

অসম



ৰাজপত্ৰ

সত্যমেব জয়তে

THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

HIGHER EDUCATION DEPARTMENT

DISPUR : : GUWAHATI -6

NOTIFICATION

The 19th May, 2011

No. AHE. 384/2007/199. -- In exercise of the power conferred under sub-section 3 of Section 32 of the Assam Private Universities Act, 2007, the Govt. of Assam in Education Higher Department is pleased to notify herewith the First Ordinances of Assam Don Bosco University with immediate effect.

ASSAM DON BOSCO UNIVERSITY
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- AC01.2 Establishment Of Departments
- AC01.3 Establishment Of Don Bosco College Of Engineering And Technology.....
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- f. Department of Ecology and Environmental Science
6. School of Commerce and Management
 - a. Department of Commerce
 - b. Department of Management

AC01.3 ESTABLISHMENT OF DON BOSCO COLLEGE OF ENGINEERING AND TECHNOLOGY

Under Statute 26.9 and 26.11 of Assam Don Bosco University

1. Don Bosco College of Engineering and Technology shall be established as a constituent unit of the University at its campus at Azara for offering academic programmes under the School of Technology, through the departments established by the University.
2. There shall be a Principal or Director appointed by the Board of Management of the University to co-ordinate the academic and co-curricular activities of the College.
3. All the employees of the college shall be appointed by the University specifically for the college.

AC01.4 ESTABLISHMENT OF DON BOSCO INSTITUTE OF MANAGEMENT

Under Statute 26.9 and 26.11 of Assam Don Bosco University

1. Don Bosco Institute of Management shall be established as a constituent unit of the University at its campus at Kharguli for offering academic programmes under the School of Commerce and Management, through the departments established by the University.
2. There shall be a Director appointed by the Board of Management of the University to co-ordinate the academic and co-curricular activities of the Institute.
3. All the employees of the institute shall be appointed by the University specifically for the institute.

AC01.5 ESTABLISHMENT OF DEGREES, DIPLOMAS AND CERTIFICATES

Under Statute 23.1.4 of Assam Don Bosco University

The following Degrees, Diplomas and Certificates will be established by the University in accordance with the provisions laid down by it in each case, by Ordinances and/or Regulations.

1. Research Degrees of Master of Philosophy, Doctor of Philosophy, Doctor of Science, Doctor of Literature and Doctor of Law;
2. Master's Degree in Arts, Sciences, Commerce, Education, Law, Agriculture, Management Studies, Pharmacology, Medicine, Technology, Nursing, Social Work and in other areas of study which may be introduced by the University from time to time;
3. Bachelor's Degree in Arts, Sciences, Commerce, Education, Law, Agriculture, Management Studies, Pharmacology, Medicine, Technology, Nursing, Social Work and in other areas of study which may be introduced by the University from time to time;
4. Post Graduate Diplomas, Diplomas and Certificates in various branches of learning or in their practical applications; and
5. Honorary Degrees.

AC01.6 THE SCHOOL BOARD OF STUDIES

Under Statutes 26.3, 26.4, 26.5 of Assam Don Bosco University

There shall be a School Board of Studies for each School, the recommendations of which shall be submitted to the Academic Council for approval.

- f. Department of Ecology and Environmental Science
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 - a. Department of Commerce
 - b. Department of Management

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3. Bachelor's Degree in Arts, Sciences, Commerce, Education, Law, Agriculture, Management Studies, Pharmacology, Medicine, Technology, Nursing, Social Work and in other areas of study which may be introduced by the University from time to time;
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AC01.6 THE SCHOOL BOARD OF STUDIES

Under Statutes 26.3, 26.4, 26.5 of Assam Don Bosco University

There shall be a School Board of Studies for each School, the recommendations of which shall be submitted to the Academic Council for approval.

Constitution of the School Board

1. The Board of Studies of the School shall consist of
 - a. the Dean of the School (ex officio) ;
 - b. Heads of the Departments in the School (ex officio);
 - c. One representative each from the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Dean of the concerned School;
 - d. A representative of the Board of Management of the University;
 - e. Not more than five persons nominated by the Vice Chancellor from a panel proposed by the Dean of the School. The members of the panel should have specialised knowledge of and expertise in the subjects around which the departments in the School are organised and should not ordinarily be employees of the University. Provided that ordinarily at least one person from among these should be from the North Eastern region of India.
 - f. The Dean may permit an additional representative from any of the departments under the school to attend specific meetings that deal with new proposals or developments within the department concerned. :

Term of Office

2. The term of office of members, other than the ex officio members shall be three years.

Chairperson

3. The Dean of the School shall be the ex-officio Chairperson of the Board and shall convene the meetings of the Board.

Powers and Functions

4. The powers and functions of the Board shall be as follows:
 - a. to prescribe the qualifications and procedure for admission of candidates to the various programmes of study in the Departments in the School;
 - b. to co-ordinate the teaching and research work in the Departments in the School;
 - c. to recommend to the Academic Council various programmes of study which may be offered by the University and co-ordinated by the school;
 - d. to appoint committees to organize the teaching and research work in subjects or areas which do not fall entirely within the sphere of any Department in the School and to supervise the work of such committees;
 - e. to consider schemes for the advancement of the standards of teaching and research and to submit proposals in this regard to the Academic Council;
 - f. to promote and review research within the School and to submit reports on research to the Academic Council,
 - g. to frame general rules for continuous assessment of students in the programmes of study co-ordinated by the school;
 - h. to recommend to the Controller of Examinations, examiners for appointment for courses other than research degrees, offered by the Departments, on the recommendation of the Boards of Studies of the concerned Departments;
 - i. to recommend to the Academic Council examiners for the evaluation of theses on the recommendation of the Boards of Studies of the concerned Departments;
 - j. to recommend to the Academic Council the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
 - k. to perform all other functions which may be prescribed by the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor; and

- i. to delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time;

Meetings

5. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice for any meeting of the Board shall be issued at least 10 days before the date fixed for the meetings.
6. Special meetings of the Board may be convened by the Dean at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the total members of the Board.

