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**MAHAPURUSA SRIMANTA SANKARADEVA  
VISWAVIDYALAYA**

[Established under the Assam Act No. XIX of 2013]



**THE FIRST STATUTES**

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**THE FIRST STATUTES OF  
THE MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA  
FRAMED UNDER THE PROVISIONS OF THE MAHAPURUSHA SRIMANTA SANKARADEVA  
VISWAVIDYALAYA ACT, 2013 (ASSAM ACT NO. XIX OF 2013)**

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## **PREAMBLE**

In exercise of the power, conferred by the sub-section (2) of Section 30 of the Assam Private Universities Act, 2007. (Assam Act No. XII of 2007), the Governing Body of the Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon, Assam, makes the following First Statutes of the Mahapurusha Srimanta Sankaradeva Viswavidyalaya, Nagaon.

**STATUTE – 1 : The Chancellor**

*[Procedure and terms & conditions for appointment of the Chancellor, framed under provisions of Sub-section (1) of the Section (16) of the Assam Private Universities Act, 2007]*

- 1.0 The 'Padadhikar' of Srimanta Sankaradeva Sangha shall be the Ex-officio Chancellor of the Mahapurusha Srimanta Sankaradeva Viswavidyalaya.
- 2.0 The Sponsoring Body shall submit the name of the 'Padadhikar' to the Visitor for approval.
- 3.0 On receipt of approval of the Visitor the Sponsoring Body shall appoint the 'Padadhikar' of Srimanta Sankaradeva Sangha as the Chancellor of the University for a period of three years or so long as he/she remains in the office of 'Padadhikar', whichever is less.
- 4.0 The Chancellor shall be entitled to use an official car free of any charges for attending official duty.
- 5.0 The Chancellor shall have an office in the head quarters of the Srimanta Sankaradeva Sangha at Nagaon.
- 6.0 The Chancellor shall be provided with a free furnished residential accommodation.

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**STATUTE – 2 : The Vice-Chancellor**

*[Terms & conditions of appointment and powers & functions of the Vice-Chancellor, framed under provisions of the Section (17) and Section (30) of the Assam Private Universities Act, 2007]*

- 1.0 The Vice-Chancellor shall be appointed by the Chancellor from a panel of three persons recommended by the Governing Body.
- 2.0 The term for the Vice-Chancellor shall be three years.
- 3.0 The qualifications of the Vice-Chancellor shall be as determined by the Governing Body as per the UGC guidelines. The Ph.D. degree shall be mandatory for the Vice-Chancellor.
- 4.0 After expiry of the term of three years, a person shall be eligible for reappointment for another term of three years.
- 5.0 The Vice-Chancellor shall continue to hold the office even after expiry of his/her term till the new Vice-Chancellor joins. However in any case this period shall not exceed one year.
- 6.0 A person appointed as Vice-Chancellor shall, if he/she completes the age of seventy years, during the term of his/her office or any extension thereof, shall retire from the office.
- 7.0 The Vice-Chancellor shall be a whole time salaried officer of the University.
- 8.0 The Vice-Chancellor shall be paid salary and other allowances as fixed by the Governing Body in accordance with the UGC approved pay and allowances from time to time.
- 9.0 If the Vice-Chancellor assumes charge after attaining the normal age of superannuation and is receiving pension due to his past services, then either his pay and allowances will be reduced by the gross amount of his pension amount prior to commutation or the payment of pension shall be

held in abeyance upto the date of his relinquishing charge of the post of Vice-Chancellor.

