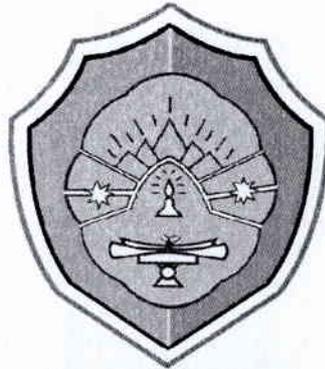


**THE FIRST STATUTES
OF
COTTON UNIVERSITY
ASSAM ACT NO. XXII OF 2017**

(Received the assent of the Governor on 6th April, 2017)
COTTON UNIVERSITY ACT, 2017



अप्रमत्तेन वेद्व्यम्

Submitted by
The Statutes Committee
3rd November 2018

**COTTON UNIVERSITY,
PANBAZAR, GUWAHATI**

Handwritten signature
10/11/19
Registrar

Cotton University
Panbazar, Guwahati-781001, Assam

THE FIRST STATUTES OF COTTON UNIVERSITY

ASSAM ACT NO. XXII OF 2017
(Received the assent of the Governor on 6th April, 2017)
COTTON UNIVERSITY ACT, 2017

These Statutes may be called the Cotton University Statutes. These have been made under the provisions of the Cotton University Act, 2017 (ASSAM ACT NO. XXII OF 2017).

In these Statutes, unless explicitly stated otherwise, 'The Act' means the Cotton University Act, 2017 (ASSAM ACT NO. XXII OF 2017); 'Section' means a Section of The Act, and the 'Definitions' are as stated in Section 2 of The Act.

The end of the bifurcation between Cotton College and Cotton College State University and the creation of a single entity shall mean that the Cotton University shall now have one Logo (Cotton College Logo), one Flag (Cotton College Flag), one Foundation Day (Cotton College Foundation Day, i.e., May 27), one Teachers' Association, one Employees' Union, one Students' Union and one Alumni Association.

A. THE OFFICERS OF THE UNIVERSITY

As per Section 3 of The Act, the following are the Officers of the University:

1. Chancellor
2. Vice-Chancellor
3. Pro-Vice-Chancellor
4. Dean, Research and Development
5. Dean, Student Welfare
6. Registrar
7. Academic Registrar
8. Controller of Examinations
9. Finance Officer

The following persons shall be the officers of the University under section 3(x) of the Act:

10. Director, Capacity Building Centre
11. Librarian
12. Director of Students' Welfare
13. Superintending Engineer
14. Chief Medical Officer

In respect of posts of other Officers of the University, the Executive Council shall have the power to define and assign duties and responsibilities through Ordinances. Regarding qualifications and pay, the UGC norms shall apply for those posts which are covered under UGC scale of pay and the others shall be covered by the norms set by the State Government Assam. However, the Executive Council shall reserve the right to alter or modify the qualifications and pay depending upon the Office requirements.

The classification of members of the Staff of the University:

a. Academic:

Vice-Chancellor, Pro-Vice-Chancellor, Dean, Professor, Associate Professor, Assistant Professor, Librarian, Deputy Librarian, Assistant Librarian, Scientific Assistant, Laboratory Assistant and such other academic posts as may be decided by the Executive Council.

b. Technical:

Superintending Engineer, Executive Engineer, Computer System Manager, Foreman, Junior Engineer, Physical Instructor, Laboratory Technician, Radio Mechanic, Mechanic, Technical Assistant, Electrician, Plumber and such other technical posts as may be decided by the Executive Council.

c. Administrative and others:

Registrar, Academic Registrar, Controller of Examinations, Finance Officer, Director of Students' Welfare, Chief Medical Officer, Medical & Health Officer, Assistant Registrar, Assistant Controller of Examinations, Store Officer, P.S. to the Vice Chancellor, P.S. to the Registrar, Office Superintendent, Head Assistant and such other administrative staff, and other staff members as may be decided by the Executive Council.

These Statutes now define the following for each Officer at serial no. 1 to 14 and few others as applicable:

1. Term of Office
2. Conditions of Service
3. Powers and Duties/Responsibilities
4. Mode of Appointment

1. Chancellor : [vide Sections 8, 9]

1.1 Term of Office

1.1.1. The Governor of Assam shall be the Chancellor of the University.

1.2 Powers and Duties

The following are the powers and duties of the Chancellor as defined by the Act.

1.2.1. The Chancellor shall have the power to cause an inspection to be made by such person or persons as s/he may direct of the University, its buildings, laboratories and equipment, other facilities and of every institution maintained by the University and also of the examinations, teaching and other work conducted or done by the University and to cause an enquiry to be made in like manner in respect of any matter connected with the University.

1.2.2. The Chancellor shall in every such case, give notice to the Executive Council of her/his 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 be heard at such inspection or enquiry.

1.2.3. The Chancellor may address the Vice-Chancellor with reference to the result of such inspection and enquiry and the Vice-Chancellor shall communicate to the Executive Council the views of the Chancellor with such advice as the Chancellor may offer upon the action to be taken thereon.

- 1.2.4. The Executive Council shall communicate through the Vice-Chancellor to the Chancellor such action, if any, as it is proposed to be taken up or has been taken up upon the result of such inspection or enquiry.
- 1.2.5. 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 issue such directions as he/she may think fit and the Executive Council shall be bound to comply with such directions.
- 1.2.6. Expenses that may be incurred in connection with such inspection or enquiry and certified as such by the Chancellor shall be a charge on the University.
- 1.2.7. The Chancellor shall have such other powers as may be conferred on her/his by or under the provisions of this Act.
- 1.2.8. The Chancellor as the Head of the University shall have the power to suspend the activities of the various authorities of the University as and when circumstances so demand and vest all powers and functions of these authorities in her/his own hand or 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 her/him.

2. Vice Chancellor : [vide Sections 12, 13]

2.1 Term of Office

- 2.1.1. The Vice Chancellor shall be a whole time Officer of the University who shall hold Office for **five years** or till s/he attains the upper limit of age (currently 70 years) as per UGC norms from time to time for the Post, whichever is earlier.

2.2 Conditions of Service

- 2.2.1. The Vice Chancellor shall be eligible for re-appointment subject to admissibility as per rules.
- 2.2.2. The emoluments and other terms and conditions of service shall be determined by the Chancellor, provided that the salary, all other allowances and perquisites of the Vice Chancellor shall be subject to admissibility as per rule of the Government of Assam.
- 2.2.3. Whenever there is any temporary vacancy in the Office of the Vice Chancellor by reasons of leave, illness or other causes, the Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties of the Vice Chancellor during the absence.

2.3 Powers and Duties

The Vice Chancellor shall:

- 2.3.1 be the Principal Executive and Academic Officer of the University.
- 2.3.2 in the absence of the Chancellor, preside over meetings of the Court and any Convocation of the University.

- 2.3.3. be an *ex-officio* member and Chairperson of the Executive Council, the Academic Council, the Finance Committee and the Construction Committee and be entitled to be present and to speak at any meeting of any authority or other body of the University. When present, the Vice Chancellor shall preside over such meetings.
- 2.3.4. have the duty and responsibility to ensure that the provisions of the Act, the Statutes, the Ordinances and the Rules & Regulations are faithfully observed and executed.
- 2.3.5. have the powers to convene meetings of Court, Executive Council, Academic Council, Finance Committee and Construction Committee and any other committees or bodies set up by the University.
- 2.3.6. take such action as s/he deems fit in any emergency, which in her/his opinion, requires an immediate action, and at the earliest opportunity thereafter, inform her/his action to the Officer, Authority or other Body who or which, in the ordinary course, would have dealt with the matter.
 Provided when any such action taken by the Vice Chancellor affects any person in the service of the University, such person shall be entitled to prefer an appeal to the Executive Council through the Officer, Authority or other Body of the University within 30(thirty) days from the date on which such action is communicated to her/him.
- 2.3.7. give effect to all resolutions of the Executive Council regarding
- (a) the appointment, dismissal or suspension of any Officer or teacher or other staff of the University,
 - (b) the recognition or withdrawal of the recognition of any such teacher, Officer or staff.
- 2.3.8. exercise general control in all matters of the University.
- 2.3.9. be responsible for the maintenance of discipline in all aspect of the University.
- 2.3.10. undertake plan and programme to realise the vision of the University as a centre of excellence in both teaching and research, while upholding the highest standards of ethics and public accountability. S/he may set up Ethics Committee, Vigilance Committee, Women's Cell, General Purchase Committee and any other Committee\Body that s/he thinks proper and necessary for these objectives.
- 2.3.11. initiate disciplinary action against any employee/staff for any act of indiscipline, including but not limited to violations of rules and regulations of the University. If the Vice Chancellor deems it to be necessary that immediate action be taken, s/he may suspend an employee pending an enquiry, administer a warning to her/him, impose on her/him the penalty of censure or the withholding of an increment. However, no punitive action should normally be taken unless there has been a due process of enquiry and the person concerned has been given adequate opportunity to respond to the memo/show cause notice/charges against her/him. An employee may appeal to the Executive Council against any punitive action taken by the Vice Chancellor.
- 2.3.12. designate one of the Officers as a State Public Information Officer (SPIO) of the University under the Right to Information Act, or any other responsibility which is mandatory as per law. The Vice Chancellor shall be the First Appellate Authority.

2.4 Mode of Appointment

- 2.4.1. The Vice Chancellor shall be appointed by the Chancellor on the recommendation of an Advisory Board constituted by the Chancellor for the purpose.
- 2.4.2. The Advisory Board shall consist of three members of whom one member shall be elected by the Executive Council, one member shall be nominated by the State Government and one member shall be nominated by the Chancellor. The Members so elected shall not be actively associated with the University in any manner what so ever. The Chancellor shall appoint one of them as the Chairperson of the Advisory Board.
- 2.4.3. The Advisory Board shall recommend a panel of three persons to the Chancellor who may appoint one of the recommended persons to be the Vice Chancellor.
- 2.4.4. The recommended persons should satisfy the existing norms laid down by the University Grants Commission for appointment of a Vice Chancellor in a University from time to time.
- 2.4.5. If the Chancellor does not approve any of the persons recommended by the Advisory Board, s/he may call for a fresh recommendation.

3. Pro-Vice Chancellor : [vide Sections 14, 15]

3.1 Term of Office

- 3.1.1. The Pro-Vice Chancellor shall hold the Office for a maximum period of **three years**, or till the date s/he attains the age of superannuation, whichever is earlier.
- 3.1.2. The appointment is co-terminus with the term of the Vice Chancellor.

3.2. Conditions of Service

- 3.2.1. The Pro-Vice Chancellor shall be eligible for re-appointment.
- 3.2.2. S/he shall be entitled to an additional allowances of rupees five thousand (Rs. 5000) only per month or the revised amount as fixed by the Executive Council during her/his tenure along with his normal monthly salary.
- 3.2.3. S/he shall discharge the Pro-Vice Chancellor's duties and responsibilities as additional to his primary duties in the concerned Department, but her/his work load should be taken care of.
- 3.2.4. If a regular Professor of other Higher Education Institution (HEI) is appointed as the Pro-Vice Chancellor as per provision of The Act, s/he shall discharge the duties of the Pro-Vice Chancellor along with the duties of a professor in her/his respective department of the University.
- 3.2.5. The Pro-Vice Chancellor shall be governed by the rules applicable to teachers of the University.

3.3. Powers and Duties

The Pro-Vice Chancellor shall:

- 3.3.1. be a member of all Statutory Bodies.

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3.3.2. discharge all the responsibilities assigned to her/him by the Vice Chancellor.

3.4. Mode of Appointment

3.4.1. The Vice Chancellor shall appoint one Pro-Vice Chancellor, under intimation to the Chancellor, from amongst the Professors of the University or the regular Professor of any other Higher Education Institute (HEI).

4. Registrar : [vide Sections 16, 17]

4.1. Term of Office

4.1.1. The Registrar shall be a whole time Officer of the University who shall hold Office for a period of **five years** or till s/he attains the age of superannuation, whichever is earlier.

4.2. Conditions of Service

4.2.1. The Registrar shall be eligible for re-appointment subject to selection as per rules.

4.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per rule of the Government of Assam.

4.2.3. Whenever there is any temporary vacancy in the Office of the Registrar by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the Registrar during the absence.

4.3. Powers and Duties

The Registrar shall :

4.3.1. report to the Vice Chancellor and s/he will carry out her/his duties under the direction of, and in consultation with, the Vice Chancellor.

4.3.2. be the *ex-officio* Secretary of the Court, the Executive Council, and the Construction Committee.

Provided that, notwithstanding anything contained in The Act, the Executive Council may, either for special purpose or in general, appoint any other Officer of the University as Secretary.

4.3.3. receive all communications regarding administrative, legal, establishment, construction and RTI related matters which in general shall be addressed to and on behalf of the University.

4.3.4. keep the minutes of all the meetings of the Court, the Executive Council, the Construction Committee and of any Committee appointed by the authorities of the University wherein s/he is the Secretary.

4.3.5. be the custodian of the records, common seal and such other properties of the University as the Executive Council shall commit to her/his charge and shall manage such properties.

