the authorities of the University.

4 The Governing Body

- 4.1 The Governing Body shall be the supreme authority of the University and shall lay down the policies to be pursued by it and provide general superintendence and direction and control the functioning of the university by using all such powers as are provided by the Statutes, Ordinances or Regulations.
- 4.2 The Governing Body shall consist of the following:
- 4.2.1 The Chancellor
- 4.2.2 The Vice-Chancellor
- 4.2.3 The Pro Vice-Chancellor(s)
- 4.2.4 five persons nominated by the sponsoring body out of whom two shall be eminent educationists;
- 4.2.5 one expert in management or information technology from outside the university, nominated by the Chancellor; and
- 4.2.6 one expert of finance, nominated by the Chancellor
- 4.3 The Chancellor shall be the Chairperson of the Governing Body.
- 4.4 The Registrar shall be the ex-officio Secretary of the Governing Body.
- 4.5 The term of office of a member of the Governing Body, other than that of the ex-officio members, shall be three years from the date of notification to the member. Any vacancy arising may be filled up fresh nominations for a term of three years.
- 4.6 The Governing Body shall meet at least three times in a calendar year at such time and place as the Chancellor deems fit.
- 4.7 The quorum for the meetings of the Governing Body shall be four.
- 4.8 The Governing Body may, if considered necessary, constitute a Standing Committee to transact any of its tasks. The Governing Body may co-opt members into the Standing Committee for specific tasks.
- 4.9 All the movable and immovable property of the university shall vest in the Governing Body.
- 4.10 The Governing Body shall have the following powers:
- 4.10.1 to review decisions of the other authorities of the University if they are not in conformity with the provisions of the Statutes, Ordinances or Regulations;
- 4.10.2 To acquire or transfer any movable, immovable or intellectual property of the University,
- 4.10.3 To authorize opening and operation of bank accounts of the University,
- 4.10.4 To borrow money, with specific prior approval of the Sponsoring Body and the concurrence of the Governing Body, on the security of the property of the University, for the purpose of the University,

- 4.10.5 to appoint the Statutory Auditors of the University;
- 4.10.6 to approve the budget, development plan and annual report of the University;
- 4.10.7 to approve appointments made by the Board of Management to faculty and staff positions in the University and its constituent units;
- 4.10.8 to approve proposals for submission to the State Government; and,
- 4.10.9 to take such decisions and steps as are found desirable for effectively carrying out the objects of the University;
- 4.10.10 to recommend to the Sponsoring Body the voluntary winding up of the University, if a situation arises when the smooth functioning of the university does not remain possible in spite of all efforts; and
- 4.10.11 such other powers as may be prescribed.

5 The Board of Management

- 5.1 The Board of Management shall be the principal executive body of the University and shall take necessary decisions for its smooth and efficient day to day functioning in academic, administrative, financial and other matters.
- 5.2 The Board of Management shall consist of the following members, namely:-
 - 5.2.1 the Vice-Chancellor;
 - 5.2.2 the Pro Vice-Chancellor(s)
 - 5.2.3 two members of the Governing Body, nominated by the sponsoring body;
 - 5.2.4 three persons, who are not the members of the Governing Body, nominated by the sponsoring body;
 - 5.2.5 at least two persons from among the teachers, nominated by the sponsoring body;
 - 5.2.6 at least one teacher, nominated by the Vice-Chancellor.
- 5.3 The Vice-Chancellor shall be the Chairperson of the Board of Management.
- 5.4 The Registrar shall be the ex-officio Secretary of the Board of Management.
- 5.5 The term of office of a member of the Board of Management, other than that of the ex-officio members, shall be three years from the date of notification to the member. Any vacancy arising may be filled up by fresh nomination for a term of three years.
- 5.6 The Board of Management shall meet once in every two months. The quorum for its meetings shall be four.
- 5.7 The Board of Management shall exercise all the powers of the university and do all such acts as are to be done by it, except those which are to be exercised or done by the Sponsoring Body or the Governing Body as provided in the Statutes, Ordinances or Regulations, or in any statutory modification thereof.
- 5.8 The Board of Management shall have the power to review the decisions and actions of all the officers and authorities of the university, except the Chancellor, Vice-Chancellor and the Governing Body.
- 5.9 Without prejudice to clauses 5.7 and 5.8 above, the Board of Management shall have the following powers.
 - 5.9.1 To create schools, centres, departments, constituent colleges, partner institutions and such other units, for instruction, training, research and extension / continuing education, based on perceived need with the approval of the Governing Body
 - 5.9.2 To provide for teaching, research and extension in such branches of learning as the University may think fit, and to make provisions for research and for the advancement and dissemination of knowledge particularly in the fields Science and Technology, Commerce and Management, Arts and Humanities, Religion and Culture, Social Work and Service Sectors, Health Sciences, Sports and Physical Education, Information Technology, Teacher Education and other allied

areas in consonance with the educational objectives of the Salesians of Don Bosco;

