



KRISHNAGURU ADHYATMIK VISVAVIDYALAYA ACT, 2017

(ASSAM ACT No. XXVI OF 2017)

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

An

Act to establish a Private University under the name and style "**Krishnaguru Adhyatmik Visvavidyalaya**" under Section 6 of the Assam Private Universities Act, 2007 (Assam Act No. XII of 2007).

PREAMBLE:

Whereas it is expedient to establish a teaching and research based Private University for imparting value based quality education blended with spiritualism under the name and style "**Krishnaguru Adhyatmik Visvavidyalaya**" under Section 6 of the Assam Private Universities Act, 2007 and for matters connected therewith or incidental thereto;

It is hereby enacted in the Sixty-Eighth Year of the Republic of India as follows:

1. SHORT TITLE AND COMMENCEMENT:

- (1) This Act may be called **Krishnaguru Adhyatmik Visvavidyalaya Act, 2017**
- (2) It extends to the whole of Assam
- (3) It shall come into force at once.

2. REGISTERED OFFICE OF SPONSORING BODY

Krishnaguru Foundation
Krishnaguru Sewashram, Nasatra
P.O. & Vill. Nasatra, Dist. Barpeta, Assam
PIN: 781307



THE FIRST STATUTES OF THE KRISHNAGURU ADHYATMIK VISVAVIDYALAYA, 2018

(FRAMED UNDER THE PROVISION OF THE K.A.V. ACT, 2017 READ WITH SECTION 30
OF THE ASSAM PRIVATE UNIVERSITIES ACT, 2007)

CHAPTER-I

1. Short Title and Commencement:

- (1) These Statutes shall be called **The First Statutes of the Krishnaguru Adhyatmik Visvavidyalaya, 2018:**
- (2) They shall come into force with effect from the date of publication of the official Gazette.

2. Definitions:

In these statutes, unless there is anything repugnant to the subject or context –

- (a) "Academic year" means a period of twelve months commencing on the first day of June.
- (b) "Board of Management" means Board of Management of Krishnaguru Adhyatmik Visvavidyalaya, Nasatra.
- (c) "Chapter" means a chapter of these statutes.
- (d) "Department" means a University Department of Study and/or Research or a Department functioning for specific purpose maintained at the cost of the Krishnaguru Adhyatmik Visvavidyalaya.
- (e) "Foundation" means the Krishnaguru Foundation, Nasatra, Barpeta, Assam.
- (f) "Post Graduate Studies" means studies for admission to which the requisite qualification is a Bachelor's degree or its equivalent, recognized by the University.
- (g) "Section" means a section of the Act.
- (h) "The Act" means the Krishnaguru Adhyatmik Visvavidyalaya Act, 2017.
- (i) "Undergraduate Studies" means a course of studies on successful completion of which a certificate or Degree is awarded by the University and are not Post-Graduate Studies.
- (j) "University" means Krishnaguru Adhyatmik Visvavidyalaya (KAV).
- (k) "University Fund" means Krishnaguru Adhyatmik Visvavidyalaya Fund.
- (l) Words and Expression used in these Statutes shall have the same meanings respectively assigned to them in the Assam Private Universities Act, 2007, Krishnaguru Adhyatmik Visvavidyalaya Act, 2017 and the General Clauses Act, 1897.

CHAPTER-II
OFFICERS OF THE UNIVERSITY
PART-I

3. DECLARATION OF THE POSTS OF OFFICERS OF THE UNIVERSITY

The Following posts are hereby declared to be the posts of officers of the University.

- (1) The Visitor;
- (2) The Chancellor;
- (3) The Vice-Chancellor;
- (4) The Registrar;
- (5) The Chief Finance and Accounts Officer;
- (6) Such other persons in the service of the university as may be declared by the Statutes to be the officers of the University.

PART-II

POWER AND FUNCTIONS OF OFFICERS

4. THE VISITOR

- (1) The Visitor of the University shall be the Governor of Assam.
- (2) During convocation, the Visitor shall, when present, preside over the function of the University for conferring degrees and diplomas. The Visitor shall have the following powers, such as -
 - (a) To call for any paper or information relating to the affairs of the University.
 - (b) Based on the feedback or information received by the Visitor, if he finds that any order, proceeding or decision taken by the authority of the University is not in conformity with the provision of this Act or Statutes, Ordinances, Regulations and Rules made thereunder, he may deem fit in the interest of the University and the directions so issued shall be complied with by the University made thereunder, for the best interest of the University and the direction so issued shall be complied with by the University.