- 4.3.6. sign and verify all appointments, contracts and agreements including MoUs entered into on behalf of the University.
- 4.3.7. act as the Secretary of such other committees as may be entrusted by the statutes.
- 4.3.8. conduct the official correspondence of the Court and the Executive Council.
- 4.3.9. issue all notices convening meetings of all such Committees or Councils or Boards of which s/he is the Secretary.
- 4.3.10. arrange for or superintend the examinations of the University, if the situation warrants, as per direction of the Vice Chancellor.
- 4.3.11. perform such other duties as may, from time to time, be prescribed by the Statutes, the Ordinances or the Rules and Regulations, or as maybe entrusted by the Executive Council or the Vice Chancellor as and when required.
- 4.3.12. represent the University in any Court of Law in suits and proceedings by or against the University, sign powers of attorney and verify pleadings or depute her/ his representative for the purpose and to sue any party for any liability to the University and for breach of any contract entered into with the University.

This Statute also provides the following powers and duties/responsibilities of the Registrar:

- 4.3.13. S/he may initiate disciplinary action against any non-officer level employee for any act of indiscipline, including but not limited to violations of rules and regulations of the University. If the Registrar deems it to be necessary that immediate action be taken, s/he may suspend an employee pending an enquiry, administer a warning to her/him, impose on her/him the penalty of censure or the withholding of an increment. However, no punitive action should normally be taken unless there has been a due process of enquiry and the person concerned has been given adequate opportunity to respond to the memo/show cause notice/charges against him/her.

Provided that an appeal may be made by the aggrieved party to the Vice Chancellor against an order of the Registrar imposing any penalty.

- 4.3.14. In case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice Chancellor along with his/her recommendations.

Provided that an appeal may be made by the aggrieved party to the Executive Council against an order of the Vice Chancellor imposing any penalty.

- 4.3.15. S/he shall be responsible for the overall management, maintenance and upkeep of the University estate, including all buildings, roads, gardens, land and boundary walls.

- 4.3.16. S/he shall be the custodian of all records of land and buildings.

4.4. Mode of Appointment

- 4.4.1. The Registrar shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

- 4.4.2. The appointment of the Registrar must conform to the prevailing norms laid down by the University Grants Commission.

5. Academic Registrar : [vide Section 18]

5.1. Terms of Office

5.1.1. The Academic Registrar shall be a whole time Officer of the University who shall hold Office for **five years** or till s/he attains the age of superannuation, whichever is earlier.

5.2. Conditions of Service

5.2.1. The Academic Registrar shall be eligible for re-appointment subject to selection as per rules.

5.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.

5.2.3. Whenever there is any temporary vacancy in the Office of the Academic Registrar by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties of the Academic Registrar during the absence.

5.3. Powers and Duties

The Academic Registrar shall :

5.3.1. report to the Vice-Chancellor and s/he will carry out her/his duties under the direction of, and in consultation with, the Vice Chancellor.

5.3.2. be the ex-officio Secretary of the Academic Council.

5.3.3. be responsible for preparation of curricula and syllabi of the academic programmes.

5.3.4. be responsible for preparation of text books for the courses, if required, as decided by the Academic Council.

5.3.5. keep the minutes of all the meetings of the Academic Council and of any Committee constituted by the authorities of the University where the Academic Registrar is the Secretary.

5.3.6. arrange for the admission of students to the University and keep their records.

5.3.7. oversee the functioning of the Ph D programme of the University.

5.3.8. oversee the preparation of academic calendar, teaching time tables and ensure that teaching programmes are progressing well.

5.3.9. receive proposals for starting new Departments and Centres; arrange for their evaluation in consultation with the Vice Chancellor, and make recommendations for consideration by the Vice Chancellor and the Academic and Executive Councils as per the Ordinances, Rules and Regulations.

5.3.10. receive proposals from the faculty for organizing Schools, Workshops or Conferences; arrange for their evaluation and explore ways and means of facilitating collaborations at both national and international level and make recommendations for

consideration by the Vice Chancellor and/or the Academic Council as per the Ordinances, Rules and Regulations.

5.3.11. assist in regards to the preparation of MoUs with other Institute/Organisation on academic matters.

5.3.12. discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

5.4. Mode of Appointment

5.4.1. The Academic Registrar shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.

5.4.2. The appointment of the Academic Registrar must conform to the prevailing norms of the University Grants Commission.

6. Dean, Research and Development : [vide Section 19]

6.1. Term of Office

6.1.1. The Dean, Research and Development shall hold the Office for a period of **three years**, or till the date of her/his age of superannuation, whichever is earlier.

6.1.2. When the Office of the Dean, R&D falls vacant for resignation or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the Office shall be performed by any other teacher not below the rank of a Professor, as the Vice Chancellor may appoint for the purpose or till the appointment of a new Dean, R&D.

6.2. Conditions of Service

6.2.1. The Dean, R&D, shall be eligible for re-appointment.

6.2.2. The Dean, R&D shall perform duties in addition to her/ his normal duties as a teacher of the University.

6.3. Power and Duties

The Dean, R&D shall :

6.3.1. be responsible for planning of research activities of the University in consultation with all Deans, Heads of the Departments and the Vice Chancellor of the University.

6.3.3. make an overview of the research projects to be submitted to various agencies by the faculty of the University to ensure that the project is in order.

6.3.4. co-ordinate all research activities of the University and shall take up the related matters with University authority.

6.3.5. be the ex-officio Chairperson for all selection committees for selection of the Research Fellow/Project Fellow/Associate etc.

6.3.6. monitor the progress of research projects carried out in the University.

- 6.3.7. take steps for Industry, Non-Governmental Organisation -Academy interaction/ interfacing for R&D activities.
- 6.3.8. co-ordinate the Summer Projects of students covered by the fellowship form INSA and other Agencies/Academics.
- 6.3.9. look after all R&D consultancy projects undertaken by the faculty and any other technical staff of the University.
- 6.3.10 discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

6.4. Mode of Appointment

- 6.4.1. The Dean, Research and Development shall be appointed by the Executive Council from amongst the teachers not below the rank of a Professor;

7. Dean, Students' Welfare : [vide Section 20]

7.1. Terms of Office

- 7.1.1. The Dean, Students' Welfare shall hold the Office for a maximum period of **three years**, or till the date s/he attains the age of superannuation, whichever earlier.

7.2. Conditions of Service

- 7.2.1. The Dean, SW shall be eligible for re-appointment.
- 7.2.2 S/he shall discharge duties in addition to his/her normal responsibilities as Professor of her/his Department of the University.

7.3. Power and Duties

The Dean, SW shall :

- 7.3.1. act as the Chairperson of the Students' Advisory Council.
- 7.3.2. organise programmes/activities to strengthening of the student-teacher, student-employee and student-society relationships.
- 7.3.3. co-ordinate the process of selection of students for awards, prizes etc.
- 7.3.4. be overall in-charge of students' Placement Cell.
- 7.3.5. be overall in-charge of the Students' Grievance and Redressal Cell.
- 7.3.6. nominate Faculty-in-Charge to various sub-committees constituted for students.
- 7.3.7. be in-charge of the students' feedback system and apprise the Vice Chancellor in this regard.
- 7.3.8. function as an Adviser to the Cotton University Students' Union.

7.3.9 discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

7.4. Mode of Appointment

7.4.1. The Dean, SW shall be appointed by the Vice Chancellor from amongst the Professors of the University with the approval (*ex post- facto* approval if the situation warrants) of the Executive Council.

8. Controller of Examinations : [vide Section 22]

8.1. Term of Office

8.1.1. The Controller of Examinations shall be a whole time Officer of the University who shall hold Office for **five years** or till s/he attains the age of superannuation, whichever is earlier.

8.2. Conditions of Service

8.2.1. The Controller of Examinations shall be eligible for re-appointment subject to selection as per rules.

8.2.3. The emoluments and other terms and conditions of service shall be such as may be prescribed by the Executive Council and the Government of Assam norms.

8.2.4. Whenever there is any temporary vacancy in the Office of the Controller of Examinations by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties of the Controller of Examinations during the absence.

8.3. Powers and Duties

The Controller of Examinations shall :

8.3.1. hold various examinations of the University and its Constituent College(s), if any, and ensure that these are conducted smoothly and flawlessly as per the Examination Rules and Regulations.

8.3.2. prepare the Schedules of Examinations at the beginning of each Academic Calendar year.

8.3.3. be responsible to hold examinations as per the Schedules of Examinations and ensure that results are declared on time.

8.3.4. convene the meetings of the Moderating Boards for the different subjects and oversee their functioning. S/he shall be the Secretary of the Moderating Boards and keep the minutes of the meetings.

8.3.5. issue the grade sheets for each student at the end of the Semester, and the final grade sheets (transcripts) at the end of the programme of study on time.

8.3.6. take all necessary measures to maintain the topmost confidentiality of some examination related matters to uphold the sanctity of the examinations.

8.3.7. discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

8.4. Mode of Appointment

8.4.1. The Controller of Examinations shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

8.4.2. The appointment of the Controller of Examinations must be as per prevailing norms of the University Grants Commission.

9. Finance Officer: [vide Section 21]

9.1. Term of Office

9.1.1. The Finance Officer shall be a whole-time Officer of the University for a period of **five years** or till s/he attains the age of superannuation, whichever is earlier.

9.2. Conditions of Service

9.2.1. The Finance Officer shall be eligible for re-appointment subject to selection as per rules.

9.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per guidelines of University Grant Commission adopted by the Government of Assam.

9.2.3. S/he shall be on probation for the first one year of her/his appointment; her/his performance will be reviewed before the probationary period is over, after which s/he may be confirmed for the rest period of the tenure, terminated or the probationary period may be extended if necessary.

9.2.4. Whenever there is any temporary vacancy in the Office of the Finance Officer by reasons of leave, illness or other causes, the Chancellor may, on recommendation of the Executive Council, ask the Registrar to perform the duties of Finance Officer.

9.3. Powers and Duties:

The Finance Officer shall :

9.3.1. exercise general supervision over the funds of the University and advice in regard to its financial policy.

9.3.2. be responsible for the preparation of the financial proposal of the University. S/he shall also be responsible for the preparation of the balance sheet of the University at the end of each financial year.

9.3.3. subject to the control of the Executive Council, manage the investments of the University including trust and endowed amounts; and be responsible for the preparation of the annual estimates and statements of the Accounts, in consultation with the Vice Chancellor and for their presentation to the Executive Council.

9.3.4. be responsible for proper maintenance of the accounts and submit the monthly update of all financial accounts to the Vice-Chancellor.

- 9.3.5. keep a constant watch on the state of the cash and bank balances and on the state of investments.
- 9.3.6. watch the progress of the collection of revenue and advise on the methods of collection employed.
- 9.3.7. ensure that the Asset Registers of all furniture, fixtures, fittings and equipments are maintained up-to-date and that physical stock-verification of equipment and other non-consumable materials in all Offices, departments, laboratories in the University and Constituent College(s), if any, are conducted.
- 9.3.8. subject to the power of the Executive Council, be responsible for ensuring that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and all monies are expended for the purposes for which they are generated.
- 9.3.9. be responsible for Audit of Accounts of the University at least once every year and at the interval of not more than fifteen (15) months by the Examiner, Local Accounts.
- 9.3.10. be the *ex-officio* Secretary of the Finance Committee and keep the minutes of the Finance Committee meetings.
- 9.3.11. perform such other financial functions as may be assigned to her/him by the Executive Council and/or the Vice Chancellor or as may be prescribed by these Statutes and/or the Ordinances and Rules and Regulations provided, that the Finance Officer shall abide by the limits set by the Finance Committee and the Executive Council.
- 9.3.12. seek explanation for any unauthorised expenditure and for other financial irregularities and accordingly report the same to the Vice-Chancellor for necessary action.
- 9.3.13. seek from any Office, Centre, Department, Laboratory, Constituent College(s), if any, of the University any information or returns that s/he may consider necessary for the performance of her/his duties.
- 9.3.14. make the receipt for any money payable to the University. The receipt may also be made by the person(s) duly authorised on his/her behalf by the Executive Council or the Vice Chancellor, as per the Rules and Regulations.
- 9.3.15. ensure that all tax deductions are correctly made, the amounts are deposited as per Government norms and tax deduction certificates are issued on time.
- 9.3.16. unless otherwise stated, issue and sign the salary certificate for each employee, and ensure that all estimates are correctly made, including all deductions, and be responsible for implementing the pension scheme as per Government of Assam norms and decisions of the Executive Council. S/he shall also be responsible for sending pension and leave salary contributions for those on deputation/lien as per Government norms and decisions of the Executive Council.
- 9.3.17. exercise such other powers as may be prescribed by the Statutes and the Ordinances; provided, that the Vice-Chancellor may, in consultation with the Chancellor, ask the Registrar or any suitable Officer of the University to perform the duties of Finance Officer in case of any casual vacancy of the latter.

- 9.3.18. discharge any such other duties and responsibilities assigned to her/him by the Vice-Chancellor from time to time.

9.4. Mode of Appointment

- 9.4.1. The Finance Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- 9.4.2. The appointment of the Finance Officer should also be as per prevailing norms of the University Grants Commission.