- 5.9.3. To establish examination centres;
- 5.9.4. To hold examinations and to grant and confer degrees, titles, diplomas, certificate and other academic distinctions on persons who shall have pursued and passed an approved course of study in constituent colleges and study centres of the university, subject to such conditions as the university may determine; and to withdraw any such degrees, titles, diplomas, certificates and other academic distinctions on good and sufficient cause;
- 5.9.5. To set up university centres within and outside the state of Assam for interactive distance, online and other modes of learning in a networked system of learning centres, using modern information and communication technologies;
- 5.9.6. To establish, maintain and manage institutes of research and to assist in administering and managing the institutes and such other centres for teaching research and extension as are necessary for the furtherance of the vision of the University;
- 5.9.7. To make provisions that will enable constituent colleges and research centres of the university to undertake specialization of studies and to organize common laboratories, libraries and other equipment for research work;
- 5.9.8. To organise conferences, seminars and workshops to stimulate research, create awareness and develop skills;
- 5.9.9. To co-operate with institutions of higher learning in any part of the world having objects wholly or partly similar to those of the university, by exchange of teachers and scholars and generally in such manner as may be conducive for furtherance of the vision of the university;
- 5.9.10. To manage and administer the revenues and properties of the university, including intellectual property, and to conduct all other administrative affairs of the University not otherwise specifically provided for.
- 5.9.11. To create teaching and other academic posts, subject to the approval of the Governing Body, and to determine the number, qualifications, and emolument admissible to incumbents to such posts in consultation with the Academic Council and the Finance Committee.
- 5.9.12. To appoint faculty and other staff on the recommendation of selection committee constituted by it, to appoint Adjunct Faculty, Visiting Faculty, Visiting Fellows and to make relevant Regulations.
- 5.9.13. To lay down the duties, conditions of service and emoluments of teaching faculty and other staff maintained by the University
- 5.9.14. To approve Academic Programmes on the recommendation of the Academic Council,
- 5.9.15. To formulate, amend or repeal Statutes subject to the approval of the Governing Body and the Government of Assam,
- 5.9.16. To approve the Regulations which have been made, amended or repealed by the Authorities of the University,
- 5.9.17. To administer any funds placed at the disposal of the University,
- 5.9.18. To appoint such committees as may be required for effective and efficient functioning of the University and to fix their terms of association and reference,
- 5.9.19. To award degrees, diplomas, certificates and other academic distinctions to persons who have:
 - 5.9.19.1. Pursued approved courses of study and research of the University;

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- 5.8.19.2. Carried out independent research under conditions laid down in the Ordinances and/or Regulations.
- 5.9.20. The University may, from time to time, accord recognition by awarding honorary degrees to persons of outstanding stature in various fields of human endeavour who have made significant contribution to human advancement. The norms and procedure for selecting such persons for recognition and award shall be as prescribed in the Ordinances.
- 5.9.21. To approve the procedure and criteria (number of seats, quotas, etc.) for admission to the different academic programmes of the University on the recommendation of the Academic Council,
- 5.9.22. To fix the fees structure for the various programmes of the university,
- 5.9.23. To institute scholarships, free studentships, medals and prizes to be awarded by the University, and approve the terms and mode of their disbursement
- 5.9.24. To take policy decisions on all matters related to examinations and their evaluation
- 5.9.25. To enter into arrangements with the Central Government, State Government, UGC/ AICTE and other public or private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts to the University, with the approval of the Governing Body
- 5.9.26. To enter into, vary, carry out and cancel contracts, as the case may be, on behalf of the University,
- 5.9.27. To entertain, adjudicate upon and to redress grievances of students, faculty and other employees of the University under advice from the Grievance Cell.
- 5.9.28. To maintain and manage hostels for students of the University,
- 5.9.29. To recognize and exercise control and supervision on hostels owned and managed by other agencies, if any, for students of the University and to rescind such recognition,
- 5.9.30. To exercise such other powers and perform such other duties as may be conferred on it under the Statutes, Ordinances and Regulations or as may be considered necessary for achieving the objects of the University.
- 5.9.31. To delegate to the Vice-Chancellor, or any other member of the Board or Officer or duly constituted committee such of its powers as it may deem fit, subject to the condition that the action so taken shall be reported at the next meeting of the Board of Management and duly ratified by it.
- 5.9.32. To hold and manage endowments and other properties and funds of the university and to raise loans required for the purposes of the university;
- 5.9.33. To receive grants, subscriptions, donations, bequests and gifts for the purpose of the university and consistent with the objects for which the university is established; to enter into agreements with the Central Government, State Government, the University Grants Commission or other authorities for the purpose of receiving any such grants and donations and to accept grants of money, securities or property of any kind on such terms and conditions as may be deemed expedient;
- 5.9.34. To purchase, take on lease or accept as gift or otherwise any land or building or works which may be necessary or convenient for the purpose of the university and on such terms and conditions as it may think fit and proper, and to construct or alter and maintain any such buildings or works;
- 5.9.35. To execute conveyance, transfers, re-conveyances, mortgages, leases, licenses and agreements in respect of property, movable or immovable, including government securities belonging to the university, and / or to acquire such property for the purpose of the university;