5. THE CHANCELLOR

- (1) The Trust shall appoint the Chancellor of the university.
- (2) The tenure of the Chancellor shall be 3 (Three) years, which may be extended for a further period of three years by the Trust with the approval of Visitor following the same procedure for the initial appointment.
- (3) The Chancellor shall be the head of the University.
- (4) The Chancellor shall preside over the meetings of the Governing Body (GB) and shall, when the Visitor is not present preside over the convocation of the University for conferring degrees diplomas or other academic distinctions.
- (5) The Chancellor shall have the following powers, namely:
 - (a) To call for any information or record.

- (b) To appoint the Vice-Chancellor.
- (c) To remove the Vice-Chancellor in accordance with the provisions in sub-section (7) of section 17 of the Assam Private University Act.2007.
- (d) Such other powers as may be prescribed by the Act.
- (e) However, the founder Chancellor is empowered to exercise his special power to appoint the Vice-Chancellor, Registrar and other officers for the greater interest of the University.

6. THE VICE-CHANCELLOR

- (a). The Chancellor of the university shall appoint the Vice-Chancellor from a panel of three persons recommended by the Governing Body and shall subject to the provisions contained in the statute sub-section (7) hold office for a term of three years: provided that, after expiry of the term of three years, a person shall be eligible for re-appointment for another term of three years.

However, a Vice-Chancellor shall continue to hold the office even after expiry of his term till new Vice-Chancellor joins. In any case this period shall not exceed one year.

- (b) As the principal executive and academic officer of the University, the Vice-Chancellor shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- (c) The Vice-Chancellor shall preside over the convocation of the University in the absence of the Visitor and the Chancellor.
- (d) Provided that if in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under this Act, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

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

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

- (e) In case of any decision of any authority of the University is outside the powers conferred by the Act or Statutes, Ordinances, Regulations or Rules made therein or is likely to be prejudicial to the interest of the University, the Vice Chancellor shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be referred to the Chancellor and his decision thereon shall be final.
- (f) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes or the Ordinances.
- (g) Provided further that at any time upon representation made or otherwise and after making such enquiry as may be deemed necessary, the situation so warrants and if the continuance of the Vice-Chancellor is not at the best interest of the University, the Chancellor may, by an

order in written stating the reasons therein, ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

However, before taking an action under this sub-section, the Vice-Chancellor shall be given an opportunity or being heard.

6. THE REGISTRAR

(1) Appointment of the Registrar

- (a) The Registrar shall be appointed by the Chancellor.
- (b) He shall be whole time salaried officer of the University and be appointed by a Written Order.

(2) Period of probation:

- a) The newly appointed Registrar shall be on probation for a period of one year in the first instance:
- b) Provided that it shall be competent for the Board of Management to extend the period of probation for a period not exceeding one year for good and sufficient reasons.
- c) On satisfactory completion of probation the incumbent appointed as the Registrar shall be confirmed by a written Order.
- d) Provided that on the expiry of the prescribed period or extended period of probation, the Chancellor decides that the incumbent is not suitable for continuance in the post to which he has been appointed, he shall discharge him from service or revert him to his original post, as the case may be after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(3) Emoluments:

The Registrar shall receive such emoluments as may be determined by the Board of Management/Governing Body.

(4) Leave, Provident Fund etc.:

The Registrar shall be governed, as regards leave, provident fund, insurance, pension and other retirement benefits and disciplinary proceedings by the Statutes and Ordinance, governing the conditions of service of the non-teaching staff of the University.

(5) Mode of Resignation:

The Registrar may, by writing under his hand addressed to the Governing Body/Board of Management, resign his appointment after giving three months notice of his intention to do so. The Board of Management shall be the authority competent to accept his resignation.

(6) Termination of appointment:

The Board of Management shall be competent to terminate the appointment of the Registrar for grave irregularities committed in the discharge of his official duties, after conducting an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

(7) Age of Retirement:

Except as otherwise provided in these Statutes the date of compulsory retirement of the Registrar shall take effect from the afternoon of the last day of the month in which he attains the age of 65 years.

(8) Temporary Vacancy:

In the event of temporary vacancy occurring in the Office of the Registrar, it shall be competent for the Board of Management to make such arrangements as it may deem fit to carry on the duties of the Registrar.

(9) Ex-officio Member-Secretary:

The Registrar shall act as the Member-Secretary to the Governing Body, Board of Management, the Academic Council, the Faculties, the Board of Studies and the Committees appointed by these authorities but shall not have a right to vote.

(10) Ineligibility for membership of the authorities of the University:

The Registrar shall be ineligible for election or for appointment as a member of any of the authorities of the University.

(11) Power of Registrar:

- a. Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be in charge of the administration of the University office and shall have the power to fix and define the function and duties of the officers and employees of the University.
- b. He shall take prompt steps for the efficient working of the University office subject to the prior approval of the Vice-Chancellor.

