



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 14th March, 2026

eCF No. 596042/63.- In exercise of the powers conferred by section 51 of the Nagaon University Act, 2023, the Governor of Assam is hereby pleased to make the following Ordinances of the Nagaon University in the manner hereinafter appearing, namely:-

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| Short title and commencement | 1. (1) These Ordinances may be called the First Ordinances of the Nagaon University.
(2) It shall come into force on the date of their publication in the Official Gazette. |
| Admission and Enrolment | 2. Admission of Students as per clause (i) of section 51 shall be in the following manner, namely,—
(i) Admission of students shall be on all Assam basis and it shall be open to all classes of persons as defined in the Articles of these Statutes of the University.
(ii) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the Admissions Brochure of the University. The specific details about the written test and applicability of personal interview for admission to each Programme/course of study shall be decided by the concerned authority and published in the Prospectus : |

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 sections 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 Classes shall be as per the norms/policies laid down by the State Governments.

- (iii) The University may decide to admit foreign students to its regular programs of study and the fee structure shall be decided by the University.

- (iv) The Vice Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University.
- Various Programs (Courses) of Study 3. (1) There shall be various programmes/course of Study in the University for Degree, Diploma and Certificate in different Faculties/ Departments/Centres. The University shall offer such program/courses and for such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s)/ Centre(s). The University shall offer such programmes and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either in its own or on the initiative of Department.
- (2) The Executive Council may exercise powers to introduce, modify or discontinue a program/course on recommendations of the Academic Council. The procedure for starting a new programmes/course, temporarily suspending an existing program/course or phasing out a programmes/course shall be such as may be laid down in the regulations and approved by the Executive Council.
- (3) The minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or as specified by the Academic Council. The Degrees/Diplomas/Certificates as referred to in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (4) The procedure for the admission shall be such as may be specified by the Executive Council;
- (5) A student may be granted scholarship / assistantship / stipend / contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or as stated in the regulations laid down for the same.
- (6) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program / course.
- (7) No regulations shall be made in contravention to the decision of the Executive Council in regard to duration, admission processes, intake of students, etc.
- (8) In exceptional circumstances, the Chairman of Executive Council may approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary for the smooth running of the program:
- Provided, all such changes are reported to the Executive Council in its next meeting.
- (9) The regulations/rules governing programmes to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.
- (10) Any such other matters when required shall be decided by the Vice Chancellor.
- (11) For removal of difficulties or any interpretation of the provisions of this Ordinance shall be referred to the Vice

Chancellor, who shall in consultation with the Executive Council, take decision which shall be final and binding upon all.

Eligibility for
Admission of
Students

4. (1) Eligibility for admission,-

(i) No student shall be eligible for admission to a program of study, a degree or diploma unless he possesses such qualifications for the concerned program of study as prescribed by the University.

(ii) Admission and enrolment of students shall be planned and executed as below,—

(a) The University shall approve the procedure of admission from time to time and publish the relevant information in this regard in the prospectus.

(b) The University shall 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 program as prescribed by the University.

(c) 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/courses offered by the University.

(d) Candidates seeking admission to a programmes/course of study in the University must fulfil the relevant eligibility criteria laid down by the University and published in the prospectus.

(e) The maximum number of seats to be made available for each course shall be determined by the University from time to time.

(f) No candidate shall be entitled to claim admission as a matter of right.

(g) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction and rules of the University.

(iii) The University shall have options for lateral entry in particular semester of UG and PG degree program/course through Academic Bank of Credit (ABC) depending on availability of seats and fulfilment of certain necessary selection criteria (to be worked upon and mandated as per rules and regulations in this regards).

(2) Restrictions of Admission on Certain Grounds

(i) No student shall be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate/ diploma course or in a

program/course under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'Open and Distance Learning mode'.

- (ii) Unless otherwise provided, a student may join part-time courses offered by the university provided she/he fulfils the eligibility requirements as per procedure laid down for the purpose.
- (iii) A student who has completed a Postgraduate / Undergraduate / Diploma / Certificate Programme / Course shall not be allowed to be admitted again in the same programmes / course in the same discipline. The Degree / Diploma / Certificate once awarded by the university to a student shall not be allowed to surrender.
- (iv) 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 be admitted to any course of study during the period for which the sentence is in operation.
- (v) 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.
- (vi) A student who has taken admission to any course as a full-time regular student shall forfeit her / his right, if he becomes an ex-student of the University and shall 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.
- (vii) Immediately after the completion of the normal duration of an academic program/course, e.g. two year/three year/four year/five year, as the case may be, a student of that particular program/course shall cease to be a regular / bonafide student of the University and her/his right/claim to the academic, instructional, physical, digital and such other facilities of the University shall stand forfeited with the exception that if she/he is having any backlog/arrear course(s) up to the number of permissible attempts as per the Rules/Regulation of that particular program/course.

