



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

## NOTIFICATION

The 9th August, 2022

**No. GSA.132/2021/227.-** In exercise of the power conferred under section 39(2) of the Assam Science and Technology University Act, 2009, and by approval of Hon'ble Governor of Assam, it is notified herewith the first Statutes, first Ordinances and first Regulations of the Assam Science and Technology University with effect.

## THE FIRST STATUTES

*(framed under the Assam Science and Technology University Act, 2009)*

The First Statutes of Assam Science and Technology University are hereby notified after the assent has been obtained from its Chancellor and Governor of Assam vide SECTION 39(2) of the Assam Science and Technology University Act 2009 as amended vide Assam Science and Technology (Amendment) Act 2017.

### CHAPTER - I

#### PRELIMINARY

##### 1. Title and Commencement

- a) These Statutes shall be called the First Statutes of Assam Science and Technology University.
- b) They shall come into force with effect from the date of publication in the official gazette.
- c) The Statutes are to be considered in conjunction with the provisions of the Assam Science and Technology University Act, 2009. In case of the absence of provisions in the Statutes, Ordinances and Regulations and/or in the case of any unforeseen differences or ambiguities in the provisions of the Statutes and the Act of the University, the provisions as stated in the Act shall prevail.
- d) The provisions in the Statutes relating to the powers of any authority of the University shall not be amended, replaced or made *de novo* by the Executive Council without obtaining the prior opinions of the concerned authority in black and white on the proposed amendment(s) and its/their discussion in the Executive Council.

##### 2. Definition

In these Statutes, unless the context requires otherwise :

- a)
  1. *Academic Council* means the Academic Council of the University.
  2. *Executive Council* means the Executive Council of the University.
  3. *Court* means the Court of the University.
  4. *The Post Graduate Board* means the Post Graduate Board of the University.
  5. *The Under Graduate Board* means the Under Graduate Board of the University.
  6. *Academic Staff* includes any person in the service of the University who is appointed as a Teacher, Researcher, Research Officer, whether full-time, temporary, *ad-hoc*, part-time and on contract-basis.
  7. *Finance Committee* means the Finance Committee of the University.
  8. *Selection Committee* means the Selection Committee of the University.

9. *Academic Year* means the year commencing on the first day of August of a calendar year and closing with the thirty-first day of July of the succeeding calendar year immediately following.
10. *Act* means the Assam Science and Technology University Act, 2009.
11. *Board of Studies* means a Board of Studies of the University.
12. *Employee* means any person duly appointed as Officer, Teacher and Other Staff of the University.
13. *Examination Committee* means the Examination Committee constituted under these Statutes.
14. *Faculty* means the teaching, research and extension staff of the University or division of the University having the rank of Assistant Professor and above.
15. *Fund* means the fund of the University.
16. *Gazette* means the Assam Gazette.
17. *Members* of the University means and includes Academic and Non-Teaching staff of Assam Science and Technology University.
18. *Non -Teaching staff* includes any officers and employee of the University who is not appointed as a teacher, researcher, or research officer and includes full-time, temporary, ad-hoc, part-time, daily wage.
19. *Statutes* means Statutes of the University made under the Act.
20. *Ordinances* means the Ordinances of the University.
21. *Regulations* means the Regulations of the University.
22. *Unfair* implies any act to show / derive an undue favour.
23. *University* means the Assam Science and Technology University.

- b) Any other definition that may be required to be incorporated may be included following due process.

### **3. University Seal, Flag, Anthem, Logo**

The University shall have its seal, flag, anthem and logo duly approved by the Executive Council.

- i. The University shall have a common seal, the design of which is approved by the Executive Council and which shall be used for all official purposes of the University.
- ii. The University shall have its flag appropriately designed and approved by the Executive Council.
- iii. The University shall have its anthem as approved by the Executive Council which shall be played on appropriate occasions with due sanctity.
- iv. The University may design and adopt a logo that is unique to the University for use and display at appropriate places on appropriate occasions including letter heads, certificates, and medals etc.
- v. The University flag, logo and the anthem shall not contain anything that may violate the ethos implicit in the culture, heritage and dignity of the University, state and the nation.

## **CHAPTER – II**

### **Officers, other Staff and Terms and Conditions for the University Employees**

#### **4. Declaration of persons in service of the University to be Officers of the University**

The following shall be the Officers of the University

- (i) The Chancellor,
- (ii) The Vice-Chancellor,
- (iii) The Rector,
- (iv) The Deans,
- (v) The Registrar,
- (vi) The Academic Registrar,
- (vii) The Controller of Examinations,
- (viii) The Finance and Accounts Officer,
- (ix) The Deputy Controller of Examinations and
- (x) Such other persons in Service of the University as may be declared by the Statutes under Provision 31(1) (2) of the Act to be officers of the University with the recommendation of the Executive Council.

#### **5. Appointment of the Chancellor**

- 1) The Governor of Assam shall be the Chancellor of the University.
- 2) The Chancellor, when present, shall preside over any meeting of the Court and any convocation of the University.
- 3) The Chancellor shall be the supreme authority of the University covering all matters of the University.

#### **6. Powers of the Chancellor**

- 1) The Chancellor shall have the right to cause an inspection to be made by such person or persons as he/she may direct, of the affairs and properties of the University, of the colleges, institutions and bodies maintained by the University and also of the examinations, teaching and other works conducted or done by the University, its officers and authorities, and to cause an enquiry to be made in the like manner in respect of all or any of the matters aforesaid and of any other matter connected with the University.
- 2) The Chancellor shall in every such case give notice to the Executive Council of his/her intention to cause an inspection or enquiry to be made, and the Executive Council shall be entitled to appoint a representative who shall have the right to be present and heard at such inspection or enquiry.
- 3) The Chancellor may address the Vice-Chancellor with reference to the result of such inspection or enquiry and the Vice-Chancellor shall communicate to the Executive Council

the views of the Chancellor with such advice as the Chancellor may offer on the action to be taken thereon.

- 4) The Executive Council shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as is proposed to be taken or has been taken on the result of such inspection or enquiry and the advice of the Chancellor.
- 5) When the Executive Council does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor may after considering any explanation furnished or representation made by the Executive Council, if any, issue such directions as he may think fit and the Executive Council shall be bound to comply with such directions.
- 6) Expenses that may be incurred in connection with such inspections or enquiries and certified as such by the Chancellor, shall be a charge on the University.
- 7) The Chancellor as head of the University shall have the power to suspend the activities of various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in the Chancellor to control the affairs of the authority or authorities so suspended in such manner and for such a period as deemed fit and reasonable by him.
- 8) The Chancellor shall be the chairperson of the University Court.

#### **7. Appointment of Vice-Chancellor**

- i) Vice-Chancellor shall be appointed by the Chancellor on the recommendation of an Advisory Board constituted by the Chancellor for the purpose, consisting of three members of whom one member shall be nominated by the State Government, one member to be nominated by the Chancellor and one member to be elected by the Executive Council. The Chancellor shall also appoint one of them as Chairperson of the Advisory Board.
- ii) The Advisory Board shall recommend a panel of names of three persons to the Chancellor, who may appoint one of the persons recommended, to be the Vice-Chancellor. If the Chancellor does not approve any of the persons recommended by the Advisory Board, he/she may call for a fresh recommendation.
- iii) The Vice-Chancellor shall be a whole-time officer of the University who shall hold office for a period of five years and shall be eligible for re-appointment.
- iv) In case of the expiry of the aforesaid period of five years, he shall continue in office until his/her successor is appointed and takes over the responsibility.
- v) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be determined by the Chancellor on the basis of UGC guidelines.
- vi) Whenever there is any temporary vacancy in the office of the Vice-Chancellor by reasons of leave, illness or other cause, the Chancellor shall make such other arrangements, as he/she may think fit, for exercising the powers and performing the duties of the Vice-Chancellor during the absence. The Chancellor shall determine the emoluments or allowances payable to a person temporarily appointed to exercise the power and duties of the Vice-Chancellor.



**8. Powers and duties of the Vice-Chancellor**

- (a) The Vice-Chancellor shall be the principal Executive and Academic Officer of the University. He/she shall be the *ex-officio* Chairperson of the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee and shall, in the absence of the Chancellor, preside over all meetings of the Court and over the Convocation to confer degrees. He/she shall be entitled, to be present at and to address any meeting of any authority or Committee of the University.
- (b) The Vice-Chancellor shall see to it that the Act, the Statutes, the Ordinances and the Regulations are duly followed and he/she shall have all powers for that purpose.
- (c) The Vice-Chancellor shall have the powers of convening the meeting of the Court, the Executive Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee; whenever he/she finds it necessary and for that purpose direct the Registrar to convene such meeting at the time and place to be determined by the Vice-Chancellor and the Registrar shall comply with the direction.
- (d) If in the opinion of the Vice-Chancellor an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he/she deems necessary and shall report the same to the authority or committee which in the ordinary course would have dealt with the matter:  
Provided that where any such action taken by the Vice-Chancellor affects the services or emoluments of any person in the service of the University, such person shall be entitled to prefer within thirty days from the date on which he/she received notice of such action, an appeal to the Executive Council, whose decision shall be final.
- (e) The Vice-Chancellor shall exercise general control and supervision over the affairs of the University and shall give effect to the decision of the authority of the University.
- (f) All powers relating to the proper maintenance of discipline in the University shall stand vested in the Vice-Chancellor.
- (g) The Vice-Chancellor shall exercise such other powers as may be prescribed by the Statutes or the Ordinances and shall perform such other acts as may be necessary to carry out or further the provisions of the Act, the Statutes, the Ordinances or the Regulations.

**9. Pay scale of the Vice-Chancellor**

The pay and allowance of the Vice-Chancellor shall be as per the UGC norms.

**10. Appointment of Registrar**

- (a) The Registrar shall be a whole-time salaried officer of the University. The terms and condition of the service of the Registrar shall be such as may be prescribed by the Ordinances in line with the UGC norms.
- (b) The Registrar shall be the secretary of the Court, the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and

the Selection Committee but shall not be deemed to be a member of any of these authorities except that of the Court.

#### **11. Powers and duties of the Registrar**

- (a) The Registrar shall be the custodian of the records, the common seal of University and such other properties of the University as the Executive Council shall commit to his/her charge;
- (b) The Registrar shall be responsible for the official correspondence of the Court, the Executive Council, the Academic Council, the Post Graduate Board, the Under Graduate Board, the Finance Committee and the Selection Committee;
- (c) The Registrar shall issue all notice convening meeting of all authorities and committees of which he/she is the Secretary, and shall keep minutes of meetings of all such authorities and committees;
- (d) The Registrar shall arrange, superintend and conduct all examinations held by the University as recommended by the Post Graduate Board and the Under Graduate Board as the case may be;
- (e) The Registrar is to sign and verify all contracts and agreements made on behalf of the University;
- (f) The Registrar shall exercise general supervision over the funds of the University and shall advise the Executive Council and the Finance Committee in regard to the financial policy of the University;
- (g) The Registrar shall manage, subject to the control of the Executive Council, the property and the investments of the University;
- (h) The Registrar is to prepare and present to the Executive Council, the annual report of working of the University, the annual statement of accounts and the budget of the University for the next financial year, and shall maintain properly the accounts of the University;
- (i) The Registrar shall receive payment of all fees and charges payable to the University;
- (j) The Registrar shall perform such other work as may, from time to time, be assigned to him/her by the Executive Council, or the Vice-Chancellor; and shall make appointments to ministerial and Grade – IV posts of the University.
- (k) The Registrar shall be also responsible for getting the external audit conducted every year.

#### **12. Pay Scale of the Registrar**

Pay scale shall be as per the UGC norms.

#### **13. Appointment of the Academic Registrar**

- (a) The Academic Registrar shall be a whole-time salaried officer of the University.
- (b) The terms and conditions of the service of the Academic Registrar will be as per the UGC norms to be prescribed by an Ordinance with the approval of the Executive Council.

**14. Powers and duties of the Academic Registrar**

- I. The Academic Registrar shall have the responsibility for a range of key administrative and policy areas that relate to students learning and academic Governance of the University.
- II. The Academic Registrar shall have responsibility for promulgation, consistent application and compliance with policies relating to students, students discipline and grievances, and students welfare.
- III. The Academic Registrar shall play an Ombudsman's role in relation to handling student complaints in consultation of the Dean of Students Affairs.
- IV. The Academic Registrar shall convene meetings of the following authorities in his/her role as member secretary:
  - a. Academic Council
  - b. Post Graduate Board
  - c. Under Graduate Board
  - d. Any other meeting that relates to the key administrative and policy areas concerned with student learning and good governance at the University.
  - e. Take follow up actions of Research Committee and Syllabus Committee decisions.
- V. The Academic Registrar shall help in operation of the Career Advancement Scheme (CAS) for University Teachers as per UGC guidelines, and in liaison with the IQAC of the University.
- VI. The Academic Registrar shall work also in coordination with the Controller of the Examination (CoE)

**15. Pay Scale of the Academic Registrar**

Pay scale Shall be as per the UGC norms.

**16. Appointment of the Controller of Examinations**

- a) The Controller of Examinations shall be a whole-time salaried officer of the University.
- b) The terms and conditions of the service of the Controller of Examinations will be as per the UGC norms to be prescribed by an Ordinance with the approval of the Executive Council.

**17. Powers and duties of the Controller of Examinations**

- a) The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and tests of the University and the declaration of their results. He/she shall discharge the functions under the superintendence, direction and guidance of the Examination Committee. He/she shall work under the directions and control of the Vice-Chancellor.



- b) The Controller of Examinations shall prepare and announce in advance the calendar of Examinations.
- c) The Controller of Examinations shall arrange for printing of questions papers confidentially.
- d) The Controller of Examinations shall get the answer-scripts properly assessed, and process the results expeditiously.
- e) The Controller of Examinations shall arrange for the timely publications of results of examinations and other tests.
- f) The Controller of Examinations may postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
- g) The Controller of Examinations shall take disciplinary action, if necessary, against candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices.
- h) The Controller of Examinations shall review from time to time, the results of University examinations and forward reports thereon to the Academic Council.
- i) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, from time to time, by the Examination Committee/ Vice-Chancellor.

#### **18. Pay Scale of the Controller of Examinations**

Pay scale shall be as per the UGC norms.

#### **19. Appointment of the Finance and Accounts Officer**

- a) The Finance and Accounts Officer shall be a tenured whole-time salaried officer of the University.
- b) The terms and conditions of the service of the Finance and Accounts Officer will be prescribed by an Ordinance/ Regulation as determined by the Executive Council.

#### **20. Powers and duties of the Finance and Accounts Officer**

- a) The Finance and Accounts Officer shall be the principal accounts and audit officer of the University. He/she shall work directly under the control of Vice-Chancellor.
- b) The Finance and Accounts Officer shall be appointed by the Selection Committee with the approval of Executive Council.
- c) The Finance and Accounts Officer shall be the convener of the Finance Committee. He/ she will take part in the proceeding of the meeting on matters having financial implications.

- d) The Finance and Accounts Officer shall maintain the minutes of the meetings of Finance Committee and the Committees appointed by the Finance Committee.
- e) The Finance and Accounts Officer shall exercise general supervision over the funds of the University, and advise the Registrar and the Vice-Chancellor as regards the finance of the University.
- f) The Finance and Accounts Officer shall manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the University with the approval of the appropriate authority.
- g) The Finance and Accounts Officer shall ensure that the limits fixed by the University for recurring and non-recurring expenditure for a year are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted.
- h) The Finance and Accounts Officer shall keep watch on the state of the cash and bank balances and of investments.
- i) The Finance and Accounts Officer shall keep watch on the progress of collection of revenue and advise the Registrar and the Vice-Chancellor on the methods to be employed for collection.
- j) The Finance and Accounts Officer shall have the accounts of the University audited regularly by an appropriate authority.
- k) The Finance and Accounts Officer shall report to the Vice-Chancellor and the Registrar any unauthorized expenditure or other financial irregularities by any member of the University.
- l) The Finance and Accounts Officer shall call through the Registrar and Vice-Chancellor from any office, centre, laboratory, college, department of the University or University institution, for any information and responses that is necessary for the proper discharge of financial transactions.
- m) The Finance and Accounts Officer shall exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him/her by the Vice-Chancellor and the Registrar or are prescribed by the Ordinances from time to time.