- 5.9.36. To raise and borrow money, including upon mortgaging properties, on promissory notes or on the basis of any other obligations, whatsoever on any of the properties and assets of the university and upon such terms and conditions as the university may think fit; and to pay, out of the funds of the university, all expenditures incidental to the raising of money and to repay any money borrowed and to redeem any security given with respect of the property of the university;
- 5.9.37. To invest the funds of the university or money entrusted to the university in any securities and in such manner as the university may deem fit from time to time and / or to transpose any such investments;
- 5.9.38. To delegate all or any of the powers of the university to the Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor or any Committee or Sub-Committee thereof;
- 5.9.39. To do all such other acts and things as the university may consider necessary, conducive or instrumental to the attainment and enlargement of the aforesaid objects, or anyone of them;
- 5.9.40. To make such statutes as may, from time to time, be considered necessary for regulating the affairs and management of the university and to alter, amend and to rescind them; and,
- 5.9.41. Generally to do all such other acts and things as may be necessary or desirable to achieve and further the objects of the university.

6. The Academic Council

- 6.1. The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Statutes and Ordinances of the university, co-ordinate and exercise general supervision over the academic policies and activities of the University.
- 6.2. The Academic Council shall consist of:
 - 6.2.1. The Vice-Chancellor
 - 6.2.2. The Pro Vice-Chancellor(s)
 - 6.2.3. The Deans
 - 6.2.4. Heads of Departments and Study Centres / Research Centres
 - 6.2.5. Principals of constituent colleges / Directors of Institutes
 - 6.2.6. The Librarian
 - 6.2.7. One Professor other than Deans and Heads of Departments based on seniority by rotation
 - 6.2.8. Two Associate Professors other than the Deans and Heads of Departments in order of seniority by rotation
 - 6.2.9. Two Assistant Professors in order of seniority by rotation.
 - 6.2.10. A faculty member from each of the constituent colleges in order of seniority by rotation, if such colleges are not represented in the Council as a result of 6.2.7, 6.2.8 and 6.2.9 above
 - 6.2.11. Three eminent educationists from institutions not connected with the University, belonging to the areas of Science, Engineering and Management respectively, nominated by the Vice-Chancellor.
 - 6.2.12. Such other members as may be prescribed in the Statutes.
- 6.3. The term of office of a member of the Academic Council, other than that of the ex-officio members, shall be three years from the date of notification to the member. Any vacancy arising may be filled up by fresh notification/nomination for a term of three years.