(3) Renewal of Admission to subsequent semester/year

After completion of a semester/year, every student needs to renew his/her admission to the subsequent semester/year irrespective of she/he has appeared and passed in the end semester examination of that particular semester/year or not, by paying the applicable fee, failing which her/his right/claim for regular / bonafide studentship shall get terminated, and for such students, the University may allow them to take fresh admission from the first semester/year of the program/course:

Provided that, the University may allow them to be re-admitted to the same semester/year under certain conditions for Re-admission.

(4) Revocation/Termination of admission

Admission of a student may be revoked/terminated at any point of time if any disciplinary action to the extent of expelling him/her from the University is taken by the University as per relevant Rules/Regulations. In such cases, the student facing expulsion order and/or revocation/termination order shall forfeit her/his right/claim to the studentship of the University resultant to which she/he shall forfeit his right/claim to academic, instructional, physical, digital and such other facilities of the University including the right of sitting for any backlog/arrear course(s), if any, in the end semester examination, as per relevant Rules/Regulations of particular program/course. Revocation/termination of admission of a student under these abovementioned circumstances shall not entail refund of the admission fee to the student.

(5) Enrolment/Registration of Students

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

(6) Late Admission

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

(7) Procedure of Granting Leave

If a student, on account of illness, taking part in sports/culture/ literary/NCC/NSS etc. activities on behalf of the University or some other reason, remains absent in the classes for a specific period, She/he shall be required to submit leave application to the competent official/respective board of the University as per Rules.

(8) Procedure of Withdrawal

Students may withdraw their admission by the date of registration as specified by the University or before the same. In compliance with instructions of UGC, the

University shall refund his/her deposited amount after deducting a processing fee, as prescribed from time to time. In case the student registers for the program on the specified date or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. 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. There shall be no provisions for withdrawal of admissions in self-financing courses.

- Fees to be charged 5. As per clause (ix) of section 51 of the Act, University shall charge fees in the following manner, namely-
- (i) the University shall charge fees from the undergraduate, postgraduate, and research students and post-doctoral workers for different academic programmes.
 - (ii) Students admitted to various programmes in the Faculties/Departments/Centres shall have to pay the Fees, Funds, Registration Fee and Caution Money, Hostel Charges, etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as per provisions of the Act.
 - (iii) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
 - (iv) The procedure for the deposition of fees, late fine, entry/deletion of the names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.
 - (v) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:-
 - (a) Registration fees;
 - (b) Admission fees;
 - (c) Tuition fees;
 - (d) Hostel Charges to include Boarding, Lodging charges;
 - (e) Summer/Winter Vacation Charges, for those who are required to stay in Hostel during vacation with the permission of the University;
 - (f) Sports fees;
 - (g) Examination fees;
 - (h) Library Fees;
 - (i) Fees for the Degrees/Diplomas/certificates if awarded and in absentia;

- (j) Fees for Grade Card, Transcripts, and other academic certificates/documents including duplicates/attested copies, etc.; and
 - (k) Caution Money/Security deposit is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
 - (vi) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a late fine. The student's name may be strick off, after this date, and he/she may be re-admitted on payment of re-admission fee and no late fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of late fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/Registrar and prescribe such condition as he may consider necessary for the purpose.
 - (vii) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced.
 - (viii) All fees shall be paid within the stipulated time through such modes including online payment as may be notified by the University
 - (ix) Concessions, scholarships, or financial assistance, if any, shall be granted strictly in accordance with the applicable norms and rules prescribed by the University and schemes prescribed by the Government as amended from time to time.
- Conduct of examination
6. (1) 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.
 - (2) Students shall appear in the examination for the registered subjects only.
 - (3) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.