#### **21. Pay Scale of the Finance and Accounts Officer**

Scale of Pay Rs.15600-39100/- plus Grade pay Rs.7600/-

#### **22. Appointment of the Deputy Controller of Examinations**

- a) The Deputy Controller of Examinations shall be a whole-time salaried officer of the University.
- b) The terms and conditions of the service of the Deputy Controller of Examinations will be prescribed by an Ordinance/ Regulation as determined by the Executive Council.

#### **23. Powers and duties of Deputy Controller of Examinations**

- a) The Deputy Controller of Examinations shall monitor topics covered during a semester by faculty members, under intimation to the appropriate higher authority.

- b) The Deputy Controller of Examinations shall look after all Examination related cases of students.
- c) The Deputy Controller of Examinations shall issue the schedule and date of the Examinations.
- d) The Deputy Controller of Examinations shall prepare duty chart of Faculty members for invigilation in the Examination hall.
- e) The Deputy Controller of Examinations shall look after the overall administration of the conduct of all Examinations as per instructions of the Controller of Examinations.
- f) The Deputy Controller of Examinations shall verify results before announcement.
- g) The Deputy Controller of Examinations shall send copies of results and other required data to the Controller of Examinations.
- h) The Deputy Controller of Examinations shall counter-sign the attendance sheet of the Examiner/ Evaluator/ Paper setter's bill in a centralized evaluation system.
- i) The Deputy Controller of Examinations shall assist the Controller of Examinations in the process of holding semester Examinations including the Mid-term/special Examinations and the declaration of the final results of the examinations.
- j) The Deputy Controller of Examinations shall coordinate between the University central office and the various affiliated colleges/ on-campus units of the University on Examination-related matters.
- k) The Deputy Controller of Examinations shall be responsible for the overall supervision of the Examination Software.
- l) The Deputy Controller of Examinations shall ensure the availability of all Examination materials required for every semester examinations.
- m) The Deputy Controller of Examinations shall supervise and distribute various results of the University to the University fraternity, including the publication of the results in the official website as well as their publication in the newspapers.
- n) The Deputy Controller of Examinations shall exercise such other powers, perform such other duties, and discharge such other examination-related functions as are assigned to him/her by the Vice-Chancellor and the Controller of Examinations or are prescribed by the Ordinances from time to time.

#### **24. Pay Scale of the Deputy Controller of Examinations**

Scale of Pay Rs.15600-39100/- plus Grade pay Rs.7600/-

#### **25. Authorities of the University**

As mentioned in the Assam Science and Technology University Act, 2009 the following shall be the Authorities and Committees of the University:-

- (i) The Court
- (ii) The Executive Council

- (iii) The Academic Council
- (iv) The Post Graduate Board
- (v) The Under Graduate Board
- (vi) The Finance Committee
- (vii) The Selection Committee
- (viii) Such other Authorities as may be declared by the subsequent Statutes to be Authorities of the University.

## **26. Tenure of the Authorities**

- (i) All *Ex-officio* members of all Authorities of University shall hold office so long as they hold the memberships, offices or posts by virtue of which they become members of such Authorities.
- (ii) Save as otherwise provided in the Act, all other members of the Authorities of the University shall hold office for a period of three years or till the expiry of the term of membership whichever is earlier, from the date of election, nomination, appointment or choosing of the members concerned:
  - a) Provided further that notwithstanding the expiry of the term of membership of any Authority such members shall continue to hold the membership until the new member is elected, nominated, appointed or chosen in his/her place.
  - b) Provided further that any student member elected under Clause (xiv) of Sub-SECTION (1) of SECTION 16 of the Act shall hold office for a period of one year only from the date of his election as the case may be. He/she shall cease to be a member of the Court on his ceasing to be a student of the University.
- (iii) Any member elected, nominated, appointed or chosen to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the member in whose seat he/she is so elected, nominated, appointed or chosen.
- (iv) With the approval of the Court, the Vice-Chancellor may remove a member, elected under Clause (xiv) of Sub-SECTION (1) of SECTION 16 of the Act, if he/she does not fulfill the conditions laid down in the provision therein.

## **27. Constitution and powers and duties of the Authorities and Committees**

The powers and duties of the Authorities and Committees of the University are set out in SECTION 28 to SECTION 40 of the Act.

## **28. The Court**

- 1) Following is the constitution of the Court:

**A) Ex-officio Members**

- a) The Chancellor is the Chairman
- b) The Vice-Chancellor,
- c) The Rector,
- d) The Deans
- e) The Registrar,
- f) The Principal Secretary to the Government of Assam and in his absence the Commissioner and Secretary to the Government of Assam in the Higher Education Department,
- g) The Director of Higher Education, Assam,
- h) The Director of Technical Education, Assam,
- i) The Principals of all Engineering Colleges of the State of Assam,

**B) Other Members**

- a) Persons not exceeding five in number, nominated by the Chancellor from among the donors, each of whom has contributed a sum of rupees twenty-five lakhs or more to the University,
  - b) Three persons elected by the members of the Assam Legislative Assembly from among themselves,
  - c) One members of the Higher Secondary Education Council, Assam, elected by the aforesaid Council,
  - d) Five persons distinguished in Literature, Law, Medicine, Engineering Technology Industry, Commerce and Public life nominated by the Chancellor,
  - e) Two persons to be nominated by the Chancellor from amongst those whose interests are not otherwise represented,
  - f) Three representatives to be elected by the post- graduate students from amongst themselves; Provided that a student to be so elected must have been a student of a college under the University for at least one year prior to his election, Provided further that no student who has taken more than one year in excess of the period prescribed for the course of which he is a student would be eligible for such election.
  - g) Two Alumni to be elected by the registered Alumni Association of the University.
- 2) Dates for the Court meetings: The Court shall meet at least twice a year at the interval of about 6 months. The first meeting in the year shall be called and treated as the Annual General Meeting, in which the annual statement of accounts, the audit report and the budget of the University for the next financial year, together with the views of the Executive Council shall be presented. The dates shall be fixed on dates as suggested by the Chancellor.



- 3) The Vice-Chancellor may whenever he thinks necessary, and shall, upon requisition in writing signed by not less than one-third of the members of the Court, convene a special meeting of the Court in consultation with the Chancellor.

## **29. Powers and Duties of the Court**

Subject to the provisions of the Act, the Court shall have the following powers and duties:

- (a) To review, from time to time, the broad policies and programmes of the University, and to suggest measures for the improvement and development of such policies, programmes, works and other affairs;
- (b) To consider the annual report, the annual statement of accounts, the audit report and the budget of the University for the next financial year, to approve the budget, with modification, if any, to express its views on the annual report, the statement of accounts and the audit report and to suggest such measures as it may deem proper on the matter covered by them;
- (c) To approve with or without modifications, the Statutes submitted by the Executive Council:

Provided that before making any modifications to the Statutes submitted by the Executive Council, the Executive Council shall be given an opportunity to consider the modifications proposed by the Court and the Court shall consider the opinion expressed by the Executive Council on such modifications.

## **30. The Executive Council**

The Executive Council shall be the Chief Executive Body of the University. Following is constitution of EC

- i) The Vice-Chancellor, Chairman
- ii) The Rector,
- iii) The Registrar, Secretary to EC
- iv) The Director of Higher Education, Assam,
- v) The Director of Technical Education, Assam,
- vi) The Deans,
- vii) The Chairperson, Higher Secondary Education Council, Assam,
- viii) Two Principals of affiliated Colleges to be elected from amongst themselves,
- ix) Two members of the Court, other than the employees of the University or affiliated or recognized Colleges or Institutions elected by the court at its Annual General Meeting,
- x) Two persons, of whom at least one shall be a woman, nominated by the Chancellor,
- xi) Two persons nominated by the State Government of Assam.

### **31. Power and Duties of Executive Council**

Subject to the provisions of the Act, and the Statutes, the Executive Council shall have the following powers and duties:

- (a) To institute and confer degrees, titles, diplomas, certificates and other academic distinctions to be conferred on the basis of Examinations and to withdraw any such degree, title, diploma, certificate or other academic distinctions previously conferred, after considering the recommendations of the Post Graduate Board, and the Under Graduate Board, as the case may be, and the Academic Council;
- (b) To institute fellowship, scholarships, prizes and other awards and to withdraw any such fellowship, scholarship, prize or other distinction previously awarded for good and sufficient cause, after taking into consideration the recommendations of the Post Graduate and the Under Graduate Board, as the case may be, and the Academic Council;
- (c) To institute posts of teachers required under the University and to recognize persons as teachers under the University, after taking into consideration the recommendations of the Post Graduate Board and the Under Graduate Board, as the case may be, and the Academic Council;
- (d) To create academic administrative, ministerial and other posts, as may be necessary, with the prior approval of the State Government;
- (e) To appoint from time to time, the officers and staff of the University, and the holders of the administrative posts of the University, after considering the recommendations of the Selection Committee and other committees, as the case may be, constituted for the purpose;
- (f) To make provision for the emoluments, duties, and terms and conditions of service of the staff of the University;
- (g) To affiliate colleges and institutions not established, maintained or managed by the University and withdraw such affiliations previously granted for good and sufficient reasons;
- (h) To constitute an Examination Committee and to arrange for holding of, conduction and publishing the results of University Examinations. The constitution, powers and duties of the Examination Committee will be determined by an Ordinance;
- (i) To recognize libraries, laboratories, museums, halls and hostels not established, maintained or managed by the University and to withdraw such recognition;
- (j) To determine the form and to regulate the use of the common seal of the University;
- (k) To take, receive, purchase or sell property movable or immovable, and to grant, demise, alienate, transfer or otherwise dispose of or administer or manage any such property for the purpose of the University under the Act;
- (l) To place before the Court, the Annual Report of the working of the University, the Annual Statement of Account, the Budget of the University for next financial year, the audit report on the Annual Statement of Account together with the views of the Executive Council upon them for consideration and necessary action;

Provided that the budget shall not be submitted to the Court unless the Finance Committee has previously examined the same, and the Executive Council has considered the advice and suggestions of the Finance Committee;

- (m) To make allocations of funds to different bodies after considering the recommendations of the Post Graduate Board and the Under Graduate Board in this regard as the case may be; and
- (n) To exercise all other powers of the University, for the exercise of which no specific provision has been made in the Act or in the Statutes.

### **32. The Academic Council**

The Academic Council shall consist of the following members:

- i) The Vice-Chancellor, Chairman,
- ii) The Rector,
- iii) The Academic Registrar, Secretary,
- iv) The Deans,
- v) All principals of the affiliated colleges,
- vi) Five teachers of the affiliated colleges representing different subject to be elected from amongst themselves;

Provided that a teacher so elected shall hold office for a period of two years from the date of his election.

- vii) Three Professors nominated by the Vice-Chancellor from the colleges,
- viii) Two persons, who may or may not be teachers, nominated by the Vice-Chancellor,
- ix) One Education Officer of the Higher Secondary Education Council, Assam, to be nominated by the Chairperson of the aforesaid Council,
- x) The Director of Technical Education, Assam.

### **33. Powers and Duties of the Academic Council**

The Academic Council shall have the following powers and duties:

- (a) To determine and specify from time to time the branches of study in which provisions for instructions, research and for advancement and dissemination of knowledge are to be made;
- (b) To approve, and when necessary revise, with or without modifications, the pattern of courses and the examinations to be held, after considering the recommendations of the Examination Committee, the Post Graduate Board and the Under Graduate Board, as the case may be;
- (c) To approve the conditions for admission of students to Post Graduate and Under Graduate courses with or without modifications after considering the recommendations of the Post Graduate Board and the Under Graduate Board, as the case may be;
- (d) To supervise and upgrade the University library;
- (e) To give such directions and to suggest such measures, as it may think fit, to the Post Graduate Board and the Under Graduate Board, on any matter affecting the academic

work of the University, to consider the views expressed by the said Boards on the measures suggested and to take such decisions as it may think fit;

- (f) To receive the proceedings of the meeting of the Post Graduate Board, the Under Graduate Board and the Examination Committee and to make such recommendations to the Boards or Committee concerned thereon, as it may think fit.

#### **34. The Post Graduate Board**

The Post Graduate Board shall have the following members:

- i) The Vice-Chancellor, Chairman,
- ii) The Rector,
- iii) The Deans,
- iv) Four persons from amongst the Professors and Heads of Departments of the affiliated colleges elected by the Academic Council,
- v) Two members of the Academic Council who are not Professors or Heads of Department of the University or Colleges, elected by the Academic Council,
- vi) Two persons who may or may not be professors of the University to be nominated by the Vice-Chancellor, and
- vii) One member of the Examination Committee to be nominated by the Vice-Chancellor.

#### **35. Powers and Duties of the Post Graduate Board**

Subject to the provisions of this Act, the Statutes and the Ordinances, the Post Graduate Board shall have the following powers and duties:

- (a) To recommend to the Academic Council, the pattern of Post Graduate courses, the examinations to be held for such courses, and for their revision;
- (b) To approve the curricula and syllabi for the Post Graduate courses and to modify them whenever necessary;
- (c) To recommend to the Executive Council for the institution and award of fellowships, scholarships, prizes, honorary degree and other awards or academic distinctions and for the institution and conferring of degrees, diplomas, titles, certificates and other academic distinctions in the Post Graduate courses on the basis of examinations and for the withdrawal thereof;
- (d) To make recommendations to the Executive Council for the institution of posts of teachers required for the Post Graduate courses running in the University and for the recognition of persons as teachers for any other course, and regarding their emoluments, duties, and terms and conditions of their services;
- (e) To recommend to the Academic Council the academic qualification for the admission of students to Post Graduate courses, and to make Regulations for their attendance and other academic activities;

- (f) To make Regulations in regard to the residence, discipline of students in the colleges, and institutions imparting Post Graduate courses and for the promotion of their health care facilities and welfare;
- (g) To review the works of the Post Graduate departments in colleges and institutions engaged in instruction in Post Graduate courses and research and to call for report thereon, and to take all steps necessary for the improvement of standard of research and teaching and other academic affairs;
- (h) To consider the measures suggested by Academic Council on any matter affecting the academic work of the University and to express its views on them, to consider any issues referred to it by the Executive Council or the Academic Council and to submit reports thereon to the Executive Council or the Academic Council, as the case may be;
- (i) To consider and approve the panels of examiners for Post Graduate Examinations;
- (j) To promote research within the University and make Regulations governing research degrees; and
- (k) To appoint committees, and to fix their terms of reference, in regard to any matter within the jurisdiction on the Post Graduate Board.

### **36. The Under Graduate Board**

The Under Graduate Board shall consist of the following members:

- i. The Vice-Chancellor, Chairman,
- ii. The Rector,
- iii. The Deans,
- iv. Three persons from among the professors and the Heads of Departments of the Colleges elected by the Academic Council,
- v. Principals of all affiliated colleges,
- vi. Three persons who may or may not be members of the Academic Council, nominated by the Vice-Chancellor,
- vii. Five persons to be elected from amongst the teachers of affiliated colleges, and
- viii. One member of the Examination Committee to be nominated by the Vice-Chancellor.