- 10.0 The Vice-Chancellor shall be entitled to use an official car for attending official duty as well as private purposes. The Vice-Chancellor shall pay a monthly charge of Rs. 500.00 (Five hundred) for using the car for private purpose and need not pay any charge for using the car for official duty.
- 11.0 The Vice-Chancellor is entitled for a free furnished residential quarters in the Headquarters of the University.
- 12.0 In the event that the Vice-Chancellor is unable to perform his duties owing to absence, illness or any other cause or the office of the Vice-Chancellor becomes vacant the duty of the office shall be performed by the senior most Professor of the University.
- 13.0 The Vice-Chancellor shall be entitled to 30 days of leave on full pay in a calendar year. The leave at credit of the Vice-Chancellor at the close of the previous year shall be carried forward to the next year.
- 14.0 The Vice-Chancellor on relinquishing the charge of his office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of relinquishment of charge subject to a maximum number of days as per rates of the Govt. of Assam.
- 15.0 The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on half pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against half pay leave due.
- 16.0 The Vice-Chancellor shall also be entitled to avail himself extra ordinary leave without pay for a maximum period of two months during full term of 3 years on medical ground or otherwise.
- 17.0 The following shall be the powers and functions of the Vice-Chancellor:
  - (i) The Vice-Chancellor shall be the principal executive and academic officer of the University.
  - (ii) The Vice-Chancellor shall exercise general superintendence and control over the affairs of the University and shall execute the decision of various authorities of the University.
  - (iii) The Vice-Chancellor shall preside the convocation of the University in the absence of both the Visitor and the Chancellor.
  - (iv) If in the opinion of the Vice-chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

Provided if the opinion of the concerned officer or authority such action should not have been taken by the Vice-chancellor then such case shall be referred to the Chancellor whose decision thereon shall be final.

Provided further that any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date of which such action communicated to him, an appeal to the Governing Body, which may confirm or modify or reverse the action taken by the Vice-Chancellor.

- (v) If, in the opinion of the Vice-Chancellor any decision of any authority of the University is outside the powers conferred by the Act, or Statutes, Ordinances Regulations or Rules made thereunder or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
  - (vi) If at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance Vice-Chancellor is not in the interest of the University, the Chancellor may by an order in writing the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.  
 Provided that before taking an action as stated above, as per the sub-section (7) of Section (17) of the Act, the Vice-Chancellor shall be given an opportunity of being heard.
  - (vii) The Vice-Chancellor shall be the ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee. The Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body of the University, but shall not be entitled to vote thereon unless he is a member of such authority or body.
  - (viii) It is the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances, Rules and Regulations are duly observed and they shall have all powers necessary to ensure such observance.
  - (ix) The Vice-Chancellor shall have the power to convene meetings of the Board of Management, Academic Council and the Finance Committee.
- 18.0 The Vice-Chancellor shall execute the decisions of the Board of Management, Academic Council and the Finance Committee.
- 19.0 The Vice-Chancellor shall have the following additional powers –
- (i) To sanction recurring and non-recurring expenditure chargeable to contingencies.
  - (ii) To countersign his own T.A. bills subject to the rules of the University.
  - (iii) To open and operate necessary accounts on behalf of the University in a bank approved by the Governing Body.
  - (iv) To delegate powers of signing cheques for drawal of funds from the bank to officers of the University.
  - (v) To accord administrative approval to project and sanction expenditure for the purpose.

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**STATUTE – 3 : The Registrar**

*[Terms & conditions of appointment and powers & functions of the Registrar, framed under provisions of the Section (18) and Section (30) of the Assam Private Universities Act, 2007]*

1.0 The appointment of the Registrar shall be made by the Chairperson of the Sponsoring Body of the University i.e. Srimanta Sankaradeva Education and Socio Economic Development Trust.

The manners of selection to the post of Registrar shall be as follows:

- (a) Qualification and experience of the candidates for the post of the Registrar shall be as determined by the UGC/State Govt. from time to time.
- (b) Advertisement in the leading newspapers shall be made for filling up the post of the Registrar as and when necessary.
- (c) A Selection Committee constituted as follows shall interview the eligible candidates for the post of the Registrar and recommend a panel of names of the selected candidates in order of preference:
  - (i) The Vice-Chancellor : Chairperson
  - (ii) One distinguished person nominated by the Sponsoring Body of the University : Member
  - (iii) One distinguished person nominated by the Governing Body of the University : Member
  - (iv) Three Experts, one from the field of Academics, one from the field of Finance & Accounts and the other from the field of Management or Administration to be nominated by the Vice-Chancellor : Members
  - (v) The Registrar : Member-Secretary\*  
(\*in case the incumbent Registrar is an applicant for the post of Registrar, the Sponsoring Body shall nominate a suitable person to act as the Member Secretary of the Selection Committee for the post of Registrar, MSSV, Nagaon.

Presence of at least 5 (five) Members including the Chairman and the Member Secretary shall form the quorum of the meeting of the Selection Committee.