- (4) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (5) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the concerned Regulations.
- (6) When the University intends to impose any penalty to students, it shall extend to the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (7) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after being satisfied about the genuineness and as per the gravity of the case.
- (8) An amanuensis shall be allowed in case of visually impaired students or the students who are unable to write the examination with their own hands due to physical deformity, an accident or a disease.
- (9) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the regulations/rules of the programmes.
- (10) No Regular student will appear in the examination of the University if he/she,-
 - (a) has concealed important information from the University at the time of admission;
 - (b) has been prosecuted in any case of indiscipline and so decided by the Vice-Chancellor;
 - (c) does not possess the minimum academic qualification to appear in the examination;
 - (d) does not satisfy all the provisions of this Ordinance or any other Ordinances which govern the permission to appear in the examination; and
 - (e) has not fulfilled the attendance requirement;
- (11) To conduct the examination smoothly in the University, the following preparatory action shall be recognised carrying out by the Controller of Examinations:-
 - (i) Appointment of Examiners,
 - (a) The examiners generally shall be teachers who have taught the course at the University or in another university.
 - (b) All question papers of academic departments will be duly moderated by teachers who are associated with the teaching of the concerned course(s).

(ii) Setting Question Papers,

- (a) As per dates specified in Academic Calendar, all processes and necessary action shall be taken by the Controller of Examinations to conduct the examinations.
- (b) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper(s), mentioning important points such as due date of submission of question paper, authority to whom the question papers is to be submitted, etc.
- (c) All teachers involved in the setting of questions papers will maintain confidentiality with regard to the questions set in the papers.
- (d) For each course, two question papers shall be set by two appointed examiners.
- (e) Before submission of question papers, all question paper setters must ensure that the question paper is error free and it has been sealed properly.
- (f) All question papers shall be submitted within due dates to the Controller of Examinations.
- (g) All question papers shall be duly moderated before finalization.

(12) Invigilation and Related Activities

- (i) All teachers of the Department and Ph.D. students in receipt of Research Fellowships may be assigned invigilation duties.
- (ii) The nominated Invigilators are required to collect examination material from the Head of Department / Examination Control Room 20 minutes before the commencement of the examination.
- (iii) All Invigilators are required to reach the Examination Hall at least 15 minutes before the start of the examination after collecting the Question Papers and the examination materials comprising;
 - (a) Envelopes of Question Papers/Bundles of Answer Books.
 - (b) Attendance Sheets of Students.
 - (c) Absentee Proforma/ Attendance Statement.
 - (d) Any other material as per the requirement.
- (iv) Answer sheets shall be issued 7-10 minutes before examination.

- (v) The Invigilator shall ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
 - (vi) Question papers shall be issued 5 minutes before the start of the examination.
 - (vii) Invigilators shall ensure that students' study material relating to the examination and or unauthorized material is kept at a place designated by the Invigilation Staff outside the examination hall.
 - (viii) Students coming late by more than one (01) hour time shall not be allowed in the Examination Hall. The student arriving late shall be asked to report to the Head of Department/Controller of Examinations who may allow the student to appear as per his/her discretion but no extra time will be given.
 - (ix) Mobile phones or any other electronic gadgets except non-programmable calculators shall not be carried inside the Examination Hall.
 - (x) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Head of Department or the person who has been authorized for the purpose.
 - (xi) If an examinee is caught red handed while copying from a hand written/printed sheet or using any other unfair means which goes against the University Examination Rules, he/she may be expelled for the day or the rest of the examinations of the particular semester/term.
- (13) Evaluation and Submission of Answer Scripts
- (i) Answer scripts of the respective question papers shall be normally evaluated by teachers who have taught the course.
 - (ii) All answer scripts shall be evaluated and submitted to the office of the Controller of Examinations within such a period as is specified in the concerned Regulations.

(14) Declaration of Result

Semester wise result will be announced within 45 days of completion of the last examination of a programme or as decided by the Controller of Examinations as per the Rules and Regulations in this regard.

The Conditions of
the Residence of
the University
Hostel

7. (1) Authority for Admission

Admissions shall be made under the supervision of the authorities designated by the Vice-Chancellor and in accordance with;

- (i) the Act and Statutes;
- (ii) ordinances, regulations and notifications;

- (iii) reservation and other policies of the Government, wherever applicable

(2) General Conditions

- (i) No person shall be admitted unless he or she satisfies the academic and other requirements as prescribed.
- (ii) Admission may be based on merit in the qualifying examination, entrance test, interview, or any approved combination.
- (iii) The University may refuse admission to any applicant without assigning reasons, subject to law.