(12) Duties of The Registrar:

- A. It shall be the duty of the Registrar:
 - (a) to be the custodian of the records, the common seal and other properties committed to his charge by the Academic Council;
 - (b) to conduct the official correspondence of the University and to be responsible for the proper maintenance of all the records of the University.
 - (c) to issue all notices for convening meetings of the Governing Body, Board of Management, Academic Council, the Faculties, the Board of Studies and the committees appointed by those authorities and to prepare and maintain records of the proceedings of the meeting;
 - (d) to make arrangement for the conduct of elections to the various authorities or bodies of the University under the directions of the Vice-Chancellor.
 - (e) to maintain all such registers as may be prescribed by the law of the University from time to time.
 - (f) to manage, under the directions of the Board of Management, the property and investment of the University Fund;
 - (g) to sign contracts and other agreements on behalf of the University under the direction of the Board of Management;
 - (h) to perform such other functions as may from time to time, be prescribed by the Board of Management.
- B. The Registrar, shall in the execution of his official duties, be subject to the immediate direction and control of the Vice-Chancellor and shall carry out his orders and render such assistance as may be required by the Vice-Chancellor in the performance of his official duties.

7. THE CHIEF FINANCE AND ACCOUNTS OFFICER

- (1) The Chief Finance and Accounts Officer shall be appointed by the Chancellor for a period of one year in the first instance.
- (2) He /She shall be on probation for a period of one year in the first instance. Provided that the Board of Management may, for good and sufficient reasons extend the period of probation for a period not exceeding one year. On satisfactory completion of probation, the incumbent shall be confirmed by a written order.
- (3) He /She shall work under the direct control and supervision of the Vice-Chancellor. He/She shall be the principal administrative officer in-charge of finance management and maintenance of accounts of the University.
- (4) He /She shall be responsible for:-
 - (a) the administration of the funds, finances, properties and assets and all endowments and trusts of the University;
 - (b) all receipts and disbursements;
 - (c) processing of all bills and ensuring payment of the same without any undue delay;
 - (d) the maintenance of the stock Register and all accounts books and keeping them up-to date at regular intervals;
 - (e) annual physical verification of all items of equipment, apparatus and diagnostic and pathological instruments entered into the stock register;
 - (f) the preparation of Annual budget and after consideration by the Finance Committee, present the same before the Governing Body;
 - (g) the preparation of Periodical Statements of accounts to review the finances of the University and presentation of the same to the Finance Committee for consideration;
 - (h) the preparation of Annual Statements of accounts and the audit report relating to annual statement of Accounts, the Internal Audit Report and the Annual Balance Sheet and submission of the same to the State Government;
 - (i) the signing of all cheques on behalf of the University;
 - (j) performing such other duties as may be assigned to him by the Vice-Chancellor and/or authorities of the University from time to time;
- (5) The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee.

8. OTHER OFFICERS:

- A. The University may appoint such other officers as may be necessary for its functioning.
- B. The manner of appointment of other officers of the University and their power and functions shall be such as prescribed in Chapter V.

CHAPTER- III FACULTIES

9. THERE SHALL BE THE FOLLOWING FACULTIES IN THE UNIVERSITY:

- (1) Faculty of Performing and Visual Arts.
- (2) Faculty of Health & Paramedical Courses.

- (3) Faculty of Humanities and Social Science.
- (4) Faculty of Teacher Education
- (5) Faculty of Science & Technology
- (6) Other Faculties as and when required.

10. EACH FACULTY SHALL CONSIST OF THE FOLLOWING MEMBERS:

- A.** (1) The Vice-Chancellor – Chairman.
(2) The Dean of the faculty concerned.
(3) The Head or Heads of the Department or Departments concerned, if any.
(4) One Principal from amongst the colleges imparting instructions in the discipline, if any.
(5) Two persons having special knowledge in the subject or subjects nominated by the Academic Council.
- B.** The Registrar shall be the ex-officio Secretary of the faculty but he shall not be a member of the faculty.

11. TERM OF THE MEMBERS

A member of the faculty shall hold office for a period of three years. In case a vacancy occurs in the office of any member of the faculty, the vacancy shall be filled up by co-opting a suitable person by the faculty at a meeting convened for the purpose and such member shall hold office for the unexpired period of time.

12. FUNCTION OF THE FACULTY

Subject to the provision of the Statutes, a Faculty:

- (a) shall consider and report any matter referred to it by the Academic Council and/or the Board of Studies concerned.
- (b) shall hold joint meeting with any other faculty to consider any matter of common interest under the direction of the Academic Council.
- (c) shall send proposal to the Academic Council for introduction of new courses of studies in various programmes as well as organization or re-organization of faculty, if deemed necessary.
- (d) may offer suggestions to the Academic Council for improvement of standard of courses of studies and curricula to keep abreast of time.
- (e) may recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions.
- (f) may offer suggestions to the Board of Studies for appointment of names of persons referred for evaluation of thesis or dissertations and for conduct of viva-voice examinations for Post-Graduate and Doctorate Degree to be awarded by the University.