### **37. Powers and Duties of the Under Graduate Board**

- (a) To recommend to the Academic Council the pattern of courses and examinations for the Under Graduate courses;
- (b) To make recommendations to the Executive Council for Professorships, Associate Professorships, Assistant Professorships or other posts of teachers required for the Under Graduate courses in the colleges and for the recognition of person as teachers for such courses and regarding their emoluments, duties and terms and conditions of service;



- (c) To make recommendation to the Executive Council for the award of scholarships, prizes and other awards and the conferment of degrees, diplomas, titles, certificates and other academic distinction in the Under Graduate courses ;
- (d) To consider and approve the curricula and syllabi for the Under- Graduate courses;
- (e) To review the work of the Under- Graduate departments in colleges and institutions imparting instructions in Under- Graduate courses, to call for reports thereon and to take steps necessary for the improvement of the standard of teaching and other academic affairs;
- (f) To recommend to the Academic Council the academic requirement for admission of students to the Under- Graduate courses and to make Regulations for their attendance and academic disciplines;
- (g) To consider and approve the panels of examiners for Under- Graduate examinations;
- (h) To make Regulations in regard to the residence, health care and discipline of the students in Under- Graduate courses;
- (i) To consider the measures suggested by the Academic Council on any matter affecting the Academic work of the University and express its views on them, to consider any matter referred to it by the Executive Council or the Academic Council and to submit report thereon to the Executive Council or the Academic Council, as the case may be; and
- (j) To appoint Committees, and fix their terms of reference, in regard to any matter within the jurisdiction of the Under- Graduate Board.

### **38. The Finance Committee**

There shall be a Finance Committee of the University consisting of the following members:

- i) The Vice-Chancellor, as the Chairman ,
- ii) The Registrar,
- iii) The Finance Officer, secretary,
- iv) Two members elected by the Court from amongst the members,
- v) Two members elected by the Executive Council from amongst its members, and
- vi) Two members to be nominated by the State Government, one from the Finance and other from the Technical Education Department.
- vii) One external Financial Expert.

\* Registrar/ Finance Officer as the Secretary

### **39. Powers and Duties of the Finance Committee**

The Finance committee shall have the following powers and duties:

- (a) To prepare the annual budget estimates and forward to the Executive Council for further action;

- (b) To make recommendations to the Executive Council regarding the Finance of the University;
- (c) To examine every proposal for new expenditure involving a sum of money exceeding rupees fifty thousand and to advise the Executive Council accordingly;
- (d) To review the financial position of the University periodically;
- (e) To suggest the means for improvement of the financial position of the University;
- (f) To consider and recommend revision of grades of pay and the grades of pay of new posts to the Executive Council as per UGC norms; and
- (g) To deal with such other issues relating to the financial matters of the University as may be prescribed by the Statutes and the Ordinances.

#### **40. The Selection Committee**

(1)

- (a) There shall be a Selection Committee for making recommendations, to the Executive Council for the appointment of Academic staff, Registrar, Finance Officer, Librarian and other Officers of the University as may be provided by the Statutes consisting of the following members:

- i) The Vice-Chancellor as Chairperson of the Selection Committee,
- ii) Three persons not holding any office of profit under the University- one to be nominated by the Chancellor, one to be nominated by the State Government and the other to be nominated by the Executive Council.
- iii) The Registrar shall be the Member- Secretary of the Selection Committee except for the Selection Committee for the appointment of Registrar in which case the Vice-Chancellor shall nominate one person as Member – Secretary in consultation with the Executive Council;

Provided further that, where a Selection Committee recommends to the Executive Council the name of one person only and that person is not acceptable to the Executive Council. The Executive Council shall record its reasons in writing for not accepting the recommendation and direct the Registrar to advertise the vacancy again and convene a meeting of the Selection Committee for making fresh recommendation.

- iv) A domain/ subject matter expert in the relevant field shall be included in the selected committee with the consent of the Vice-Chancellor.
- v) The Dean of the concerned department and in his absence the Head of the Department shall be included in the selection committee with the consent of the Vice-Chancellor.
- (b) Where an appointment is to be made to a temporary vacancy of the University, the appointment shall be made, if the vacancy is for a period of one year or more, on the recommendation of the Selection Committee in accordance with the provision of the preceding sub SECTIONS and no ad- hoc appointment shall be made by the Executive Council.

- (2) If a member of the Selection Committee is unable to attend, he may send his opinion in writing to the Vice-Chancellor and such opinion shall be taken into consideration by the Selection Committee in making its recommendations.

Explanation: For the purpose of this SECTION, the co-opted members shall be deemed to be members of the Selection Committee for the purpose for which they are co-opted.

- (3) The Executive Council shall constitute one or more Committees for making recommendations to the Executive Council for appointment to other posts and may prescribe by Ordinance the procedure and methods to be followed in making such recommendations.

#### **41. Delegation**

1. Subject to the provisions of the Act, the Vice-Chancellor, and with the previous approval of the Vice-Chancellor, the Rector or the Registrar may delegate any of his powers or duties conferred or imposed by under this Act, to an officer under his direct administrative control.

2. Subject to the provisions of the Act:

- (a) The Court may delegate any of its powers and duties conferred or imposed by the Act, to

- (i) the Vice-Chancellor,
- (ii) the Executive Council, or
- (iii) a committee constituted from among its own members.

- (b) The Executive Council may delegate any of its powers or duties conferred or imposed by under the Act:

- (i) the Vice-Chancellor,
- (ii) the Rector,
- (iii) the Registrar,
- (iv) a committee constituted from among its own members,
- (v) the Post Graduate Board or the Under Graduate Board,
- (vi) the Finance Committee, or
- (vii) the Academic Council.

- (c) The Academic Council may delegate any of its powers or duties conferred or imposed by under the Act:

- (i) the Vice-Chancellor,
- (ii) the Rector,
- (iii) the Registrar,
- (iv) the Academic Registrar,
- (v) the Dean Academic Affairs,

- (vi) the Controller of Examinations,
- (vii) a committee constituted from among its own members,
- (viii) the Post Graduate Board or the Under Graduate Board, or
- (ix) any of the Boards of Studies.

(d) The Finance Committee may delegate any of its powers and duties conferred or imposed by under the Act, to the Vice-Chancellor under intimation to the Chancellor.

#### **42. Affiliation**

**Terms and conditions of affiliating colleges and recognized institutions managed by the University:**

- A. After the commencement of the First Statutes, any college or institution applying for affiliation to the University shall satisfy the Executive Council on the following terms:
  - i. that the college shall be under the management of a duly constituted Governing Body which shall include at least two representatives of the teaching staff of the college or institution as the case may be, including the Principal and a nominee of the Government of Assam,
  - ii. that the land and buildings of the college or institution, as the case may be, and the equipment for teaching therein are adequate and suitable as per AICTE / UGC norms,
  - iii. that the strength and qualifications of the teaching staff are sufficient for the courses of instruction to be imparted in the college or institution and that the tenure of office of the teaching staff is as per UGC / AICTE norms,
  - iv. that adequate arrangements will be made for the welfare, discipline and supervision for its continued maintenance and efficient working;
  - v. that the financial resources of the college or institution are adequate to make provisions for its continued maintenance and efficient working;
  - vi. that the affiliation of the colleges or institutions having regard to the educational facilities provided by the other colleges or institutions in the same neighborhood, will not be detrimental to the interest of education,
  - vii. that the affiliation is subject to satisfactory inspection report of the visiting expert team/ committee which is to be constituted by the University consisting of four domain experts and one Govt. nominee not below the rank of Joint Secretary.
- B. No new colleges shall be given permission or affiliation by the University without prior concurrence of the State Government.

#### **43. Service Conditions and Code of Conduct of the employees of the University**

The categories and grades of the posts under the University shall be as per the recommendation of the Executive Council and as accepted by Govt. of Assam from time to

time. The service conditions, qualification, age limit and the method of recruitment will be as per the recommendation of the Executive Council.

#### **44. Method of recruitment**

Recruitment to the posts may be made:

- i) Through direct recruitment
- ii) By appointment on contract-basis for a limited period with the recommendation of the Executive Council.

#### **45. Appointments**

Appointments to the posts shall be as recommended by the Selection Committee constituted by the Executive Council and appointments will be made with the approval of the Executive Council.

Appointments shall be made initially for a probation period as decided by the Executive Council for not less than two years in case of the non-teaching staff and one year in case of faculty and officers, and the confirmed appointments will be given only after satisfactory performance including good conduct, sound health and integrity and also subject to the affirmative police verification report after completion of the period of probation.

#### **46. Age of Superannuation**

The age of superannuation of the employees of the University shall be as per the existing Govt. of Assam rules and the provisions of regulatory authorities like UGC.

#### **47. Disciplinary Action**

Regarding the matter of disciplinary actions on the employees of the University, the existing rules of Govt. of Assam will be applicable until relevant Ordinances are made by the University with the approval of the Executive Council and the Court.

#### **48. Award of fellowship, scholarship, prizes, degrees, diplomas, certificates etc.**

As stipulated in SECTION 4(ii) of the Act, the University shall have the power to hold examinations and grant and confer degrees, diplomas, certificates or other academic distinctions, and to withdraw of any degrees, diplomas, certificates, or distinctions previously granted to or conferred upon by the University for good and sufficient causes.

The Chancellor of the University shall preside over the convocation to confer degrees/diplomas etc. and in the absence of the Chancellor the Vice-Chancellor shall preside over the convocation as stipulated under SECTION 11(1) of the Act. Separate Regulations will be framed to detail the procedures of convocation for the University.

#### **49. Powers of the University**

- I. The Chancellor, the Vice-Chancellor, the Rector, the Registrar and the members of the Court, the Executive Council and the Academic Council so long as they continue to hold



such office or membership shall constitute a body corporate by the name of "The Assam Science and Technology University".

- II. The University shall have perpetual succession and a common seal, and shall sue and be sued by that name.
- III. The University shall have the powers as stipulated in details in the SECTION 4 of the University Act.

#### **50. Jurisdiction**

Save as otherwise provided in the Act, the powers of the University conferred by or under the Act shall extend to the State of Assam.

#### **51. Procedure to be followed in inspections or investigations**

The University will make inspections or investigations into the affairs of affiliated Colleges and institutions from time to time as per the terms and conditions as suggested by the Executive Council.

The procedure to be followed in inspection or investigation caused to be made by the Executive Council into the affairs of colleges, institutions and other bodies, whether constituent, recognised or affiliated, and the manner in which the Executive Council is to exercise its general control and supervision over them is to be made by the Executive Council in due time.

#### **52. Protocol or mechanism for the modification / augmentation of Statutes**

- (a) Any member of the Court may propose to the Court the draft of any Statute and the Court may refer any such draft to the Executive Council and the Executive Council shall consider the same and submit the draft with its recommendation or reject giving reasons.
- (b) Notwithstanding anything contained above, the Executive Council shall not submit the draft of any Statute affecting the powers, duties and constitution of any authority of the University unless such authority has been given an opportunity to express its opinion in respect of the matters and unless the Chancellor has given approval to the Executive Council to submit the draft to the Court.

#### **53. Addition to the First Statutes, First Ordinances and First Regulations**

- (a) For creating new Statutes, new Ordinances and new Regulations the procedures are to be followed as per the provisions of SECTION 31, SECTION 32 and SECTION 33 of the ASTU Act, 2009 with the approval of the Executive Council.
- (b) Every new Statute or addition to the Statutes or any amendment or repeal of the Statutes shall require the previous approval of Chancellor who may sanction, disallow or remit it for further consideration;
- (c) The First Statutes, First Ordinances and First Regulations of the University shall remain in force until the next Statutes, next Ordinances and next Regulations are made under the provisions of the Act.

**54. Savings**

Notwithstanding anything contained in the First Statutes, any decision given, order made, anything done, any action taken or any proceedings commenced under any action taken or any proceedings commenced by the University immediately before the commencement of these Statutes, shall in so far as they are not inconsistent with the provisions of the ASTU Act, 2009 continue to be in force and shall be deemed to have been given, made, done or taken, commenced under the provisions of these Statutes.

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**FIRST REGULATIONS**

*(framed under the Assam Science and Technology University Act, 2009)*

**1. Short title and commencement**

- a) These Regulations will be called the First Regulations of Assam Science and Technology University.
- b) The First Regulations of the University shall remain in force until the next version of Regulations are made under the provisions of the Assam Science and Technology University Act, 2009.
- c) These Regulations shall come into force on such date as the Vice-Chancellor notifies these after obtaining the assent of the Chancellor of the University.
- d) These Regulations shall be considered in conjunction with the provisions of the Assam Science and Technology University Act 2009 and the relevant statutes and Ordinances. In case of absence, differences or ambiguities of provisions in the Statutes, Ordinances and Regulations with regards to the provisions in the Act of the University, the provisions as stated in the Act shall prevail.

**2. Regulations relating to the Authorities**

- a) Subject to the provisions of Assam Science and Technology University Act 2009, the First Statutes and the First Ordinance each of the authority of the University will make Regulations consistent with this Act, the Statutes and the Ordinances, for the purpose of carrying out the duties and for exercising the powers assigned to the authorities concerned under this Act, First Statutes and First Ordinance.
- b) The following are the authorities of the University:
  - (i) The Court
  - (ii) The Executive Council
  - (iii) The Academic Council
  - (iv) The Post Graduate Board
  - (v) The Under Graduate Board
  - (vi) The Finance Committee
  - (vii) The Selection Committee
  - (viii) Such other authorities as may be declared by the statutes to be the authorities of the University.

**3. Procedures to be observed and members required to form a Quorum at the meeting of the authorities:**

**A)** The following procedures concerning the authorities of the University not otherwise provided by the Act or the Statutes or Ordinances will be prescribed by Regulations in line with SECTION 33 (2) (c) of the Act.

**B) The Court (Procedures and Quorum)**

- i) On dates to be fixed by the Vice-Chancellor in consultation with the Chancellor, the court shall meet at least twice a year at the interval of about six (6) months. The first meeting in the year is to be called and treated as the Annual General Meeting, in which the annual statement of accounts, the audit report and the budget of the University for the next financial year, together with the views of the Executive Council shall be presented.
- ii) The Vice-Chancellor may whenever he thinks fit, and shall, upon requisition in writing signed by not less than one-third of the members of the Court, convene a special meeting of the Court with the permission of the Chancellor.
- iii) A meeting of the Court will be notified 15 days prior to the holding of the meeting under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and the University will obtain necessary approval from the Members and the Chancellor of the University.
- iv) Not less than one-third of the members of the Court will be required to form a Quorum of the Court. Adjourned meeting do not need Quorum, as essential.

**C) Executive Council (Procedures and Quorum)**

- i) The dates for holding the meeting of the Executive Council will be fixed by the Vice Chancellor of the University.
- ii) A meeting of the Executive Council will be notified 15 days prior to holding of the meeting or as decided by the Vice-Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and will be approved by the Members of the Executive Council and the Vice Chancellor of the University.
- iii) Not less than one-third of the members of the Executive Council will be required to form a Quorum of the Executive Council. Adjourned meetings are independent of Quorum requirement.

**D) Academic Council (Procedures and Quorum)**

- i) The dates for holding the meeting of the Academic Council will be fixed by the Vice Chancellor of the University.

- ii) A meeting of the Academic Council will be notified 15 days prior to the holding of the meeting or as decided by the Vice Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and will be approved by the Members of the Academic Council and the Vice-Chancellor of the University.
- iii) Not less than one-third of the members of the Academic Council will be required to form a Quorum of the Academic Council. Adjourned meeting shall not insist on Quorum.

**E) The Post Graduate Board (Procedures and Quorum)**

- i) The dates for holding the meeting of the Post Graduate Board will be fixed by the Vice Chancellor of the University.
- ii) A meeting of the Post Graduate Board will be notified 15 days prior to the holding of the meeting or as decided by the Vice Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and will be approved by the Members of the Post Graduate Board and the Vice-Chancellor of the University.
- iii) Not less than one-third of the members of the Post Graduate Board will be required to form a Quorum of the Post Graduate Board. Quorum is not essential for adjourned meetings.

**F) The Under Graduate Board (Procedures and Quorum)**

- i) The dates for holding the meeting of the Under Graduate Board will be fixed by the Vice Chancellor of the University.
- ii) A meeting of the Under Graduate Board will be notified 15 days prior to the holding of the meeting or as decided by the Vice Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and will be approved by the Members of the Under Graduate Board and the Vice Chancellor of the University.
- iii) Not less than one-third of the members of the Under Graduate Board will be required to form a Quorum of the Under Graduate Board. Quorum is not essential for adjourned meetings.

**G) The Finance Committee (Procedures and Quorum)**

- i) The dates for holding the meeting of the Finance Committee will be fixed by the Vice Chancellor of the University.