2.0 The Registrar shall receive a salary as prescribed by the UGC from time to time plus other allowances as admissible for other employees of the University.

Provided that when the Registrar is a retired person his/her pay shall be fixed which shall be equal to the last pay drawn in the previous service minus the basic amount of his pension pay prior to commutation admissible and where this amount is less than the minimum of the scale of pay of the Registrar, he/she shall draw as his salary the minimum of the scale of the pay of the Registrar irrespective of gross pension amount. Other allowances shall be as per the norms of the Govt. of Assam.

3.0 A retired person / teacher of a University may also be appointed as the Registrar.

Provided that such a retired person / University teacher shall not be entitled to the benefits of Contributory Provident Fund.

- 4.0 The Registrar shall be provided a rent free quarter as per his/her entitlement.
- 5.0 Registrar shall use official pool car for his/her official works provided no transport allowance is given.
- 6.0 The Registrar shall be entitled to leave, leave salary and other allowances and benefits as the other employees of the University.
- 7.0 The Registrar shall retire on completing the age of sixty five years or such age as may be fixed by the Governing Body.
- 8.0 The following shall be the powers and functions of the Registrar:
- (i) The Registrar shall be whole time officer of the University.
  - (ii) The Registrar shall, on behalf of the University, sign all the contracts.
  - (iii) The Registrar shall authenticate all documents and records on behalf of the University.
  - (iv) The Registrar shall be the custodian of the records, the common seal and such other property of the University as the Governing Body shall commit to his charge.
  - (v) The Registrar shall be the Member Secretary of the Governing Body, the Board of Management, the Academic Council, and other Committees as per the Act, but he shall not have the right to vote.
  - (vi) The Registrar shall issue notice convening meetings of the Governing Body, Committees constituted under the Act which he is to act as Secretary.
  - (vii) The Registrar shall keep minutes of all meetings of the Governing Body, Board of Management, Academic Council or any other bodies or Committees of the University under the Act of which he is to act as Secretary.
  - (viii) The Registrar shall conduct the official correspondence of the University, the Governing Body, the Board of Management, and the Academic Council.
  - (ix) The Registrar shall arrange for the superintending the examinations of the University.
  - (x) The Registrar shall supply to the Chancellor the minutes of the meetings of the authorities of the University of which the Registrar is to act as the Secretary.
  - (xi) The Registrar shall exercise all such powers as may be necessary for execution of the decisions of the Vice-Chancellor and of various authorities or committees of the University of which he acts as Secretary.
  - (xii) The Registrar shall discharge such other functions and render such assistance as may be assigned to him from time to time by the Vice-Chancellor.
  - (xiii) The Registrar shall perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances, Regulations and Rules.

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**STATUTE – 4 : The Chief Finance & Accounts Officer**

*[Terms & conditions of appointment and powers & functions of the Chief Finance & Accounts Officer framed under provisions of the Section (19) and Section (30) of the Assam Private Universities Act, 2007.]*

- 1.0 The appointment of the Chief Finance & Accounts Officer shall be made by the Chancellor on the recommendation of a Selection Committee.
- 2.0 The qualification and experience for the post of the Chief Finance Accounts Officer shall be fixed by the Governing Body.
- 3.0 The Selection Committee for interviewing the eligible candidates for the post of the Chief Finance & Accounts Officer shall be constituted as follows:
  - (i) The Vice-Chancellor, MSSV, Nagaon : Chairperson
  - (ii) One person nominated by the Sponsoring Body, MSSV, Nagaon : Member
  - (iii) One person nominated by the Governing Body, MSSV, Nagaon : Member
  - (iv) Three Experts in the field of Finance & Accounts to be nominated by the Vice-Chancellor : Members
  - (v) The Registrar, MSSV, Nagaon : Member-Secretary