- 6.4. The Academic Council shall meet at least twice a year; the quorum for the meeting shall be half of the total members.
- 6.5. The Vice-Chancellor shall be the chairperson of the Academic Council and shall chair its meetings. In his absence the Pro Vice-Chancellor shall take his place. If both are absent, the senior-most Professor (by virtue of his date of appointment as Professor) present in the meeting shall preside over the proceedings.
- 6.6. The Registrar shall be the ex-officio secretary of the Academic Council.
- 6.7. The Academic Council shall have the following powers.
 - 6.7.1. To lay down policies and norms to maintain high standards for the programmes offered by the university.
 - 6.7.2. To recognize as equivalent, degrees and diplomas of other universities and institutions, and to consider the steps to be taken with appropriate regulatory bodies to have the degrees and diplomas of the University recognised as equivalent to the degrees of other universities and institutions.
 - 6.7.3. To prescribe the courses of study for the academic programmes of the University and lay down the eligibility criteria for admission into them.
 - 6.7.4. To approve the list of examiners, moderators and such other personnel for different examinations as per regulations of the University.
 - 6.7.5. To make recommendations to the Board of Management on
 - 6.7.5.1. The establishment or abolition of schools, departments, centres.
 - 6.7.5.2. The establishment or abolition of teaching and supporting academic positions
 - 6.7.5.3. The Ordinances and Regulations covering the academic functioning of the University, maintenance of academic discipline, residence, admissions, examinations, award of fellowship and studentship, attendance requirements, etc.
 - 6.7.5.4. The institution of fellowship, scholarships, medals, prizes, etc.
 - 6.7.6. To appoint sub-committees to advise on such specific matters as may be referred to the Council by the Board of Management, consider their recommendations and to initiate such action as required.
 - 6.7.7. To undertake periodic review of the activities of the Schools, Departments, Centres and Constituent Colleges / Institutes and take appropriate action to maintain and improve academic standards.
 - 6.7.8. To propose policies and norms regarding Academic Auditing to the Board of Management, and
 - 6.7.9. To exercise such other powers and perform such other duties as may be conferred on it under the Statutes, Ordinances and Regulations
- 6.8. Boards of Studies

Formulating academic programmes, modifying curricular details and structure of courses and such other planning related to their content and mode of evaluation, under the direction of the Academic Council, shall be entrusted to Boards of Studies set up for this purpose.

 - 6.8.1. Each Department shall have a Board of Studies.
 - 6.8.2. The constitution and functions of a Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

7. Other Authorities

The composition, powers and functions of the other authorities of the University shall be such as may be prescribed.

8. Proceedings not invalidated on account of vacancy

No act or proceeding of any authority of the University shall be invalid merely by reason of the

existence of any vacancy or defect in the constitution of the authority.

9. Disputes as to Constitution of University Authorities and Bodies

If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

CHAPTER 3

Officers of the University

10. Officers of the University

The following shall be the officers of the university:

- 10.1. The Visitor;
- 10.2. The Chancellor;
- 10.3. The Vice-Chancellor;
- 10.4. The Pro Vice-Chancellor(s);
- 10.5. The Registrar;
- 10.6. The Chief Finance and Accounts Officer; and
- 10.7. Such other officers as may be declared by these Statutes to be officers of the university.

11. The Visitor

- 11.1. The Governor of Assam shall be the Visitor of the university.
- 11.2. The Visitor shall, when present, preside at the convocation of the university for conferring degrees, diplomas, charters, designations and certificates.
- 11.3. The Visitor shall have the following powers namely:
 - 11.3.1. To call for any paper or information relating to the affairs of the university.
 - 11.3.2. On the basis of the information received by the Visitor, if he is satisfied that any order, proceeding or decision taken by any authority of the university is not in conformity with the APU Act, Statutes, Ordinances or Regulations, he may issue such directions as he may deem fit in the interest of the university and the directions so issued shall be complied with by all concerned.

12. The Chancellor

- 12.1. The Chancellor of the university shall be a member of the sponsoring body and appointed by it with the approval of the Visitor, and shall generally be the President of the Sponsoring Body.
- 12.2. The Chancellor shall hold office for a period of three years and may be reappointed.
- 12.3. The Chancellor shall be the head of the university.
- 12.4. The Chancellor shall preside at the meeting of the Governing Body and shall, when the Visitor is not present, preside at the convocation of the University for conferring degrees, diplomas, charters, designations or certificates.
- 12.5. Chancellor may at his discretion, attend any meeting related to the University and express his opinion on issues under consideration.
- 12.6. It shall be prerogative of the Chancellor to seek any clarification on any action taken by an officer, teacher, staff member or student of the University and direct the Governing Body to take any action it considers necessary, after instituting suitable enquiry.
- 12.7. The Chancellor shall have the following powers, namely:
 - 12.7.1. To call for any information or record;
 - 12.7.2. To appoint the Vice-Chancellor in accordance with the provisions of 13.1;
 - 12.7.3. To remove the Vice-Chancellor in accordance with the provisions of 13.15;