10. Director of Students' Welfare : [vide Section 3(x)]

10.1. Term of Office

- 10.1.1. The Director of Students' Welfare shall be a whole time Officer of the University for a period of **five years**, or till the date s/he attains the age of superannuation, whichever is earlier.

10.2. Conditions of Service

- 10.2.1. The Director of Students' Welfare shall be eligible for re-appointment subject to selection as per rules.
- 10.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 10.2.3. Whenever there is any temporary vacancy in the Office of the Director of Students' Welfare by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties of the Director of Students' Welfare during the absence.

10.3. Powers and Duties

The Director of Students' Welfare shall :

- 10.3.1. discharge the responsibilities in all aspects of the welfare of students in the University in consultation with the Dean, SW.
- 10.3.2. be the *ex-officio* Treasurer of Students' Advisory Council.
- 10.3.3. oversee and advise the students on their extra-curricular activities, including sports, cultural and literary activities.
- 10.3.4. be primarily responsible for ensuring a safe, healthy and academically vibrant atmosphere in the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and the Principal(s) of the constituent College(s), if any.
- 10.3.5. be primarily responsible for ensuring a ragging-free environment in the campus, including the Hostels, and shall work towards this end with the Registrar, the wardens of the Hostels and Principal(s) of the constituent College(s), if any.

- 10.3.6. be in charge of putting in place and organizing the activities of the Placement Cell of the University. S/he shall take steps to facilitate campus recruitments in the University campus.
- 10.3.7. create a Student Help Desk to address the issues of the students and also provide necessary counselling to students.
- 10.3.8. be responsible for arrangement of holding elections of the students' body, the Cotton University Students' Union, and any such election of students to any other University body as per rule.
- 10.3.9. help, advice and oversee the applications of students for scholarships from both the State and Central Government agencies. For scholarships which require examinations and as per approval of the Vice Chancellor, s/he shall facilitate organizing these examinations in the University in the interest of the students.
- 10.3.10. discharge any such other duties and responsibilities assigned to her/him by the higher Authority from time to time.

10.4. Mode of Appointment

- 10.4.1. The Director of Students' Welfare shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose.
- 10.4.2. The appointment of the Director of Students' Welfare must conform to the prevailing norms of the University Grants Commission or as prescribed by the Executive Council.

11. Librarian: [vide Section 3(x)]

11.1. Term of Office

- 11.1.1. The Librarian shall be a full-time Officer of the University who shall hold Office till s/he attains the age of superannuation as per prevailing norms of the Government of Assam.

11.2. Conditions of Service

- 11.2.1. The Librarian shall retire on the date s/he attains the age of superannuation as per Government of Assam norms.
- 11.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 11.2.3. A new appointment of a Librarian will be on probation for one year; her/his performance will be reviewed before the probationary period is over, after which s/he could be confirmed, terminated or his/her probationary period extended if necessary.
- 11.2.4. Whenever there is any temporary vacancy in the Office of the Librarian by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties of the Librarian during the absence.

11.3. Powers and Duties

The Librarian shall :

- 11.3.1. be responsible for providing library and information services to the University and its Constituent College(s), if any.
- 11.3.2. be responsible for the maintenance of the libraries of the University and their collections.
- 11.3.3. plan, implement and maintain efficient and easy access to library and information services via modern technology. The Librarian is expected to be thoroughly familiar with the learning, teaching and research needs of the University and keep an eye on emerging tools and electronic resources.
- 11.3.4. be responsible for the proper indexing and cataloguing of all library collections and resources and installation of appropriate user-friendly software for easy access by the users. S/he shall make arrangement to facilitate and assist the users, if required.
- 11.3.5. place order for the academic journals on time and co-ordinate with the Finance Officer for necessary action towards concerned bills.
- 11.3.6. seek requirements of books, periodicals and journals from the different Departments and Centres and order them in a reasonable time line.
- 11.3.7. ensure that all laws related to copyright and intellectual property rights are strictly adhered to while providing library and information services.
- 11.3.8. prepare an overall annual budget for the Library, and after discussions in the Library and Information Services Committee, forward the Committee's recommendations to the Vice Chancellor for follow-up action.
- 11.3.9. place proposals for approval of the Vice Chancellor, within the overall budget, for the purchase of books, journals and periodicals and software recommended by the Library and the Information Services Committee and the Computer Facilities Committee.
- 11.3.10. be the member Secretary of the Library and Information Services Committee.
- 11.3.11. set up modalities for getting copies of research articles and relevant academic materials from other libraries/agencies for faculty and students.
- 11.3.12. set up a digital archive (e.g. in D-space) for archiving historical material on themes of interest to the University. The Librarian should look for ways and means to generate resources for digitizing old manuscripts and archiving these for public use.
- 11.3.13. keep record of all University and its constituent college(s), if any, publications, and also archive them.
- 11.3.14. perform curatorial duties for specific collections, and be the primary contact for donors, including potential ones, to the Library.
- 11.3.15. assist the Administration in preparation of the Annual Report of the University, as well as other related publications of the University.

11.4. Mode of Appointment

- 12.1. The Librarian shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- 12.1. The appointment of the Librarian must be in conformity with the prevailing norms of the University Grants Commission.

12. Superintending Engineer [vide Section 3(x)]

12.1. Term of Office

- 12.1.1. The Superintending Engineer shall be a full-time Officer of the University who shall hold Office till s/he attains the age of superannuation.

12.2. Conditions of Service

- 12.2.1. The Superintending Engineer shall retire on the date he/she attains the age of superannuation as per Government of Assam norms.
- 12.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 12.2.3. A new appointment of Superintending Engineer will be on probation for one year; her/his performance will be reviewed before the probationary period is over, after which s/he could be confirmed, terminated or her/his probationary period may be extended, if necessary.
- 12.2.4. Whenever there is any temporary vacancy in the Office of the Superintending Engineer by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may think fit for exercising the powers and performing the duties during the her/his absence.

12.3. Powers and Duties

The Superintending Engineer shall :

- 12.3.1. approve the plans for which powers are delegated as per the Rules and Regulations.
- 12.3.2. prepare/scrutinize the work estimates and make recommendations before transmission to higher authorities for approval.
- 12.3.3. prepare tender schedules, issue tender notifications, and be responsible for receipt and opening of tenders regarding all construction work.
- 12.3.4. inspect and oversee all aspects of construction work, and certify all bills before any payment is made.
- 12.3.5. look after the maintenance and upkeep of all buildings and facilities of the University.
- 12.3.6. co-ordinate with external agencies and departments such as GMC, GMDA, ASEB, etc for matters related to construction and buildings.
- 12.3.7. be a member of the Construction Committee.

12.4. Mode of Appointment

- 12.4.1 The Superintending Engineer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.
- 12.4.2. The appointment of the Superintending Engineer must be in conformity with the minimum qualifications and experiences with proven expertise as sought by the Executive Council.

13. Chief Medical Officer (CMO) [vide Section 3(x)]

13.1. Term of Office

- 13.1.1 The Chief Medical Officer shall be a full-time Officer of the University who shall hold Office till s/he attains the age of superannuation.

13.2. Conditions of Service

- 13.2.1. The CMO shall retire on the date s/he attains the age of superannuation as per Government of Assam norms.
- 13.2.2. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per Government of Assam norms.
- 13.2.3. Whenever there is any temporary vacancy in the Office of the CMO by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as he/she may think fit for exercising the powers and performing the duties of the CMO during the absence.

13.3. Powers and Duties:

The Chief Medical Officer shall :

- 13.3.1. be responsible for proper maintenance of the University Hospital(s) in respect of its upkeep and quality of services.
- 13.3.2. be required to stay in the University Main Campus and there shall be no specific duty hours for her/him.
- 13.3.3. be responsible for proper coordination with other outside/ Govt. agencies for maintenance of health, nutrition and hygiene in the University Campus along with the timely implementation of various immunization/ eradication programmes undertaken by the Governments.
- 13.3.4. detail the duties to the medical & health Officer, paramedical staff and supporting staff of the hospital.
- 13.3.5. be responsible for any other duties and responsibilities, not covered above but may arise from time to time or as may be assigned to her/him by the competent authority.

13.4. Mode of Appointment:

- 13.4.1. The Chief Medical Officer shall be appointed by the Executive Council on the recommendation of the Selection Committee constituted for the purpose.

13.4.2. The appointment of the Chief Medical Officer must be in conformity with the minimum qualifications and experiences with proven expertise in the field as sought by the Executive Council.

B. THE AUTHORITIES OF THE UNIVERSITY [vide Section 23]

The following shall be the Authorities of the University:

1. The Court
2. The Executive Council
3. The Academic Council
4. The Faculties
5. The Selection Committees
6. Students' Advisory Council
7. The Finance Committee
8. The Post Graduate Board
9. The Under Graduate Board
10. The Board of Studies

The following Authorities of the University are created as per provision of the Section 23(ix) of the Act:

11. The Research Council
12. Collegium of Deans
13. Centre Advisory Committee
13. The Construction Committee
14. Purchase Committee
15. Library and Information Services Committee
16. Computer Facilities Committee
17. Governing Body for Programme under Mentorship scheme: Higher Secondary (Arts & Science)
18. Committee for Distance and Virtual Learning
19. Academic Publishing Board

More such other Authorities may be created through Ordinances by the Executive Council.

For each Authority of the University, these Statutes define

- (a) Constitution
- (b) Term of Office
- (c) Meeting of the Authority
- (d) Powers and Duties

14. The Court: [vide Section 24]

14.1. Constitution

The Court shall consist of the following *ex-officio members*:

- 14.1.1. Chancellor
- 14.1.2. Vice-Chancellor
- 14.1.3. Pro Vice- Chancellor
- 14.1.4. Minister of Education, Government of Assam
- 14.1.5. Vice-Chancellors of Gauhati and Dibrugarh Universities

- 14.1.6. Dean, Research and Development
- 14.1.7. Dean, Students' Welfare
- 14.1.8. Registrar
- 14.1.9. Academic Registrar
- 14.1.10. Controller of Examinations
- 14.1.11. Finance Officer
- 14.1.12. The senior-most Secretary in the Education (Higher) Department of the Government of Assam
- 14.1.13. Director Higher Education, Assam
- 14.1.14. Director of Technical Education, Assam
- 14.1.15. Director of Medical Education, Assam
- 14.1.16. Director of Agriculture, Assam
- 14.1.17. Director of Animal Husbandry and Veterinary, Assam
- 14.1.18. President and Secretary of the Cotton University Teachers' Association
- 14.1.19. Two members nominated by the Executive Council
- 14.1.20. Principals of Constituent Colleges, if any
- 14.1.21. Two Heads of the Academic Departments of Cotton University (to be selected on the basis of seniority by the Vice Chancellor)

Other Members:

- 14.1.22. Two distinguished persons in the field of literature/law/medicine/science/engineering/ technology/commerce/public life to be nominated by the Chancellor;
- 14.1.23. Two representatives (at least one female) with good records to be elected by the Post Graduate students of the University from amongst themselves:
 - (i) provided that a student to be so elected must have been a student of the University for at least one year prior to her/his election;
 - (ii) provided further that **NO** student who has taken more than one year in excess of the period prescribed for the programme of which s/he is a student, would be eligible for such election.
- 14.1.24. Two members (one female) of the Cotton College/ Cotton University alumni (to be nominated by the Chancellor);

14.2. Term of Office

- 14.2.1. Save as otherwise provided and except the *ex-officio* and student members, all other members shall hold Office for a period of **three years** from the date of their election or nomination, as the case may be.

Provided, that No person nominated or elected in her/his capacity as a member of a particular body or as a holder of a particular appointment shall be a member after s/he ceases to be a member of that body or holder of that appointment, as the case may be.

- 14.2.2. Any student member elected or nominated under clause (14.1.23) shall hold Office for a period of one year only from the date of her/his election or nomination, as the case may be. S/he shall cease to be member of the Court on her/his ceasing to be a student of the University.
- 14.2.3. When a person ceases to be member of the Court, s/he shall cease to be member of any of the authorities or committees of the University of which s/he may happen to be a member by virtue of the membership of the Court.

14.3.4. With the approval of the Court the Vice-Chancellor may remove an elected or selected member.

14.4. Meeting of the Court

14.4.1. The Court shall meet at least twice a year on dates to be fixed by the Vice-Chancellor. One of such meetings shall be held in January and shall be called the Annual General Meeting (AGM).

14.4.2. The Court may also meet at such times as it may, from time to time, deem necessary.

14.4.3. An intimation of a meeting of the Court is to be communicated to the members at least 10 days prior to the date of the meeting; if an otherwise situation does not arise.

14.4.4. The quorum for the Meetings of the Court will be a one third of the existing members.

14.5. Powers and Functions

The Court shall:

14.5.1. review, from time to time, the broad policies and programmes of the University, and suggest measures for the improvement and development of such policies, programmes, works and other affairs.

14.5.2. consider the annual report, the annual accounts, the audit report and the statements of the financial estimates for the ensuing year ; approve the financial estimates, with such comments, if any; express its views on annual report and suggest such measures as it may deem proper on the matters covered by them.

14.5.3. 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.