Minutes

7. The Chairperson of the Board shall keep the Minutes of the meetings of the Board.

Quorum

8. The quorum for the meeting of the Board shall be one-third of its total membership.

AC01.7 DEAN OF SCHOOLS

Under Statute 26.2 of Assam Don Bosco University

1. The Dean of a School shall be the Head of the school and shall be responsible for the conduct and maintenance of standards of teaching and research in the School. He/she shall be the chairperson and convenor of the Board of the School.
2. The Dean of a School shall be appointed for a term of three years by the Vice-Chancellor from among the Professors in the School.
3. In the absence of a Dean, the Vice-Chancellor may appoint one of the Heads of Departments of the School to officiate as Dean.
4. The Dean shall have the following powers and functions:
 - a. To co-ordinate and generally supervise the teaching and research work in the School through the Heads of Departments;
 - b. To take steps to promote inter-disciplinary teaching and research, wherever necessary;
 - c. To maintain discipline in the School through the Heads of Departments
 - d. To take steps to give effect to the decisions and recommendations of the School Board; and
 - e. To perform such other duties as may be assigned to him by the Academic Council, Board of Management or the Vice-Chancellor.

AC01.8 THE DEPARTMENTAL BOARD OF STUDIES

Under Statute 27.2 of Assam Don Bosco University

There shall be a Board of Studies for each Academic Department of the University, involved in teaching and/or research, the recommendations of which shall be submitted to the School Board concerned.

Constitution

1. The Board of Studies of each Department shall comprise
 - a. Head of the Department (ex officio);
 - b. All Professors of the Department (ex officio);
 - c. An Associate Professor and an Assistant Professor of the Department by rotation, on the basis of seniority;
 - d. One teacher each from other departments within the School having common courses with the Department;
 - e. Not more than two teachers teaching allied or cognate subjects in other schools nominated by the Vice-Chancellor on the recommendations of the Department concerned; and

- f. Not more than three persons nominated by the School Board who have specialised knowledge in the discipline of the concerned Department and who are not employees of the University or any of its constituent units. Provided that ordinarily one person should be from the North-Eastern region of India.
- g. The Chairperson shall have the power to co-opt not more than two external experts to attend specific meetings as and when necessary with the prior permission of the Vice-Chancellor.

Term of Office

2. The term of office of members, other than the ex officio members, shall be three years; however, such members who are also members of the Department can be re-nominated if the number of teachers in the Department is not large enough for rotation.

Chairperson

3. Head of the Department shall be the Convenor and Ex-officio Chairperson of the Board.

Functions

4. Functions of the Board shall be :
 - a. to recommend to the School Board, programmes of study which may be offered by the University in the Department;
 - b. to recommend to the School Board appointment of examiners, question paper setters and moderators for its courses, other than for research degrees, in accordance with the provisions of the Regulations about examinations of the University;
 - c. to recommend to the School Board the syllabi of the courses of study offered by the department;
 - d. to approve subjects for research for various degrees;
 - e. to recommend to the School Board, applications of students as candidates for the Doctorate Degree along with the details of the subjects proposed to be investigated by the applicants;
 - f. to recommend to the School Board the names of teachers in the department to be appointed as supervisors of research;
 - g. to recommend to the School Board measures for the improvement of teaching and research in the Department; and
 - h. to perform such other functions as may be assigned to it by the School Board, the Academic Council, the Board of Management and the Vice-Chancellor.

Meetings

5. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice of the meetings of the Board shall be issued at least 10 days before the date fixed for the meeting.
6. Special meetings of the Board may be convened by the Head of the Department at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the total members of the Board.

Minutes

7. The Chairperson of the Board shall keep the Minutes of the meetings of the Board.

Quorum

1. The quorum for the meeting of the Board shall be one-third of the total membership of the Board.

AC01.9 HEAD OF DEPARTMENT

Under Statute 26.8 of Assam Don Bosco University

1. The Head of a Department shall be responsible for the academic and administrative activities of the Department and shall represent the Department in any meeting or body. He/she shall be the chairperson and convenor of the Departmental Board of Studies.
2. The Head of a Department shall be appointed for a term of three years by the Vice-Chancellor from among the Professors and Associate Professors in the Department.
3. In the absence of a Head of Department, the Vice-Chancellor may appoint one of the senior faculty members in the department to officiate as the Head of Department.
4. The Head of a Department shall, under the general guidance of the Dean of the School
 - a. organise the teaching and research work in the Department;
 - b. allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
 - c. co-ordinate the work of Departmental Committees appointed for specific purposes; and
 - d. perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Board of Management and the Vice-Chancellor.

AC02.1 ADMISSION, ENROLMENT AND MIGRATION

Under statute 23.1.2 of Assam Don Bosco University

1. Only those students shall be eligible for admission to any Graduate or Post-Graduate programme of study under this University on migration from any other University or Board, who have passed the equivalent examination or examinations of the University or Board as prescribed by the Ordinances/Regulations for admission to the concerned programme of this University.
2. The application for admission must be supported by:
 - a. a migration/no objection certificate from the concerned University/Board; and
 - b. a certificate from the Head of the Institution in which last studied testifying the conduct of the student.