12.7.4. Such other powers as may be conferred on him by these Statutes.

13. The Vice-Chancellor

- 13.1. The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body and shall hold office for a term of five years. He may be re-appointed for another term not exceeding five years. Provided that the Vice-Chancellor shall continue to hold office even after the expiry of his term till a new Vice-Chancellor assumes office. However, in any case this period shall not exceed one year.
- 13.2. He shall be a member of the Sponsoring Body, and shall be an eminent academician with experience in education management.
- 13.3. The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and execute the decisions of the authorities of the University.
- 13.4. It shall be the duty of the Vice-Chancellor to ensure that the Statutes, Ordinances and Regulations of the University are duly observed and he shall have all powers necessary to ensure such observance. He shall endeavour to further the objects of the university and maintain high standards in its functioning.
- 13.5. The Vice-Chancellor shall preside at the convocation of the University, for conferring degrees, diplomas, charters, designations or certificates in the absence of both the Visitor and the Chancellor.
- 13.6. The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the committees of which he is the chairperson.
- 13.7. Subject to budgetary provisions made for specific purposes, the Vice-Chancellor shall have the power to incur expenditure in accordance with the procedure laid down by the Regulations.
- 13.8. The Vice-Chancellor shall have the authority to delegate some of his powers to any of the officers under his control with due approval of the Board of Management.
- 13.9. The Vice-Chancellor may at his discretion constitute such committees as he may consider appropriate, and they shall be answerable to him.
- 13.10. If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under these Statutes, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officers or authority as would have in the ordinary course dealt with the matter.
 - 13.10.1. Provided that, if in the opinion of the concerned authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision there on shall be final.
 - 13.10.2. Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action is communicated to him, an appeal to the Governing Body, and the Governing Body may confirm or modify or reverse the action taken by the Vice-Chancellor.
- 13.11. If in the opinion of the Vice-Chancellor, any decision of any authority of the University is outside the powers conferred by the Statutes, Ordinances or Regulations, or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise its decision within seven days from the date of his decision; and, in case the authority refuses to revise such decision wholly or partly, or fails to take any decision within seven days from the date of his request, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- 13.12. When the Vice-Chancellor is absent the Pro Vice-Chancellor shall act on his behalf. If there is no Pro Vice-Chancellor or if he is also absent, the Vice-Chancellor shall

appoint a senior person from among the Deans or faculty members to perform such duties as may be delegated.

- 13.13. In the event of the post of the Vice-Chancellor becoming vacant due to untimely demise, resignation or termination, the Chancellor shall appoint an acting Vice-Chancellor.
- 13.14. The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed.
- 13.15. If at any time, the situation so warrants and if the continuance of the Vice-Chancellor is not in the interest of the university, the Chancellor may, after making such enquiry as may be deemed necessary, by an order in writing stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order. Provided that, before taking an action under this Section, the Vice-Chancellor shall be given an opportunity of being heard.

14. The Pro Vice-Chancellor

- 14.1. The Pro Vice-Chancellor shall be appointed by the Vice-Chancellor from a panel of three persons recommended by the Governing Body and shall hold office for a term of five years. He may be re-appointed for another term not exceeding five years.
- 14.2. The Pro Vice-Chancellor/s shall exercise such powers and perform such duties as may be prescribed, or may be required from time to time, by the Vice-Chancellor.

15. The Registrar

- 15.1. The Registrar shall be appointed by the President of the sponsoring body on the recommendation of the selection committee constituted for this purpose by the Governing Body. He shall be appointed for a term of five years and may be reappointed.
- 15.2. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 15.3. The Registrar shall be responsible for the due custody of the records and the common seal of the University and shall be bound to place before the Chancellor, the Vice-Chancellor or any other authority, all such information and documents as may be necessary for transaction of their business.
- 15.4. The Registrar shall be the custodian of all personal records of the staff and students of the university.
- 15.5. The Registrar shall be the Member Secretary of the Governing Body, the Board of Management and Academic Council but he shall not have a right to vote.
- 15.6. The Registrar shall represent the University in suit or proceedings by or against the University, sign powers of attorney and perform pleadings, or depute his representative for the purpose in consultation with the President of the sponsoring body.
- 15.7. The Registrar shall exercise such other powers and perform such other duties as may be prescribed, or may be required from time to time, by the Governing Body.