13. DEAN OF THE FACULTY:

- (a) There shall be a Dean for each Faculty. He shall be an honorary officer of the University nominated by the Academic Council from amongst the members of the Faculties. He shall be a distinguished Professor having long standing experience in teaching various disciplines

- pertaining to the Faculty in the University. He shall hold office for a period of 3 years and shall be eligible for re-nomination, if the Academic Council thinks fit and proper.
- (b) In the event of a vacancy in the office of the Dean by reason of resignation or death, the Academic Council shall nominate one of the members of the same Faculty to be the Dean as soon as possible and he shall remain as Dean for the unexpired period of the term.
 - (c) In case the Dean, by reason of illness, leave or any other cause becomes unable to discharge the responsibilities of his office, the Vice-Chancellor shall appoint a member of the faculty to discharge the duties and functions of the Dean during the temporary absence of the Dean.

14. POWERS AND DUTIES OF THE DEAN:

The Dean shall maintain:

- (a) Liaison between the faculty and the Academic Council.
- (b) Advise the Academic Council regarding creation and organization of new faculty.
- (c) Send proposal for introduction of new courses of studies in various disciplines for consideration of the Academic Council and conduct correspondence pertaining thereto.
- (d) Assist the Vice-Chancellor for all round improvement and development of various disciplines within the jurisdiction of the University.
- (e) Ensure maintenance of minutes of faculty meetings.
- (f) Help in the preparation of the development plan of the University.

CHAPTER- IV

THE MAINTENANCE AND MANAGEMENT OF THE UNIVERSITY

15. THE GOVERNING BODY:

- (1) The Governing Body shall be the Executive Body of the University and shall consist of the following members:
 - (a) The Chancellor
 - (b) The Vice-Chancellor.
 - (c) Five persons nominated by the Sponsoring Body out of whom two shall be eminent educationists.
 - (d) One expert of Management or Information Technology from outside the University, nominated by the Chancellor.
 - (e) One expert of finance nominated by the Chancellor.
- (2) The Registrar shall be Ex-Officio Member-Secretary of the Governing Body.
- (3) The Chancellor shall be the Chairperson of the Governing Body.
- (4) The Governing Body meeting should be held at least three times in a year.
- (5) The quorum for meetings of the Governing Body shall be five.
- (6) The Governing Body of the university is the supreme authority in a university system. All the movable and immovable property of the University shall vest in the Governing Body. It shall have the following powers, namely:

- (i) to guide and offer general superintendence and directions and to control functioning of the University by using all such powers as are provided by this Act or the Statutes, Ordinances, Regulations or Rules made thereunder;
- (ii) to assess and review the decisions of other authorities of the University in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances, Regulations or rules made thereunder;
- (iii) to approve the budget and Annual Report of the University;
- (iv) to lay down the extensive policies to be followed by the University and various bodies like the Academic Council and Board of Studies;
- (v) to recommend to the Sponsoring Body about the voluntary liquidation of the University if a situation arises when smooth functioning of the University does not remain possible in spite of all efforts;
- (vi) Any other powers as may be prescribed by the Statutes.

16. THE BOARD OF MANAGEMENT:

- (1) The Board of Management shall consist of the following members:
 - (a) The Vice-Chancellor
 - (b) The sponsoring body shall nominate two members of the Governing Body.
 - (c) The sponsoring Body shall nominate three persons, who are not the members of the Governing Body.
 - (d) Three persons amongst the teachers, nominated by the Sponsoring body.
 - (e) The Vice-Chancellor shall nominate two teachers to the Board of Management.
- (2) The Vice-Chancellor shall be the Chairperson of the Board of Management.
- (3) The power and functions of the Board of Management shall be as prescribed by the Statutes.
- (4) The Board of Management shall meet once in every two months.
- (5) The quorum for meetings of the Board of Management shall be five.

17. ACADEMIC COUNCIL:

The Academic Council is the Academic Body of the University and shall be responsible for maintenance of standards of instruction, examination and research in the University.

- (1) The Academic Council consists of the following members:
 - (i) The Vice-Chancellor shall be the Chairman of the Academic Council.
 - (ii) Two nominees from the Education Department, Govt. of Assam
 - (iii) One nominee each from two neighbouring Universities
 - (iv) One nominee from SEBA
 - (v) One nominee from AHSEC
 - (vi) Three Heads of the constituent institutions
 - (vii) Three teachers from constituent institutions
 - (viii) Two nominees from the Trust
 - (ix) One nominee from the Chancellor

The Registrar shall be the Member-Secretary of the Academic Council.