14.5.4. consider the annual balance sheet prepared at the end of each financial year but not later than six months from the end of such financial year along with the Receipts and Payment Account, and Income & Expenditure Account, which all should be in conformity with the existing accounting practices as notified from time to time by various oversight committees, the Government of Assam and the Government of India. These should be held up for review by the Finance committee before it is placed for scrutiny by the Executive Council and then for the approval by the Court. Such audit report along with the audited financial statements shall form part of the annual report of the University and shall be placed in public domain for dissemination of information.



Registrar

Cotton University

Panbazar, Guwahati-781001, Assam

15. Executive Council [vide Section 27]

The Executive Council shall be the Executive Body of the University.

15.1. Constitution

It shall consist of the following members, namely:

Ex-officio Members

- (i) Vice-Chancellor, Chairperson
- (ii) Pro Vice-Chancellor
- (iii) Two Members of the Assam Legislative Assembly
- (iv) Director of Higher Education, Assam
- (v) Director of Technical Education, Assam
- (vi) Director of Medical Education, Assam
- (vii) Chairperson, Board of Secondary Education, Assam
- (viii) Chairperson, Assam Higher Secondary Education Council
- (ix) Principals of constituent colleges, if any
- (x) President and Secretary of Cotton University Teachers' Association
- (xi) Academic Registrar
- (xii) Registrar, Member Secretary

Other Members

- (xiii) Two Heads of the Departments, other than a Dean of Faculty of the University, who are Professors, to be chosen by the Vice-Chancellor by rotation according to seniority for a period of three years;
- (xiv) One Dean of Faculty to be chosen by the Vice-Chancellor from the Deans of Faculties of the University for a period of three years, by rotation, according to seniority;
- (xv) Two members to be elected by the Court from amongst its members at its Annual General Meeting other than employees and students of the University;
- (xvi) Two teachers other than a Dean of Faculty of the University to be elected by the Academic Council from amongst such teachers who are its members;
- (xvii) Two persons of whom at least one shall be a woman to be nominated by the Chancellor;
- (xviii) Two persons to be nominated by the State Government;
- (xix) Two members (one female) from Cotton College/ Cotton University Alumni to be nominated by the Vice-Chancellor.

15.2. Term of Office

15.2.1. Save as otherwise provided and except the ex-officio members, all other members shall hold the Office for a period of **three years** from the date of their election or nomination, as the case may be.

Provided that NO person nominated or elected in her/his capacity as member of a particular body or as a holder of a particular appointment shall be member after s/he ceases to be member of that body or holder of that appointment, as the case may be.

15.2.2. When the person ceases to be a member of the Executive Council, s/he shall cease to be member of any of the authorities of the University of which s/he may happen to be member by virtue of her/his membership of the Executive Council.

15.3. Meeting of the Executive Council

15.3.1. The meetings of the Executive Council may be convened as frequently as is found to be necessary by the Vice Chancellor, but it must meet at least thrice a year.

15.3.2. A notice of at least about a week should be given for a meeting of the Executive Council.

15.3.3. One third of the existing membership of the Executive Council shall form quorum for a meeting of the Executive Council.

15.4. Powers and Functions

The Executive Council shall:

15.4.1. hold, control and administer the property and funds of the University and shall appoint a Finance Committee to advise it on matters of finance consisting of six members :

- (i) Vice-Chancellor, Chairperson,
- (ii) Two members to be elected by the executive council from among its members
- (iii) Two members to be nominated by the State Government, one from the Finance Department and the other from the Education Department of the State Government
- (iv) Finance Officer, Member Secretary

15.4.2. do all acts appertaining or incidental to the construction of buildings, roads, tanks, pipelines and other structures of the University and for that purpose shall appoint a Construction Committee consisting of seven members:

- (i) Vice-Chancellor, Chairperson
- (ii) Registrar, Member Secretary
- (iii) four members to be appointed from amongst the members of the Executive Council, provided that at least one member of the committee shall be appointed from amongst the members elected to the Executive Council by the Court.
- (iv) Finance Officer, member

It may co-opt experts as members who shall have no power to vote.

15.4.3. determine the form and regulate the use of the Common Seal of the University.

15.4.4. lay before the State Government annually a full statement of the financial requirements of the University and the Constituent Colleges, if any.

15.4.5. administer funds placed at the disposal of the University for any specific purpose including those given for the purpose of buildings, roads, tanks, pipelines and other structures of the University.

- 15.4.6. Subject to the provisions of the statutes, appoint the Officers (other than the Chancellor and the Vice-Chancellor), teachers, Office & technical staff and other employees of the University and define their duties and conditions of service and take action for the filling up of the temporary vacancies.
- 15.4.7. have the power to accept, on behalf of the University, bequests, endowments, donations, or transfer of any movable or immovable property.
- 15.4.8. consider and approve the recommendation of the Academic Council for establishment of new Departments/Centres and Faculties which are not covered in the Act or these Statutes through Ordinance.
- 15.4.9. approve the modalities and guidelines for conducting and publishing the results of the University examinations.
- 15.4.10. subject to the powers conferred by The Act on the Vice-Chancellor, regulate and determine all matters under the Act concerning the University in accordance with the Act, the Statutes and the Ordinances:
Provided that no action shall be taken by the Executive Council in respect to the numbers, qualifications or emoluments of teachers otherwise than in consultation with the Academic Council.
- 15.4.11. approve disciplinary Rules and Regulations for employees and students of the University and its Constituent Colleges, if any, in accordance with the Act, the Statutes and the Ordinances.
- 15.4.12. approve Policies, Rules and Regulations for managing and regulating the finances, accounts, investments, property, business and administrative affairs of the University, and for that purpose, to appoint such agents as it may think proper.
- 15.4.13. fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendations of the Finance Committee.
- 15.4.14. invest any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it shall, from time to time, think fit, or in the purchase of immovable property in India, with the like powers of varying such investment from time to time.
- 15.4.15. approve Policies and Rules & Regulations for entering into, varying, carrying out and cancelling contracts on behalf of the University.
- 15.4.16. approve Policies and Rules & Regulations for entertaining, adjudicating upon, and redressing grievances of the employees and students of the University and its Constituent College(s), if any, who may, for any reason feel aggrieved.
- 15.4.17. approve Policies and Rules & Regulations for appointing examiners and moderators and, also for removing them, and to fix their fees, emoluments and travelling and other allowances, after considering the recommendations of the Academic Council.
- 15.4.18. make such special arrangements as may be necessary for the residence and welfare and security of women students.
- 15.4.19. consider and approve the delegation of powers of the Vice Chancellor to other Officers or Bodies of the University.

- 15.4.20. examine and approve the recommendations of the Academic Council for instituting fellowships, scholarships, studentships, medals and prizes as per the Policies and Rules & Regulations of the University approved by the Executive Council.
- 15.4.21. exercise such other powers and perform such other duties of the University and its Constituent College(s), if any, for which no specific provisions have been made in this Act, these Statutes, the Ordinances and the Rules and Regulations.

16. Academic Council [vide Section 29]

The Academic Council shall be the Academic body of the University.

16.1. Constitution

It shall consist of the following members, namely:

Ex-Officio Members:

- (i) Vice-Chancellor, Chairperson
- (ii) Pro-Vice Chancellor
- (iii) Deans of Faculties
- (iv) Professors of the University
- (v) The University Associate Professors who are Heads of Department of Teaching
- (vi) Registrar
- (vii) Director of Higher Education, Assam
- (viii) Director of Technical Education, Assam
- (ix) Director of Medical Education, Assam
- (x) Librarian of the University
- (xi) President and Secretary of the University Teachers' Association
- (xii) Principal(s) of Constituent College(s), if any
- (xiii) Academic Registrar, Member Secretary

Other Members:

- (xiv) Persons not exceeding three, other than teachers of the University appointed by the Chancellor being persons who by reasons of their possessing expert knowledge in subjects named for the purpose by the *ex-officio* members of the academic council and are in the opinion of the Chancellor fitted to serve in the council;
- (xv) Two persons to be elected by the Court, who are not employees or students of the University or the Constituent College(s), if any;
- (xvi) Two members (one female) of the Cotton College/ Cotton University Alumni, to be nominated by the Vice- Chancellor.

16.2. Term of Office

- 16.3.1. Save as otherwise provided and except the *ex-officio* members, all other members shall hold Office for a period of three years from the date of their election or nomination, as the case may be.
- 16.3.2. When a person ceases to be a member of the Academic Council s/he shall cease to be a member of any of the authorities of the University of which s/he may happen to be a member by virtue of her/ his membership of the Academic Council.

16.3. Meetings of the Academic Council

- 16.3.1. Meetings of the Academic Council may be convened by the Vice Chancellor as frequently as is found to be necessary, but it must meet at least twice a year.
- 16.3.2. A notice of at least about a week should be given for a meeting of the Academic Council.
- 16.3.3. One third of the existing membership of the Academic Council shall form a quorum for a meeting of the Council.

16.4. Powers and Functions

The Academic Council shall:

- 16.4.1. make proposals to the Executive Council for the institution of Professorships, Associate Professorships, Assistant Professorships or other teaching posts, and in regard to the duties and emoluments thereof.
- 16.4.2. submit to the Executive Council the draft Regulations regarding methods and manner of conducting examinations including setting up of Moderation Boards and introduction of Fellowships, Scholarships, Medals and other awards.
- 16.4.3. approve the examiners/moderators to be appointed by the Vice-Chancellor after getting report from the Faculties concerned.
- 16.4.4. approve the Curricula and Syllabi of Courses including online credit courses (which it deems fit) offered by the University for Degrees/Diplomas/Certificates.
- 16.4.5. control the University Library, frame Regulations regarding its use, and constitute a Library and Information Services Committee under the general control of the academic council to manage the affairs of the library.
- 16.4.6. have direct control over the Faculties in general and assign subjects to a Faculty.
- 16.4.7. assign teachers to a Faculty;
- 16.4.8. promote research within the University including the establishment of a Research Council and seek reports on such research from the persons employed thereon.
- 16.4.9. formulate Policies and Rules & Regulations for overseeing and improving upon pedagogic methods and give directions regarding co-operative teaching among Colleges and Institutions, evaluation of research and improvements in academic standards.
- 16.4.10. facilitate multidisciplinary academic co-operation, either establish or appoint committees or boards for taking up projects on a multidisciplinary basis.
- 16.4.11. recommend to the Executive Council norms, rules and regulations for the appointment of examiners at the different levels.
- 16.4.12. provide for the inspection of Constituent College(s), if any and Halls/Hostels in respect of the maintenance of discipline therein and to submit reports thereon to the Executive Council.

- 16.4.13. consider academic related matters of general interest either on its own initiative or on a reference by a particular Faculty or the Executive Council and to take appropriate action thereon.
- 16.4.14. frame such Rules and Regulations consistent with the Statutes and the Ordinances regarding the academic functioning of the University such as discipline, residences, admissions, award of fellowships and studentships, fees, concessions, corporate life, extracurricular activities and attendance.
- 16.4.15. recommend to the Executive Council proposals for the establishment of Departments/ Centres submitted by Deans of Faculties.
- 16.4.16. exercise such other powers and duties on academic matters which may not be prescribed by these Statutes.

17. The Faculties: [vide Section 31]

- a. A Faculty shall consist of allied academic Departments/Centre(s).
- b. The University shall have such Faculties as may be specified by these Statutes.
- c. The University shall include Faculties in the areas of arts, science, law, medicine, technology, agriculture, engineering, commerce, management science, mass communication, environmental science and fine arts and such other Faculties in emerging areas of regional, national and international importance.
- d. Each Faculty shall, subject to the control of the Academic Council, have charge of teaching the courses of study and the research work including delivery of consultancy services in such subjects as may be assigned to such Faculty by the Ordinances.
- e. The Faculty members of each Department and/or Centre are the Professors, Associate Professors and Assistant Professors, and other such posts which may be designated by the Executive Council of the University in consistency with the UGC norms, rules and regulations.
- f. A Faculty may obtain proposals from the Departments/Centres under it for teaching and non-teaching positions.

17.1. Constitution

Each Faculty comprising the Departments and Centre(s) of similar fields shall consist of:

- 17.1.1. Dean of the Faculty
- 17.1.2. Heads of the Departments/Centre(s) under the Faculty
- 17.1.3. Such teachers of subjects assigned to the Faculty as may be appointed to the Faculty by the Academic Council
- 17.1.4. 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 selection

- 17.1.5. Such other persons may be appointed to the Faculty by the Academic Council on account of their possessing expert knowledge in a subject or subjects assigned to the Faculty in the form of adjunct faculty/ visiting faculty/ guest faculty, etc. as per UGC guidelines notified from time to time for strengthening the teaching and research activities in the Departments/Centres

17.2. Powers of the Faculty:

Subject to the provision of the Act, each Faculty shall:

- 17.2.1. constitute Board of Studies in the departments under it.
- 17.2.2. recommend to the Academic Council the Courses of Studies for different programmes proposed by the Boards of Studies of the Departments/Centres with the approval of the Board of Studies of the Faculty.
- 17.2.3. recommend to the Academic Council after consulting the Boards of Studies of the Departments/Centres, the names of the Examiners/ Moderators in subjects assigned to the Faculty.
- 17.2.4. recommend to the Academic Council the conditions for the award of Degrees, Diplomas and other distinctions.
- 17.2.5. encourage research in subjects assigned to the Faculty.
- 17.2.6. deal with any other matters referred to it by the Academic Council.
- 17.2.7. submit proposals for the establishment of new Departments/Centres to the Academic Council.