- ii) A meeting of the Finance Committee will be notified 15 days prior to the holding of the meeting or as decided by the Vice Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the University and will be approved by the Members of the Finance Committee and the Vice Chancellor of the University.
- iii) Not less than one-third of the members of the Finance Committee will be required to form a Quorum of the Finance Committee. Adjourned meeting shall not insist on Quorum.

#### **H) The Selection Committee (Procedures and Quorum):**

- i) The dates for holding the meeting of the Selection Committee will be fixed by the Vice Chancellor of the University.
- ii) A meeting of the Selection Committee will be notified at least 10 days prior to the holding of the meeting or as decided by the Vice Chancellor under the relevant provision of the Act and the University will prepare necessary invitation and Agenda for the meeting. The minutes of the meeting will be prepared by the Member Secretary and will be approved by the Members of the Selection Committee and the Vice Chancellor of the University.
- iii) Not less than one-third of the members of the Selection Committee will be required to form a Quorum of the Selection Committee. Adjourned meeting shall not insist on Quorum.

#### **4) Matters to be made by the Under Graduate Board and Post Graduate Board as Regulation under the provision of the Act**

- a) Regulation in regard to the matter of students' **residence** of the Colleges and Institutions imparting Under Graduate and Post Graduate Courses will be made by the Executive Council as required under the SECTION 25(h) and SECTION 23 (f), respectively, of the Act in due course of time.
- b) Regulation in regard to the matter of students' **discipline** of the Colleges and Institutions imparting Under Graduate and Post Graduate Courses will be made by the Executive Council as required under the SECTION 25(h) and SECTION 23 (f), respectively, of the Act in due course of time.
- c) Regulation in regard to the **health** and **welfare** of the students of the affiliated Colleges and Institutions imparting Under Graduate and Post Graduate Courses will be made by the Executive Council as required under the SECTION 25(h) and SECTION 23 (f), respectively, of the Act in due course of time.

**5) Regulation on matters concerning the Authorities and not otherwise provided for by or under the Act, the Statutes and the Ordinances**

**A) Finance Committee**

- i. Regulations in detail regarding matters concerning the Finance Committee will be made by the Executive Council.
- ii. The following basic Subject matters are indicated for consideration under the Regulations.
  - a) Maintenance of Accounts and Registers and Audit of Accounts.
  - b) Receipt and Payment of money.
  - c) Pay and Allowances of officers and establishments.
  - d) Annual Accounts.
  - e) Examination fees and Remuneration.
  - f) Miscellaneous matters like Benefit of Retirement, Provident Fund, Travelling Allowance, Daily Allowance etc.
  - g) Purchase rules and Committee.
  - h) Affiliation fees.
  - i) Any other relevant matters as decided by the Finance Committee and the Executive Council in due course of time.

**B) Academic Council**

- i. Regulations in detail regarding matters concerning the Academic Council will be made by the Academic Council and the Executive Council in accordance with the provisions of the Act, and with approval of the Chancellor.

**ii. B.Tech Programme**

The following basic Subject matters are indicated for consideration under this Regulations:

- a) B. Tech programmes
- b) Course Structure and Curricula
- c) Degree requirements
- d) Academic Calendar
- e) Attendance requirement
- f) Registration
- g) Evaluation pattern
- h) Promotion policies
- i) Any other relevant matters as decided by the Academic Council and the University in due course of time.

**iii. M.Tech Programme:**

The following basic Subject matters are indicated for consideration under this Regulations:

- a) M. Tech programmes

- b) Eligibility Criteria for admission
- c) Academic Calendar
- d) Attendance requirement
- e) Registration
- f) Evaluation pattern
- g) Promotion policies
- h) Assessment of Academic Performance
- i) Any other relevant matters as decided by the Academic Council and the University in due course of time.

#### **iv. B.Pharm Programme**

The following basic Subject matters are indicated for consideration under this Regulations:

- a) B. Pharm programmes
- b) Course Structure and Curricula
- c) Eligibility Criteria for admission
- d) Academic Calendar
- e) Attendance requirement
- f) Registration
- g) Evaluation pattern
- h) Promotion policies
- i) Assessment of Academic Performance
- j) Any other relevant matters as decided by the Academic Council and the University in due course of time.

#### **v. M.Pharm Programme**

The following basic Subject matters are indicated for consideration under this Regulations:

- a) M. Pharm programmes
- b) Degree Requirements for admission
- c) Eligibility Criteria for admission
- d) Academic Calendar
- e) Attendance requirement
- f) Registration
- g) Evaluation pattern
- h) Promotion policies
- i) Assessment of Academic Performance
- j) Any other relevant matters as decided by the Academic Council and the University in due course of time.

**vi. Master of Business Administration (MBA) Programme:**

The following basic Subject matters are indicated for consideration under this Regulations:

- a) MBA programmes
- b) Academic Calendar
- c) Eligibility for appearing in the Entrance Examination.
- d) Admission Process
- e) Reservation of Seats
- f) Degree Requirements
- g) Attendance requirement
- h) Registration
- i) Examination and Evaluation of students
- j) Promotion policies
- k) Any other relevant matters as decided by the Academic Council and the University in due course of time.

**C) Any other Regulations to be made by other authorities of the University will be made by the concerned authorities with the consent of the Executive Council.**

**6) Procedures and Norms of Affiliation****A) Introduction**

The affiliation, granting of affiliation, renewal of affiliation and withdrawal of affiliation are some of the regular and major functions of the University. The **affiliation activity begins in the month of April and concludes by the end of August every year.** The affiliation process shall include the following:

- 1) In the **first week of August** notification is issued seeking of fresh affiliation for new courses/ subjects, laboratory, grant of additional intake of students, renewal of temporary affiliation for the existing courses and permanent affiliation, research affiliation etc.
- 2) The intending institutions/ colleges shall submit applications within 30 days from the date of notification in the prescribed university affiliation format along with necessary documents/ information.
- 3) After receiving applications in the standard prescribed format, the university shall study the eligibility of the affiliation.
- 4) On accepting the proposal for affiliation in principle, the university shall ask the institute/ college for payment of the prescribed processing fee.
- 5) On receipt of processing fee, the Vice-Chancellor shall constitute an expert committee for inspection of the intending institute/ college in respect of affiliation. The Academic Registrar shall be the ex-officio Member Secretary of the committee.

- 6) The expert committee shall submit the report within ten (10) days of the visit. Based on the expert committee report the university shall decide whether to affiliate or not affiliate the college/ institution.

The expert committee may suggest some improvement or may propose some conditions before affiliation of college/ institutions / course etc. In that case the university may seek compliance report from the college/ institute and may conduct revisit of inspection committee. The university may charge certain fee for revisiting of inspection committee for the same.

- 7) The university shall obtain approval from Academic Council for affiliation of the institution/ college before issuing Letter of Intent (LoI) for provisional affiliation with the approval of the Vice-Chancellor.

The intended institution/ college shall deposit the affiliation fee as per university rules before issue of LoI.

- 8) The same procedure shall be followed for enhancing of intake capacity of affiliated programs after paying the prescribed fees and expert visit fees.
- 9) The university may conduct inspection visit for renewal of temporary affiliation, subject to receipt of request for the same in the standard university affiliation format. The university may ask the intended college/ institution to deposit the processing fee and affiliation fee as per norms.
- 10) Final Letter of Temporary Affiliation will be issued only after approval in the Executive Council of the university.

## **B) PERMANENT AFFILIATION:**

### **GUIDELINES FOR INSTITUTIONS / COLLEGES**

The permanent affiliation may be granted to colleges/ institutions subject to fulfilment of following conditions:

- I. The college/ institution shall have to complete at least five years of satisfactory performance after obtaining provisional affiliation and attain the academic and administrative standards as prescribed by the University/ UGC/ AICTE/ Statutory/ Regulatory Bodies concerned from time to time.
- II. The college/ institution shall have to complete construction of buildings and other infrastructure/ facilities as stipulated in Regulations by the statutory bodies.
- III. All the teaching and non- teaching staff are appointed on permanent basis on the UGC scale of Pay.
- IV. The college/ institution shall have a duly constituted college council as per norms (BOG).
- V. The college/ institution shall be accredited by NAAC/ NBA or any other statutory accreditation agency recognized by the State/ Central Government.



**C) Procedure for grant of permanent affiliation**

- On receipt of request for permanent affiliation of college/ institution the university shall seek Compliance Report from the intended college/ institution of the above conditions or as deemed to be essential.
- On receipt of Compliance Report the university shall constitute a committee with experts of relevant disciplines for permanent affiliation. The constitution of the committee shall be as follow:
  1. Expert (Director/Ex Director/ Ex Vice Chancellor etc.) nominated by Vice-Chancellor, ASTU – Chairman.
  2. Registrar, ASTU-Member
  3. Controller of Examinations, ASTU- Member.
  4. Two/ Three Experts of the relevant disciplines nominated by the Vice-Chancellor, ASTU.
  5. Academic Registrar, ASTU- Member Secretary.

The process for according permanent affiliation shall be the same as for granting provisional affiliation.

**7) Fees structure of Assam Science and Technology University, Guwahati****A)****I. AFFILIATION FEE**

Sl.No.	Particulars of Fees
<b>CONSTITUENT INSTITUTIONS</b>	
1	Application fee for permission to start a college/ Institution
2	Application fee for 1 <sup>st</sup> Affiliation upto 4 branches / courses for two years
3	Application fee for affiliation of each additional new branches/ course for two years
4	Renewal of Affiliation of the Institution upto 4 branches
5	Renewal of Affiliation of the each additional branches
<b>AFFILIATED INSTITUTIONS</b>	
1	Application fee for permission to start a colleges / Institution
2	Application fee for 1 <sup>st</sup> Affiliation upto 4 branches / courses for two years
3	Application fee for affiliation of each additional new branches / course for two years
4	Renewal of Affiliation of the Institution upto 4 branches
5	Renewal of Affiliation of the each additional branches

**II) EXAMINATION FEE**

UNDER GRADUATE COURSES (PER STUDENTS PER SEMESTER)	
1	B.Tech. Examination
POST GRADUATE COURSES (PER STUDENTS PER SEMESTER)	
1	M.Tech. EXAMINATION
2	MCA EXAMINATION
3	MBA EXAMINATION
4	MS EXAMINATION

**III) FEE FOR ISSUE OF CERTIFICATES**

PROVISIONAL CERTIFICATE / DIPLOMAS	
1	Ph.D
2	M.Phil
3	Post Graduate Degrees and diplomas
4	B.Tech.
ORIGINAL CERTIFICATE (Rs)	
1	Ph.D
2	M.Phil
3	Post Graduate Degrees and diplomas
4	B.Tech.
5	Transcript fees for each Exams

**IV) OTHER FEES**

1	Registration Fees
2	Migration Certificate
3	Eligibility Certificate
4	Enrolment Fees for each candidate
5	Registration Form cost

**B)**

AMOUNT OF FEE STRUCTURE AND ANY OTHER FEE REQUIREMENT WILL BE NOTIFIED AFTER DULY APPROVED BY THE FINANCE COMMITTEE AND THE EXECUTIVE COUNCIL OF THE UNIVERSITY IN DUE COURSE.

**8) Conduct and procedure of Convocation for conferring Degrees / Diplomas etc.****A) General Procedures for conduct of Convocation**

The following shall be the procedures for conducting the University Convocation of Assam Science and Technology University to confer Honours, Degree/ Diploma etc. as per ASTU Act 2009.

- i. Convocation for the purpose of conferring degrees shall be held once in a year (which shall be called the Annual Convocation) and at such other times as the Chancellor may direct, there may be special Convocation.
- ii. Special Convocation for conferring degrees or for other purposes may be held on such date and time as the Executive Council may decide with the Chancellor's approval.
- iii. The Diplomas or Degrees shall bear the signatures of the Registrar and the Vice-Chancellor of the University. However, the Provisional Certificates/Diplomas shall be issued by the Registrar under his seal and signature.
- iv. The Convocation shall consist of the body corporate of the University and other members of the authorities and officers of the University. They will be supplied with the convocation costumes for Academic procession for the Convocation.
- v. The Registrar shall issue notice for the convocation at least 6 weeks before the convocation inviting applications with prescribed fees from the eligible candidates.
- vi. The Registrar shall issue to each member of the Convocation a detailed programme of the Convocation and the procedure to be observed at least 10 days before the date of Convocation.
- vii. Candidates who have passed their Examinations in any year shall be eligible to be admitted to the convocation on payment of prescribed fees as may be decided by the University. If, in any subsequent year, the Convocation is not held, all candidates who have passed their Examinations after the last Convocation, shall be eligible to be admitted to the immediate next Convocation on submission of forms and payment of fees. If any candidate does not submit application for admission or fails to attend the Convocation, such candidates may be admitted to the Degree by the Chancellor/Vice-Chancellor *in absentia* and the Degree/Diploma shall be delivered by the Registrar after the Convocation, on submission of application in prescribed form with necessary fees prescribed for the purpose.
- viii. Candidates for Honorary Degrees, Research Degrees, Graduate and Post Graduate Degrees, Diplomas will be admitted in person to the respective degree at the Convocation.
- ix. In the absence of the Chancellor, the Vice-Chancellor shall preside over the Convocation.
- x. The names of the recipients of medals and prizes shall be read out by the Registrar of the University.
- xi. The Deans/Registrar shall present the candidates for admission to their Degrees *in absentia*.
- xii. Degree/ Diplomas etc. shall be conferred on the candidates present in the Convocation by the Chancellor/Vice-Chancellor as the case may be.
- xiii. Designs and other details of the Academic Costumes/Dress/Scarves shall be decided by a committee constituted by the Vice-Chancellor.

**B) Convocation Procedure (details)**

Detailed procedures for conducting the event will be set out in a separate Regulation by the University in due course with the approval of the Academic Council and the Executive Council. For smooth conduct of Convocation, there shall be dress Rehearsal(s) on the day before the date of the Convocation.

**9) Regulations on grievance redressal, ragging, discrimination etc.**

In addition to the regulations to be framed on residence, discipline matter, health and welfare of the students under SECTION 23(f) and SECTION 25(h) of the Act, separate regulations for formation of Internal Complaint Committee (ICC), Anti-Ragging rules, Anti Plagiarism committee, gender discrimination rules etc. will be framed by the Executive Council in consultation with other authorities as required on the basis of guidelines provided by the Regulatory Authorities like AICTE/UGC.

**10) Notwithstanding anything contained in the preceding section the Executive Council may direct, except the Court, to make such amendments and annulments of any regulations framed by the authority in such a manner as may be specified under the provision of SECTION 33(d) of the ASTU Act, 2009.**

Provided that any authority which is dissatisfied with such directions of the Executive Council may appeal to the Chancellor and the decisions of the Chancellor given on the appeal shall be final indeed the decision of the Chancellor on any matter or issue related to the University.

**11) Addition to the First Regulations:**

- i. For the next set of regulations, the procedures to be followed are as per the provisions of SECTION 33 of the ASTU Act, 2009 with the approval of the Executive Council.
- ii. The First Regulations of the university shall remain in force until the next set of regulations are made under the provisions of the Act.

**12) Savings:**

Notwithstanding anything contained in these First Regulations, any decision given, order made, anything done, any action taken or any proceedings commenced under any action taken or any proceedings commenced by the University immediately before the commencement of these Regulations, shall, in so far as they are not inconsistent with the provisions of the ASTU Act, 2009, continue to be in force and shall be deemed to have been given, made, done or taken, commenced under the provisions of these Regulations.

**FIRST ORDINANCES**

*(framed under the Assam Science and Technology University Act, 2009)*

**1. Short title and commencement**

- a) These Ordinances will be called the First Ordinances of Assam Science and Technology University.
- b) The First Ordinances of the University shall remain in force until the next Ordinances are made under the provisions of the Assam Science and Technology University Act.
- c) These Ordinances shall come into force on such date as the Vice-Chancellor notifies these after obtaining the assent of the Chancellor of the University and publication in the official gazette.
- d) These Ordinances shall be considered in conjunction with the provisions of the Assam Science and Technology University Act 2009 and the relevant statutes. In case of absence, differences or ambiguities of provisions in the statutes, Ordinances and Regulations with regards to the provisions in the Act of the University, the provisions as stated in the Act shall prevail.