AC02.2 DOCTOR OF PHILOSOPHY PROGRAMME

Under statute 23.1.1 and 23.1.3 of Assam Don Bosco University

Objective

1. The University shall offer a Ph.D. programme with the objective of enabling a scholar to undertake research which leads to a contribution to the body of existing knowledge characterized either by the discovery of new facts, solution of unsolved problems, development of new techniques or by reinterpretation of known facts or new solutions to problems. A research scholar who has completed the Ph.D. programme of the University should be capable undertaking independent research and with further experience, should be able to guide others in research.
2. The Ph.D programme shall comprise two parts, viz., (a) course work and (b) thesis.

Admission and Eligibility

3. Admission to the Ph. D. programme shall be either directly or through M. Phil./M. Tech. programme.
4. The number of seats available for Ph.D. in each Department shall be determined by the Department in accordance with the norms laid down by the UGC and forwarded to the School Board.

AC01.9 HEAD OF DEPARTMENT

Under Statute 26.8 of Assam Don Bosco University

1. The Head of a Department shall be responsible for the academic and administrative activities of the Department and shall represent the Department in any meeting or body. He/she shall be the chairperson and convenor of the Departmental Board of Studies.
2. The Head of a Department shall be appointed for a term of three years by the Vice-Chancellor from among the Professors and Associate Professors in the Department.
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 - a. organise the teaching and research work in the Department;
 - b. allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
 - c. co-ordinate the work of Departmental Committees appointed for specific purposes; and
 - d. perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Board of Management and the Vice-Chancellor.

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2. The Ph.D programme shall comprise two parts, viz., (a) course work and (b) thesis.

Admission and Eligibility

3. Admission to the Ph. D. programme shall be either directly or through M. Phil./M. Tech. programme.
4. The number of seats available for Ph.D. in each Department shall be determined by the Department in accordance with the norms laid down by the UGC and forwarded to the School Board.

5. Candidates who have obtained at least 55% marks for Master's Degree in the concerned subject or an allied subject shall be eligible for admission directly to the Ph.D. Programme. Candidates admitted through an M. Phil./M. Tech. Programme, will be required to obtain a CGPA of 6.0 to be admitted to the Ph. D. programme.
6. Such candidates are required to appear for a written test and/or an interview to be conducted by the Department of Studies organizing the programme. Candidates shall be selected for admission into the programme according to merit determined after giving suitable weightage to the following as specified in the Regulations:
 - a) marks in the Master's Degree/grades obtained at M. Phil./M. Tech.
 - b) performance in the test and/or interview

The admission shall be finalised on the basis of the number of seats available and the performance of the candidates.
7. The following categories of persons may not be required to appear at the written test provided for under this Ordinance: A candidate who
 - a) is awarded a fellowship on the basis of a National level examination recognised by UGC
 - b) has successfully completed a recognized M.Phil. programme
 - c) has completed at least one year of research in a research laboratory/institute
 - d) has completed at least one year of research in a University/Institution under a supervisor who may have subsequently joined this University
 - e) has Master's degree in the relevant or allied subject and at least seven years' experience of administration, management and specialized knowledge in the proposed field of research, to the satisfaction of the University Department of Studies concerned
 - f) is a teacher of this University.
8. In all cases, there shall be an interview to be organized by the Department conducting the programme at which the candidate discusses his/her research interest/area.

Duration

9. No scholar shall be permitted to submit the thesis for the Ph.D. degree, unless s/he has pursued research at the University for not less than two years from the date of the candidate's registration for the Ph. D. programme. Provided that in the case of candidates admitted to the programme through an M. Phil./M.Tech., programme pursued in this University, s/he may submit the thesis one year after the registration.
10. The name of a scholar shall be removed from the rolls of the University if s/he fails to submit his/her thesis within five years of the date of registration. Provided that in exceptional circumstances, the School Board on the recommendation of the Department of Studies may extend the registration of the candidate for a maximum period of two more years. If the candidate fails to submit his thesis within the extended period his registration shall lapse automatically.

Course work

11. There shall be a course work for a minimum period of one semester (six months). The course work shall be treated as preparation for Ph.D. and must include a course in research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field. If a course in research methodology was included in the M.Phil./M.Tech. course work, the School Board may decide to waive the course work for a candidate who has completed M. Phil./M. Tech. course work with a minimum grade point of 6.00.
12. The course work may be carried out by doctoral candidates in related Departments/ Institutes either within or outside the University.

Evaluation of course work

13. The evaluation of the course work will be internal.

14. The performance of the candidate shall be graded as follows:

| Grade | Description | Grade Points |
|-------|-----------------|--------------|
| O | Outstanding | 10 |
| E | Excellent | 9 |
| A+ | Very Good | 8 |
| A | Good | 7 |
| B | Average | 6 |
| F | Not Recommended | 0 |

15. Only candidates securing a minimum grade point of 6.00 shall be permitted to continue in the programme.

Supervisor

16. A candidate shall be assigned a supervisor by the Department at the time of admission depending on the available specialisations among faculty supervisors and the research interest of the student.
17. The supervisor shall be a person with a Ph.D. degree, with at least three years' experience in research/teaching after acquiring Ph.D. The supervisor shall ordinarily be from the University. In exceptional cases, a supervisor from a recognized institution having at least five years' experience in research/teaching after acquiring Ph.D. and proven ability to guide research may be recognized as a supervisor by the Academic Council.
18. The supervisor helps a candidate to choose an area of research, initiates the candidate into it and guides him/her in pursuing research in the chosen area. During the period of the course work, the supervisor assumes the role of mentor.
19. To ensure that the supervisor is able to devote adequate time and attention to candidates under his/her guidance, a supervisor may not guide more than eight Ph.D. scholars at a time.