17.3. Meetings of the Faculty

- 17.3.1. The Faculty should meet as frequently as deemed necessary, but at least thrice a year. The meetings shall be convened by the Dean of the Faculty.
- 17.3.2. The quorum for a meeting is one-third of the existing members.

17.4. The existing Departments/Centres and Faculties:

The Cotton University has currently the following Departments/Centres and Faculties:

- 17.4.1. Faculty of Physical, Chemical and Mathematical Sciences comprising the Departments of:
- (i) Physics
 - (ii) Chemistry
 - (iii) Mathematics
 - (iv) Statistics
 - (v) Computer Science and Information Technology
- 17.4.2. Faculty of Life Sciences comprising the Departments of:
- (i). Botany
 - (ii) Zoology
 - (iii) Molecular Biology and Biotechnology
 - (iv) Environmental Biology and Wildlife Sciences

17.4.3. Faculty of Earth Sciences comprising the departments/centres of:

- (i) Geology
- (ii) Geography
- (iii) Atmospheric and Climatic Science (Centre)

17.4.4. Faculty of Languages, Literature and Linguistics comprising the Departments of:

- (i) Assamese
- (ii) English
- (iii) Bengali
- (iv) Hindi
- (v) Sanskrit
- (vi) Arabic
- (vii) Persian

17.4.5. Faculty of Human and Social Sciences comprising the Departments of:

- (i) Anthropology
- (ii) Archaeology
- (iii) Economics
- (iv) Education
- (v) History
- (vi) Philosophy
- (vii) Political Science
- (viii) Psychology
- (ix) Sociology
- (x) Mass Communication, Journalism and Media Study

18. Dean of Faculty [vide Section 33]

18.1. Term of Office

18.1.1. The Dean of Faculty shall hold Office for a period of **three years**, or till date s/he attains the age of superannuation, whichever is earlier.

18.2. Conditions of Service

18.2.1. S/he shall retire on the date s/he attains the age of superannuation as per rule.

18.2.2. S/he shall be eligible for re-appointment.

18.2.3. S/he shall discharge her/his duties in addition to his/her normal responsibilities as Professor of her/his Department of the University.

18.3. Powers and Duties

The Dean of Faculty shall:

18.3.1. be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the Faculty.

18.3.2. be the Executive Office of the Faculty.

18.3.3. preside over all of its meetings.

18.3.4. execute such other duties/responsibilities assigned to her/him by the Academic Council or the Vice Chancellor from time to time.

18.4. Mode of Appointment

- 18.4.1. The Dean of a Faculty shall be appointed by the Vice Chancellor from amongst the Heads of the Departments of the Faculty who are Professors. In so doing, the Vice Chancellor shall preferably consider the seniority of the Professor.
- 18.4.2. If no Head of a Faculty is a Professor, but the Faculty is having Professors, then Vice Chancellor shall appoint one of the Professors of the Faculty as the Dean preferably on the seniority basis. If a Professor is also not available, the Vice Chancellor may appoint a senior Associate Professor of the Faculty as the Dean-In-Charge for a period not more than **three years** or till a Professor is available for appointment as Dean, whichever is earlier.

19. Head of Department: [vide Section 33(2)]

19.1. Term of Office

- 19.1.1. The Head of Department shall hold Office for a period of **three years**, or till date s/he attains the age of superannuation, whichever is earlier.

19.2. Conditions of Service

- 19.2.1. S/he shall discharge her/his duties in addition to his/her normal responsibilities as Professor/Associate Professor of the Department.

19.3. Powers and Functions:

The Head of the Department shall:

- 19.3.1. function under the general supervision of the Dean of Faculty.
- 19.3.2. convene and preside over the meetings of the UG & PG Board of Studies, Departmental Research Committee and Departmental Advisory Committee.
- 19.3.2. implement the decision of the Board of Studies.
- 19.3.3. organize teaching and research work in the department.
- 19.3.4. supervise and conduct all examinations of the department and keep records of internal evaluation, attendance etc. of the students as prescribed, and forward the records of evaluation in time to the Controller of Examinations for necessary action.
- 19.3.5. frame the time-table in conformity with the allocation of the teaching work made by the department.
- 19.3.6. maintain discipline in the classroom and laboratories through the teachers.
- 19.3.7. assign to the teachers in the department such duties as may be necessary for proper functioning of the department.
- 19.3.8. assign work to exercise control over the non-teaching staff in the department.
- 19.3.9. perform such other duties as may be assigned to her/him by the Vice-Chancellor, the Dean and the Board of Studies from time to time.

19.4. Mode of Appointment

- 19.4.1. The Head of a Department shall be appointed by the Vice-Chancellor from amongst the Professors of the Department by rotation on the basis of seniority, or the Vice Chancellor thinks fit, for a period of three years.
- 19.4.2. If there is no Professor in a Department, the Head of the Department shall be appointed by the Vice Chancellor from amongst the Associate Professors by rotation on the basis of seniority or the Vice Chancellor thinks fit, for a period of three years.
- 19.4.3. If there is only one Professor/ Associate Professor, s/he may continue as the Head for a longer period as directed by the Vice Chancellor.
- 19.4.5. If there is no Professor/Associate Professor of a Department, the Vice Chancellor may appoint one of the Assistant Professors as Head-in-Charge of the Department or opt for other alternative arrangement as s/he deems it fit.

20. Head of Centre:[Vide Section 41(ix)]

20.1. Term of Office

- 20.1.1. The Head of Centre shall hold Office for a period of **three years**, or till date s/he attains the age of superannuation, whichever is earlier.

20.2. Conditions of Service

- 20.2.1. S/he shall discharge her/his duties in addition to her/his normal responsibilities as Professor/Associate Professor of the Centre or of the Department to which s/he belongs.

20.3. Powers and Functions

The Head of the Centre shall:

- 20.3.1. function under the general supervision of the Dean of Faculty.
- 20.3.2. convene and preside over the meetings of the Advisory Committee of the Centre and such other entities.
- 20.3.2. implement the decision of the Advisory Committee.
- 20.3.3. organize teaching, if any, and research work in the Centre.
- 20.3.4. supervise and conduct examinations, if any, of the Centre and keep records of internal evaluation, attendance, etc. of the students as prescribed, and forward the records of evaluation in time to the Controller of Examinations for necessary action.
- 20.3.5. frame the time-table in conformity with the allocation of the teaching work, if any, made by the department.
- 20.3.6. maintain discipline in the classroom and laboratories.
- 20.3.7. assign to the faculty members in the Centre such duties as may be necessary for proper functioning of the Centre.

- 20.3.8. assign work to exercise control over the non-teaching staff in the Centre.
- 20.3.9. perform such other duties as may be assigned to her/him by the Vice-Chancellor, the Dean and the Board of Studies from time to time.

20.4. Mode of Appointment

- 20.4.1. The Head of a Centre shall be appointed by the Vice-Chancellor from amongst the Professors/Associate Professors from within the Centre or from any allied department for a period of three years.

21. Collegium of Deans: [vide Section 23(ix)]

21.1. Constitution

The University shall have a Committee called the 'Collegium of Deans' which shall consist of the following members:

- (i) Vice Chancellor, Chairperson
- (ii) All Deans of Faculties
- (iii) Academic Registrar, Member Secretary

21.2. Functions and Responsibilities

The Collegium of Deans shall:

- 21.2.1. shall discuss, prepare and/or modify the overall academic vision document of the University at least once in three years.
- 21.2.2. identify and help facilitate areas of multidisciplinary research in the University.
- 21.2.3. consider and examine proposals for opening new Departments and Centres, and decide on the ones which should be recommended to the Academic and Executive Councils of the University for Further Consideration.
- 21.2.4. examine and ensure that the University maintains a high standard of both pedagogic and examination methods and research activities.
- 21.2.5. examine proposals for any Honorary Degrees to be awarded by the University, shortlist those which may be worthy of further consideration by the Academic and Executive Councils of the University.
- 21.2.6. consider general administrative matters relevant for academic work, and for the functioning of the Faculties, Departments and Centres, and make appropriate recommendations.
- 21.2.7. consider such other matters as may be assigned to it by the Academic and Executive Councils of the University, or referred to it by the Vice Chancellor.

21.3. Meetings of the Collegium of Deans

- 21.3.1. It should meet at least twice a year.
- 21.3.2. The quorum of a meeting shall be one-third of the existing members.

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21.3.3. The meetings shall be convened by the Academic Registrar who shall also keep the minutes of the meetings.

22. Board of Studies:[vide Section 23(vi)]

Each Faculty shall have one Board of Studies.

22.1. Constitution

The Board of Studies shall consist of:

- (i) the Dean of the Faculty, Chairperson
- (ii) Heads of the Departments under the Faculty
- (iii) All Professors under the Faculty
- (iv) One Associate Professor and one Assistant Professor of each Department nominated by the Vice Chancellor by rotation, on the basis of seniority or as deemed fit by the Vice Chancellor.
- (v) At least two, but a maximum of three members, who are leading academics in the discipline of the concerned Department, and who are not employees of the University or its Constituent College(s), if any; provided that at least one member is from outside the north-eastern region.

22.2. Term of Office

22.2.1. Save as otherwise provided and except the *ex-officio* members and the Professors of the Faculty, other members shall hold Office for a period of **three years** from her/his date of nomination.

22.2.2. If the number of teachers in the Department is too small for rotation, the Vice Chancellor may re-nominate the earlier member, as s/he thinks proper.

22.3. Functions and Responsibilities

The Board of Studies shall:

22.3.1. constitute one combined Under-Graduate and Post-Graduate Boards of Studies of each Department.

22.3.2. recommend to the Academic Council on matters of introduction of new Programmes, Syllabi of various Programmes and revision of the existing Courses of Studies/Syllabi for different examinations, based on proposals from the Under-Graduate & Post-Graduate Boards of Studies from various Departments under it.

22.3.3. recommend to the Academic Council the panel of question setters and examiners in subjects assigned to the Faculty as per proposals from the different Under-Graduate & Post-Graduate Boards of Studies under it.

22.3.4. recommend to the Academic Council the conditions for the award of Degrees, Diplomas and other Distinctions.

22.3.5. subject to the overall policies and supervision of the Academic Council, explore the ways to facilitate the organization of strong research groups/activity in subjects assigned to the Faculty.

22.3.6. deal with any other matter referred to the Faculty by the Academic Council.

22.4. Meetings of the Board of Studies

22.4.1. The Meetings of the Board of Studies will be held as frequently as required, but should meet at least twice a year.

22.4.2. The quorum of a meeting will be one third of the existing members.

23. Under-Graduate & Post-Graduate Board of Studies:[vide Section 23(iv,v)]

A combined Under-Graduate and Post-Graduate Board of Studies for a Department shall be constituted by the Faculty to which it belongs.

23.1. Constitution

It shall consist of the following members:

- (i) Head of the Department, Chairperson and Convener;
- (ii) All regular Faculty Members of the Department;
- (iii) One teacher from another Department of the University but within the same Faculty to be nominated by the Vice Chancellor;
- (iv) A maximum of two teachers from the same Departments of the Constituent College(s), if any, to be nominated by the Board of Studies of the Faculty.
- (v) At least two, but a maximum of three members, who are leading academics in the discipline of the concerned Department, and who are not employees of the University or its Constituent College(s), if any; provided that at least one member is from outside the north-eastern region.

23.2. Term of Office

23.2.1. Save as otherwise provided and except *ex-officio* members, the term of Office of the other members shall be **three years** from the date of her/his nomination.

23.3. Functions and Responsibilities

The Under-Graduate & Post-Graduate Board of Studies shall:

23.3.1. recommend to the Board of Studies of the Faculty Syllabuses and Courses of Studies for the Under-Graduate and Post-Graduate Programmes offered by the University.

23.3.2. recommend names of Examiners if required by Vice Chancellor, the Academic Council or the Controller of Examinations depending on the nature of the examinations, and as per the Ordinances, Rules and Regulations of the University.

23.3.3. for any Under-graduate or Post-Graduate project/paper with a significant research component (greater than 50 per cent), approve the project on the basis of its academic merit and viability in terms of funding, technical requirements and logistics.

23.3.4. perform such other functions, as may be assigned to it by the Vice Chancellor, the Executive Council, the Academic Council and the Board of Studies of the Faculty from time to time.

23.4. Meetings of the Under-Graduate & Post-Graduate Board of Studies

23.4.1. The Board may meet as frequently as required, but at least twice a year.

23.4.2. A notice of about a week should preferably be given for a meeting of the Board.

23.4.3. The quorum for a meeting of the Board will be one third of the existing members of the Board.

24. Centre Advisory Committee: [vide Section 23(ix)]

There shall be an Advisory Committee for each Centre for formulation and supervision of its academic programmes and activities.

24.1. Constitution

It shall consist of the following members:

- (i) Head of the Centre, Chairperson
- (ii) All Faculty Members of the Centre
- (iii) Two faculty members from allied departments from within the University to be nominated by the Vice Chancellor
- (iv) One eminent expert from the relevant area of research from an institution of higher education or industry to be nominated by the Vice Chancellor

24.2. Term of Office

24.2.1. Save as otherwise provided and except *ex-officio* members, the term of Office of the other members shall be **three years** from the date of her/his nomination.