**2. Admission and Enrolment of the students****General Conditions**

- I. The University will follow the procedures and criteria prescribed by All India Council of Technical Education (AICTE), Pharmacy Council of India (PCI) and other relevant Regulatory Authorities for admission and enrolment to the University and its affiliated institutions.

**II. Admission**

- a) Admission of student to a college or courses run directly by the University shall be allowed ordinarily at the commencement of an academic year and on or before such date as the Academic Council may appoint in that behalf;
- b) A student shall be eligible for admission to a College / Institution in a program with the eligible condition as defined by the University for a Particular Degree Programme;
- c) Admission of students shall be made on merit, either through common entrance tests or competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the brochure of the University/ University website. The specific details about the written test and interview for admission to each Programme of study will be decided by the concerned authority and published in the prospectus;
- d) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with special abilities or of persons belonging to the weaker section of



the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Class Categories shall be observed as per norms/policies of the Government;

- e) The Vice-Chancellor shall be the final authority for admission to all the students including those pursue research, into the various Programmes of study in accordance with the rules framed in this regard from time to time by the University.

### **III. Eligibility for Admission of Students**

- a) No student shall be eligible for admission to a Programme of study, a degree or diploma unless she/he possesses such qualifications for the concerned Programme of study as prescribed by the University.
- b) Admission and enrolment of students shall be planned and executed as below:
  - (i) The University will approve the procedure of admission from time to time and publish the relevant information in this regard.
  - (ii) The University will publish an admission advertisement in national/local newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission / enrolment criteria for each Programme as announced by the University.
  - (iii) Unless otherwise provided, all the admissions shall be made by an Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the Programmes of study offered by the University.
  - (iv) Candidates seeking admission to a Programme of study in the University must fulfill the relevant eligibility criteria laid down by the University and published.
  - (v) The maximum number of seats to be made available for each Programme of study shall be determined by the University from time to time.
  - (vi) No candidate shall be entitled to claim admission as a matter of right.
  - (vii) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

### **IV. Restrictions of Admission on Certain Grounds**

- a) Unless otherwise permitted by the Academic Council and Executive Council no student shall be admitted in two regular Programmes concurrently within or outside the University except that a student pursuing a degree Programme in the University, may be permitted to take admission in a part-time certificate/diploma/ advanced diploma courses or in a Programme approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional Programmes.

- b) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
- c) A student who has completed a Postgraduate/Undergraduate/Certificate Programme shall not be allowed to be admitted again in the same Programme in the same discipline.
- d) Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution / university, shall not be admitted to any Programme of study during the period for which the sentence is in operation.
- e) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false / incorrect.
- f) A student who has taken admission to any course as a full time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

#### **V. Re-admission**

- (i) A student of the 1<sup>st</sup> Year /1<sup>st</sup> Semester of any course who is detained due to not meeting the academic requirements, may not be allowed to continue with the Programme of studies as a fresh student as per rules for such Programmes.
- (ii) A student of other than 1<sup>st</sup> Year /1<sup>st</sup> Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the students fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

#### **VI. Enrolment / Registration of Students**

- (i) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled / registered as a student of the University.
- (ii) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another Programme of this University. Fresh enrolment in such cases shall be necessary.
- (iii) The Academic Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Schools / Centres of the University or carrying on research work in the University.
- (iv) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.

**VII. Late admission**

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

**VIII. Procedure of Withdrawal**

- a) Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of the UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time.
- b) In case the student registers for the Programme on the specified dates or later and then withdraws, the fund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount.
- c) Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus/admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with UGC guidelines.

**3. Course Curriculum:****3. A)**

- a) Assam Science and Technology University will attach due importance and weightage to modern and comprehensive syllabi and course curricula at the Under Graduate, Post Graduate as well as Research levels of study.

**b) Programmes of Study:**

(i)	<b>B.Tech :</b>	<b>Bachelor of Technology</b> Eight-semester Programme for engineering
(ii)	<b>M.Tech :</b>	<b>Master of Technology</b> Four-semester Programme for engineering
(iii)	<b>M.S :</b>	<b>Master of Science</b> Four-semester Programme for both engineering and science
(iv)	<b>M.B.A.</b>	<b>Master of Business Administration</b> Four Semesters course
(v)	<b>M.C.A.</b>	<b>Master of Computer Application</b> Four-Semester Programme
(vi)	<b>M.Phil</b>	<b>Master of Philosophy</b> Four-Semester Programme both for engineering and science
(vii)	<b>Ph.D :</b>	<b>Doctor of Philosophy</b> Minimum Three years / Maximum Five years (full time) Course work and research Minimum Five years / Maximum Seven years (part time) Course work and research. Part time is only for full time employee from Academic institution and Industries (sponsored candidates only).

**c) Gradation or Grading****1) Under – Graduate Courses**

As a measure of student's performance, 8-point scale grading system using the following letter grades and the corresponding grade points shall be followed:

Internal %			SEE %	Subject Total %	Grading System			
CE	MS/ST	Total			Marks %	Grade	Description	Grade Point
20	20	40	60	100	90 & above	Ex	Excellent	10
					80-89	A	Very Good	9
					70-79	B	Good	8
					60-69	C	Fair	7
					50-59	D	Average	6
					45-49	E	Below Average	5
					40-44	P	Pass	4.5
					Below 35	F	Failed	0

Note : CE : Continuous Evaluation

MS/ST : Mid Semester / Skill Test

SEE : Semester End Examination

The norms for award of the letter grade are as follows :

- No student can be awarded P or better grade without securing at least 40% marks in any course.
- It is also mandatory that a student should secure at least 40% marks in the Semester End Examination in the subject for award of P or a better Grade.

In addition, a student may be assigned the grade 'PS' or 'NPS' for pass marks and non-passing marks, respectively, for pass / No-pass courses, or the transitional grade 'I' (incomplete).

- A student is considered to have completed a course successfully and earned the credits if she / he secure a letter grade other than 'F', 'NPS' or 'I'.
- A letter grade 'F' OR 'NPS' in any course implies a failure in that course.
- In exceptional cases, a student is assigned the grade 'I' in a course if the student was compelled to absent himself / herself from the semester end examination on account of
  - Illness or accident which disabled him from appearing at the examination.
  - A calamity in the family at the time of examination which, in the opinion of the College / Institute, required the student to absent himself from the examination.
- A student will be eligible for the award of grade 'I' only if his / her attendance at classes and performance in other components of assessment are complete and satisfactory.
- A student obtaining the letter grade 'I' for any course will be offered the opportunity of appearing for an examination for that course as and when this is

offered in a semester end examination and the 'I' grade will be converted into a letter grade.

- 2) At the end of each semester, the following measures of the performance of a student in the semester and in the Programme up to that semester will be computed and made known to that student together with the grades obtained by the student in each course:

- i) The Semester Grade Point Average (SGPA) : From the grades obtained by a student in the course of a semester, the SGPA will be calculated using the following formula :

$$SGPA = \frac{\sum_{i=1}^n GP_i \times NC_i}{\sum_{i=1}^n NC_i}$$

Where  $GP_i$  = Grade points earned in the  $i^{th}$  course

$NC_i$  = Number of credits for the  $i^{th}$  course and

$n$  = the number of courses in the semester.

- ii) The Cumulative Grade Point Average (CGPA): From the SGPA's obtained by a student in the completed semesters, the CGPA will be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^n SGPA_i \times NSC_i}{\sum_{i=1}^n NSC_i}$$

Where  $SGPA_i$  = Semester Grade Point Average of the  $i^{th}$  semester

$NSC_i$  = Number of credits for the  $i^{th}$  course and

$n$  = the number of semesters completed.

- iii) Both the SGPA and CGPA will be rounded off to the second place of decimal and recorded as such.
- iv) The CGPA may be converted into a percentage, using the following formula:  
Percentage marks =  $(CGPA \times 10) - 5$ .

- 3) Whenever a student repeats or substitutes a course in any semester, the higher grade(s) obtained by him/her in the course is to be considered for the computation of CGPA.
- 4) Both the SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.
- 5) When a student gets the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester will be tentatively calculated ignoring the 'I' graded course (s). After the conversion of 'I' grade (s) to appropriate grade (s), the SGPA for that semester and CGPA will finally be recalculated after taking the converted grade(s) into account.
- 6) There are academic and non-academic requirements for the B. Tech Programme where a student will be awarded the 'PS' and 'NPS' grades. All non-credit courses (such as NCC/NSO/NSS, industrial training, field visits and Extra Academic Activities)



belong to this category. No Grade points are associated with these grades and these courses are not taken account in the calculation of the SGPA or CGPA. However, the award of the degree is subject to obtaining a 'P' grade in all such courses.

- 7) In the case of an audit course, the letters 'AU' shall be written alongside the course name in the Grade Sheet. A student is not required to register again for passing a failed audit course.

**d) Transitional Grades**

**i) Grade I**

When a student gets I Grade for any subject (s) during a semester, the SGPA of that semester and CGPA at the end of that semester will be tentatively calculated ignoring this (these) subject(s). After these transitional grades have been converted to the final grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

**ii) About Grades R, W and X**

When a student gets any of these transitional grades in any subject (s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject (s). After these transitional grades have been converted to the final grades, the SGPA for the semester and SGPA at the end of the semester will be recalculated after taking into account the new grades.

**iii) About Grade F**

When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by a better grade during a subsequent semester, the SGPA and CGPA of all the semester starting from the earliest semester in which the 'F' grade has been updated will be recomputed and recorded to take this change of grade into account.

**3. B)**

Separate and detail ordinances for Curricula and Syllabi etc. for various courses will be issued as required from time to time with the approval of Executive Council.

**4. Ordinances for the Conduct of Examinations**

**A) Scope**

The various provisions relating to the conduct of Examinations detailed below are to be considered as having a draft status at present. As provided in SECTION 32(3) of the Assam Science and Technology University Act 2009, these provisions for the conduct of the Examinations have to be first ratified by the Academic Council and the Executive Council before these provisions can be implemented by the University.

**B)****i) General Condition**

Examinations of the University shall be open to all students subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode. In this ordinance, unless there is anything repugnant in the subject or context:

- (a) The "Act" means the Assam Science and Technology University Act, 2009.
- (b) The "Examination Centre" means any premises consisting of examination halls.
- (c) "Examination Hall" includes any room, laboratory workshop, or any other premises used for conducting examinations.
- (d) "Paper Setter" means any person appointed by the Controller of Examinations from among the panel furnished by the concerned board of studies and approved by the Vice-Chancellor for setting question papers.
- (e) "Moderator" means any person appointed by the Controller of Examinations from among the panel furnished by the concerned board of studies and approved by the Vice-Chancellor for moderating the question papers.
- (f) "Examiner" means any teacher appointed by the Controller of Examinations from among the panel of eligible teachers approved by the University for Evaluation of theory/practical papers or project/dissertation.
- (g) "Re-evaluation" means request of a candidate for fresh evaluation of his/her answer script(s) through proper channel after declaration of the result.

ii) Examination which are to be conducted by the University.

1. The following Examination shall be conducted by the university and they shall be held every year/ semester at such time as is fixed by the University.
  - i. Bachelor of Technology (B.Tech) {Eight-Semester Programme for Engineering}.
  - ii. Bachelor of Architecture (B.Arch) {Ten-Semester Programme for Architecture}.
  - iii. Master of Technology (M.Tech) {Four-Semester Programme for Engineering}.
  - iv. Master of Architecture (M.Arch) {Four-Semester Programme for Architecture}.
  - v. Master of Science (M.S.) {Four-Semester Programme both for Engineering and Science}.
  - vi. Master of Business Administration (MBA) {Four-Semester

- Programme for Management}.
- vii. Master of Computer Application (MCA) {Six-Semester Programme }.
- viii. Bachelor of Pharmacy (B.Pharm.) {Eight-Semester Programme for Pharmaceutical Sciences}.
- ix. Master of Pharmacy (M.Pharm.) {Four-Semester Programme for Pharmaceutical Sciences}.
- x. Master of Philosophy (M.Phil.) {Four-Semester Programme both for Engineering and Science}.
- xi. Doctor of Philosophy (Ph.D.) {Minimum three years for full-time including course work and research, five Years for part-time including course work and research}.

iii) Power and duties of the Controller of Examinations

2.
  - i. The Controller of Examinations shall be responsible for maintenance of tabulation records, marks list and evaluated and scrutinised answer scripts and other related documents. The evaluated answer scripts shall be preserved for 12 (twelve) months from the declaration of results and thereafter disposed them off through tenders except the scripts against which court cases are pending, if any.
  - ii. He/She shall recommend the contingent expenditure to the various centres of examination in accordance with the prescribed rate of the University with the approval of the Vice-Chancellor.
  - iii. He/She shall notify different aspects of various examinations, (for eg. Form fill up, registration, examination schedule, etc.) as per the academic of the university.
  - iv. He/She shall arrange for all examination related confidential pre-conduct activities like Setting/Moderation of Question papers etc. well ahead of the commencement of the examinations.
  - v. He/She shall arrange for all sort of post-conduct activities like evaluation, scrutiny, tabulation and declaration of results expeditiously and to ensure timely distribution of grade cards to the concerned colleges/institutions/departments simultaneously.
  - vi. He/She shall arrange to prepare the eligibility list of candidates and presentation lists for the University Convocation and arrange to distribute the Degree certificates to be conferred upon at the Convocation.
  - vii. He/She shall arrange for all Convocation materials including Convocation Gowns, printed Certificates and medals. All matters related to presentation of Honoris Cause (HC) to distinguished persons/ scholars etc. shall be dealt with by the CoE under the directives and supervision of EC and VC.
  - viii. He/She shall notify the date of Convocation duly.
  - ix. He/She shall be the Custodian of Convocation Register.
  - x. He/She shall draw the Academic Calendar.

- xi. He/She shall be responsible for printing of Syllabi and making available to the stake holders.
- xii. He/She shall be in liaison with the Academic departments, Dean of Academic Affairs office, if any.
- xiii. He/She shall pass the TA/DA bills and other remuneration bills of the entitled staff engaged for various examination works as per the University rules.
- xiv. He/She shall arrange for re-scrutiny/re-evaluation of answer-scripts in case of any reported anomaly or grievances of students.
- xv. He/She will make enquiries into all types of malpractices committed during examination, evaluation re-valuation/challenge valuation and also during processing of results, etc.
- xvi. He/She shall arrange for printing of question papers strictly maintaining the secrecy and supply them to the respective examination centres in accordance with the scheme laid down by the University.
- xvii. He/She shall issue grade cards, duplicate grade cards and rank certificates, Duplicate Degree Certificates, Transcripts etc.
- xviii. He/She shall exercise all the above powers subject to the overall control and direction of the Vice-chancellor.
- xix. He/She may make any structural changes in the examination administration as and when necessary with due permission.
- xx. He/She shall arrange for results committee meetings at appropriate junctures.

iv) Duties and responsibilities of the Deputy Controller of the Examinations

3. Subject to the overall control and supervision of the Controller of examinations, the Deputy Controller of Examinations shall have the following duties and responsibilities:
  - i. The Deputy Controller of Examinations shall prepare the detailed Time-tables/ Programmes of all Examinations in consultation with the principals of the affiliated/constituent colleges, heads of University Academic departments and Deans and arrange to notify them with the approval of the University for information of the candidates concerned at least 30 days ahead of the commencement of the Examination in conformity with the Academic Calendar.
  - ii. He/She shall notify the centre of Examinations (both for Theory and Practical) well ahead of the commencement of the Examinations with due approval of the University.
  - iii. He/She shall arrange to scrutinise the examination application forms and the statements sent by the respective Colleges/institutions with reference to the records maintained at the office of the Controller of Examinations.
  - iv. He/She shall arrange to print and supply the candidate's list

- to the respective Examination Centres well ahead of the commencement of examination.
- v. He/She shall arrange to prepare the subject-wise, date-wise, and examination-wise statements of candidates appearing for the university examinations and furnish them to the Controller of Examination sufficiently well ahead in time.
  - vi. He/She shall be responsible for proper maintenance of the following records in the Section.
    - a) One set of candidates' list, examination-wise
    - b) One set of result sheet, examination-wise
    - c) Other registers like stock registers of furniture stationery, etc., required for the work as per office manual issued.
  - vii. He/She shall assist the Controller of Examinations to print and supply the various forms, registers, grade cards, answer books etc., required for the office work and the Centres of Examination.
  - viii. He/She shall assist the Controller of Examinations to print and supply the Main Answer leaves, supplementary Answer books and other required stationeries, if any, to the Examination Centre.
  - ix. He/She shall assist the Controller of Examinations to purchase / procure the required stationery articles for the use of office and Examination Centres as per rules.
  - x. He/She shall assist the Controller of Examinations to issue migration certificates, provisional degree certificates, grade cards and rank certificates, duplicate grade cards, duplicate degree certificates, etc.
  - xi. He/She shall assist the Controller of Examinations to arrange for the preparation of tabulation registers, coding and arrange for their supply to the concerned officers.
  - xii. He/She shall facilitate convening of the meetings of mal-practice enquiry committee constituted for the purpose. He shall be the custodian of all the records connected with the mal-practice committee during examinations and shall place the relevant records before the enquiry committee, as and when necessary.
  - xiii. He/She shall attend to tabulation and other post-examination work under the overall supervision of the Controller of Examinations and take necessary action for the declaration of results within the stipulated time.
  - xiv. He/She shall personally attend to the re-scrutiny of the evaluated answer scripts, in case of any reported mistake, under instruction from the Controller of Examinations.
  - xv. He/She shall attend to all types of works related to the university convocation as desired by the Controller of Examinations.