(3) (a) Undergraduate Degrees

A candidate must have passed the Higher Secondary (10+2) or equivalent examination from a recognized Board and meet subject and minimum marks requirements.

(b) Postgraduate Degrees

A candidate must possess a relevant Bachelor's degree from a recognized University with minimum marks/grade as notified.

(c) Diploma / Certificate/ Higher Secondary Courses

(d) Doctoral Degree

Admission to research programs shall require:-

- (i) A relevant Master's degree with prescribed standards;
- (ii) Qualification in entrance procedures as adopted by the University; and
- (iii) Compliance with additional conditions notified.

(4) Admission Notification

- (a) The University shall publish details of seats, procedures, fees and schedules before commencement of admission.
- (b) All admissions are provisional until verification of documents and approval of enrolment.
- (c) Enrolment

Upon completion of formalities, the candidate shall be registered in the rolls of the University and assigned an enrolment number.

(5) Migration / Transfer

Migration from another institution may be permitted subject to equivalence, availability of seats and approval by competent authority.

The Qualifying Attendance Required in the Various Courses

8. The Qualifying attendance shall be decided by the Academic Council in consultation with the (a) Board of Studies (b) Post-Graduate Board for the PG Courses (c) Under-Graduate Board for U.G. Courses (d) Controller of Examinations and (e) As per UGC Guidelines.

Extension of Teaching in Suitable Centres

9. Modes of Extension Teaching

- (i) University Extension Lectures
- (ii) Short Term Extension Lectures
- (iii) Outreach/ Satellite Teaching Centres

- (iv) Digital and Hybrid Modes
 - (v) Details Guidelines to be made by the Academic Council in consultation with the Deans of Faculties of different Schools
- Fee Structure of the University 10. The fee structure of the University shall be decided by the Executive Council as per the prevailing Government of Assam Guidelines and University Grants Commissions (UGC) Guidelines.
- Faculties 11. (1) The University shall include Faculty of Humanities, Science, Law, Agriculture, Commerce, Management, Mass communication, Environmental Science, Indian Fine Arts etc.
- (2) The existing departments of the University to the Faculties shall be as under:
- (i) Sciences: Botany, Chemistry, Mathematics, Computer Science, Physics, Statistics, Zoology
 - (ii) Languages: Assamese, Bengali, Bodo, English, Hindi
 - (iii) Humanities and Social Sciences: Economics, Education, History, Geography, Philosophy, Political Science, Sociology, Journalism and Mass Communication
 - (iv) Education: Education, Integrated Teacher Education Programme (ITEP)
- (3) Members of a Faculty
- (i) A Faculty shall have the following members:-
 - (a) Dean of the Faculty;
 - (b) Heads of the Department/Centre(s) under the Faculty;
 - (c) Such teachers of subjects assigned to the faculty as may be appointed to the faculty by the Academic Council;
 - (d) Such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council provided that a teacher so selected shall hold office for a period of two years from the date of her/his election;
 - (e) Such other persons may be appointed to the faculty by the Academic Council on account of their possessing expert knowledge in a subject or subject assigned to the faculty.
 - (ii) There shall be a Faculty Committee for smooth functioning of the concerned Faculty affairs exercising the powers of the Faculty.
- Constitution, Powers and Duties of the Boards of the University 12. University Publication Board
- (1) It shall consist of the following members:-
- (i) One Professor to be nominated as the Chairperson by the Vice Chancellor
 - (ii) Five Heads of the Departments to be nominated by the Academic Council

- (iii) One member to be selected from amongst the members of the Executive Council
- (iv) One faculty member from each Faculty to be nominated by the Vice Chancellor
- (v) Academic Registrar, Member Secretary
- (vi) The Chairperson may co-opt member(s) as she/he deems necessary.

(2) Powers and Duties of the University Publication Board:

- (i) oversee the University’s academic publications such as books, translated and documented manuscripts, articles, journals etc.
- (ii) review and propose policies and procedures of publishing academic books and responsibilities of the authors, translators and editors.
- (iii) define the rules of publishing journals, responsibilities of the editorial board members, and licensing and copyright procedures in conformity of law.
- (iv) seek ratifications of the proposals from the Academic Council and Executive Council.
- (v) work on such any other matters as assigned by the Vice Chancellor or higher Authority of the University.