Registration

20. After the period of course work, a candidate shall apply to the School Board of Studies for formal registration through the Departmental Board of Studies in the proforma as may be prescribed by the University. The application shall be accompanied by a detailed research proposal including the topic, scope of its study, tentative hypothesis and research methodology including sampling and design, where necessary. The date on which the School Board accepts the proposals for registration shall be the date of registration of the scholar for the purpose of this Ordinance. However, the maximum permissible period between the date of admission and the date of registration for Ph.D. programme shall be 18 months.
21. In case a candidate wishes to change the topic of research, s/he should do so within one year from the date of his registration. The modified research proposal should be submitted to the School Board through the Departmental Board of Studies for its consideration and approval.

Progress of Work

22. The Supervisor will regularly monitor the progress of the research work of the candidate. If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the School Board through the Department of Studies for appropriate action.

Pre-Submission Seminar

23. When the Supervisor is of the opinion that the thesis is in the final stage of completion, well in advance before the likely date of submission, the scholar shall be required to give a pre-submission seminar on his research findings. This seminar will be given in the presence of a Committee of at least three faculty members, of which

one will be from outside the Department. The candidate may incorporate the recommendation of the Committee in his dissertation under the advice of the supervisor. Other faculty members and research students may also be present at the seminar.

Title Modification

24. If there is a need for modification of the title of research the candidate shall submit an application to the School Board through the Departmental Board of Studies at least 4 months before the date of submission of the thesis for approval.

Submission of Thesis

25. The candidate shall submit a thesis. The thesis shall be a piece of research work characterised either by the discovery of new facts or by fresh interpretation of facts or theories. In either case it should evince the candidate's capacity for critical examination of ideas, original thinking and judgment. It shall also be satisfactory as far as its literary presentation is concerned.
26. In the thesis s/he may incorporate the text of any work which s/he may have published on the subject. But s/he shall not submit as his/her thesis any work for which a Degree has been conferred on him/her by this or any other University.
27. The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide research and that this has not been submitted for the award of any degree in this or any other University or Institute of learning.
28. The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department will then forward the thesis together with the observations of the Committee for pre-submission seminar to the Controller of Examinations for further necessary action.
29. The candidate shall be required to publish one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint at the time of submission of the thesis.

Panel of Examiners

30. At least two months before the proposed date of submission of the thesis, the supervisor shall present a panel of six names of examiners to the Department to be forwarded to the School Board for recommendation and submission to the Academic Council for approval. The School Board shall also submit a copy of the panel of Examiners to the Controller of Examinations.

Evaluation

31. The thesis will be examined by three examiners (one of them being the supervisor) to be appointed by the Vice-Chancellor from the panel approved by the Academic Council. Two of the examiners shall be from outside the University. However a supervisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the supervisor. Where a candidate is related to the supervisor as such, the thesis submitted by a candidate for Ph.D. degree shall be sent to another examiner selected from the panel of examiners.

Examiner's Report and Viva-Voce

32. Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report in a prescribed proforma to the University containing a clear recommendation that in his opinion
 - a) the thesis is recommended for the award of Ph.D. Degree
 - b) the thesis should be modified/revised; or
 - c) the thesis may be rejected.

33. If both the external examiners recommend the thesis, the Ph.D. scholar shall be required to defend his/her thesis at a viva voce examination. The School Board shall arrange for the viva voce examination within one month of the receipt of the recommendation of the examiners.
34. However, if both the external examiners reject the thesis no degree shall be awarded.
35. In case an external examiner suggests some modifications/ improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirement of modification by the University. If the candidate decides to reply to the points/observations raised by the examiner and if the reply is not accepted by the examiner and the candidate does not accept the modifications suggested, the matter shall be referred to a Committee of Experts to be appointed by the Vice-Chancellor.
36. If only one of the external examiners rejects the thesis, it should be referred to a fourth examiner to be nominated by the Vice-Chancellor out of the panel already approved by the Academic Council. The opinion of the fourth Examiner shall be final.
37. The viva voce examination of the candidate will be conducted by a board comprising the following members:
- Supervisor of the student who shall also be the convenor of the board
 - The Head of the Department or the Dean of the School (if there is no Head of the Department). In case the Head of the Department or the Dean of the School is the supervisor, the Vice Chancellor may appoint another member from among the faculty members of the concerned School.
 - One of the external examiners, to be specified by the Vice Chancellor at the time of fixing the examiners for the evaluation of the thesis. If this examiner is unable to be present, the other external examiner shall be appointed. In case neither of the external examiners is able to be present to conduct the Viva Voce examination, another external examiner, preferably from the panel approved by the Academic Council, may be appointed by the Vice Chancellor in his/her place.
38. At the viva voce examination, the Board shall satisfy itself
- that the thesis submitted by the candidate is his/her own work; and
 - that the grasp of the candidate of the broad field of his/her study is satisfactory
39. The viva voce Board may, on the basis of the unanimous opinion of its members, recommend to the School Board either
- that the candidate be awarded the Ph. D degree or
 - that the thesis be referred back to the candidate for revision and resubmission; or
 - that the thesis be rejected and the candidate be not awarded the Ph.D. degree.
40. The manner in which the viva voce examination is to be conducted shall be prescribed by the viva voce board itself.

Re-Submission of Thesis

41. A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D Degree within one year of the intimation of the decision of the University.
42. A thesis which has been re-submitted shall be examined by the same external examiner(s). In case the examiner(s) is/are unwilling to act as such, another examiner(s) may be appointed by the Vice-Chancellor from the approved panel of examiners.