24.3. Functions and Responsibilities

The Centre Advisory Committee shall:

24.3.1. recommend to the Board of Studies of the Faculty the Syllabi and Courses of Studies, if any, for the Programmes offered by the Centre.

24.3.2. recommend names of Examiners if asked to do so by the Controller of Examinations, Vice Chancellor or the Academic Council depending on the nature of the examinations, and as per the Ordinances, rules and regulations of the University.

24.3.3. For any Under-graduate or Post-Graduate paper with a significant research component (greater than 50 per cent), approve the research project on the basis of its academic merit and viability both in terms of technical requirements and logistics.

24.3.4. perform such other functions, as may be assigned to it by the Board of Studies of the Faculty, the Academic Council, the Executive Council and the Vice Chancellor from time to time.

24.4. Meetings of the Centre Advisory Committee

24.4.1. The Centre Advisory Committee may meet as frequently as required, but at least twice a year.

24.4.2. A notice of about a week should preferably be given for a meeting of the Committee.

24.4.3. The quorum for a meeting of the Committee will be one third of the existing members of the Committee.

25. Research Council: [vide Section 23(ix)]

25.1. Constitution:

The Research Council shall consist of

- (i) Vice Chancellor, Chairperson
- (ii) Dean, Research & Development
- (ii) Deans of all the Faculties
- (iii) Heads of the University Departments and Centres
- (iv) Six Professors of Departments and Centres to be nominated by the Vice-Chancellor
- (v) Six Associate and Assistant Professors to be nominated by the Vice Chancellor based on their research activity, three of whom should be from Humanities and Social Sciences, and three from the Sciences; maximum three of whom may be from the Constituent College(s), if any
- (vi) At least two external members with well-acknowledged body of research work, one from the Humanities and Social Sciences, and one from the Sciences, to be nominated by the Vice Chancellor
- (vi) Academic Registrar, Member Secretary

25.2. Term of Office

23.2.1. Save as otherwise provided and except the *ex-officio* members, such other members shall hold Office for a period of **three years** from the date of nomination.

25.3. Functions and Responsibilities

The Research Council shall:

- 25.3.1. constitute one Departmental Research Committee (DRC) of each Department which pursuing M.Phil. / Ph.D. programmes. DRC shall consist of the Head of the Department as Chairperson & Convener and all recognised research guides of the Department (subject) as members. There shall be two members, who are recognised research guides, from allied disciplines from within the University.
- 25.3.2. subject to the overall guidance of the Academic Council, the Research Council shall periodically (at least once a year) prepare a perspective of research in the University and its Constituent College(s), if any, and identify the thrust areas for research in the disciplines of the University;
- 25.3.3. critically review the current status of research in the University in each Department, examine the progress being made, and make possible suggestions;
- 25.3.4. prepare the Syllabi of the Courses of M.Phil. Programme and Ph.D. Course work formulating the rules and regulations of the University as per guidelines of University Grant Commission.
- 25.3.5. perform any other functions that may be assigned to it by either the Academic Council or the Executive Council.

25.4. Meetings of the Research Council

- 25.4.1 It shall meet at least twice a year.
- 25.4.2. The quorum for a meeting is one-third of the existing members.
- 25.4.3. A notice of at least one week should be normally given for a meeting.

26. Selection Committee:[vide Section 34]

- 26.1. There shall be a Selection Committee for making recommendation to the Executive Council for appointment of Professors, Associate Professors, Assistant Professors, Registrar, Academic Registrar, Finance Officer, Controller of Examinations, Librarian and other Officers of the University.
- 26.2. The Selection Committees for appointment to the posts as specified in guidelines laid down in the relevant UGC Regulations as adopted by the University from time to time.
- 26.3. The Selection Committees shall comprise the following members:
 - (i) Vice-Chancellor, Chairperson of the Selection Committee
 - (ii) Three persons not holding any Office of profit under the University of whom
 - (a) one to be nominated by the Chancellor
 - (b) one to be nominated by the Executive Council and
 - (c) one to be nominated by the Academic Council

(iii) Registrar, Member-Secretary

Provided that in case of the Selection of the Registrar, the Vice-Chancellor shall nominate one person as Member-Secretary of the Selection Committee in consultation with the Executive Council.

26.4. In making recommendations of the appointment of a Professor of the University, the Selection Committee shall co-opt

- (a) Dean of the Faculty concerned
- (b) Head of the Department concerned, if s/he is a Professor, and
- (c) three persons, not in the services of the University, to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council, who have special knowledge of the subject for which the Professor is to be selected

26.5. In making recommendations for the appointment of Associate Professor or Assistant Professor and other teachers of the University, the Selection Committee shall co-opt

- (a) Dean of the Faculty concerned
- (b) Head of the Department concerned
- (c) one Professor of the Department to be nominated by the Vice-Chancellor
- (d) three persons to be nominated by the Executive Council out of a panel of not less than five names of persons recommended by the Academic Council who have special knowledge of the subject for which the teacher is to be selected

26.6. During the initial recruitments to the University when the Departments are being established, members may be co-opted from another University or Institution of repute holding similar positions.

26.7. Provided that where the Executive Council proposes to make an appointment otherwise than in order of merit arranged by the Selection Committee for the post of Professors, Associate Professors and Assistant Professors, it shall record the reasons in writing and submit them to the Chancellor who may approve the proposal or return it to the Executive Council for reconsideration. After reconsideration, if the Executive Council desires to pursue its original proposal, it shall refer the matter again to the Chancellor for her/his decision which shall be final.

26.8. 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, and in so doing communicate to every member of the Selection Committee the reasons recorded as above.

26.9. Where an appointment is to be made to a temporary vacancy of Teachers of the University, the appointment shall be made, if vacancy is for a period of one year or

more, on the recommendation of the Selection Committee in accordance with the provisions of the preceding subsections and no ad-hoc appointment shall be made by the Executive Council.

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

26.11. The Executive Council shall constitute one or more committees for making recommendations to the Executive Council for appointment to other administrative posts and may prescribe by Ordinance the procedures and methods to be followed in making such recommendations.

27. **Students' Advisory Council: [vide Sections 35 & 36]**

There shall be a Students' Advisory Council of the University.

27.1. **Constitution**

It shall consist of the following members:

- (i) Dean, Students' Welfare, Chairperson
- (ii) President and Secretary of the University Teachers' Association
- (iii) Director/Deputy Director, Students Welfare, Treasurer
- (iv) Director of Sports and Physical Education, if any
- (v) Principal of the Constituent College(s), if any
- (vi) President, Vice-President and Secretary of Cotton University Students' Union;
- (vii) One student from each teaching faculty of the University to be elected by the students of the respective faculty as prescribed
- (viii) Two students from each of the Constituent College(s), if any, to be nominated by the concerned Principal(s)
- (ix) Five Students, one from each of the following five activities, with outstanding performances in their respective fields, to be nominated by the Vice-Chancellor:
 - (a) Differently abled person in Sports and Culture
 - (b) National Service Schemes
 - (c) National Cadet Corps
 - (d) Cultural activities
 - (e) Sports and Games
- (x) Four female students (at least one Research Scholar) to be nominated by the Vice-Chancellor
- (xi) The student members of the Students' Advisory Council shall elect from amongst themselves the Secretary of the Council
- (xii) Two members (at least one female) from Cotton College/ Cotton University Alumni to be nominated by the Vice-Chancellor

27.2. **The Term of Office:**

27.2.1. Save as otherwise provided and except *ex-officio* members, other members of the Council shall hold Office for a period of one year from her/his date of nomination.

27.2.2. Provided that, no student shall be eligible to be or continue to be a member of the Council unless s/he is enrolled as a student or after s/he attains the age of twenty five years. A student member shall cease to be such member if s/he fails to pass at the next University Examination.

27.3. Powers and Functions

The Students' Advisory Council shall:

- 27.3.1. make recommendations to the Executive Council and the Academic Council in the matters affecting the students' corporate life in the University in so far as it concerns the students and the co-curricular and extra-curricular activities in the University and the Constituent College(s), if any.
- 27.3.2. consider all rules affecting discipline, welfare, library, sports, literary, management of hostels, classrooms, extension work, social work, students' health, National Service Scheme., N.C.C. etc. before any such decision is taken by the Executive Council.
- 27.3.3. give views if asked by the Vice-chancellor or any authority of the University on any matter concerning the welfare of students.
- 27.3.4. work as per decision of the Chairperson of the Students' Advisory Council as authorized to decide whether a matter does or does not concern the students.
- 26.3.5. frame its own rules of business and shall submit the same to the Executive Council for consideration and approval.

27.4. Meetings of the Council:

- 27.4.1. The Students' Advisory Council shall meet at least twice a year.
- 27.4.2. A notice of at least one week shall be given for a meeting to be convened by the Chairperson.
- 27.4.3. One third of the existing members shall confirm quorum for a meeting.

28. Finance Committee: [vide 23(vii)]

There shall be a Finance Committee of the University.

28.1. Constitution

It shall consist of the following members:

- (i) Vice-Chancellor, Chairperson
- (ii) Two members elected from the Court from amongst its members
- (iii) Two members elected by the Executive Council from its members
- (iv) Two members to be nominated by the State Government, one from the Finance Department and the other from the Education Department
- (v) Registrar
- (vi) Finance Officer, Member Secretary

28.2. Term of Office

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

28.3. Powers and Functions

The Finance Committee shall:

- 28.3.1. examine the annual budget estimates and give advice and suggestions to the Executive Council thereon.
- 28.3.2. make recommendations to the Executive Council relating to the Finance of the University.
- 28.3.3. examine every proposal for new expenditures involving a sum of money exceeding rupees one lakh and to advise the Executive Council thereon
- 28.3.4. review the financial position of the University periodically
- 28.3.5. recommend to the Executive Council for delegation of powers on limits for new expenditure to different functionaries of the University.
- 28.3.6. suggest in general the means for the improvement of the financial position of the University.
- 28.3.7. consider and recommend revision of grades of pay and grades of pay of new posts to the Executive Council.
- 28.3.8. deal with such other matters relating to the financial matters of the University as may be prescribed by the ordinances.

28.4. Meetings of the Finance Committee

- 28.4.1. The Finance Committee shall meet as frequently as is deemed to be necessary, but it must meet at least once in three months.
- 28.4.2. A notice of at least one week shall normally be given for a meeting.

29. University Fund:[vide Section 39]

- 29.1. The University shall have a Fund to be known as “Cotton University Fund” to which shall be credited all its income, fees, fines, contributions, donations, loans and advances from any other sources.
- 29.2. The University may also create by Ordinance made on the regard one or more separate special Funds for the administration of endowments, trusts or other grants for specific purposes.
- 29.3. The State Government shall for the purpose of the Act, contribute annually to the University Fund so as to enable the University run smoothly and efficiently.

30. Accounts and Audit: [vide Section 40]

- 30.1. The Statement of Accounts of every completed financial year shall be placed for consideration of the Court together with the Audit Report in the next year. For this purpose the accounts shall be audited by a firm of Chartered Accountants subject to overall Audit Scrutiny by the Accountant General, Assam.

- 30.2. Such Annual Statement of Accounts shall, together with copies of the Audit Report, be submitted, through the Executive Council, to the Court and to the State Government and thereupon, the State Government may publish the same in the Official Gazette.
- 30.3. The Finance Committee of the University shall conduct half yearly internal audit and the report of such audit shall be submitted to the State Government regularly.
- 30.4. Notwithstanding anything contained hereunder, the State Government shall have power when deemed necessary to order an audit of the accounts of the University.
- 30.5. After these are finalized by the Executive Council, the annual budget estimates shall be communicated to the Chancellor and all members of the Court at least fifteen days before they are submitted to the State Government.
- 30.6. The University may also publish its Annual Audited Statement of accounts in its annual report.
- 30.7. The University shall obtain prior approval from the Finance (Budget) Department of the State Government for opening any account in the name of Cotton University in a nationalized bank or any other bank. The operations of such an account by the University shall be as per approvals accorded from time to time by the said Department.

31. Construction Committee:[vide Section 23(ix)]

The University shall have a Construction Committee.

31.1 Constitution

It shall consist of the following members:

- (i) Vice Chancellor, Chairperson
- (ii) Registrar, Member Secretary
- (iii) Finance Officer
- (iv) Superintending Engineer
- (iv) Four members to be appointed from amongst the members of the Executive Council, provided that at least one member of the Committee shall be appointed from amongst the members elected to the Executive Council by the Court
- (v) The Executive Council may co-opt experts as members who shall have no power to vote

31.2 Functions and Responsibilities

- 29.2.1. It shall do all acts appertaining or incidental to the construction of buildings, roads, tanks, electrical facilities, pipelines, and any other structures of the University.

31.3 Meetings of the Committee

- 31.3.1. The Committee shall meet as frequently as deemed necessary, but at least twice a year.
- 31.3.2. A notice of at least one week shall normally be given for a meeting.
- 31.3.3. The quorum of a meeting requires one third of the existing members to be present.