(3) Term of Office:

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

(4) Meeting of the Board:

- (i) The Committee shall meet as frequently as deemed necessary but at least twice a year
- (ii) A notice of at least one week shall normally be given for a meeting.
- (iii) The quorum of the meetings is one-third of the existing members

Constitution of High Power Committee

13. High-Power Committee shall consist of the following members, namely-

(i)	Vice Chancellor	Chairperson
(ii)	Registrar	Member
(iii)	Academic Registrar	Member
(iv)	Dean, Students’ Welfare	Member
(v)	One Dean of Faculty	Member
(vi)	Controller of Examinations	Member Secretary

Committee for Conduct of Examinations

14. Committee for Conduct of Examinations

- (1) There shall be an examination conduct committee notified by the Registrar with recommendation of the Controller of Examinations and approval of the Vice Chancellor.

(2) The Committee shall consist of the following members:-

- (i) Officer-In-Charge
- (ii) Assistant Officers-In-Charge (two/three as required)

(3) Functions and Responsibilities:-

The Committee shall,-

- (i) Make the hall arrangement with adequate light and good sitting conditions, seat plan as per examination schedule.
- (ii) Collect the unused answer scripts of good conditions and enrolment-sheet from the Controller of Examinations and keep them in secured store of the control room.
- (iii) Receive/collect the question papers from the Controller of Examinations in time.
- (iv) Prepare the invigilation duty list and detail the teachers accordingly.
- (v) Keep record of the attendance sheet and the account of presence and absence.
- (vi) Receive the used scripts and ensure the number of scripts matching with the candidates present and the corresponding number in a paper.
- (vii) Send the written scripts to the Zone of the examinations.
- (viii) Ensure the strict discipline maintained in the examination hall.
- (ix) Ensure no unfair means adopted by the candidates and if found so, appropriate disciplinary action should be undertaken as per rules.
- (x) Do such other works required for the examinations.
- (xi) The Officer-in-Charge, who shall be assisted by the assistant officer in charge, shall be primarily responsible for smooth conduct of examinations at the examination centre.

Types of
Examinations

15. (1) Types of Examinations of UG/PG/Ph.D. Programs:-

- (i) In-Semester Examinations for UG/PG
- (ii) End Semester Examinations for UG/PG
- (iii) Examinations relating to Ph.D. Programme shall be conducted/governed by the separate Ph.D. Regulation made by the University as per Ph.D. Regulations of UGC.

(2) The In-semester examinations mean the different tools/methods of evaluations adopted within the period of 15 class weeks in a particular semester.

(3) In-Semester Examinations:-

- (i) There shall be a co-ordination committee constituted by the Registrar with recommendation of the Controller of Examinations and approved by the Vice Chancellor for smooth conduct of the In-Semester examinations.
- (ii) For in-semester examinations, a method termed as 'Continuous Internal Assessment and Evaluation

(CIAE)' shall be adopted, in which the performance of each student shall be assessed and evaluated through in semester activity such as Sessional/Mid Semester examinations/seminar/group discussion presentation, attendance, assignment, project work etc.

- (iii) These responsibilities, referred to (a), are solely bestowed on the concerned teacher(s) who take the course under the supervision of the Head of the Department/Centre.
- (iv) The Sessional/Mid Semester examinations shall be conducted with time-table notified in a reasonable time ahead of the end semester examinations (generally within the period of half of the semester) as per the Academic Calander.
- (v) The evaluated scripts of Sessional/Mid Semester examinations shall be shown to the concerned students in a class and take them back for record in the department. If student demands review/re-evaluate, the concerned teacher shall address their grievances and give decision.

(4) End-Semester Examinations:-

The End-Semester examinations shall be conducted at the end of each semester and shall adopt the following procedure,—

- (i) A student shall be eligible to appear in the End Semester Examination only upon fulfillment of the prescribed minimum attendance requirements and such other academic and regulatory conditions as may be stipulated under the relevant Ordinances, Regulations, and Guidelines of the University

(ii) Conduct of End Semester Examination,-

Arrangement prior to Commencement of Examinations. The Controller of Examinations (CoE) shall be the primary officer responsible for overseeing and managing the End Semester Examinations-related activities. This shall make arrangement for preparing and publishing the examinations schedules, undertaking the process of examination form fill-up, generating Admit Cards, ensuring secure handling of question papers, answer scripts and ensuring that all examinations are conducted as per the academic calendar and examination manuals of the University.