Award of Degree

43. Based on the report of the examiners and the Viva-Voce Board, the School Board may recommend to the Academic Council that the Ph. D. Degree may be or may not be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the provisional result.

Removal of Difficulties

44. Notwithstanding anything contained in the above Ordinance, the Vice- Chancellor may take such measures as may be necessary for removal of difficulties.

AC02.3 MASTER OF PHILOSOPHY PROGRAMME

Under statute 23.1.1 and 23.1.3 of Assam Don Bosco University

Objective

1. The University may organise M.Phil. programmes with the objective of providing deeper insight into the relevant subject, broadening horizons, equipping scholars with necessary tools and practical experience for further research in different fields.
2. The M.Phil. programme shall comprise two parts, viz., (a) course work and (b) dissertation/project work. Both the parts shall have equal weightage.

Admission and Eligibility

3. The number of seats available for M. Phil. in each Department shall be determined by the Department in accordance with the norms laid down by the UGC and forwarded to the School Board.
4. Candidates who have obtained at least 55% marks for Master's Degree in the concerned subject or an allied subject shall be eligible for admission to the M. Phil. Programme.
5. Such candidates are required to appear for a written test and an interview to be conducted by the Department organizing the programme. Candidates shall be selected for admission into the programme according to merit determined after giving suitable weightage to the following as specified in the Regulations:
 - a) percentage in the Master's Degree or equivalent
 - b) performance in the test and/or interview.
6. The admission shall be finalised on the basis of the number of seats available and the performance of the candidates.
7. A candidate who is awarded a fellowship on the basis of a National level examination recognised by UGC or a teacher working in the University may not be required to appear at the written test provided for under this Ordinance.

Duration

8. A scholar shall normally complete the M.Phil. Programme in not more than 2 years. An extension of only one year shall be allowed in exceptional cases on the recommendation of the advisor submitted to the Department.
9. If a candidate, after successfully completing the course work, discontinues his dissertation work for some unforeseen reason, the School Board may condone a break of not more than one year and the candidate may be allowed to resume the programme. If the break is for more than one year, the scholar shall seek fresh admission to the M.Phil. programme. The period of the break shall be computed from the date of publication of the result of the Course Work.

Course work

10. There shall be a course work for a minimum period of one semester (six months). It shall consist of three courses one of which shall be a course on Research Methodology which may include Quantitative Methods and Computer Applications. The course work may also involve reviewing of published research in the relevant field.

11. The M.Phil. scholars shall be required to attend and participate in seminars which will be organised by the Department for the purpose of discussing new results, developments in the subject and/or interpretation of data. Each scholar shall be required to give at least two seminars, one in the early phase of his dissertation/project work and the other just before concluding his work.
12. A student shall be deemed to have pursued a regular course of study provided that s/he has attended at least 75% of the classes actually held in each course and done to the satisfaction of the Department, such seminars, sessionals and practicals as may be prescribed.
13. Resource persons having at least an M.Phil. degree or recognized research experience/ expertise in a subject shall be eligible to teach M.Phil. Courses.

Advisor

14. A candidate shall be assigned an advisor by the Department at the time of admission.
15. The advisor shall be a person with a Ph.D. degree with at least three years' experience in research/teaching. The advisor shall ordinarily be from the University. In exceptional cases, a advisor from outside the University having at least five years' experience in research/teaching may be recognized as an advisor by the Academic Council.
16. The advisor helps a candidate to choose an area of research, initiates the candidate into it and guides him/her in pursuing research in the chosen area. During the period of the course work, the advisor assumes the role of mentor.
17. To ensure that the advisor is able to devote adequate time and attention to candidates under his/her guidance, an advisor may not guide more than five M. Phil. candidates at a time.

Registration

18. During the period of the course work, a candidate shall apply to the School Board of Studies for formal registration through the Departmental Board of Studies along with the synopsis of the dissertation/project work. The application shall be considered for approval by the School Board. The date of formal registration shall be the date of approval by the School Board.

Evaluation of course work

19. The evaluation of the course work will be internal.
20. The performance of the scholar shall be graded as follows:

| Grade | Description | Grade Points |
|-------|-----------------|--------------|
| O | Outstanding | 10 |
| E | Excellent | 9 |
| A+ | Very Good | 8 |
| A | Good | 7 |
| B | Average | 6 |
| F | Not Recommended | 0 |

The Dissertation

21. The candidate shall submit a written dissertation. The dissertation should indicate that the candidate has learned the tools and process of research either by actual research work accomplished or by critical analysis of such work. It should also reveal that the candidate has an aptitude for undertaking research.
22. A candidate who has obtained an 'F' grade in the course work may not be permitted to submit the dissertation.

Pre-Submission Seminar

23. When the Advisor is of the opinion that the dissertation is in the final stage of completion, well in advance before the likely date of submission, the scholar shall be required to give a pre-submission seminar on his/her research findings. This seminar will be given in the presence of a Committee of at least three faculty members, of which one will be from another Department of the School. The candidate may incorporate the recommendation of the Committee in his dissertation.

Submission of Dissertation

24. An M.Phil. candidate shall be required to submit the dissertation in triplicate duly recommended by the Advisor and forwarded by the Department to the Controller of Examinations.
25. The dissertation/project work shall contain a declaration from the candidate and a certificate from his advisor stating that the dissertation/project work incorporates bonafide research of the candidate and that this has not been submitted for another degree of this or any other University.

Panel of Examiners

26. At least two months before the proposed date of submission of the dissertation, the advisor shall present a panel of four names of examiners to the Department to be forwarded to the School Board for recommendation and submission to the Academic Council for approval. The School Board shall also submit a copy of the panel of Examiners to the Controller of Examinations.