Presence of at least 5 (five) Members including the Chairperson and the Member-Secretary shall form the quorum of the meeting of the Selection Committee.
- 4.0 Pay & Allowances for the post of the Chief Finance & Accounts Officer shall be fixed by the Governing Body of the University.
- 5.0 In the event of the post of the Chief Finance Officer being filled up by obtaining the service of a person from the Finance Service of Central/State Government and other institutions on deputation or a retired person, thereof the terms and conditions and pay & allowances shall be fixed by the Governing Body.
- 6.0 The Chief Finance and Accounts Officer shall be eligible for earned leave, and other leave and benefits as admissible to the employees of the University.
- 7.0 The powers and functions of the Chief Finance & Accounts Officer of the University shall be as follows:
  - (i) He/she shall be whole time salaried Officer of the University.
  - (ii) He/she shall be accountable for the overall management of Finance Accounts and Audit of the University Fund.
  - (iii) He/she shall enjoy the financial power to a limit to be determined by the Governing Body of the University.
  - (iv) He/she shall be responsible for preparing the Annual Budget and Annual Accounts of the University and for their presentation to the Board of Management and the Governing Body with recommendation of the Finance Committee.
  - (v) He/she shall be responsible for conduct of audit the accounts of the University by suitable Chartered Accountants and present the Annual Audit Report of the University along with his Auditor's Observation to the Board of Management and Governing Body of the University.

- (vi) He/she shall supervise the maintenance of all accounting books of records and preparing the Balance Sheet of the University.
  - (vii) He/she shall be custodian of all cash receipts of the University till it's immediate deposit into bank with proper accounting and reconciliation with bank.
  - (viii) He/she shall watch over constantly the progress of the collection of receipts, the state of cash, bank balances and investments and control the expenditure with economy, efficiency and effectively.
  - (ix) He/she shall supervise for maintenance of registers of all properties of the University like land, building, furniture, equipments and all other consumable material etc. and its physical verification.
  - (x) He/she shall call for any information, record, document relates to management of Finance, Accounts and Audit of the University.
  - (xi) He/she shall be responsible for reporting to the Vice-Chancellor any defalcation, misappropriation, loss and financial irregularity committed by or caused due to negligence of any incumbent of the University and take necessary action to recover the loss.
  - (xii) He/she shall carry out any other duties and functions as assigned by the Governing Body, Board of Management and the Vice-Chancellor of the University as and when necessary.
  - (xiii) He/she shall be Member-Secretary of the Finance Committee and Procurement Committee of the University.
  - (xiv) He/she shall advise the Vice-Chancellor for preparing financial rules and regulations and for upgradation of the financial management system for enhancing its efficiency.
- 8.0 In absence of the Chief Finance & Accounts Officer all the financial matters of the University shall be assigned to a suitable officer of the University by the Governing Body. The limit of Financial Transaction to such an officer will be determined by the Governing Body.

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### **STATUTE – 5 : The Governing Body**

*[Constitution, powers and functions of the Governing Body framed under provision of the Sections (21), (22) and (30) of the Assam Private Universities Act, 2007.]*

- 1.0 The Governing Body shall consist of the following,
- (i) The Chancellor : Chairperson
  - (ii) The Vice-Chancellor : Member
  - (iii) Five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists : Members
  - (iv) One expert of management or information technology from outside the University, nominated by the Chancellor : Member
  - (v) One expert of finance, nominated by the Chancellor : Member
  - (vi) The Registrar : Member-Secretary
- 2.0 The Registrar of the University shall be the Member-Secretary of the Governing Body but he shall not have a right to vote.

- 3.0 Presence of 4 (four) members including the Chairperson and the Member-Secretary shall form the quorum of the meeting of the Governing Body.
- 4.0 All the members of the Governing Body, other than the Chancellor, Vice-Chancellor and the Registrar, shall hold office for a term of three years.
- 5.0 The Governing Body shall meet at least three times in a calendar year.
- 6.0 The powers and functions of the Governing Body shall be as follows:
- (i) The Governing Body shall be the supreme authority of the University. All the movable and immovable property of the University shall vest in the Governing Body.
  - (ii) The Governing Body shall provide general superintendence and directions and to control functioning of the University by using all such powers as are provided by the Act, Statutes, Ordinances, Regulations and Rules made thereunder.
  - (iii) The Governing Body shall review the decisions of other authorities of the University in case they are not in conformity with the provisions of the Act, Statutes, Ordinances, Regulations, and Rules made thereunder.
  - (iv) To approve the budget and annual report of the University.
  - (v) To lay down the extensive policies to be followed by the University.
  - (vi) To approve teaching and other posts, on the recommendations of the Board of Management and to finalize the number and salary of such posts and to define the duties and conditions of services of teachers and other employees on the recommendations of the Board of Management and the Academic Council.
  - (vii) To appoint such Professors, Associate Professors, Asstt. Professors, Officers and Employees, as may be necessary after considering the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein.
  - (viii) To manage and regulate the finance, accounts investments, property, business and all other administrative affairs of the University.
  - (ix) To select a common seal for the University and provide for the custody and use of such seals.
  - (x) To delegate any of its powers to the Vice-Chancellor, the Registrar or the Chief Finance and Accounts Officer or such other employees or authority of the University or to a Committee appointed by it or under this Statute.
  - (xi) To institute fellowship, scholarship, studentship, medals and prizes on the recommendations of the Board of Management of the University.
  - (xii) To lay down the policies to be followed by the University.
  - (xiii) To recommend to the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University is not possible, in spite of all efforts.
  - (xiv) To inquire into any dispute between the University and its employees, other institutions, individuals, firms, etc.