- xvi. He/She shall assist the Controller of Examinations to place before the University the Panel of examiners suggested by the Board of Studies for approval.
- xvii. He/She shall prepare and supply relevant extracts from this ordinance for the guidance and benefit of several officers/officials entrusted with any kind of examination work/assignment along with their appointment letters.
- xviii. He/She shall perform any other duties as may be entrusted by the Vice-Chancellor, Registrar or the Controller of Examinations from time to time.

Duties and responsibilities of the Asstt. Controller of the Examinations

4.
  - i. He/She shall discharge all the duties and responsibilities entrusted to him by the Controller of Examinations/Deputy Controller of Examinations.
  - ii. He/She shall supervise and ensure the compliance of all examination related work of all subordinate staffs working in the sections under him.

Duties and responsibilities of Computer Centre of the office of Controller of Examinations

5. The Examination Computer Centre shall be headed by System Administrator under the overall supervision of the Controller of Examinations. The System Administrator will be assisted by System Analysts, System Operator, Programmers, and Data entry operators. The Computer Centre shall be an exclusive restricted area. No one is authorised to access the centre without the permission of the Controller of Examinations. The type of work to be carried out at the Centre is as follows:
  - i. Collection of colleges' and students' data from the Academic Section.
  - ii. Printing of Examination Application Forms for all courses.
  - iii. Printing and issuing of candidates Roll list for all courses.
  - iv. Printing and issuing of Practical subjects list with code for conducting practical examinations well ahead of its commencement.
  - v. To provide the Controller of Examinations the detailed question paper requirement subject-wise, college-wise, centre-wise, well ahead of commencement of theory examinations.
  - vi. Printing and issuing of Hall tickets/Admit Cards to the respective colleges/institutions and hoisting in University website.
  - vii. Receiving of marks foils (scrutinized wherever applicable) against each component of the examination from the Deputy Controller of Examinations for necessary data entry and processing of results of all courses of theory (OMR)/practical/I.A./Grading/Viva-voce through online/soft or hard form from the Colleges for U.G. courses and from custodians for P.G. courses.

- viii. After collection of all marks data (practical/theory/project/viva, etc.), the computer centre should process and tabulate the result and declare the same after necessary official formalities and hoist in the University website.
- ix. Printing of result sheets/ merit lists/ tabulation registers/ grade cards etc. for all examinations.
- x. Maintain all pertinent records in the computer centre both in hard and soft form and one set of records in hard form to be handed over to the record section.
- xi. Any other work entrusted by the Controller of Examinations from time to time.

Duties and responsibilities of the System Administrator

- 6. He/She shall be the Head of the section and take care of all computerized examination activities from students' enrollment to convocation including the following activities:
  - (a) He/She shall be responsible for establishing, coordinating and maintaining a set of operational activities pertaining to the examination and its related activities and services.
  - (b) He/She shall be responsible for periodic upgradation of the software and hardware in consultation with the software provider firm.
  - (c) He/She shall be responsible for customising the software in accordance with the requirement of the University from time to time.
  - (d) He/She shall ensure smooth conducting of the activities of the Computer Centre as per the academic calendar of the university.
  - (e) He/She shall be responsible for properly training the engaged staff and for monitoring the overall activities of the Computer Centre.

#### CONDUCT OF EXAMINATIONS

Conduct of examinations

- 7. During each semester of a course, there shall be 2 (two) examinations to conduct by the University, viz., Mid semester and Semester End Examination .

Eligibility of candidates to appear in examinations

- 8. No one shall be allowed to appear in any University Examination:
  - (a) Unless he/she is registered as a student of the University.
  - (b) Unless he/she is of good conduct and character, and
  - (c) Unless he/she has completed the minimum Programme of study as prescribed for each examination for such period of time with such minimum percentage of attendance as laid down in the regulation concerned.
  - (d) Attendance in the Mid semester examination is mandatory for a student to appear in the corresponding End semester examination.
  - (e) Unless he/she fulfilled the mandatory attendance requirement.

Admission to Examinations	9. Application for admission to any examination conducted by the University must be submitted through the Principal/ Head of the Institutions within the prescribed dates with all requisite particulars in the prescribed form. The Principal/Head shall satisfy himself/herself about the eligibility of the candidates. No application received after the prescribed dates shall be entertained. Any condonation shall require the Vice-Chancellor's approval.
Fees	10. (a) The fees for the different examinations of the university shall be at the rate prescribed by the Academic and Executive Council, ASTU from the time to time. (b) No application shall be entertained unless the prescribed fees are paid. (c) All University fees shall be paid as per schedule announced by the University.
Entry to the admission register and scrutiny of applications	11. The application received within the prescribed date shall be duly entered in a register and kept for the purpose, and scrutinised to determine the eligibility of the applicants to sit for the examination applied for.
Admit Card	12. The fact of admission of the candidates to a University examination shall be intimated, and the admit cards be sent to the Principals of the respective colleges. Provided that the Principal may, for sufficient reasons, withhold admission of any candidate to any examination, whether before or during the examination with immediate intimation to the Controller of Examinations who will finally decide on the matter. Provided also that the Executive Council shall have the right to cancel admission to examination of any candidate for sufficient reasons.
Despatch of Roll Sheets to Centres	13. The University shall send the roll sheets for each centre sufficiently ahead of the date of Examination.
Seat-Plan	14. Immediately on receipt of the roll sheets, the concerned Centre-In-Charge shall prepare a seat-plan for the candidates and send a copy of the same to the University. In making the seat-plan, he/she shall keep it in view that there shall be sufficient gap between two Candidates. Separate seat-plan for sick candidates may be prepared, if necessary.
Despatch of blank answer-books etc. by the University	15. All blank answers-books, supplementary sheets, roll-sheets of the candidates appearing in the centre, attendance-sheets, absentee-statement form and other connected papers shall be sent by the University Authority to the respective Centre-in-Charge at least ten days ahead of the examination.

**CRITERIA TO BE FULFILLED BY CANDIDATES**

- |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eligibility to pass in a subject                               | 16. To be eligible to pass (minimum P grade) in a subject, a student must appear in Continuous Evaluation (CE), Skilled Test (ST) for Laboratory, Mid Semester (MS) and Semester End Examination (SEE), and must obtain a minimum of 35% marks in the CE and (MS/ST+SEE) separately.                                                                                                                                                                                                                                                                                                                                                                                  |
| Requirement of Attendance                                      | 17. (a) Every student is expected to have 100% attendance in each subject in which he/she has registered in the beginning of the semester. However, condonation for shortage of attendance up to 25% may be granted on On-duty, Medical or other genuine grounds on having completed official formalities as per University regulations.<br>(b) Students not having the mandatory requirement of attendance (i.e., 75%) in any subject, shall not be permitted to appear for the Semester End Examination in that subject and shall be awarded Repeat grade 'R' in the subject. Such student has to register for the subject, as and when the course is offered next. |
| Eligibility to appear for Backlog/Repeat Examinations paper(s) | 18. Students appearing for Backlog papers/Repeat Examinations shall be governed by the following rules:<br>(a) Students with 'R' grade are not eligible to appear in Backlog/Repeat Examination.<br>(b) Students with only 'Failed' grade 'F' or 'Incomplete' grade 'I' are eligible to repeat the examination as and when it is held.<br>(c) A student with 'F' grade in a semester end examination may register in the subsequent semester for the course either for 'study' or for 'examination'.<br>(d) A student can register for examinations with a maximum of 5 courses as and when this is held for repetition.                                              |

**EXAMINATION OFFICERS AND THEIR DUTIES**

- |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Examination Centre | 19. Taking into account the recommendations given by the Vice-Chancellor, the University shall normally select a Centre/Venue for the conduct of the examinations. However, under extraordinary situations, the University may, with approval of competent authority, decide to change the centre/venue and in such an event the decision of the University regarding selection of centres/venues shall be final.<br>In permitting an examination centre, it shall be ensured that the following requirements have been duly satisfied:<br>(a) The college/institution must have been affiliated to the University.<br>(b) There must be at least 30 candidates in Under-Graduate |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Examination and 15 candidates in Post-Graduate Examination.
- (c) Sufficient and suitable accommodation shall be available.
  - (d) There shall be proper security arrangement.
  - (e) There shall exist a Treasury or a Police Station (not Police Outpost) within three kilometres of the college/institution.
  - (f) Previous record of the college/institution in the matter of conducting examination must be satisfactory.
  - (g) There shall be electricity supply, drinking water and adequate toilets in the centre. Also, emergency medical support shall be available.

Functions of the  
Centre In-charge

20. (a) The Centre In-charge is appointed on the basis of nomination from the institution or authority of the University and he/she has the overall responsibility for conduct of the examination at the respective centre.
- (b) The Centre In-charge shall be the custodian of confidential papers relating to the university examinations. The custodian shall keep the confidential papers in safe custody. The custodian shall hand over question papers on relevant subjects(s) on each day of the examination to the concerned persons half an hour before the commencement of the examinations.
- (c) Reporting of any kind of misconduct by students and the punishments decided should be conveyed in writing to the authority of the University by the Centre In-charge.
- (d) The Examination Programme, fixed by the University, should be displayed in a conspicuous place at the examination centre before the commencement of the examination and it should remain there till the completion of the examinations.

Station leave by  
Centre-In-Charge

21. The Centre-In-Charge must be present at the centre during the full period of the examinations and shall not take up any other assignment during that period. If in case of any emergency he/she is required to leave the station, he/she shall do so with the prior approval of the Registrar or the Officer authorised by him and put one constituent member as the in-charge of the examinations during the period of his/her absence, with the concurrence of the Registrar or the Authorised officer.

Functions of the Dy.  
Centre In-charge

22. (a) A senior faculty member of the college/Institution, recommended by the Centre In-charge shall be the Deputy Centre-In-charge of the concerned centre in the specified examination. The Deputy Centre-In-charge of an examination centre shall make all preparatory arrangements for examinations, including seating arrangements for candidates.
- (b) He/She shall conduct the examinations under the supervision of the Centre In-charge according to the instructions given by



- the University from time to time in this regard.
- (c) He/She will have to take all necessary measures for the smooth conduct and fairness of examinations at the centre.
  - (d) In the absence of the Centre-In-charge, the Deputy Centre In-charge or authorized representative shall perform the duties of the Centre-In-charge under intimation to the University.
  - (e) The faculty members of the college/ institution, recommended by the Centre-In-charge shall perform as invigilators in different halls/rooms of the concerned centre in the specified examination.
  - (f) The Duty Roster of the invigilators must be maintained by the Deputy Centre In-charge. The same along with day-wise signatures of the invigilators must be sent to the University.
  - (g) He/she shall perform any other duties, as assigned by the Centre-in-Charge or any higher authority.
- Appointment of Invigilator 23. (a) The Centre-In-Charge shall appoint required number of invigilators well ahead of the examinations. As a general rule, there may be one invigilator for every twenty candidates. All invigilators shall remain responsible to the Centre-in-Charge.
- (b) Ten Percent of the total number of the invigilators required for any centre, *if available*, be taken from other colleges/institutions.
- Meeting of the Invigilators 24. The Centre-In-Charge shall call a meeting of all the invigilators of the centre on the day preceding the first day of the examination and shall give them proper instructions regarding their duties and responsibilities.
- Duties of the Invigilators 25. a. The sanctity of examinations depends greatly on the conduct of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the University.
- b. An invigilator is expected to be alert at every moment beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- c. An invigilator is under the control of the Centre-In-charge during the period they are on duty and he/she should not leave the Examination Centre without the permission of the Centre-in-Charge.
- d. An invigilator should report at the centre at least half-an-hour before the time fixed for commencement of the examination.
- e. An invigilator may be required to act as witness when desired by the Centre-In-charge for opening of the question paper packets and sealing of the packets of answer scripts etc.
- f. It shall be the duty of the invigilators to guard against all kinds

of malpractice or misconduct on the part of any candidate at the Hall/Centre. He/She will report such malpractice or misconduct, *if any*, to the Centre-Incharge/Deputy Centre-Incharge and render such assistance to the Centre-Incharge/Deputy Centre-Incharge, as required, in regard to the conduct of the examinations.

- g. As the answer scripts are coded, it is the responsibility of the invigilator to check and match the serial number of the answer script as well as the counter foil attached to it and tear off the counter foils of the main answer scripts and deposit them in a separate envelope meant for the submission of the counter foils.
- h. At the end of the examination, the answer scripts are to be collected, arranged serially and packed in the envelope provided by the university and finally submit in the examination control room.

Responsibilities of  
the Invigilators

26.
  - To distribute amongst the examinees Answer-books and Question papers.
  - To make announcements asking the examinees to:
    - \_ Produce the Admit Card and Registration Certificate
    - \_ Leave books, notes, copying material, wireless communication set, mobile phone in the bag and deposit to the specified place.
    - \_ Sign on the attendance-sheet for students.
    - \_ Announce that students to write Roll No. on the question paper and nothing else.
    - \_ Use only non-Programmable calculator, if necessary.
    - \_ Write Examination Name with Year, Semester, Subject Name with Code, Roll Number and Registration Number in the allotted spaces of the answer script.
  - To take attendance of examinees and sign on the answer books at the appropriate place within one hour of starting of the examinations.
  - To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Centre-Incharge in sequential order of roll after duly counting and tallying these with students' attendance sheet.
  - To ensure that the examinees occupy their allotted seats in the room.
  - To check the Admit card and Registration Certificate
  - To prepare the **absentee statement** in respect of the room under his/her charge and submit the same within one hour of start of examination.
  - To return surplus Main answer book, copies of loose supplementary book/sheets, question paper etc. to the Centre-Incharge immediately after the examination.