Evaluation

27. The dissertation/project work will be examined by two examiners (one of them being the Advisor) to be appointed by the Vice-Chancellor from the panel approved by the Academic Council. At least one of the examiners should be from outside the University. However an advisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Advisor. Where a candidate is related to the Advisor as such, the dissertation submitted by a candidate for M.Phil. degree shall be sent to another examiner selected from the panel of examiners.
28. Evaluation of dissertation shall be according to AC02.3, 16.
29. On the receipt of satisfactory evaluation reports, the M.Phil. candidate shall defend his/her dissertation at a viva voce examination, to be organized by the Department concerned.

Award of the Degree

30. The Dissertation/project work shall be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners.
31. If there is a difference of opinion the matter shall be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The Third examiner will act as the adjudicator and his decision will be final.
32. In case the examiner suggests some modifications/improvement of the dissertation/project work on certain suggested lines or points out certain lacunae in the dissertation/project work, the candidate shall be asked to reply or to modify the dissertation/project work on the suggested lines and resubmit the dissertation/project work to the concerned examiner within a period of six months of the communication of the decision.
33. Both external and internal examiners shall award grades for dissertation. The average of the grade points obtained will be considered as the grade point obtained for dissertation. In the event of unanimous recommendation by both the examiners, the final grade point awarded is the average of both course work and dissertation grade points. In the event of one of the examiners for dissertation not recommending, the final grade point awarded is the average of the course work and the grade point awarded to the candidate by the third examiner.

34. All the reports of the examiners shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M. Phil. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the provisional result.

Removal of Difficulties

35. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

AC02.4 MASTER OF TECHNOLOGY PROGRAMME

Under statute 23.1.1 and 23.1.3 of Assam Don Bosco University

Objective

1. The University may, from time to time, establish academic programmes leading to the M. Tech. Degree for realising the following objectives:
 - a) To cater to the need of engineering industries and research organisations at national and international level.
 - b) To provide engineers to take position in industry, academic institutions and research organisations.
2. These Programmes may be initiated by a department of the School of Technology through the respective Boards of Studies. For each such Programme, there shall be a Syllabus and Regulations detailing the course structure, eligibility criteria and procedure for admission, evaluation of course work and dissertation. These are to be recommended by the Academic Council and approved by the Board of Management.
3. The M.Tech. programme shall comprise two parts, viz., (a) course work and (b) dissertation/project work. Both the parts shall have equal weightage.

Admission and Eligibility

4. The number of seats available for M. Tech. in each Department shall be determined by the School Board with the approval of the Academic Council.
5. Eligibility norms and admission procedure shall be as laid down in the Regulations.

Duration

6. A full-time scholar shall normally complete the M.Tech. Programme in not more than 2 years. An extension of only one year shall be allowed in exceptional cases on the recommendation of the advisor submitted to the Department.
7. A part-time scholar shall normally complete the M.Tech. programme in not more than three years. An extension of only one year shall be allowed in exceptional cases on the recommendation of the advisor submitted to the Department.
8. If a candidate, after successfully completing the course work, discontinues his dissertation work for some unforeseen reason, the School Board may condone a break of not more than one year and the candidate may be allowed to resume the programme. If the break is for more than one year, the scholar shall seek fresh admission to the M.Tech. programme. The period of the break shall be computed from the date of publication of the result of the course work.

Course work

9. There shall be a course work for a period of two semesters (one year) in the case of a full-time scholar and for a period of three semesters (18 months) in the case of a part-time scholar. There shall be a syllabus for the course work of each M.Tech. programme offered by the University. A course on Research Methodology shall form a part of the course work of the M. Tech. programme.
10. A student shall be deemed to have pursued a regular course of study provided that he has attended at least 75% of the classes actually held in each course and done to

the satisfaction of the Department, such seminars, sessionals and laboratory work as may be prescribed.

11. Resource persons having at least an M.Tech. degree or recognized research experience/ expertise in a subject shall be eligible to teach M.Tech. courses.

Advisor

12. A candidate shall be assigned an advisor by the Department at the time of admission.
13. The advisor shall be a person with a Ph.D. degree with at least three years' experience in research/teaching. The advisor shall ordinarily be from the University. In exceptional cases, an advisor from outside the University having at least five years' experience in research/teaching may be recognized as an advisor by the Academic Council.
14. The advisor helps a candidate to choose an area of research/project work, initiates the candidate into it and guides him/her in pursuing research/project work in the chosen area. During the period of the course work, the advisor assumes the role of mentor.

Evaluation of course work

15. The evaluation of the course work will be internal.
16. The performance of the scholar shall be graded as follows:

| Grade | Description | Grade Points |
|-------|-----------------|--------------|
| O | Outstanding | 10 |
| E | Excellent | 9 |
| A+ | Very Good | 8 |
| A | Good | 7 |
| B | Average | 6 |
| F | Not Recommended | 0 |

The Dissertation

17. The candidate shall submit a written dissertation. The dissertation should indicate that the candidate has acquired the necessary competency and skills in the chosen area of specialisation. It should also reveal that the candidate has an aptitude for undertaking independent research/project work.
18. A candidate who has obtained an 'F' grade in the course work may not be permitted to submit the dissertation.

Submission of Dissertation

19. An M. Tech. candidate shall be required to submit the dissertation in triplicate duly recommended by the Advisor and forwarded by the Department to the Controller of Examinations.
20. The dissertation/project work shall contain a declaration from the candidate and a certificate from his advisor stating that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other University.