16. The Chief Finance and Accounts Officer

- 16.1. The Chief Finance and Accounts Officer shall be appointed by the President of the sponsoring body on the recommendation of selection committee constituted for this purpose by the Governing Body. He shall be appointed for a term of three years and may be reappointed.

- 16.2. He shall work under the directives of the Vice-Chancellor and the Board of Management and shall be accountable to the Board through the Vice-Chancellor.
- 16.3. He shall be the ex-officio member secretary of the Finance Committee of the university, and in that capacity shall be the custodian of all financial records.
- 16.4. He shall hold the funds of the university and shall ensure that the funds are spent for the purpose for which they are received and allocated.
- 16.5. He shall maintain all records related to financial matters of the university.
- 16.6. He shall be responsible for the preparation of annual budget and statements of accounts for submission to the Finance Committee, the Board of Management and the Governing Body.
- 16.7. Under special circumstances, in consultation with the Vice-Chancellor, he may permit re-appropriation of funds, within specified limits.

17. Controller of Examinations

- 17.2. The Controller of Examinations shall be appointed by the Governing Body on the recommendations of a selection committee constituted for the purpose for a period of three years and may be reappointed.
- 17.3. He shall be responsible for the organisation and conduct of the examinations of the University.
- 17.4. He shall be the custodian of all examination records and other confidential records related to examinations and research conducted in the University.
- 17.5. He shall arrange for the convocation of the University and the conferment of Degrees, Diplomas, Certificates, medals and prizes on all eligible candidates in collaboration with the Registrar.
- 17.6. He shall exercise such other powers and perform such other duties as may be prescribed.

18. Finance Committee

There shall be a Finance Committee whose composition and functions shall be as prescribed by the Ordinances. The Chief Finance and Accounts Officer shall be the member secretary and convener of the Committee.

19. Other Committees

The authorities or Officers of the University may constitute such committees with such terms of reference as may be necessary for specific tasks to be performed by such committees. The constitution of such committees and their duties shall be such as may be prescribed.

20. Other Officers

- 20.2. The university may appoint such other officers as may be necessary for its functioning.
- 20.3. The manner of appointment, terms and conditions of service and powers and duties of the other officers of the University shall be such as may be prescribed from time to time.

21. Transitional Provisions

Notwithstanding anything contained in any other provisions of the Statutes:

- 21.2. The first Vice-Chancellor shall be appointed by the Chancellor and shall hold office for a term of five years;
- 21.3. The first Registrar and the first Chief Finance and Accounts Officer shall be appointed by the Chancellor and shall hold office for a term of three years;
- 21.4. The first Board of Management, with at least seven members, shall be constituted by the Chancellor for a term of three years.
- 21.5. The first Academic Council shall be constituted by the Chancellor for a term of three years, within a year of the establishment of the university and shall consist of not

more than fifteen members. During the interim period the Board of Management shall assume the powers and perform the functions of the Academic Council.

Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment or nomination, as the case may be, by the Chancellor, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

CHAPTER 4

Employee Matters

22. Conditions of Service of Employees

Every employee shall be appointed under the provisions of the service conditions and code of conduct prescribed by the Ordinances and/or Regulations, mutually binding on the University and the employee.

23. Employee Benefits

The University shall constitute for the benefit of its employees welfare schemes such as provident fund, gratuity fund and / or such insurance schemes as prescribed by the Ordinances.

24. Disciplinary action

Disciplinary action against the students or employees shall be governed by the procedures prescribed in the Ordinances and/or Regulations.

25. Associations

For fostering participatory management, the University shall encourage the formation of Associations or Groups which have representatives from the students, staff and management. Their activities shall be confined to the campuses of the University, and they shall not be affiliated to external bodies that have influences detrimental to attaining the objects of the University. Their constitution, powers and functions shall be as prescribed by the Ordinances or Regulations. Union activities and associations and groups that have political affiliations are not permitted within the University campuses.

CHAPTER 5

Admission of Students

26. Admission of Students

- 26.1. Admission in the university shall be made strictly on the basis of merit: Provided that for the purpose of filling Government-prescribed and Minority quotas, only candidates belonging to that quota shall be considered for determination of merit.
- 26.2. Merit for admission in the university may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the entrance test conducted by recognized bodies or by the Assam Don Bosco University: Provided that admission in professional and technical courses shall be made only through entrance tests.
- 26.3. Without prejudice to Section 26.1, seats for admission in the university of the students belonging to scheduled castes, scheduled tribes and other backward classes, women and handicapped students shall be reserved as per the policy of the State Government.