32. General Purchase Committee:[vide Section 23(ix)]

There shall be one General Purchase Committee of the University.

32.1 Constitution

It shall consist of the following members:

- (i) Vice Chancellor, Chairperson
- (ii) Registrar, Member Secretary
- (iii) Principal(s) of constituent college(s), if any
- (iv) Finance Officer of the University
- (v) Store Officer of the University
- (vi) Six faculty members of which a maximum of three may be from the Constituent College(s), if any; and four faculty of the six members should be from the science departments to be nominated by Vice Chancellor
- (vii) A maximum of two other Officers of the University to be nominated by Vice Chancellor
- (viii) Persons with specialized knowledge whose inputs may be useful in the deliberations of the General Purchase Committee may be invited by the Vice Chancellor

32.2 Term of Office

- 32.2.1 Save as otherwise provided and except ex-officio members, such other members shall hold Office for **two years** from the date of her/his nomination.

32.3 Functions and Responsibilities

- 32.3.1. The General Purchase Committee will recommend the purchase of all 'goods' which include all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plants, etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals, etc. for a library.
- 32.3.2. The Rules and Regulations for indenting any item must be followed by all staff members before it is being considered by the General Purchase Committee.
- 32.3.3. The General Purchase Committee may delegate powers of indenting and purchasing of some kinds of goods, or goods within specified sums of money to Faculty or

Departmental Purchase Committees or individual Faculty members with grants of specific projects. All rules and regulations must however be followed.

32.4 Meetings of the General Purchase Committee

32.4.1. The General Purchase Committee shall meet as frequently as deemed necessary, but at least once in three months.

32.4.2 A Notice of at least one week shall normally be given for a meeting.

32.4.3. One third of the existing members shall confirm quorum of a meeting.

33. Library and Information Services Committee:[vide Section 23(ix)]

There shall be one Library and Information Services Committee of the University.

33.1 Constitution

It shall consist of the following members:

- (i) Vice Chancellor, Chairperson
- (ii) Deans of the Faculties
- (iii) Dean, Research & Development
- (iv) Dean, Students' Welfare
- (v) Academic Registrar
- (vi) Librarian, Member Secretary
- (vii) Principal(s) of the Constituent College(s), if any
- (viii) Six faculty members, three of whom are from the University and three from the Constituent College(s), if any; covering different streams, nominated by the Vice Chancellor
- (ix) Four student representatives, at least one being from each of the research, post-graduate and under-graduate programmes, nominated by the Dean, Students' Welfare

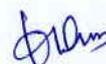
33.2 Term of Office

33.1.1. Save as otherwise provided and except ex-officio members, the faculty members shall hold Office for a period of **three years** from her/his date of nomination, while that of the student representatives shall hold Office for a period **one year** from her/his date of nomination.

33.3. Functions and Responsibilities

The Library and Information Services Committee shall:

- 33.3.1. frame general rules and policies for the management of the Libraries of the University.
- 33.3.2. prepare annual budget estimates for the Libraries of the University for approval by the Executive Council.
- 33.3.3. allocate funds from the approved budget for the purchase of different books, journals and periodicals required by the different Departments and Centres.
- 33.3.4. prepare plans for the development of the University Libraries, including space, requirements of hardware and software.



- 33.3.5. assess person-power requirements in the Libraries and make suitable recommendations for consideration by the Academic and Executive Councils of the University.
- 33.3.6. advise the Librarian regarding smooth functioning and general development of the Libraries.

33.4 Meetings of the Committee

- 33.4.1. The Committee shall meet as frequently as deemed necessary, but should be at least twice a year.
- 33.4.2. A Notice of at least one week shall normally be given for a meeting.
- 33.4.3. One third of the existing members shall confirm quorum for a meeting.

34. Computer Facilities Committee:[vide Section 23(ix)]

There shall be one Computer Facilities Committee of the University.

34.1 Constitution

It shall consist of the following members:

- (i) Dean, Faculty of Physical, Chemical and Mathematical Sciences, Chairperson
- (ii) Head of the Department, Computer Science and IT
- (iii) Two faculty members from the Department of Computer Science and IT to be nominated by the Vice, Chancellor
- (iv) Three faculty members, including one from the Constituent College(s), if any, who have adequate knowledge of computer usage, to be nominated by the Vice Chancellor whatever fits better
- (v) Computer Systems Manager/Administrator, Member Secretary
- (vi) Two research scholars, one post-graduate student and one undergraduate Student to be nominated by the Dean, Students' Welfare
- (vii) Up to a maximum of four experts from outside the University, to be invited by the Vice Chancellor in consultation with the Department of Computer Science and IT
- (viii) The Chairperson may invite the Registrar, Academic Registrar, Director of Students' Welfare, or any other Officer of the University if and when required

34.2 Term of Office

- 34.2.1. 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 nomination, whereas the student members shall hold Office for a term of **one year**;

34.3 Functions and Responsibilities

The Computer Facilities Committee shall:

- 34.3.1. assess the overall needs of both computers and computing requirements of the University and its Constituent College(s), if any, and prepare a plan document.
- 34.3.2. prepare a budget for computers and computing needs of the University including administration, research and teaching, for consideration of the University authorities.
- 34.3.3. draw up specifications for all computers and computing requirements for the Computer System Manager/Administrator to make the indents.
- 34.3.4. prioritize purchases depending on the budget allocation for the purpose.
- 34.3.5. draw up plans and allocate resources from the budget for maintenance and upgrading of hardware, software and firmware.

34.4 Meetings of the Committee

- 34.4.1. The Committee shall meet as frequently as deemed necessary but at least twice a year.
- 34.4.2. The quorum of the meetings is one-third of the existing members.
- 34.4.3. The meetings shall be convened by the Member Secretary on advice of the Chairperson.

35. Committee for Distance and Virtual Learning: [vide Section 23(ix)]

There shall be a Committee for Distance and Virtual Learning of the University.

35.1 Constitution

It shall consist of the following members:

- (i) A senior Professor to be nominated as Chairperson by the Vice Chancellor
- (ii) Head of the Department, Computer Science and IT
- (iii) One faculty member from each Faculty to be nominated by the Vice Chancellor
- (vii) Academic Registrar, Member Secretary

35.2 Term of Office

- 35.2.1. 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 nomination.

35.3 Functions and Responsibilities

The Committee shall:

- 35.3.1. assess and determine the suitability of the courses in open access mode launched by different agencies/ like SWAYAM, MOOCS, Swachh Bharat Abhiyan, Open Educational Resources, etc. from time to time;
- 35.3.2. determine or re-determine the credits of such Courses within the existing framework of curricula and syllabi.
- 35.3.3. create facilities to prepare online lectures by faculty members on relevant topics.
- 35.3.4. explore other avenues of courses that deem fit for students within the curricula and syllabi.
- 35.3.5. perform such other relevant duties assigned by the Vice Chancellor or higher authority.

35.4 Meetings of the Committee

- 35.4.1. The Committee should meet as frequently as deemed necessary but at least thrice a year.
- 35.4.2. The quorum of the meetings is one-third of the existing members.
- 35.4.3. The meetings shall be convened by the Member Secretary on advice of the Chairperson.

36. Academic Publishing Board: [vide Section 23(ix)]

There shall be an Academic Publishing Board of the University.

36.1 Constitution

It shall consist of the following members:

- (i) One Professor to be nominated as Chairperson by the Vice Chancellor
- (ii) Five Heads of the Departments to be nominated by the Academic Council
- (iii) One faculty member from each Faculty to be nominated by the Vice Chancellor
- (iv) One member from the Executive Council
- (v) The Chairperson may invite Registrar, Computer System Manager to a meeting, if required
- (vi) Academic Registrar, Member Secretary

36.2 Term of Office

- 36.2.1. 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 nomination.

36.3 Functions and Responsibilities

The Board shall:

- 36.3.1. oversee the University's academic publications such as books, translated and documented manuscripts, articles, journals etc.
- 36.3.2. review and propose policies and procedures of academic publishing of books and responsibilities of the authors, translators and editors.
- 36.3.3. define the rules of publishing journals, responsibilities of the editorial board members and licensing and copyright procedures in conformity of law.
- 36.3.4. seek ratifications of the proposals from the Academic and Executive Councils.
- 36.3.5. work on such any other matters assigned by the Vice Chancellor or higher authority.

36.4 Meetings of the Committee

- 36.4.1. The Committee shall meet as frequently as deemed necessary but at least twice a year.
- 36.4.2. The quorum of the meetings is one-third of the existing members.
- 36.4.3. The meetings shall be convened by the Member Secretary on advice of the Chairperson.

37. Ordinances:[vide Section 43]

The Ordinances made and approved by the appropriate Authorities of the University under the provisions of the Act and these Statutes must be followed by all members of staff in the University and its Constituent College(s), if any.

Subject to the provision of the Act, and these Statutes, the Executive Council may frame Ordinances on all or any of the following matters:

- 37.1. The admissions of students to the University and their enrolments as such
- 37.2. The courses of studies to be laid down for all Degrees, Diplomas, Certificates of the University
- 37.3. The conditions under which the students shall be admitted to the Degree, Diploma and Certificate courses and the examinations of the University and shall be eligible for the Degrees, Diplomas and Certificates
- 37.4. The condition of residence of the students of the University
- 37.5. Recognition of the Hostels
- 37.6. The qualifying attendance of the students required in the various courses
- 37.7. The extension of the University teaching in any suitable centre within the state by means of the University extension lectures or others
- 37.8. The emoluments and conditions of services of teachers of the University

- 37.9. The fees to be charged for study in the University and for admission to the examinations, degrees, diplomas and certificates of the University
- 37.10. The formation of Academic Departments
- 37.11. The constitutions, powers and duties of the Boards of the University
- 37.12. The conduct of the Examinations
- 37.13. Any other matters which are not dealt by the Act or these Statutes but necessary for the University to conduct its business, may be provided by the Ordinances if the Executive Council deems fit

38. Regulations: [vide Section 44]

The Rules and Regulations, Office Orders etc. made and approved by the appropriate Authorities of the University under the provisions of The Act and these Statutes must be followed by all members of staff in the University and its Constituent College(s), if any.

- 38.1. Subject to the provision of the Act, the Statutes and the Ordinances, each of the authorities of the University may make Regulations consistent with the Act, the Statutes and the Ordinances, for the purpose of carrying out the duties and for exercising the powers assigned to the authority concerned under the Act, the Statutes and the Ordinances.
- 38.2. Without prejudice to the generality of the preceding sub-section, such Regulations may provide for all or any of the following matters, namely:
- 38.2.1. number of members required to form a quorum
- 38.2.2. all matters which are required to be prescribed by the Regulations under the Act, the Statutes and the Ordinances
- 38.2.3. all matters solely concerning the Authorities and not otherwise provided for by or under the Act, the Statutes and the Ordinances
- 38.3. Notwithstanding anything contained in preceding sub-sections, the Executive Council may direct, except the Court, to make such amendments and annulments of any Regulations framed by the Authority in such manner as it may specify.
Provided that any Authority which is dissatisfied with such directions of the Executive Council may appeal to the Chancellor and the decision of the Chancellor given on the appeal shall be final.

39. Acts or Proceedings not to be Invalid by Reasons of Certain Irregularities: [vide Section 45]

No Act or Proceedings of the University or of any Authority or Committee of the University shall be invalid merely by reasons of the existence of any vacancy or vacancies among its members or by reason of invalidity of election, nomination, appointment of any of its members or by reason of any irregularities in the manner of choosing a member.

40. Chancellor's Decisions to be Final in Certain Matters: [vide Section 46]

Whenever any question arises as to whether any person has been duly elected, appointed, chosen or nominated as, or is entitled to be a member of any Authority or Body of the University or whether any decision of any of the Authorities or of the Vice-Chancellor of the University is in conformity with the Act, the Statutes and the Ordinances, the question shall be referred to the Chancellor whose decision shall be final.

41. Period of Membership of the Authorities: [vide Section 47]

41.1. All *ex-officio* members of all Authorities of the University shall hold Office as long as they hold Membership, Offices or Post by virtue of this they become members of such Authorities.

41.2. Save as otherwise provided in the Act, all other members of the Authorities of the University shall hold Office for a period of five 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.

42. Delegation: [vide Section 48]

42.1. Subject to the provisions of the Act, the Vice-Chancellor, and with the prior approval of the Vice-Chancellor, the Registrar may delegate any of his powers or duties conferred upon, imposed by or under this Act to an Officer under his direct administrative control.

43. Transitory Provisions: [vide Section 49]

43.1. The existing Post of the Principal of Cotton College shall be re-designated as the Director, Capacity Building Centre of the University (in the scale of a Professor) of which aims and objectives to be defined by an Ordinance.

43.2. The Principal of Cotton College with the consultation with Higher Education Department of Government of Assam shall be appointed in the post of Director, Capacity Building Centre of the University.

44. Appointment of Teaching and Non-teaching Staff: [vide Section 51]

44.1. The teachers of the University shall be appointed by the Executive Council after considering the recommendations of a Selection Committee consisting of the Vice-Chancellor and such other person or persons as per rules and regulations of the University.

44.2. The seniority of the teachers in the integrated under-graduate and post-graduate courses shall be maintained as per norms.