Panel of Examiners

21. At least two months before the date of submission of the dissertation, the advisor shall present a panel of four names of examiners to the Department to be forwarded to the School Board for recommendation and submission to the Academic Council for approval. The School Board shall also submit a copy of the panel of Examiners to the Controller of Examinations.

Evaluation

22. The written dissertation/project work will be examined by two examiners (one of them being the Advisor) to be appointed by the Vice-Chancellor from the panel approved

by the Academic Council. However an advisor shall not act as an examiner where a candidate is a wife or husband, son or daughter, brother or sister of the Advisor. Where a candidate is related to the Advisor as such, the dissertation submitted by a candidate for M.Tech. degree shall be sent to another examiner selected from the panel of examiners.

23. The examiners shall evaluate the written dissertation on the basis of its presentation and the originality of its contents and grade it according to AC02.4, 16. In the event of unanimous recommendation by both the examiners, the grade point awarded to the candidate for the written dissertation shall be the average of the grade points awarded by the examiners.
24. In case an examiner suggests some modifications/improvement of the dissertation/project work on certain suggested lines or points out certain lacunae in the dissertation/project work, the candidate shall be asked to reply or to modify the dissertation/project work on the suggested lines and resubmit the dissertation/project work to the concerned examiner within a period of six months of the communication of the decision.
25. If there is a difference of opinion the matter shall be referred to a third examiner to be appointed by the Vice-Chancellor out of the panel already submitted. The Third examiner will act as the adjudicator and his decision will be final. If the third examiner also does not recommend the dissertation, the candidate shall be required to resubmit the dissertation/project work keeping in mind the maximum time period allowed for the programme. If the third examiner recommends the dissertation, the grade point awarded to the candidate for the written dissertation is the grade point awarded by the third examiner.
26. On the receipt of unanimous recommendation, the M.Tech. candidate shall be required to appear at a viva voce examination, to be organized by the Department concerned, at which the candidate shall be assessed on the basis of demonstration of equipment model/ hardware/software developed, the oral presentation and oral examination. The viva voce committee shall grade the candidate according to AC02.4, 16.
27. The final dissertation grade point is the average of the grades awarded for the written dissertation and the viva voce examination.

Award of the Degree

28. On the successful completion of the viva voce examination, the Dissertation/project work shall be accepted for the award of the M. Tech. degree.
29. The final grade point awarded is the average of both course work and dissertation grade points.
30. All the reports of the examiners and the report of the viva voce committee shall be submitted to the School Board, which, on being satisfied, may recommend to the Academic Council that the M. Tech. Degree may be awarded to the candidate. A copy of the recommendation of the School Board may be sent to the Controller of Examinations for declaration of the provisional result.

Removal of Difficulties

31. Notwithstanding anything contained in the above Ordinance, the Vice-Chancellor may take such measures as may be necessary for removal of difficulties.

AC02.5 PROGRAMMES OF STUDY OTHER THAN THOSE LEADING TO RESEARCH DEGREES

Under statute 23.1.1 and 23.1.3 of Assam Don Bosco University

The University may, from time to time, establish academic programmes leading to the award of Degrees (Graduate and Post Graduate), Diplomas (Under Graduate and Post Graduate) and Certificates.

1. These Programmes may be initiated by a School/Department through respective Boards of Studies. For each such Programme, there shall be a Syllabus and Regulations detailing the duration, eligibility criteria and procedure for admission, attendance requirement, method of evaluation, criteria for award of degree/diploma/certificate, applicable fees, etc. These are to be recommended by the Academic Council and approved by the Board of Management.
2. All the courses of study leading to the award of respective Degrees/Diplomas/Certificates shall be conducted by Departments/Institutes/Colleges established by and functioning in the University.
3. The process of evaluation for programmes of study other than those leading to the award of Certificates, shall have two components: continuous internal evaluation and external evaluation.
 - a. The continuous internal evaluation shall be conducted by the respective Department/Institute/College, the results of which shall be passed on to the examination department of the University before the respective external evaluation.
 - b. The external evaluation, to be conducted at intervals to be determined by the Regulations for the programme, shall be co-ordinated by the examination department of the University in conformity with the regulations laid down for the purpose.
4. For programmes of study other than those leading to the award of Certificates, the procedure for the tabulation of marks or grades submitted by examiners, their moderation by a committee set up for the purpose by the examination department, the publication of the results and the award of the degree/diploma shall be in conformity with the regulations laid down for the purpose.
5. The processes leading to the award of Certificates shall be managed within the Department/Institute/College offering the programme according to the regulations governing their conduct.

AC02.6 THE MEDIUM OF INSTRUCTION, EXAMINATION AND COMMUNICATION

English shall be the medium of instruction and examination for the academic programmes of the University unless decided by the University otherwise. Further, ordinarily, it shall also be the medium of communication between the University and its stakeholders.

AC02.7 CONVOCATION FOR CONFERRING DEGREES

Under statute 33 of Assam Don Bosco University

1. A Convocation for the purpose of conferring degrees shall ordinarily be held once a year on such date and place as may be fixed by the Vice Chancellor with prior approval of the Chancellor. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degrees in absentia and authorize the Registrar to issue the degrees on payment of the prescribed fee.
2. A special convocation may be held at such time as may be decided by the Chancellor on the recommendation of the Vice-Chancellor for the purpose of conferring Honorary degrees.
3. The Visitor shall preside over the Convocation of the University. In the absence of the Visitor, the Chancellor, and in his absence, the Vice-Chancellor, shall preside over the convocation of the University.
4. The procedure to be followed at the Convocation shall be laid down by the Regulations.