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## STATUTE – 6 : The Board of Management

*[Constitution, powers and functions of the Board of Management framed under Sections (21), (22) and (30) of the Assam Private Universities Act, 2007]*

- 1.0 The Board of Management shall consist of the following:
  - (i) The Vice-Chancellor : Chairperson
  - (ii) Two members of the Governing Body, nominated by the Sponsoring Body : Members
  - (iii) Three persons who are not members of the Governing Body nominated by the Sponsoring Body. : Members
  - (iv) Three persons from amongst the teachers, nominated by the Sponsoring Body : Members
  - (v) Two teachers nominated by the Vice-Chancellor : Members
  - (vi) The Registrar : Member-Secretary
- 2.0 The Board of Management shall meet once in every two months.
- 3.0 The quorum for meetings of the Board of Management shall be five.
- 4.0 The term of a member of the Board of Management, except the Chairperson and the Registrar, shall be three years.
- 5.0 The powers and functions of the Board of Management shall be as follows:
  - (i) To prepare draft of the Subsequent Statutes of the University and recommend to the Governing Body for approval and taking further action.
  - (ii) To recommend the First Ordinance of the University made by the Vice-Chancellor and submit to the State Government for its approval.
  - (iii) To recommend all Ordinances other than the First Ordinance made by the Academic Council and submit to the State Government for approval.
  - (iv) To consider approval of the Regulations made by the other authorities of the University in consistent with the Act, and the Rules, Statutes and the Ordinances made there under for the conduct of their own business and that of the committees appointed by them.
  - (v) To prepare the Annual Report of the University.
  - (vi) To provide directions to prepare the annual accounts including the balance sheet of the University.
  - (vii) To assess the requirement of teaching and other posts in the University, determine the number and salary of such posts and recommend to the Governing Body of the University.
  - (viii) To define the duties and conditions of service of teachings, officers and employees of the University and recommend them to the Governing Body of the University.
  - (ix) To assess the infrastructural requirements of the University and recommend to the Governing Body for consideration of approval.
  - (x) Consider the proposal of the Academic Council, regarding award of Fellowship, Scholarships, Stipends, Medals, etc. and recommend to the Governing Body of the University.
  - (xi) To consider proposals received from the Academic Council regarding betterment of education and research of the University.

- (xii) To take decisions on the issues relating to day-to-day running of the University and seek approval of the Governing Body as and when necessary.
  - (xiii) To suggest the administration of the University on the matters relating to maintenance of proper discipline in the University.
- 6.0 The Registrar with the approval of the Vice-Chancellor shall notify the date of the meeting with the Agenda at least 15 (fifteen) days before the date of the meeting.
- 7.0 The minutes of the meeting of the Board of Management shall be circulated to the members at least 15 (fifteen) days before the next meeting.