- (2) The Academic Council shall be the principal academic body of the University and shall subject to the provisions of this Act and the Rules, Statutes or Ordinances made thereunder, coordinate and exercise general supervision over the academic policies of the University.
- (3) **Procedure for conducting meetings:**
- (i) The Academic Council shall ordinarily meet twice a year on dates to be fixed by the Vice-Chancellor and as and when required by the Vice-Chancellor.
 - (ii) **Quorum for the meetings:** Two fifth (2/5) of the total number of members shall constitute the quorum for a meeting of the Academic Council and no business shall be transacted at a meeting at which there is no quorum.
 - (iii) **Special Meetings:** The Vice-Chancellor may whenever he thinks fit, convene a special meeting of the Academic Council.
 - (iv) **Chairman:** The Vice-Chancellor shall, if present, preside over all meetings of the Academic Council. In his/her absence, the member nominated from the Board of Management will be asked to exercise the powers and perform the duties of the Vice-Chancellor and, in the absence of both the above persons, a member shall be chosen by the members present to preside over the meeting.
 - (v) **Validity of proceedings:** In certain cases non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the meeting of the Academic Council.
 - (vi) **Notice of Meetings:** The Registrar shall, under the direction of the Vice-Chancellor give not less than thirty clear days notice of the date of an ordinary meeting and ten clear days notice for a special meeting.
 - (vii) **Proceedings:** The proceedings at each meeting of the Academic Council shall be prepared by the Registrar and approved by the Vice-Chancellor (Chairman). The Registrar shall send by post, ordinarily within six weeks after a meeting, a copy of the proceedings of that meeting so signed by the Chairman to each member of the Academic Council, the Board of Management, the Finance Committee, the Faculties and the Board of Studies. A copy of the minutes shall be submitted to the Chancellor.
 - (viii) **Objection to proceedings:** If no exception is taken by any member who was present in the meeting to the correctness of the proceedings within ten days of the date of dispatch of the proceedings, they shall be deemed to be correct. If the Chairman is convinced that the objection raised is genuine, he may correct the proceedings.
 - (ix) **Standing committee of the Academic Council:** The Vice-Chancellor shall appoint a standing committee which shall consist of the Vice-Chancellor as the Chairman and Dean of Faculties as members. One half members of the committee shall be the quorum. The committee shall consider all such matters referred to it by the Academic Council or the Vice-Chancellor and submit its recommendation to the Academic Council.

Other Authorities under Section 21(4) and 25 of the Assam Private University Act, 2007

18. FINANCE COMMITTEE:

- (1) **Constitution:**

- (a) The Finance Committee shall consist of not more than 7 members as may be decided by the Board of Management.
- (b) The Chief Finance and Accounts Officer shall be the Member-Secretary of the Finance Committee.
- (2) **Quorum:** Four members of the Finance Committee shall constitute the quorum for the meetings.
- (3) **Term of Office:**
Members of the Finance Committee other than ex-officio members shall hold office for a term of four years.
- (4) **President:**
The Chancellor shall preside at the meeting of the Finance Committee. In the absence of the Chancellor, the Vice-Chancellor shall preside over the meeting of the Finance Committee.
- (5) **Meeting of the Finance Committee:**
The Finance Committee shall meet at least once every quarter to examine accounts and scrutinize the proposal for expenditure.
- (6) **Powers and functions of the Finance Committee:**
The Finance Committee shall –
 - (a) examine the draft annual estimates of income and expenditure and annual accounts of the University.
 - (b) scrutinize every item of new expenditure not provided for in the budget estimates of the University.
 - (c) advise the Board of Management in regard to the strict observance of the Statutes relating to the maintenance of accounts of income and expenditure of the University.
 - (d) examine and report on the accounts of the endowments and Trust Funds.
 - (e) consider ways and means and financial effect of every new measure in contemplation involving fresh financial commitment on the part of the University.
 - (f) make recommendations, whenever deemed necessary, to the Board of Management on all matters relating to the finances of the University.
 - (g) scrutinize and report on the utilization of the grants and loans given by the University.
 - (h) advise on any financial matters that may appropriately be referred to it for opinion by any authority or body of the University.
 - (i) have the right to call for any paper bearing on any financial proposal or any item of accounts matter for its consideration or in making its recommendations on the annual accounts of the financial estimates.

19. BOARD OF STUDIES :

(1) Constitution:

There shall be a Board of Studies attached to each subject of studies or group of subjects in the University. The course of study, duration, eligibility for admission etc. will be followed as per the UGC guidelines.