AC03.1 CENTRE FOR DISTANCE EDUCATION

Under statutes 23.1.1, 23.1.3 and 26.9 of Assam Don Bosco University

Objective

1. There shall be a Centre for Distance Education in the University whose objective shall be to offer academic programmes leading to the award of Degrees (Graduate and Post Graduate), other than M. Phil., M. Tech. and Ph.D., Diplomas (Under Graduate and Post Graduate) and Certificates to students who are desirous of further education through various modes of distance learning systems such as Correspondence, Broadcasting, Online e-learning, Webinars, etc.

Director

2. The Centre for Distance Education shall have a Director appointed by the Board of Management of the University.

Departments

3. The Board of Management may, on the recommendation of the Director of the Centre, create Departments within the centre, as and when required.

Board of Studies for Distance Education

4. The Centre for Distance Education shall have a Board of Studies, the recommendations of which shall be submitted to the Academic Council.
5. The Board of Studies shall consist of
 - a. the Director (ex officio);
 - b. Heads of the Departments in the Centre (ex officio);
 - c. A representative of the Board of Management of the University;
 - d. Not more than five persons nominated by the Vice Chancellor from a panel proposed by the Director of the Centre. The members of the panel should have specialised knowledge of and expertise in the subjects around which the departments in the Centre are organised.
6. The term of office of members, other than the ex officio members shall be three years.
7. The Director of the Centre shall be the Chairperson of the Board and shall convene the meetings of the Board.
8. The powers and functions of the Board shall be as follows:
 - a. to prescribe the qualifications and procedure for admission of candidates to the various programmes of study in the Centre;
 - b. to co-ordinate the distance education activities of the University;
 - c. to recommend to the Academic Council various programmes of study which may be offered by the University and co-ordinated by the Centre;
 - d. to consider schemes for the advancement of the standards of content delivery and to submit proposals in this regard to the Academic Council;
 - e. to frame general rules for continuous assessment of students in the programmes of study co-ordinated by the Centre;
 - f. to perform all other functions which may be prescribed by the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor; and
 - g. to delegate to the Director, or to any other member of the Board such powers, general or specific, as may be decided upon by the Board from time to time;
9. The Board shall hold at least two ordinary meetings in an academic year, one in each semester. Notice for any meeting of the Board shall be issued at least 10 days before the date fixed for the meetings; and
10. Special meetings of the Board may be convened by the Director at his own initiative, or at the suggestion of the Vice-Chancellor or on a written request from at least one-third of the total members of the Board.
11. The Chairperson of the Board shall keep the Minutes of the meetings of the Board.
12. The quorum for the meetings of the Board shall be one-third of its total membership.

Eligibility

13. The eligibility for admission, duration of the programme, etc., shall be specified in the Regulations for each programme as and when offered.

Course Structure

14. The course structure and syllabus for each programme shall be prepared by Expert Committees constituted by the Vice-Chancellor on the recommendation of the Director of the Centre for Distance Education. The syllabus thus framed may be considered by the Board of Studies of the Centre which shall recommend the same to the Academic Council for its approval.

Examination

15. The examinations for the courses offered shall be conducted by the University and as per modalities provided in regulations for the purpose.

Study Centres

16. The Governing Body on the recommendation of the Academic Council may establish Study Centres to conduct contact programmes for students at appropriate locations, as and when required, or abolish such Centres if they prove ineffective.

Removal of Difficulties

17. Notwithstanding anything contained in this Ordinance, any difficulty arising in the interpretation of, or in giving effect to, any provision of this Ordinance shall be referred to the Vice-Chancellor, whose interpretation or decision thereon shall be final.

AD01.1 SELECTION AND APPOINTMENT OF FACULTY

Under statute 17.9.3 of Assam Don Bosco University

1. The Vice-Chancellor shall constitute selection committees for the recruitment of faculty for the teaching departments of the University and its constituent units, following the regulations laid down by UGC.
2. The Board of Management shall consider the recommendations of the Selection Committee and make appointments keeping in mind the best interests of the University. These appointments shall be subject to the approval of the Governing Body.
3. The eligibility criteria for various faculty positions in the University shall be as laid down by Regulations for the purpose, following the norms laid down by UGC.
4. Terms and conditions of service of faculty members shall be laid down by Regulations for the purpose.
5. Faculty members are appointed for a particular unit of the University. There shall be no claim of transfer to some other unit should vacancies in similar or higher positions arise in them.

AD01.2 SELECTION AND APPOINTMENT OF UNIVERSITY STAFF

Under statute 17.9.3 of Assam Don Bosco University

1. The Vice-Chancellor shall constitute selection committees for the recruitment of staff for the University.
2. The Board of Management shall consider the recommendations of the Selection Committee and make appointments keeping in mind the best interests of the University. These appointments shall be subject to the approval of the Governing Body.
3. The eligibility criteria for various staff positions in the University shall be as laid down by Regulations for the purpose, following the norms laid down by UGC, wherever applicable.

4. Terms and conditions of service of staff members shall be laid down by Regulations for the purpose.

AD04.1 FEES PAYABLE BY STUDENTS

Under statute 31 of Assam Don Bosco University

1. There shall be a fees committee constituted by the Board of Management which shall recommend to the Board, the following:
 - a. the fees structure for various academic programmes, documents and other activities of the University.
 - b. the date from which the proposed fees structure would become effective and their period of validity
 - c. due dates and the modes of payment of the fees
 - d. fines payable for delayed or defaulted payments
 - e. conditions for concessions in fees
 - f. conditions for refund of fees
2. The Board of Management shall forward the recommendations of the Fees Committee with or without modifications to the Governing Body for its approval.

R. P. MAZUMDAR,

Addl. Secretary to the Govt. of Assam,
Higher Education Department.

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