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### **STATUTE – 7 : The Academic Council**

*[Constitution, powers and functions of the Academic Council framed under the provisions of the Sections (21), (24) and (30) on the Assam Private Universities Act, 2007]*

- 1.0 The Academic Council shall consist of the following members, namely:
- (i) The Vice-Chancellor : Chairperson
  - (ii) The Librarian / Library In-charge : Member
  - (iii) Three prominent educationist from outside the University to be nominated by the Vice-Chancellor. : Members
  - (iv) All the Heads of Departments and Centres of Studies : Members
  - (v) All Professors other than the Heads of the Departments : Members
  - (vi) One representative of the Post-Graduate Students of the University : Member
  - (vii) The Registrar : Member-Secretary
- 2.0 All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years.
- 3.0 Presence of two-third of the members including the Chairperson and the Member Secretary shall form the quorum of the meeting of the Academic Council.
- 4.0 The Academic Council shall meet at least three times in a calendar year.
- 5.0 The Registrar with the approval of the Vice-Chancellor shall notify the date along with the Agenda of the meeting at least 15 (fifteen) days before the date of the meeting.
- 6.0 The minutes of the meeting of the Academic Council shall be circulated to the members at least 15 (fifteen) days before the next meeting.
- 7.0 The Academic Council shall be the principal academic body of the University and subject to the provisions of the Act, Statutes and Ordinances made thereunder, shall co-ordinate and exercise general supervision over the academic policies of the University.
- 8.0 The Academic Council shall have the following powers and functions:
- (i) To determine and specify from time to time branches of study in which provisions for instructions, research and for advancement and dissemination of knowledge are to be made.

- (ii) To approve and when necessary revise the Regulations of the various academic programmes mentioning structure, weightage, workload, distribution of marks/credits, criteria for evaluation and declaration of results, etc.
- (iii) To approve the curricula and syllabuses of the academic programmes / courses.
- (iv) To approve the conditions for admission of students to the academic programmes / courses to be introduced by the University.
- (v) To constitute the Library Committee to supervise the functioning of the University Central Library.
- (vi) To make recommendations to the authorities concerned for the institution of Professorship, Associate Professorship, Assistant Professorship or other posts of teachers required for the academic programmes and for the recognition of persons as teachers of the University for such programmes and regarding their emoluments, duties, terms and conditions of their services.
- (vii) To approve the panels of the examiners with or without modification after considering the recommendations of the Boards of Studies.
- (viii) To promote research within the University and to make regulations governing research degrees.
- (ix) To recommend candidates for Degrees, Diplomas and Certificates to be conferred by the University.
- (x) To recognize the Degrees/Diplomas of the recognized Universities, equivalent to the corresponding examinations of the Mahapurusha Srimanta Sankaradeva Viswavidyalaya.
- (xi) To propose to the Board of Management and the Governing Body for the award of Fellowships, Scholarships, Stipends, Medals, etc.
- (xii) To make proposals for considerations of the Board of Management and the Governing Body regarding betterment of education and research of the University.
- (xiii) To make regulations regarding the holding of Convocation.
- (xiv) To make regulations for maintenance of discipline by the students of the University.
- (xv) To make regulations of undergraduate and post-graduate programmes.
- (xvi) To promote education in emerging areas of studies to meet the growing needs of the society and the state of Assam.

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### **STATUTE – 8 : The Boards of Studies**

*[Constitution, powers and functions of the Boards of Studies framed under the provision of the Section (25) of the Assam Private Universities Act, 2007]*

- 1.0 There shall be a Board of Studies in each main branches of study. These branches shall be specified as and when necessary by the Academic Council.
- 2.0 Each Board of Studies shall consist of the following:

- (i) A Professor or a Head of Department in the branch concerned, nominated by the Vice-Chancellor : Chairperson
  - (ii) All teachers of the Department concerned shall be members : Members
  - (iii) An eminent educationist in the subject concerned from other Universities : Expert-Member
- 3.0 Subject to the previous approval of the Vice-Chancellor, the Board may consult other expert or experts as and when necessary.
- 4.0 The Board of Studies shall have the following powers and functions:
- (i) To make recommendations to the Academic Council about the pattern of the programmes/courses, curricula and syllabuses to be laid down for different programmes/courses and the examinations to be held for such courses and to make recommendations for revision of courses, syllabuses, curricula and examinations in so far as they relate to the field of the particular branch of study.
  - (ii) To prepare, and when necessary revise, the panel of examiners for the different examinations.
  - (iii) To monitor the teaching and research activities of the Department and frame proposals in this regard for submission to the Academic Council.
  - (iv) To propose subjects of research for various degrees and other requirements of research degrees and recommend to the Academic Council.
  - (v) To assign properly qualified persons as research supervisors.
  - (vi) To suggest measures for improvement of the standard of teaching and research.