- Not to allow any examinee who reports after 30 minutes of commencement of the examination to sit for the examination.
  - No examinee shall in any case be allowed to leave the examination hall before the stipulated duration of the examination.
- Cancellation of Appointment      27. The University reserves the right to cancel or rescind any appointment relating to examination at any time in the interest of smooth conduct of examination and publication of results without showing any reason whatsoever. Attendance shall be recorded in the daily **Attendance Roll**, and this statement duly countersigned by the invigilator and the Centre-in-charge should be forwarded to the University as soon as the examination is over. Sufficient care should be taken in preparing this statement.
- Misconduct / Malpractice      28. A report against a student can be prepared by the invigilator and forwarded by the Centre-in-charge to the University if:
- a. He/She is found to be in possession inside the examination hall of any book, or page(s) of any book, or scribbles, or written note, or typed sheet, that may have a bearing on the subject in which he/she is appearing, irrespective of whether such book, or page of any book, or scribble, or written note, or typed sheet is used or not, or
  - b. He/She writes answer on another candidate's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
  - c. He/She leaves the examination hall without submitting answer-script or
  - d. He/She leaves the examination hall before the stipulated time or
  - e. He/She allows somebody else to write answers on his/her behalf during examination, or
  - f. He/She leaves the examination hall without recording his/her attendance on the attendance roll, or
  - g. He/She encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
  - h. He/She distorts his/her name, roll number or registration number in his/her answer-script, or
  - i. He/She is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
  - j. He/She indulges in any kind of misbehaviour, or intimidates or

attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the invigilator regarding seating arrangements in the examination hall, or

- k. Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
- l. He/She attempts to violate any other provisions of these regulations, or
- m. If He/She discloses his/her identity in any manner other than that provided in the answer-scripts.

Nature of  
Malpractice

#### 29. CATEGORY I

- A. Writing erratic/irrelevant matters.
- B. Writing obscene languages/sketches.
- C. Disclosing identity in any manner other than that provided in the answer-scripts and/or requesting for specific marks.
- D. Leaving examination hall without permission/ not signing in the attendance sheet.
- E. Possessing Printing/ Handwritten Notes/ text-book/ sizeable handwritten/ printed text/ digitally displayed text.
- F. Copying or helping in copying / Group copying.

#### CATEGORY II

- A. Attempting to bribe/ writing letter hinting at illegal gratification.
- B. Mutilating the answer book issued.

#### CATEGORY III

- A. Misbehaving/Threatening Examination Official or Other Examinees/Smuggling out Question paper.
- B. Receiving outside help.
- C. Assaulting Examination Official
- D. Smuggling in/out answer script or attempting to do so
- E. Tampering answer book issued and replacement of pages
- F. Impersonation or helping others to impersonate.

Note: The Centre-In-Charge shall use his/her discretion to record in respect of any other misconduct/malpractice that is not mentioned above.

**RECOMMENDED PUNISHMENT**

- Category I – Cancellation of paper
- Category II – Cancellation of entire examinations of that semester
- Category III – Cancellation of entire examinations of that semester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the University.

**Steps to be followed for a student who is detected while indulging in malpractice**

- (a) The answer script, together with supporting material used in the act of malpractice, if any, is to be seized by the invigilator / Centre-in-Charge.
- (b) The student should be asked to sign the same before the invigilator or Centre-in-Charge concerned. No verbal argument etc. shall be entered into.
- (c) The answer script, along with the unfair practice report duly signed by the invigilator and the Centre-in-Charge and the offending materials seized (if any) in the centre, be packed in a sealed envelope and deposited to the University for necessary action(s).

**Appointment of paper Setters**

30. (i) Paper-setters shall be appointed preferably 3(three) months before the scheduled dates of examination.
- (ii) They shall be appointed from a panel of names prepared and arranged alphabetically for each subject/paper by the respective Board with the approval of the Vice-Chancellor.

**Qualification for Paper-Setter and Moderators**

31. No one shall be appointed as a Paper-Setter or a Moderator unless he/she possesses the qualification required for being an Examiner under Article (60) of this Ordinance.

Provided that in case of a person having an exceptionally good academic career or exceptional competence in the subject, the Board may relax the qualifications, if he/she has completed at least two years service in any teaching institution.

**Framing of Question Papers**

32. (i) Question Papers shall be set sufficiently ahead of the scheduled dates of examination.
- (ii) They shall be such as to enable testing not only of knowledge, but also of understanding, reasoning and analytical capacity of the candidates.
- (iii) The wordings of questions shall be as clear, precise, and unambiguous as possible.
- (iv) Each paper shall ordinarily be of two and three hours duration for Mid and Semester End Examinations, respectively, provided that the Board may fix a shorter or longer period for any specified Paper.



Pattern of Question Paper	33.	The Board which prepares the syllabus for a particular subject shall also lay down the pattern of the question-paper for the syllabus, if necessary, by enclosing a model question paper.
Syllabus to be sent to Paper-Setter	34.	(a) Whenever practicable, the Board shall make arrangement for instructing the Paper-Setters.  (b) Every Paper-Setter shall be provided with syllabus for that paper with as much details as possible.
Guidance for evaluation/ Moderation	35.	The Paper-Setter shall in a separate sheet of paper give guidelines as to the marking during evaluation.
	36.	(i) The question paper after it has been received from the paper setter shall be moderated by a Board of Moderators normally consisting of three experts on the subjects, but not less than two. Board of Moderators will be constituted by the respective Board and the same be approved by the Vice-Chancellor. (ii) It shall be the duty of the Moderation Board to ensure that the questions are of required standard and are within the scope of the syllabus and that the distribution of marks is clearly stated.
Printing	37.	The printing of question-papers shall be done with utmost Secrecy.
Custody of Printed question papers	38.	On receipt of the printed question papers, the officer empowered by the Registrar/Controller of Examinations shall keep them in his custody. It shall be the Personal responsibility of the said officer to see that no leakage takes place at any stage whatsoever and that no other person has access to them till he hands them over to proper authorities. The said officer shall invariably remain present during the process of sorting of the question papers.
Despatch of questions papers	39.	The question-papers for each centre shall be well-packed and sealed properly in the University Examination Office before despatch. The Controller of Examinations or the Officer authorised by him shall personally ensure that the packets have been properly sealed and that the required number of question papers have been duly despatched to the Treasury or the Police Station concerned.
Centre-In-Charge to check the number of packets	40.	The Centre-In-Charge shall verify the number of such packets with the number mentioned in the statement sent by the University. If he/she detects any discrepancy in the number of packets received in the Treasury or Police Station with that entered in the statement sent by the University, he/she shall forthwith report it to the University authority. The University shall immediately take action, and if there is any shortage, despatch the required number of additional packets without any delay, ensuring that these reach the Centre-In-Charge before commencement of the examination.

Schedule for  
opening the packets  
of question papers

41. On each day for each session of the examination, the Centre-In-Charge shall draw out the required packets of the question-papers one hour before the examination starts. He/she shall not open the packets till fifteen minutes before the time fixed for the start of the examination. The packets shall be opened in presence of at least two invigilators. The Centre-In-Charge shall then sign a certificate to the following effects. The covers of packets are to be signed before opening.

"Certified that the packet of question papers has been opened in presence of the invigilators fifteen minutes before the start of the examination and that seals have been found intact." Two invigilators shall sign the certificate as witnesses. The covers of the packets of the question papers shall be preserved by the Officer-In-Charge for six months.

Action to be taken if  
discrepancy is found  
in the packets of  
question paper

42. If the Centre-In-Charge, on opening any packet, finds that the number of question-papers in the packet actually falls short of that mentioned on the outer cover of the said packet, then he/she shall proceed as follows:

(a) If the centre is situated within Guwahati then he/she shall immediately contact the University Authorities over telephone; if the telephonic contact is not possible, then send a special messenger to the University. The University shall thereupon forthwith send to the Centre-In-Charge the required number(s) of questions papers under proper care and custody.

(b) If the centre is situated outside Guwahati, then he/she shall, get them photocopied under his/her supervision and distribute them among those candidates who could not be provided with the same and shall simultaneously inform the University authorities by telephone. The loss of time caused to any candidate by the delay in distribution of the question papers under such circumstances shall be compensated by the grant of equal, extra-time by the centre-in-charge.

(c) If on opening the packets, the question papers are found, to belong to a subject other than the one fixed for that day, the Centre-In-Charge shall follow the same procedure as outlined in the foregoing clause with the modification that - where the University authorities are unable to supply the question papers on the scheduled subject to the centre, the Centre-In-Charge shall cancel the examination on that paper and forthwith inform the University authorities. He/she shall also forthwith repack and reseal the question papers and send them back to the University authorities. Thereupon the University shall hold a fresh examination of that centre in that subject as soon as possible. If the question-papers which was wrongly sent relates to a subject in which the examination has not yet been held, the University shall nullify those question-papers and reset the

paper if there is adequate time and hold the examination on the appointed date. But if there is no adequate time, then the examination on that subject shall be cancelled in all centres and fresh examination should be held as soon as possible.

Deputation of  
University Officer

43. The University may depute any Officer or teacher to an examination centre to observe conduct of examination. Such officer or teacher shall be selected from among those who have at least three years experience of conducting examination. It shall be his/her duty to see that all arrangement have been made for efficient and smooth conduct of examination according to the rules and instruction of the university. He/She shall work in close collaboration with the Centre-In-Charge of the centre and submit at the end of the examination, a report to the Controller of Examinations about the conduct of the examination in the centre.

Arrangement before  
commencement of  
Examination

44. (a) Well before commencement of the examination, the Centre-In-Charge shall satisfy that all arrangements for conduct of the examinations are in place.  
(b) He/She shall make seating arrangement according to the seat-plan. He/She may, however, alter the seat-plan as and when required, as a precautionary measure against adaptation of unfair means.  
(c) He/She shall also ensure that necessary furniture, lights, fans, facilities for drinking water, urinal and lavatory exist in proper condition.  
(d) He/She shall also see that arrangement are such that no communication to and from outside is possible.

Candidate to take  
seat 15 minutes  
before examination  
hours

45. (a) Every candidate shall take seat at least fifteen minutes before commencement of the examination.  
(b) No candidate shall be admitted into the examination hall after 30 minutes have elapsed since commencement of the examination.  
(c) No candidate shall be allowed to leave the examination hall before the specific time as fixed by the University since commencement of the examination.

Instructions to the  
candidate to be  
printed on the cover  
of the answer-  
Books.

46. The following Instructions shall be printed on the cover-page of the answer-scripts:  
(a) Write all particulars given on this page clearly as instructed. Do not write your name/ Roll No./ registration No. and Name of the Institution anywhere in the answer book unless specified.

- (b) Do not write anything on the over leaf of the front page.
  - (c) Use of any unfair means (bringing books, notes, loose papers etc.) may lead to expulsion.
  - (d) No electronic gadgets are allowed inside the examination hall.
  - (e) Students will not be allowed to leave the examination hall before completion of 2 hours (in case of 3 hours exam), 1 hour (in case of 2 hours exam), 3 hours (in case of 4 hours exam).
  - (f) Write on both sides of the leaves of the answer book except the reverse side of the front page. When the answer book is full, supplementary book will be issued.
  - (g) Candidates are advised to enter the Sl. No. of the main answer book into the supplementary answer book, and also to enter the supplementary answer book in the main answer book.
- Penalty for contravention      47. Contravention of any the instructions specified above in Article (50) by any candidate shall render him/her for disciplinary action under the rules of the University.
- Attendance sheet and absentee statement      48. There shall be an attendance-sheet with the particulars of the candidates allotted to the centre. The invigilator shall verify the admit card, the registration number and obtain in the attendance-sheet the signature of each candidate appearing in the examination. Those who are absent shall be marked absent in the attendance-sheet and the invigilator shall sign the attendance-sheet. From the particulars in the attendance-sheet, an absentee statement shall also be prepared.
- Answer-scripts to be arranged serially      49. The Centre-In-Charge shall ensure that the answer-books are distributed among the candidates serially according to their seat plan. He/She shall at the end of each examination see that all the answer-scripts are arranged serially, subject-wise and group-wise.
- Answer-script to be securely packed      50. He/She shall get the answer-scripts securely packed and sealed in packets and verify with the top-sheet, sign it and paste it on the packet.
- Despatch of Answer-scripts to the University      51. (a) The Centre-In-Charge shall then despatch the sealed packet to the University on the same day *if possible* by the first available transport with all due precaution about safety, security and secrecy.  
 (b) If, in any special case, it cannot be despatched on the same day for reason which must be explained to the University Authority, he/she shall keep the packet properly sealed overnight in safe custody either in the local Treasury or in the Police Station and despatch them the next day by the first available transport.  
 (c) Non-compliance of (b) above, may lead to the cancellation of examination centre for such period as may be decided by the Examination Committee, under report to the Executive Council.



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| Other papers which are to be sent to University | 52. The Centre-In-Charge shall also despatch in a separate cover the attendance-sheet, the absentee statement, the statement of answer scripts, the seat-plan, the record of any expulsion or other disciplinary actions, the unused answer-books and surplus question-papers and all other connected records to the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Action in University Examination Branch         | 53. On receipt of the answer-scripts from various examination centres, the Controller of Examinations or Officer authorized by him shall satisfy himself that the seal and packing of the packets are in order and shall also verify the number of scripts with the statement sent by the concerned Centre-In-Charge.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Evaluation of answer-scripts                    | 54. The Controller of Examinations or Officer authorized by him shall get the scripts again re-arranged serially for all the centres taken together and hand over them to the appointed examiners for evaluation as per the University approved panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Appointment of Examiners and Head Examiners     | 55. (a) The Controller of Examinations or Officer authorized by him shall call for a list of teachers from every affiliated college/institutions at the beginning of every semester. The list shall contain information about the length of service of each teacher; subject taught by him/her, experience as Examiner/Head Examiner and related information.<br>(b) The Controller of Examinations or the authorized Officer shall send the list to the respective Boards of Studies. He shall inform the Boards about the total number of Examiners and Head Examiners required for examining the papers. Ordinarily, there shall be one Head Examiner in a subject for a minimum of 500 scripts and one Examiner for every 100 answer-scripts to be examined within a period of three or four days.<br>(c) The Boards of studies shall prepare panels of names of Examiners and Head Examiners separately and arrange the names in alphabetical order. Each panel shall contain at least 50% names in excess of the required number.<br>(d) The panel shall be scrutinized by the Post-Graduate Board or the Under-Graduate Board as the case may be.<br>(e) The Controller of Examinations shall appoint the required number of examiners and Head Examiners from the panel as approved by the Vice-Chancellor, ensuring that the same set of persons are not appointed for an unduly long period. Provided that the Head Examiner shall be appointed subject-wise preferably from the senior/experienced teachers of the Universities/affiliated colleges or institutions.<br>(f) Provided further that in case of urgency, the Vice-Chancellor may, in the interest of holding the examination according to schedules appoint the examiners and Head Examiners even before the scrutiny of the panels by the Post-Graduate Board |



- and Under-Graduate Board.
- (g) There shall be no Head Examiners for the Examinations where the number of candidates is below 500.
- Eligibility for an Examiner**
56. No one shall ordinarily be appointed as an examiner unless he/she possesses teaching experience as mentioned below:
- (i) 3 (three) years of teaching experience in an affiliated college or 2 (two) years of teaching experience in a University.
  - ii) The following classes of persons shall also be eligible for appointment as examiners, for not more than 5 years:
    - (a) A retired teacher who had put in at least seven years of service in a University/affiliated college.
    - (b) A teacher who had put in at least seven years of service in a University/affiliated college, but is now serving in any other Educational organization or Research Institute or in any other job closely connected with education and research, or is an expert in a Research Institution or Industry.
    - (c) Any eminent person of outstanding merit with recognized contribution in the subject.
- Eligibility for Head Examiner-ship**
57. No one shall be appointed as a Head Examiner unless he/she satisfies the following conditions:
- (a) having experience of examiner in University Examination for at least five years, and
  - (b) having completed at least 7 years of service as a teacher in an affiliated college or a University or both taken together.
- Papers to be sent along with answer-scripts**
58. The Controller of Examinations or Officer authorized by him, shall enclose along with the answer-scripts, the relevant question-papers, the instruction regarding evaluations, and other relevant documents.
- Discontinuance of examinership on failure to evaluate scripts timely**
59. If any examiner fails to evaluate the scripts in accordance with the specified dates, the Vice-Chancellor may order for discontinuance of his/her examinership in future.
- Duties of the Examiners**
60. (a) As soon as the examiner receives the packets of answer-scripts, he/she shall acknowledge receipt of the answer-scripts immediately in the prescribed form or register. If the number of answer-scripts does not tally with the number noted on the top-sheet, he/she shall mention it clearly stating the actual shortage or excess.
- (b) It shall be the duty of an examiner to examine the answer-scripts with due care, calmness and precision, justice, equity and fairness, and without any bias, prejudice or emotion, and maintain the strictest secrecy about the answer-scripts.