Provided however that Post-Graduate studies in each subject may have separate Board of Studies.

(2) Nomination of members of Board of Studies:

The Vice-Chancellor shall nominate the members of the Board of Studies and submit the list to the Chancellor for final approval. The number of such members shall be not less than 5 or more than 11.

(3) Qualification of a Member of Board of Studies:

No person shall be appointed as Member of Board of Studies unless he is teacher or has special knowledge in the subject or one of the subjects with which the Board is concerned.

(4) Powers of the Board of Studies:

- (i) To recommend for the guidance of teachers and students, books in which the prescribed subjects are suitably treated and to recommend text books when required.
- (ii) To recommend persons suitable for appointment as question paper setters, examiners in the concerned subject.
- (iii) To make recommendations in regard to courses of study and examinations in the concerned subject.
- (iv) To address the Faculty or Faculties concerned regarding improvements in the course of study.
- (v) To consult specialists who are not member of the Board.
- (vi) To recommend to the Academic Council, for being forwarded to the Board of Management for its approval the preparation and publication of selections or anthologies of the writings or works of authors and other masters in any subject or group of subjects together with a synopsis of the selections or anthologies and the names of the authors and masters and of the persons who may in its opinion be appointed to make the selection, and
- (vii) To bring to notice of the Academic Council or the Board of Management, as the case may be, matters of importance relating to the examination in each subject or group of subjects.

(5) Quorum for the meeting of the Board of Studies:

The quorum for a meeting of any Board shall be simple majority of the strength of the Board.

CHAPTER-V

20. APPOINTMENT OF TEACHERS, OFFICERS AND NON-TEACHING EMPLOYEES OF THE UNIVERSITY:

(1) Appointment of Teachers:

- (i) Teachers of the University *viz*, Professors, Associate Professors and Assistant Professors shall be selected by a Selection Committee constituted for the purpose.
- (ii) A University Professor shall be appointed by the Governing Body/Board of Management on the recommendation of the Selection Committee constituted by the Vice-Chancellor as per UGC Guidelines.
- (iii) No teacher shall be eligible for appointment as such in the University, unless he possesses such qualification as may be prescribed by the UGC Regulations and approved by the Board of Management.

(2) Appointment of Officers:

Controller of Examinations:

The Controller of Examinations shall be appointed by the Vice-Chancellor on such terms and conditions in the rank of Professor as approved by the Governing Body/Board of Management. He shall be the in-charge of the examination department of the University. His duties shall include the following.

- (i) He shall be responsible for the conduct of all University Examinations and it shall be his duty to arrange the preparation, scheduling, marking and reporting of all University Examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with University Examination.
- (ii) He shall be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of all University Examinations.
- (iii) He shall keep the minutes of Board of Examinations and all Committees appointed by the said Board.
- (iv) He shall convene meetings and issue notice to the Board of Examiners and Committees appointed by them and conduct the official correspondence thereof.
- (v) He shall have the power to countersign the travelling allowance bills of examiners, paper setters and University employees deputed on Examination purpose and all other bills relating to University Examinations.

(3) Appointment of other officers:

All the officers other than those not provided in the Statutes shall be appointed by the Selection Committee as constituted by the Board of Management.

Provided that in case of any vacancy in the post of officers, the Vice-Chancellor may either direct any officer to perform the function of such officers or he may appoint temporarily to fill in the post for a period not exceeding six months and in the mean-time step shall be taken to fill up vacancy on a permanent basis.

(4) Scales of pay:

Scales of pay of teachers shall be such as prescribed by applicable government regulations and UGC. Scales of pay of the officers and employees of the University shall be such as are applicable to similar categories of employees in the State Government.

Provided that higher initial pay in the respective scale of pay may be offered to any teacher, officer and employee of the University on the basis of recommendation made by the relevant authority or committee selecting them with the approval of the Finance Committee subject to confirmation by the Board of Management.

(5) Retirements of Teachers, Officers and Employees:

Same as otherwise provided in the Act, Statutes, Ordinances and Regulations other than Teachers; the Registrar and other Officers of the University shall compulsorily retire on completion of 65 years of age irrespective of the post held by them. In the case of teaching faculty, the age limit prescribed by the UGC may be followed.

(6) Disciplinary action:

Teachers, Officers and Employees of the University shall be subject to such disciplinary rules as may be prescribed in this behalf.

(7) Duties of Professors, Associate Professors and Assistant Professors:

Apart from delivering lecturers, it shall be the duty of the Professors, Associate Professors and Assistant Professors of the University, to engage themselves in research work and to supervise and assist the students in his/her sphere of learning. It shall also be their duty to help the University in the conduct of examinations and processing and publication of results and to

undertake such other work as may be required by the Head of the Department concerned consistent with their status.