44.3. The non-teaching positions shall be filled up as per guidelines and norms of the University Grant Commission or the Government of Assam from time to time, whichever is applicable.

44.4. The University shall not create any post without the approval of the State Government.

45. Existing Teachers and Staff: [vide Section 52]

- 45.1. The existing teaching and non-teaching staff of the Cotton College and the Cotton College State University shall constitute a special cadre with respect to their service conditions at the time of their appointments.
- 45.2. Once the posts of the teaching and non-teaching staff of the erstwhile Cotton College and Cotton College State University fall vacant due to superannuation or otherwise, such vacant posts shall be automatically transferred to Cotton University. Also the existing vacant posts shall be automatically transferred to Cotton University.
- 45.3. The teaching and non-teaching staff of the erstwhile Cotton College and Cotton College State University forming the special cadre shall be entitled to all the benefits of teaching and non-teaching staff of the Cotton University including Career Advancement Scheme (CAS) of UGC and seniority in the similar positions to be maintained by the competent authority. This shall also apply to the existing non-teaching employees covered under the State Pay Commission/ Common Pay Committee (CPC).
- 45.4. All pension matters of the present and past teachers and staff of Cotton College (now upgraded to Cotton University) shall be handled by the Director of Higher Education, Assam.

46. Terms and Conditions of Service and Code of Conduct of Employees:

- 46.1. Save as otherwise provided, all employees of the University, teaching and non-teaching, shall in absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as specified in the Ordinances and as amended from time to time.
- 46.2. Seniority list:
 - 46.2.1. Whenever in accordance with the Statutes any person is to hold an Office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in her/his grade and in accordance with such other principles as laid down in the Ordinances, Rules and Regulations.
 - 46.2.2. It shall be the duty of the Registrar to prepare and maintain, in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to-date seniority list in accordance with the provisions of these Statutes including the clause 44.2.

47. Removal of Employees of the University:

- 47.1. Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee, may, by order, in writing place such teacher, member of the academic staff or other employee as the case may be under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made.

- 47.2. Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teacher and other academic staff, and the appointing authority, in respect of other employees, shall have the power to remove a teacher or a member of the academic staff, or as the case may be, other employee on grounds of misconduct.
- 47.3. Save as aforesaid, the Executive Council, or as the case may be, the appointing authority shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after three months notice or on payment of three months' salary in lieu thereof.
- 47.4. No teacher, member of the academic staff or other employee shall be removed unless s/he has been given reasonable opportunity of self-defence against any charge alleged on which disciplinary action is being proposed.
- 47.5. The removal of a teacher, member of the academic staff or other employee shall take effect from the date on which the order of removal is made. Provided that where the teacher, member of the academic staff or other employee is under suspension at the time of his/her removal, such removal shall take effect from the date of serving such order.
- 47.6. Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign:
- 47.6.1. If s/he is a permanent employee, only after giving three months notice in writing to the Vice Chancellor or the appointing authority, as the case may be, or by paying preceding three months' salary in lieu thereof;
- 47.6.2. If s/he is not a permanent employee, only after giving one month's notice in writing to the Vice Chancellor or, as the case may be, the appointing authority or by paying preceding one month's salary in lieu thereof.

48. Pension, Insurance and Provident Funds:[vide 41(vii)]

Save as otherwise provided, the constitution of Pension, Insurance and Provident Funds for the benefit of the teaching and non-teaching Officers and Employees of the University will be carried out as per the norms of the Government of Assam, as amended from time to time, and decisions of the Executive Council of the University.

49. DEGREES: [vide Section 41]

49.1 Honorary Degrees

49.1.1. The Executive Council may, on the recommendations of the Academic Council and the Collegium of Deans and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposals to the Chancellor for the conferment of Honorary degrees.

49.1.2. Honorary degrees are to be conferred only to individuals with outstanding contributions to society and knowledge, and any such proposal with a strong justification must be made by at least three Deans of Faculties, or six Professors of the University, and be also supported by at least two-thirds of the Deans and independently by two-thirds of the members of the Academic Council.

49.1.3. In rare and unusual circumstance, the Executive Council may by a resolution passed by a majority of not less than two-thirds of the members present and voting,

recommend to the Chancellor the withdrawal of any Honorary degree conferred by the University, and the Chancellor's decision will be final in this regard.

49.2 Granting of Degrees

49.2.1. On the recommendation of the Academic Council, the Executive Council of the University may award a Degree or other academic distinction, such as a Certificate or Diploma to a person who is enrolled in the University and has fulfilled all the criteria for the awarding of such a Degree, Certificate or Diploma.

49.3 Withdrawal of Degrees

49.3.1. The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting withdraw any degree or academic distinction conferred upon, or any certificate or diploma granted to any person by the University for good and sufficient cause.

49.3.2. Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice as to why such a resolution should not be passed and until her/his objections, if any, and any evidence s/he may produce in support of them, have been considered by the Executive Council.

50. Maintenance of Discipline among Students of the University:

50.1. All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.

50.2. The Vice-Chancellor may delegate all or any of her/his powers as s/he deems proper to such other Officers as s/he may specify in this regard.

50.3. Without prejudice to the generality of her/ his powers relating to the maintenance of discipline and taking such action, as may seem to her/him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of her/his powers, by order, direct that any student or students be expelled, or rusticated, for a specified period, or be not admitted to a course or courses of study in the Constituent College(s), if any, or Department of the University for a stated period, or be punished with fine for an amount to be specified in the Order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a Faculty for one or more years, or that the results of the student or students concerned in the examination or examinations in which s/he or they have appeared be cancelled.

50.4. At the time of admission, every student shall be required to sign a declaration to the effect that s/he submits herself/himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

51. Convocations:

51.1. Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

52. Acting Chairperson of Meetings:

52.1. Where no provision is made for a Chairperson to preside over a meeting of any authority of the University or any committee of such authority, the members present shall elect one from amongst themselves to preside at such a meeting. When the Chairperson so provided for is absent, s/he may designate one of the members to chair the meeting on her/his behalf.

53. Resignation:

53.1. Any member, other than an *ex-officio* member of the Court, the Executive Council, the Academic Council or any other authority of the University or any committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received and so accepted by the Registrar.

54. Disqualifications:

A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University

54.1. if s/he is of unsound mind;

54.2. if s/he is an undercharged insolvent;

54.3. if s/he has been convicted by a court of law for an offence involving moral turpitude and sentenced in respect thereof to imprisonment.

54.4. If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in the Statute, the question shall be referred to the Chancellor and her/his decision shall be final and no suit or other proceedings shall lie in any civil court against such decision.

55. Maintenance of a Register of Registered Graduates:

55.1. The Registrar shall maintain a register of registered graduates of the University

56. Alumni Association:

56.1. There shall be an Alumni Association for the University. The existing Cotton College Alumni Association, which is a registered body, may take necessary measures to change its nomenclature preferably to Cotton University Alumni Association or any such nomenclature that reflects the transition of Cotton College to Cotton University.

57. Delegation of Powers:

57.1. Subject to the provisions of the Act and the Statutes, the powers of any Officer or authority of the University may be delegated to any other Officer or authority or person under her/his or its respective control, and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the Officer or authority delegating such powers. All delegation of powers must be approved by the Executive Council of the University.

58. Institution of Awards:

- 58.1. The University may, from time to time, institute fellowships, scholarships and prizes from out of funds from its own source or endowments or gifts from any other source.
- 58.1.1. Fellowships
 - 58.1.2. Scholarship
 - 58.1.3. Prizes
- 58.2. The proposals for the institution of such awards must be recommended by the Collegium of Deans before further consideration by the Academic Council and approval by the Executive Council.
- 58.3. Any named Fellowships, Scholarships and Prizes must be only in the names of exceptional individuals who have contributed significantly and are well-known at least at the national level. The proposals must be supported by at least three Deans or six Professors, and recommended by two-thirds of the Collegium of Deans, and then by two-thirds of the Academic Council before being approved by the Executive Council.

59. Savings:

- 59.1. Notwithstanding anything contained in these Statutes, any decision given, order made, anything done, any action taken or any proceedings commenced under any of the provisions of the Statute or rules, regulations in force immediately before the commencement of these Statutes shall, in so far as they are not inconsistent with the provisions of the Cotton University Act 2017, continue in force and shall be deemed to have been given, made, done or taken, commenced under the provisions of the Act. The provisions of these Statutes shall automatically deem to have been amended as and when an amendment is brought about in the Cotton University Act, 2017.

60. Capacity Building Centre (CBC): [vide Section 23(ix)]

The University shall establish a Capacity Building Centre(CBC) with a vision to mobilise the human resource of the University and to ensure continuous improvement in the teaching-learning, e-administration through training, seminars, workshops, conferences and collaborations at the national or international level. The details of aims and objectives; functions and responsibilities of the Centre shall be formulated through an Ordinance/Rules & Regulations by the Executive Council as recommended by the Academic Council.

61. Director, Capacity Building Centre (CBC):

61.1 Term of Office

- 61.1.1. Save as otherwise provided, the Director, CBC shall be a whole time Officer of the University for a period of **three years**, or till s/he attains the age of superannuation, whichever is earlier.

61.2 Conditions of Service

- 61.2.1. S/he shall be eligible for re-appointment subject to selection as per rules.
- 61.2.3. The emoluments and other terms and conditions of service shall be determined by the Executive Council as per the rules of the Government of Assam.

61.2.4. Whenever there is any temporary vacancy in the Office of the Director, CBC by reasons of leave, illness or other causes, the Vice Chancellor shall make such arrangements as s/he may deem fit for exercising the powers and performing the duties of the Director, CBC during her/his absence.

61.3 Powers and Duties

The Director, CBC shall:

- 61.3.1. be the *ex officio* member secretary of the Governing Committee for the Course under Mentorship Scheme: Higher Secondary Programme (Arts & Science) of the University.
- 61.3.2. work on the issues of quality and inclusive education.
- 61.3.3. organize specially designed courses for students for various national Entrance Examinations, NET/SET and other competitive examinations.
- 61.3.4. organize the capacity building, knowledge enhancement, skill development programme for academic, administrative, technical and non-academic staff to have an overall efficient system.
- 61.3.5. perform other responsibilities assigned to her/him by Executive Council or Academic Council from time to time.

61.4 Mode of Appointment

- 61.4.1. The Director, CBC shall be appointed by the Executive Council on recommendation of the Selection Committee constituted for the purpose.
- 61.4.2. The appointment of the Director, CBC must conform to the prevailing norms laid down by the University Grants Commission for the Post of a Professor.
- 61.4.3. The first Director, CBC shall be the Principal, Cotton College who was holding the post at the time of the Act coming into force. The incumbent may continue till the date s/he attains the age of superannuation. This is in *proviso* of the Section 49(10) of the Act.

62. Governing Committee for the Programme under Mentorship Scheme: Higher Secondary Programme (Arts & Science):

- (a) The University shall have a Governing Committee to run the Higher Secondary course under the Mentorship Scheme as per the Act. For all practical purposes, the Higher Secondary Section shall be a part of the University. The students of the Higher Secondary Programme shall enjoy exactly the same status with the other students of the University.
- (b) The University is to continue the existing syllabi and evaluation of students of the Higher Secondary Programme under the jurisdiction of the Assam Higher Secondary Education Council as at present until such times as the University deems it fit to review and do the needful.

62.1 Constitution:

- (i) Vice-Chancellor, Chairperson
- (ii) All Heads of Departments involved in imparting the Programmes
- (iii) Registrar
- (iv) Academic Registrar
- (v) Controller of Examinations
- (vi) Two members with proven experience of the +2 education system to be nominated by Academic Council.
- (vii) Director, CBC, Member Secretary

62.2 Terms of Office

57.2.1. Save as otherwise provided and except *ex-officio* members, such other members shall hold Office for a term of **three years**. Such members may be eligible for re-nomination for another term.

62.3 Powers and Duties

62.3.1 The committee shall monitor and implement the programme with the syllabi and evaluation of students under this scheme as per the rules and regulations of the Assam Higher Secondary Education Council, Guwahati.

62.3.2. Stream-wise and year-wise , all students of HS classes are divided into groups, each having not more than 30 and then the Committee shall appoint two teacher mentors for such a group to address their various academic issues. For students of science stream, the mentors should be from science subjects, and for arts stream, the mentors should be from arts subjects.

62.3.3 The mentors shall report/communicate to the committee any matter which needs redressal.

62.3.4. The committee shall formulate necessary mechanism for the smooth and efficient running of the +2 programme as and when necessary.

62.3.5. The committee shall arrange special classes on regular basis by inviting experts for various entrance examinations.

62.4 Meetings of the Governing Committee

62.4.1. The Governing Committee shall meet at least thrice a year.

62.4.2. A Notice of at least one week shall normally be given for a meeting.

62.4.3. One third of the existing members shall form quorum for a meeting.

In exercise of the powers conferred upon the Executive Council under the Sections 41 & 42 of the Cotton University Act 2017, these First Statutes of Cotton University under the Act have been recommended to the Court of the University for consideration vide the Resolution No. 2018/5/4 in its Meeting held on 17th November, 2018


10/6/19
Registrar

Cotton University, Guwahati-781 001.