- (c) The examiner records the mark scored in each answer on the margin of the answer-scripts and shall enter the scores answer-wise in the proforma on the front cover of the answer-scripts and add their total.
- (d) If any candidate is found to have answered more questions than required according to the instructions of the question-papers, the examiner nevertheless evaluate all the answers, but shall note the words "excess answer" against the answer which has secured the lowest score, after ensuring that the total of the full marks for the remaining questions as printed on the question-papers comes to be equal to the total marks for which that paper has been set. He/She should note the words "excess answers" also in the proforma on the front cover.
- (e) He/She shall enter the total marks secured by each candidate in the mark foils in duplicate, after arranging the answer scripts serially.
- (f) He/She shall pack and seal the answer-scripts and mark foils separately with all due care and precaution and hand over the same to the appropriate authority.
- (g) It shall be the duty of the examiner to report the University Authority any case of answer-scripts giving rise to any suspicion of adoption of unfair means.
- (h) It shall be the duty of the examiner to report any case where directly or indirectly any approach was made to him/her by any candidate.

Duties of the Head Examiner

61. (a) The Head Examiner shall bring together the scrutinizers and shall give necessary direction to them.
- (b) He/She shall examine (audit) 10% of the answer-scripts examined by each examiner and shall record and certify those scripts along with the discrepancies, if any, he/she has detected in the evaluated scripts.
- (c) If, as a result of examination, any under-marking or over-marking is observed in any paper, he/she may add or deduct, as the case may be, such marks as deem justified, provided that the total addition or deduction shall not exceed 10% of the total marks of the paper.
- (d) If the Head Examiner finds large scale under-marking or over-marking in a particular packet, he/she shall report it to the Vice-chancellor who may thereupon arrange for re-examination of all the scripts of the particular packet. The University may, debar such examiner(s) from future appointment.
- (e) On the conclusion of the work, the Head Examiner shall under confidential cover submit a report in the prescribed proforma as to the performance of the examiners and examinees, and the University Authorities shall duly consider it and take necessary action.

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| Appointment of Scrutiniser                                 | 62. (a) In order to assist the Head Examiner in thorough checking of marks in each script, the Controller of Examinations may appoint as many scrutinisers as are required to meet any particular situation. Ordinarily 200 scripts per day shall be scrutinised by one scrutiniser.<br>(b) The scrutiniser shall, as far as practicable, be appointed in rotation for different subjects/papers.<br>(c) The scrutinisers shall have at least 3 years of experience as a teacher in a College/University.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Qualification for a Scrutiniser<br>Duties of a Scrutiniser | 63. No one shall be appointed as scrutiniser unless he/she is empanelled as an examiner.<br>64. It shall be the duty of the scrutiniser to ensure:<br>(a) That the total number of question answered does not exceed the number required to be answered<br>(b) That no answer has been marked twice<br>(c) That no extra answer has been taken into account<br>(d) That no answer has been given more marks than allotted to it;<br>(e) That no answer remains unevaluated<br>(f) That there has been no mistake in totalling<br>(g) That marks recorded inside the scripts are duly entered in the proforma in front-cover.<br>(h) That marks in the answer-scripts tally with the marks in the mark-foils. The scrutiniser shall do any other duties of like nature allotted by the Head Examiner/ Controller of Examinations. It shall be the duty of the scrutiniser to maintain the strictest secrecy about his/her work. |
| Detection of mistakes & rectification                      | 65. If, as a result of the scrutiny, any mistake is detected by the scrutiniser, it shall be brought to the notice of the Head Examiner concerned/ Controller of Examinations. The Head Examiner/Controller of Examinations shall exercise re-check and verification, and, if satisfied that there has been a mistake, shall rectify the mistakes by adding, deducting or altering the marks, as the case may be inside the answer-scripts as well as on the front cover and also in the mark-foils in duplicate; and shall put his/her signature below the corrections.                                                                                                                                                                                                                                                                                                                                                       |
| Appointment of marks verifier/ comparer                    | 66. As soon as the results are processed, the computer generated tabulation sheets shall be arranged for necessary verification with the concerned mark-foils by the University appointed Verifier/ Comparer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Review by the Exam Committee                               | 67. (a) As soon as the results are ready, the Examination Committee shall review the general trend of the results and take necessary action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

- (b) The Examination Committee shall also see whether the examinations in all centres were conducted properly and according to rules and instructions and shall, if deemed necessary, lay down fresh guidelines consistent with the rules and instructions.

Withholding of result	68.	The University with the approval of Vice-Chancellor, may withhold the result of any candidate for non-clearance of various dues, library books, lack of other necessary information etc.
Publication of result	69.	On approval by the appropriate authorities, the result shall be finally published. Provided that the Vice-chancellor may order publication of the result in anticipation of the recommendation by the other bodies/committees. The University shall have the right to revise the result once published, if it is so warranted after scrutiny later.
Minimum marks for passing	70.	No candidate shall be declared to have passed any examination unless he/she has obtained the marks/grades as prescribed in the Regulations concerned.
Issue of Grade Cards	71.	As soon as the results have been published, grade-cards of the candidates shall be sent by the Controller of Examinations or the authorised officer to the Principals of the colleges/ institutions concerned not later than two weeks from the date of publication of the results.
Remunerations	72.	Remuneration for paper-setters, Moderators, Examiners, Head-Examiners, Scrutinisers etc. shall be at such rates as are prescribed by the University from time to time. The schedule of rates may be amended by the Executive Council on the advice of the Examination Committee from time to time.
Review of Question Papers by Boards of Studies	73.	At the end of every examination, the respective Boards of Studies shall review the question-papers to see whether (a) these were of required standard and pattern, (b) were consistent with the objectives formulated by the Board of Studies, (c) were within the scope of the prescribed syllabus and (d) were duly and skilfully moderated, and shall also consider the performances of the students. The Boards may thereupon, lay down such instructions, if any, as are deemed necessary for the future guidance.
Re- evaluation of answer-scripts	74.	A student may apply through the Head of the College/Institution for re-evaluation of any answer scripts of theory paper/subject in

the examination where the candidate has appeared, on payment of prescribed fees within 15 (fifteen) days from the date of publication of the results.

Disposal of old  
answer-scripts

75. The answer-scripts of an examination shall be stored up to 1 (one) year or 2 (two) semesters, *whichever is earlier*, from the date of declaration of results. These scripts will be subsequently disposed off in a manner as decided by the University authority. The Executive Council, by resolution may amend the schedules from time to time.

## 5. Registration of students

I) The University shall maintain a Register of students in the form as detailed in a schedule (for the University classes/ affiliated colleges/ Institutions of the University), hereinafter referred to as "THE REGISTER", in which shall be entered:

- a) The name of every student of the department/ branches of the University who is deemed to have been registered as a student of the University.
- b) The name of every student who is otherwise registered as a student of a College/ Institute affiliated to the University.
- c) All the students have to fill up the form as prepared for appearing in the examination.

## II) Registration on migration

When a student applies for Registration in the University on migration from some other University, his name shall be entered in the Register only after such migration has been sanctioned by the Vice-Chancellor of the University or his nominee not below the rank of Academic Registrar. This should be done with the recommendation of the Vice Chancellor of the University from which a student has been migrated.

## 6. The Qualifying Attendance Required in Various Courses

Following are the rules relating to attendance requirements:

- a) Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 25% may be granted on On-duty, Medical or other genuine grounds. Such students must submit to the Head of the Department of the Colleges/ Institutions a medical/relevant certificate/ document from the appropriate authority, within a week after they return to the Institute. Certificates submitted after one week shall not be entertained on any account.
- b) Students not having the mandatory requirement of attendance in any subject, shall not be permitted to appear for the end semester examination in that subject and will be awarded "R" Grade in that subject. Such student has to register for the subject in which he/she has shortage of attendance, as and when the course is offered next.
- c) i) If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department of the



Colleges/ Institutions concerned stating fully the reasons for the leave requested for along with supporting document (s). The Head of the Department of the Colleges/ Institutions will grant such leave, if he/she is satisfied.

- ii) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made, may be condoned by the Head of the Department of the Colleges / Institutions provided he/she is satisfied with the explanation.
- d) If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department of the Colleges/ Institutions to the Dean/ Head, Academic with the supporting documents. The decision to grant or condone such leave shall be taken by the Academic Registrar, after considering the recommendation of the Head of the Department of the Colleges/ Institutions, if the attendance is at least 75%.
- e) The percentage of attendance is calculated up to the last working day of the classes held in the Colleges/ Institutions, and the percentage will be indicated by a Letter Code in Grade Sheet for the semester against each subject as follows:

Sl.No.	Attendance	Remarks	Code
1	95% and above	Very Good	VG
2	85% to 94%	Good	G
3	75% to 84%	Normal	N
4	Below 75%	Repeat	R

A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, shall be considered as on – duty subject to a maximum of five days in a semester. Prior permission from competent authority is required for availing on-duty permission. However, this period of absence shall be counted as present for the purpose of computation of attendance letter grade only.

**7. The rules and procedure of holding Election to the Court, The Executive Council, The Academic Council and other authorities and bodies of the University**

- a) The various authorities formed under the Act are as follows:
  - (i) The Court
  - (ii) The Executive Council
  - (iii) The Academic Council
  - (iv) The Post Graduate Board
  - (v) The Under Graduate Board
  - (vi) The Finance Committee
  - (vii) The Selection Committee
  - (viii) Such other authorities as may be declared by the Statutes to be the authorities of the University.

- b) The constitution of the authorities and power and duties are detailed under SECTION 15 to SECTION 28 of ASTU Act 2009. Excluding the Ex-officio members, other members of the authorities are mostly nominated members from different institutions and the elected members as required are to be elected by those institutions among themselves.
- c) provision relating to election to the authorities at the University
- i. Whenever any member is to be elected to the Executive council, such election shall be held, at a meeting of the court convened for the purpose. At such a meeting, any member may propose as candidates the names of members to be elected at the meeting. A member who is absent at the meeting shall be entitled to propose in writing the names of the candidates for election provided that every such proposal has been sent so as to reach the Registrar well before the commencement of the meeting.
  - ii. A list of the names of all the candidates who have been proposed and who are eligible for election shall read out to the members present. The Chairman of the meeting shall decide whether a candidate is eligible for election or not. Any candidate whose name has been included in the list may withdraw his candidature orally or in the writing at any time before the commencement of voting.
  - iii. If the number of candidates remaining after such withdrawal, is equal to or less than the number of seats to be filled at the election, all such candidates shall be declared elected and a fresh election shall be held for filling the remaining seats, if any.
  - iv. If the number of candidates exceed the number of seats to be filled at the election, a list shall be prepared of their names and a serial number shall be given to each such name. This list shall be read out to the members present who shall proceed to vote by raising their hands or by secret ballot as may be decided in the meeting. Each member present at the meeting shall have as many votes as there are seats to be filled-up at the election and shall record his vote by raising hands or in secret by entering on a slip of paper to be supplied to him for the purpose .He shall then fold the slip of paper so as to conceal his/ her votes and deliver the same to the Chairman of the meeting.
  - v. The Chairman shall decide the validity of the votes and shall count all valid votes after completion of the voting. Candidates who secure the largest number of valid votes shall be declared elected. In case of an equality of votes, the matter shall be decided by drawing of lots by the Chairman.
  - vi. Any objection relating to the election shall be raised at the meeting and decided by majority of votes. Such decision shall be final.

- d) Separate ordinances relating to rules and procedures for holding elections to the authorities and bodies of the University in accordance to the Act as may be applicable will be framed by the Executive Council in due course of time.

**8. Creation of Provident Fund and other funds for the benefit of the employees**

Provident Fund will be created by the University for the employees who joined their parent organisation before 1-2-2005 and continued their service in ASTU (Old pension scheme).

There will be separate ordinances for employees who joined after 1-2-2005 and availed the NPS scheme of the government.

**A. For the employees who joined prior to 01-02-2005**

There will be Old pension scheme for the employees who joined this University through proper channel and who joined their parent posts prior to 01-02-2005.

The nomination of the nominee is mandatory for legitimate claim of the successor or inheritor of a subscriber. The employee has to fill up in his own handwriting with his signature authorized in the office and in the prescribed Nomination Form wherever is needed and submit to the authorized officer of the University.

- I. Following are the benefits available to a University employee on retirement from the University service / death:

a)

- i. The amount payable as per old pension scheme;
- ii. Cash equivalent to leave salary in respect of earned leave at credit on the date of retirement/ superannuation/ death as on the date.
- iii. Death cum Retirement Gratuity.

- b) In case of Resignation necessary consideration will be made by the Executive Council.

- II. Employees joining in this University through lien or proper channel and the employees who have joined in the parent post prior to 01-02-2005 are entitled to Old Pension Scheme approved by the Govt. of Assam subject to clearance from the Govt. of Assam and the disclosure from the parent post that he/she subscribe the Old Pension Scheme otherwise he/she may get the benefit of New Pension Scheme (NPS).

In case of employees who joined their parent Organization prior to 01-02-2005 with subscribing CPF (Contributory Provident Fund) Scheme he/ she will be entitled 10% of his basic drawn as contribution provided, he/ she makes deductions and this university as employer has to remit the subscription and contribution to his/ her parent employer subject to approval of Executive Council.

**B. Superannuation Pension, Family Pension, Special Family Pension and Commutation of Pension**

Various provision for determining above pension schemes, qualifying service period, rate of Pension and other details will be notified by the Executive Council in consistent with the relevant provision or guideline of the Act and the Statutes.

**C. For the employees who joined after 01-02-2005**

For the Employees who joined after 01-02-2005, the New Pension Scheme will be applicable with effect from the date notified by the University in due course of time.

i) In general, the following will be the benefits available to the University Employees on retirement from the University Service or death:

- a) The amount payable as per Old Pension Scheme and New Pension scheme.
- b) Cash equivalent to leave salary in respect of earned leave at credit on the date of retirement/ death as on the date.
- c) Death cum Retirement Gratuity.
- d) In case of Resignation necessary consideration will be made by the Executive Council.

**ii) Addition of New Defined Contribution Pension Scheme of Govt. of Assam in Assam Science and Technology University**

The Assam Science and technology University will adopt the New Defined Contribution Pension Scheme of Govt. of Assam for the benefit of the employees joining after 01-02-2005 subject to the approval of the Executive Council in due course. The Finance Committee will consider in detail the contributory pension scheme of Govt. of Assam and obtain necessary approval from the Executive Council of the University for introduction of the same to the employees of Assam Science and Technology University joining after 01-02-2005.

iii) Separate ordinances for employees benefit funds will be framed by the Executive Council in due course of time in consultation with Finance Committee.

**9. Academic control and supervision**

The University will exercise Academic control and supervision of the activities of the affiliated colleges and other institutions as per the provision of clause 37 of the Act. Necessary ordinance in details will be framed by the Executive Council as per requirement in due course.

**10. Investigation and Enquires**

The University will make separate ordinances as prescribed by the Executive Council for the investigation process and enquiries to be made on various matters related to the University and Colleges as per relevant provision of the Act. It will include matter relating to all issues of dispute by students, staff, officers, Faculties, unfair means in the Examination and financial irregularities, damage of University property etc.

**11. Addition, changes to the first ordinances**

- a) For the next version of ordinances the procedures to be followed is as per the provisions of SECTION 32 of the ASTU Act, 2009 with the approval of the Executive Council.
- b) The first ordinances of the university shall remain in force until next version of ordinances are made under the provisions of the Act.

**12. Savings**

Notwithstanding anything contained in these First Ordinances, any decision given, order made, anything done, any action taken or any proceedings commenced under any action taken or any proceedings commenced by the University immediately before the commencement of these Ordinances, shall in so far as they are not inconsistent with the provisions of the ASTU Act, 2009 continue to be in force and shall be deemed to have been given, made, done or taken, commenced under the provisions of these Ordinances.

NRIPEN DAS,  
Registrar,  
Assam Science and Technology University,  
Jalukbari, Guwahati-13.