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### **STATUTE – 9 : The Selection Committees**

*[Constitution of Selection Committees for appointment of Teachers, Officers and Employees of the University framed under Section (25) of the Assam Private Universities Act, 2007]*

#### **(A) Selection Committee for appointment of Teachers and Officers:**

- 1.0 The Selection Committee for selecting candidates for appointment in the posts of teachers and officers shall be constituted as follows:
- (i) The Vice-Chancellor : Chairperson
  - (ii) Two members to be nominated by the Governing Body : Members
  - (iii) Three expert members in the subject/office concerned for the post of Professor and equivalent posts or two expert members in the subject/office concerned for the post of Associate Professor, Assistant Professor and equivalent posts-- to be nominated by the Vice-Chancellor : Members

- (iv) The Registrar : Member-Secretary
- 2.0 Presence of at least 5 (five) members shall form the quorum of the meetings of the Selection Committee for the posts of teachers and officers.
- 3.0 Applications for the posts of teachers and officers shall be advertised in leading newspapers. Copies of the advertisement shall also be sent to the local Employment Exchange of the Govt. of Assam.
- 4.0 A Scrutiny Committee constituted by the Vice-Chancellor shall scrutinize the received applications.
- 5.0 In case the number of eligible candidates are found to be high, the Vice-Chancellor may short-list the candidates on the basis of merit and invite them to appear before the Selection Committee.
- 6.0 The Selection Committee shall interview the candidates, assess them as per the norms laid down by the UGC/other regulatory bodies, Govt. of Assam and prepare a panel of names in order of preference and recommend it to the Governing Body for further action.

**B. Selection Committee for appointment of Grade III and Grade IV employees:**

- 1.0 Selection Committee for selecting candidates for appointment in the posts of Grade III and Grade IV employees shall be constituted as follows:
- (i) The Registrar : Chairperson
- (ii) One person to be nominated by the Governing Body : Members
- (iii) One person to be nominated by the Sponsoring Body, MSSV, Nagaon : Member
- (iv) Two Officers of the University to be nominated by the Vice-Chancellor : Members
- (v) The Assistant Registrar (Academic) or a suitable officer to be nominated by the Vice-Chancellor, MSSV, Nagaon : Member-Secretary
- 2.0 In case of any regular vacancy in the Grade III and Grade IV, local advertisement shall be made with a copy to local office of the Employment Exchange.
- 3.0 In case the numbers of candidates are high Written and Computer Test may be held to short list the candidates. The Selection Committee shall interview the short listed candidates and prepare a panel of names in order of preference.

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**STATUTE – 10 : The Finance Committee**

*[Constitution, powers and functions of the Finance Committee framed under Section (29), of the Assam Private University Act, 2007]*

- 1.0 There shall be a Finance Committee in the University which shall be constituted as follows:
- (i) The Vice-Chancellor : Chairperson
- (ii) The Chief Finance & Accounts Officer : Member Secretary
- (iii) One member of the Governing Body to be nominated by the



- (iv) Chancellor : Member  
 One member of the Sponsoring Body to be nominated by the Chancellor : Member
- (v) One member of the Board of Management to be nominated by the Vice-Chancellor : Member
- (vi) The Registrar : Member
- 2.0 Presence of 4 (four) members shall form the quorum in the meeting of the Finance Committee.
- 3.0 The recommendation of the Finance Committee shall be mandatory for any financial proposal of the University.
- 4.0 The finance committee shall examine annual budget of the University and shall recommend it to the Board of Management and the Governing Body for approval.
- 5.0 The Finance Committee shall recommend to the Governing Body for approval of any financial proposal received from the Board of Managements and Academic Council, etc. of the University.
- 6.0 The Finance Committee shall examine the annual accounts and balance sheet of the University and shall recommend them to the Board of Management and the Governing Body.

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### **STATUTE–11 : Terms and Conditions of service of employees of the University**

*[Reference: Section (30)(1)(e) of the Assam Private Universities Act, 2007]*

The terms and conditions of service of the employees shall be laid down in the Mahapurusha Srimanta Sankaradeva Viswavidyalaya Employees' Service Conditions Ordinance.