- 26.5. The number of seats allocated for each Course of Study and Research shall be as stipulated in the regulations pertinent to the Course of Study and Research.

CHAPTER 6

Fee Structures, Scholarships, Fellowships, Fee Waiver

27. Fees Structure

- 27.1. The Board of Management shall constitute a committee which shall prepare a fees structure for the University for the approval of the Governing Body.
- 27.2. While preparing the fees structure, the committee shall ensure that the proposed fees is sufficient: a) for generating resources for meeting the recurring expenditure of the university; b) the further development of the university; and, c) not unreasonably excessive.
- 27.3. The fee structure so approved under Section 27.1 shall normally remain in force for three years, unless special circumstances like changes in pay-scale, sudden developmental needs, etc., necessitate changes sooner than due.
- 27.4. The university shall be entitled to charge fees in accordance with such fee structure.
- 27.5. The university shall not charge any fee, by whatever name called, other than that for which it is entitled under Section 27.4.

28. Scholarships, Fellowships and Tuition Fee Waiver

The Board of Management, with the consent of the Governing Body, shall seek to establish designated funds to award scholarships, fellowships and tuition fee waiver to deserving students. The mode and manner of establishing and administering such funds shall be as prescribed by regulations made for each such fund.

CHAPTER 7

Grievance Redressal, Settling of Disputes, Jurisdiction

29. Grievance Redressal

The Board of Management shall constitute a Grievance Redressal Cell for the purpose of looking into and suggesting remedies for the grievances of the stakeholders of the University. Its constitution, powers and functions shall as prescribed by the Ordinances or Regulations.

30. Right to Appeal

Every employee or student of the University shall have a right to appeal, within such time as may be prescribed by the Ordinances or Regulations, to the Board of Management against the decision of any officer or authority of the University or any of its constituent units and thereupon the Board of Management may confirm, modify or reverse the decision appealed against. Provided that, if the appeal is against a decision of the Board of Management, the same shall be referred to the Governing Body.

31. Arbitration

All disputes arising due to the interpretation, operation, existence, validity, termination or effect of any clause in these Statutes or any other difference arising, between the University and its employees or students, which cannot be mutually resolved, shall be referred to the arbitration of the Chancellor of Assam Don Bosco University, and finally resolved by arbitration in Guwahati. The decision of the arbitrator shall be binding on all the parties. The language of arbitration shall be English.

32. Settling of Disputes and Jurisdiction

All disputes arising as a result of the provisions made in the Statutes and Ordinances and which cannot be resolved by them or by arbitration, shall be settled by a court of law. the

courts of jurisdiction for any disputes, differences or claims that may arise between the parties shall be the Courts of Guwahati (Assam) only.

33. Protection of Action taken in good faith

No suit or other legal proceedings shall lie against any officer or other employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of the Statutes, Ordinances or Regulations.

CHAPTER 8

Miscellaneous Provisions

34. Academic Calendar

At the beginning of each academic session, the University shall publish an Academic Calendar that includes the starting and ending dates of every course conducted by the University, the class days, the examination days, the holidays, dates for publication of results, etc.

35. Alumni Association

There shall be an Alumni Association for the University which may be affiliated to the International Alumni Association of Don Bosco Institutions. Its membership, mode of governance and its objectives and activities shall be as set forth in its own constitutions. The manner of drawing up the constitutions shall be as prescribed by the Ordinances. It shall be an important goal of the Association to further the objects of the University.

36. Communication

Any communication sent to an employee or student of the University, in the address given in his record, by email or posted under certificate of posting, shall be deemed to be properly communicated to him. The employee or student of the University shall inform the University the change of his address, if any forthwith. Any communication served personally on the employee or student of the University, present in the University's premises or in the campus area, shall also be deemed to be properly communicated to the employee or student of the University.

37. Convocation

The convocation of the university shall be held as prescribed by the Ordinances and Regulations for conferring degrees, diplomas, charters, designations, certificates or for any other purpose.

38. Regulations

The authorities of the university may, subject to the approval of the Board of Management, make regulations, consistent with the Statutes and the Ordinances of the university, for the conduct of their own business and that of the committees appointed by them.

39. University open to all

The university, while maintaining its minority status, shall be open to all persons irrespective of class, caste, creed, religion, language or gender.


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