(8) All other conditions of service of the teachers and other employees shall be as prescribed by the University from time to time.

(9) Head of the Department:

(i) In every teaching department of the University there shall be a Head of the Department. He shall be appointed by the Board of Management from amongst the permanent whole time teachers of the Department not below the rank of Associate Professor. Provided that an Assistant Professor may, however be appointed as a Head of the Department in case there are no Professors or Associate Professors in the Department.

The appointment to the post of Head of the Department shall be made on the basis of seniority in service of the teacher belonging to the same rank. In the University teaching department where there are both Professors and Associate Professors, all Professors be deemed to be senior in rank to Associate Professor.

(ii) (a) The appointment of the Head of the Department shall be reported to the Academic Council at its next meeting by the Vice-Chancellor.

(b) The Head of the Department shall hold office for a period of 3 years with effect from the date he assume charge of his office but he shall be eligible for reappointment, after the term is over, if the Academic Council/Board of Management so desire.

(iii) The Head of the Department may resign his office by writing under his hand to the Vice-Chancellor and the matter shall be reported to Governing Body/Board of Management immediately.

(iv) In case any vacancy occurs in the office of the Head of the Department for any reason, whatsoever, a new appointment to the post shall be made in the manner stated in paragraph (i) above.

(10) Duties of the Head of Department:

Subject to the general control and supervision of the Vice-Chancellor, every Head of the Department shall be responsible for the efficient working of the Department in general and shall—

(i) arrange the time table and distribute the work in consultation with the other teachers of the Department.

(ii) exercise due vigilance to ensure that all money are spent for the purpose for which they are allotted.

(iii) ensure that no expenditure is incurred without sanction of the competent authority or in contravention of financial rules of the University.

(iv) look after the maintenance of all appliances, apparatus and other machineries purchased by or allocated to the department.

(v) exercise due vigilance over purchase of any material or equipment or diagnostic machineries of any kind and constitute a committee he thinks fit with the approval of Academic Council for the purpose, so as to avoid exercise of any undue influence in the matter.

(vi) maintain a stock-register and keep it up to date which shall be open for verification, by finance and accounts department on demand; and

(vii) perform such other duties, as may be entrusted to him by the Vice-Chancellor and any other authority of the University.

Provided that no such course of action as may be detrimental to the interest of the students shall be taken by the University unless compelled by circumstances beyond the control of the University.

21. AGE ON FIRST APPOINTMENT:

- (1) No person whose age exceeds forty-five years may be admitted to the University service. Stipulation of maximum age may however, be relaxed by the Governing Body/Board of Management of the University in view of the exceptional circumstance ordinarily for appointment of teachers, especially Professors and senior faculties in the University. Documentary evidence as proof of age shall be produced by the person concerned to the satisfaction of the appointing authority.
- (2) Every applicant at the time of his entry into the University service shall submit a declaration to the appointing authority stating the year, month and the date of his birth. The applicant shall produce evidence in support of his declaration and submit, school final or Madhyamik examination pass certificate or equivalent certificate of having passed the examination from any other statutory Board in which date of birth of the applicant is duly recorded. An extract from the register of birth maintained by any local authority may also be accepted as proof of age.
- (3) No person shall be appointed to the post in the University services unless he produces medical certificate of fitness after having medical examinations by a Registered Medical Practitioner or a Medical Officer of a Government hospital, as may be desired by the appointing authority:
 - (a) provided that a person not in permanent employment appointed temporarily for a period less than six months, he may be exempted from producing a medical certificate of fitness.
 - (b) provided further that if the temporary appointment for less than six months is subsequently extended or is likely to be extended beyond six months the person concerned may require to produce a certificate of fitness before expiry of the six months from the date of his first appointment if the appointing authority so desire.

CHAPTER- VI

22. REGISTER OF STUDENTS:

- (1) The University shall maintain a register in which shall be entered –
 - (a) the name of every student joining a college or the University for the first time.
 - (b) the name of every student who is allowed to appear at an examination for the first time in the University.
- (2) The Register shall contain the following particulars:
 - (a) Names of the examinations passed qualifying the students to enter the University and of the college or institution from which and the years in which he passed the examination.
 - (b) The dates of admission to, and leaving any college.
 - (c) Every pass or failure in a University examination with his Roll Number.
 - (d) Every University scholarship, medal or prize won by the student.
 - (e) Every degree or diploma taken.