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### **STATUTE–12 : Arbitration in case of disputes**

*[Framed under provision of the Section (30)(1)(f) of the Assam Private Universities Act, 2007]*

- 1.0 In case of any dispute between officers, teachers, employees and students the University administration shall first try to resolve informally and amicably.
- 2.0 In case the University administration does not succeed to have an amicable settlement informally, the matter shall be referred to the Board of Management.
- 3.0 The Board of Management shall try to resolve it and if necessary constitute a Committee for finding the facts making an inquiry into it.
- 4.0 The findings of the Committee shall be forwarded to be Governing Body to take necessary action.

- 5.0 The Governing Body shall examine the report of the Committee and take necessary action as per the provisions of disciplinary action as given in the relevant service conditions ordinance.
- 6.0 In case the individual/party feels aggrieved by the decision of the Governing Body they may prefer an appeal to the Chancellor within 15 days of the receipt of the order. The decision of the Chancellor in the matter shall be final and binding.

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### **STATUTE–13: Conferment of Honorary Degrees**

*[Framed under provision of the Section (30)(1)(g) of the Assam Private Universities Act, 2007]*

- 1.0 The Governing Body of the University may decide to confer honorary degree of D. Litt. or D.Sc. to the illustrious personalities with outstanding contribution to literature, language, culture, society, science & technology, etc.
- 2.0 The Academic Council may suggest names of such personalities with their bio-data and their outstanding contributions.
- 3.0 The Governing Body shall examine the bio-data along with the list of contributions and shall decide whether to confer or not to confer honorary degree.
- 4.0 Honorary degree(s) shall be conferred in the Convocation/Special Convocation held by the University.

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### **STATUTE–14 : Award of free Studentship, Scholarship and Fellowship**

*[Framed under provision of Section (30)(1)(h) of the Assam Private Universities Act, 2007]*

- 1.0 To help the meritorious students belonging to below poverty line the University shall provide them with free studentship in all of its programmes.
- 2.0 To encourage the students the University shall institute some scholarship/fellowship by the Governing Body of the University.
- 3.0 For sustainment of the scholarships/fellowships the University shall institute endowments in the name of illustrious persons.
- 4.0 The University shall also disburse the scholarships awarded by the State/Central Govt. to the students of SC, ST, OBC or other weaker or minority sections and submit accounts regularly to the awarding authorities.

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### **STATUTE–15 : Admission of Students**

*[Framed under provision of the Section (30)(1)(i) of the Assam Private Universities Act, 2007]*

- 1.0 Admission of students to the various programmes of the University shall be strictly on merit basis.

- Provided that admission in professional and technical courses / programmes shall be made only through entrance test.
- 2.0 Specific rules and regulations shall be framed by the University for admitting students to the various programmes to be introduced and conducted by the University.
  - 3.0 The regulations of the academic programmes shall be framed by the Board of Studies, approved by the Academic Council and ratified by the Governing Body of the University.
  - 4.0 The admission norms laid down by the UGC/AICTE/NCTE/BCI, and other regulatory bodies shall be strictly adhered to.
  - 5.0 Reservation policies of the State Govt. of Assam shall be strictly followed in case of admission of the students.

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### **STATUTE – 16 : Fees to be charged from the students**

*[Framed under provision of the Section (36)(1)(j) of the Assam Private Universities Act, 2007]*

- 1.0 The University shall propose the fee structure taking into consideration:
  - (a) that it is sufficient for generating resources for meeting the recurring expenditure of the University, and (b) the savings required for the further development of the University and (c) not unreasonably excessive.
- 2.0 The proposed fee structure shall be sent for approval of the Fee Structure Committee.
- 3.0 The fee structure approved by the Committee shall remain in force for three years.
- 4.0 The University shall not charge any other fee, except as mentioned in the fee structure.

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### **STATUTE–17 : Number of seats/intake capacity in the different courses/programmes**

*[Framed under provision of the Section (36)(1)(k) of the Assam Private Universities Act, 2007]*

- 1.0 The Board of Management on recommendation of the Academic Council shall determine the number of seats in the various general courses / programmes conducted by the University.
- 2.0 In case of professional/technical courses/programmes the number of seats for admission of students shall be as approved by the regulatory bodies concerned.

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