(iii) Evaluation and Submission of Answer Scripts:-

- (a) Answer scripts of the respective courses shall be evaluated in the respective zones of the University as per guidelines of the university by the concerned course teachers and should enter the marks in the Samarth Portal pertaining to FYUGP Courses only with utmost precision and care.
- (b) All answer scripts shall be evaluated and submitted to the office of the Controller of Examinations within such period as is specified in the concerned Regulations.

(iv) Declaration of Result

- (a) Results shall be announced within 30 days or such a date after completion of the examination of a Programme as decided by the High-Power Committee for examinations.
- (b) The Answer scripts of the Examinations shall be retained for a period of one and a half year from the date of the announcement of results to address any re-Scrutiny/re-evaluation requests or any grievances. ?

(v) Award of Degree, Diploma and Certificate

The conferment of all degrees, diploma and certificates shall be subject to the full compliance with and fulfilment of the prescribed norms and regulations governing the respective programmes of study offered by the University, as may be amended from time to time.

Recognition of
University Hostel

16. As per section 51 (v) of the Act, the University shall recognize a residence of students as the University Hostel as per norms laid down by the Executive Council of the University. The University shall recognize all the existing student hostels as the University hostels.

Hostel
Management

17. (1) The Dean Student Welfare of the University shall be the over all in charge of the University Hostels.
- (2) The Vice-Chancellor is empowered to appoint Wardens for the University Hostels in consultation with the Dean Student Welfare of the University.
- (3) The Dean Student Welfare shall be responsible for the smooth and peaceful functioning of the hostel/hostels with the assistance of Wardens.
- (4) The employees in the Hostel Office and other employees working in the Hostels shall discharge their duties under the supervision of the Warden.
- (5) The Warden shall monitor and supervise the day to day functioning of the mess, stores, issues and accounts relating to receipts and payments.
- (6) The Warden shall arrange for issue of no-dues certificate to the inmates and staff after due verification.
- (7) All the provisions including vegetables, milk, gas, etc., shall be purchased based on the recommendations of the Hostel Advisory Committee.
- (8) The Warden shall ensure that the hostel mess is run on no-profit and no-loss basis and mess bills shall have to be notified to the inmates every month.
- (9) There shall be student participation in the management of hostels. The following student committees shall be constituted by the Warden.
- (i) Purchase Committee.
 - (ii) Menu Fixation Committee.
 - (iii) Hostel Maintenance Committee
- (10) There shall be a Hostel Advisory Committee to be constituted by the Vice-Chancellor to formulate guidelines and

- advise the University administration for the smooth functioning of the University hostels.
- Extension of University Lectures 18. (1) The objective of the Extension Program shall be the following, namely:-
- (i) to democratize higher education by reaching students in remote or underserved areas.
 - (ii) to utilize the expertise of University faculty for the benefit of state-affiliated colleges and recognized research centers.
 - (iii) to facilitate lifelong learning and continuing education for professionals and the general public.
- (2) Selection and Approval of Centres
- As every location is not suitable for University-level instruction, a "Centre" is required to meet the following criteria:
- (i) It shall be a college affiliated with the University or a state-recognized institution.
 - (ii) Infrastructure of adequate lecture halls, ICT facilities (for hybrid sessions), and library access shall required to be provided.
 - (iii) institutions shall be required to apply formally to the Registrar at least six months prior to the commencement of the academic session.
- (3) Mode of Delivery
- Lectures may be delivered via the following modes:
- (i) Faculty may be traveling to the Center for scheduled blocks of instruction.
 - (ii) real-time lectures broadcasting from the University via high-definition teleconferencing.
 - (iii) a combination of recorded modules and periodic in-person seminars in a hybrid model may be conducted
- (4) Faculty Assignment and Remuneration
- (i) Only approved University Teachers (Professors, Associate Professors, and Assistant Professors) or Guest Lecturers vetted by the Academic Council may deliver extension lectures.
 - (ii) Extension duties shall be treated as "On Duty" (OD) but must not interfere with the primary teaching schedule at the University headquarters.
 - (iii) Traveling Allowance (TA) and Dearness Allowance (DA) shall be paid as per University Grade-I rules.
 - (iv) An "Extension Honorarium" per lecture shall be paid, the rate of which shall be determined periodically by the Finance Committee.
- (5) Academic Oversight
- Lectures may be delivered via the following modes:
- (i) The curriculum delivered at the Centers shall be identical to the one taught at the University.
 - (ii) The Center Head is responsible for maintaining attendance records, which shall be submitted to the University Controller of Examinations monthly.

- (iii) The University's Internal Quality Assurance Cell (IQAC) shall conduct surprise visits or student feedback surveys at the Centers once per semester.

(6) Financial Provisions

Lectures may be delivered via the following modes:

- (i) The host Center shall pay an "Affiliation Extension Fee" to the University annually.
- (ii) Any additional fees collected from students for these lectures must be approved by the University and shared in a pre-decided ratio (e.g., 60% University / 40% Center).

(7) Power to Withdraw

The University reserves the right to withdraw the extension of lectures from any Center if:

- (i) Academic standards are found to be subpar.
- (ii) Financial dues are not cleared within the stipulated time.
- (iii) The Center fails to provide the required logistical support for the visiting faculty.

Emolument and
Conditions of
Service of Teachers

19. (1) The Teaching Staff shall be designated as follows:

- (i) Professor
- (ii) Associate Professor
- (iii) Assistant Professor

- (2) The scales of pay and other allowances of different cadres of the teaching staff shall be governed by the rules prescribed by University Grants Commission and State Government from time to time.
- (3) The qualifications for the post of Professors, Associate Professors and Assistant Professors shall be such as may be prescribed by the University in accordance with the norms laid down by University Grants Commission.
- (4) A teacher shall be a full-time salaried employee of the University and shall devote his whole time to the University.
- (5) Every teacher shall take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with Act, Statutes and Ordinances framed there under, organisation of instruction, or teaching or research or the examination of students or their discipline or their welfare and generally to act under the direction of the authorities of the University.
- (6) A teacher who is assigned work relating to teaching or research in any Department other than his department, shall not be entitled to extra remuneration.
- (7) Every teacher shall draw increment in his scale of pay, unless it is withheld or postponed by a resolution of the Executive Council and after the teacher has been given sufficient opportunity to make his written representation.
- (8) Every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by UGC and State Government from time to time:

Provided further that no teacher re-employed after attaining age of superannuation shall hold appointment as Head of Department or Dean of Faculty or any other such administrative position except in exceptional cases.

- (9) Every teacher of the University shall be bound by the Act, Statutes, Ordinances and Regulations for the time being in force in the University;

Provided that no change in the terms and conditions of service of a teacher shall be made after his appointment, in regard to designation, scale of pay, increments, probation, confirmation, leave, leave salary, age of retirement, provident fund benefits and removal from service so to adversely affect him.

- (10) A teacher may, at any time, terminate his engagement by giving the Executive Council three months notice in writing:

Provided that the Executive Council may waive the requirement of notice at its direction.

- (11) Under the transitory provisions of the Act, the existing Associate Professors of Nagaon College (Autonomous) may be promoted to Professors under CAS:

Provided they fulfil all the requisite qualifications laid down by the Executive Council in accordance with UGC guidelines.

Formation of
Departments of
Teaching in the
Faculties

20. (1) This Ordinance assigns the existing departments of the University to the Faculties as under:

- (i) Faculty of Science comprising the Departments of:

- (a) Botany
- (b) Chemistry
- (e) Geography
- (f) Mathematics
- (g) Physics
- (h) Statistics
- (i) Zoology

- (ii) Faculty of Humanities and Social Sciences comprising the Departments of:

- (a) Assamese
- (b) Bengali
- (c) Economics
- (d) Education
- (e) English
- (f) Arabic
- (g) Geography
- (h) Hindi
- (i) History
- (j) Philosophy
- (k) Political Science
- (l) Sanskrit
- (m) Sociology

- Formation of the University Publishing Board

(iii) Faculty of Commerce and Management and Law, comprising the Departments of:

(a) Accountancy

(b) Entrepreneurship and Management

(c) Public Policy and Law

(3) The creation of any new Faculty shall be as prescribed in the as recommended by the Executive Council with prior approval of Govt. of Assam.

21. (1) The university publishing board shall consists of the following members, namely:-

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

(2) The committee shall hold the office for a period of three (03) years.
The University Publishing Board shall exercise following powers and duties, namely:-

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

(ii) Scrutinize and approve manuscripts recommended for publication.

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

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

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

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

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

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

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

NARAYAN KONWAR,

Commissioner & Secretary to the Government of Assam,

Higher Education Department.