- (f) If migrated to any other University for pursuing a course of studies, the name of the University to which the student migrated from this University with the date of such migration certificate issued.
- (3) No one shall be admitted to the University examination unless his name has been entered in the register.
- (4) In the case of a student joining this University on migration from some other University, the registration shall be affected after the migration has been sanctioned.
- (5) Every students applying for registration shall be required to pay a registration fee.
- (6) Every student shall be informed of the registered number under which his name has been entered in the register and this number shall always be quoted in all subsequent reports concerning the students, and in all correspondences with the University by the student.
- (7) In applications for admission to University examinations every students shall be liable to be scrutinized by comparison with the entries in the register and the Controller of Examination may refuse any application of any candidate about whom complete particulars have not been supplied. The aggrieved students, may however, appeal to the Vice-Chancellor whose decision in the matter shall be final.

CHAPTER- VII

23. DISQUALIFICATION OF MEMBERS OF VARIOUS BODIES OF THE UNIVERSITY

No person shall be qualified for election or nomination as a member of any authority or academic body of the University if he –

- (a) is at the time of election or nomination is of unsound mind or deaf-mute, or
- (b) is an undercharged insolvent, or
- (c) has been convicted by a court of law for any offence involving moral turpitude.

In the case of dispute or doubt, the Board of Management shall determine whether a person is disqualified under this statute and its decision in the matter shall be final.

CHAPTER-VIII

24. CONDUCT AND DISCIPLINE:

- (1) Every University employee, shall at all times, maintain a very high standard of integrity, impartiality and devotion to duty.
- (2) No University employee shall behave in a manner which is improper, unbecoming of and derogatory to the prestige of the University.
- (3) Every University employee shall –
 - a) strictly abide by law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being.
 - b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall take care that the performance of his duties is not affected in any way by the influence of such drink or drug.
 - c) refrain from consuming any intoxicating drink or drug in a public place.
 - d) not give or take or abet the giving or taking of dowry.

- e) not demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry or,
 - f) not lend money at interest to any person.
- (4) No employee shall join or continue to be a member of an association objects of which are prejudicial to the interest of the University public order or morality.
Nothing in this Statute shall affect the trade union rights of an employee.
- (5) No University employee shall except with the previous sanction of Governing Body/Board of Management of the college authority, as the case may be, give evidence in connection with any enquiry conducted by any person, committee or authority. Provided that nothing in this Statute shall apply to evidence given at an inquiry before an authority appointed by the Government, by parliament or by a State Legislature or evidence given in any judicial inquiry.
- (6) No University employee shall except with the previous sanction of the Board of Management/ Governing Body have recourse to any court or to the press for the vindication of any official act which has been the subject matter or any adverse criticism or an attack of defamatory character.
Explanation: Nothing in this Statue shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity.
- (7) No University employee, who has a wife living, shall contract another marriage without obtaining permission of the appointing authority.
- (8) An employee of the University shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any legal proceedings instituted against an employee for recovery of any debt due from him or for adjudging him insolvent, the matter shall be reported to the Vice-Chancellor forthwith.
Note: The burden proving that insolvency or indebtedness was the result of circumstances which with the exercise of ordinary prudence, the employee could not have foreseen or over which he had no control and had not proceeded for extraordinary or dissipated habits shall be upon the employee himself.
- (9) Penalties may be imposed to an University employee for good and sufficient reasons such as:
- (a) Neglect of duty.
 - (b) Want of due diligence in the performance of duties.
 - (c) Violation of order regarding attendance and office discipline.
 - (d) Insubordination or disregard or violation of the order of the superior officers.
 - (e) Violation of any of the provisions in these Statutes.
 - (f) Conviction by a criminal court.
 - (g) Sufficient proof to justify the charge of containing-bribe.
 - (h) Proof of tampering with official records with definite motive, etc. be imposed upon an employee.

25. PENALTIES:

The following penalties may for good and sufficient reasons be imposed on an University employee after providing him a reasonable opportunity of being heard.

- (i) Censure
- (ii) With-holding of increments not affecting promotion.
- (iii) Recovering of the whole or part of any pecuniary loss cause to the University or to the college by negligence of duty or breach of trust.

- (iv) Removal or dismissal from service for offence mentioned under Clause 24 Sub-Clause (f) to (h) above.
Provided that the termination of employment on probation during or at the end of the period of probation in accordance with the term of appointment of temporary employee on the expiry of the period of his appointment or a person engaged on contract basis according to the terms and conditions of his contract is not removed or dismissed from service.
- (v) All appeals in disciplinary manner shall be decided by Governing Body of the University except as may be otherwise provided in the contract.

CHAPTER- IX

26. CONVOCATION

- (1) The Degree of the University including Honorary Degree shall be conferred and such Post-Graduate Degrees and Diplomas and Medals and Doctoral Degree in different disciplines as may be specified in this behalf by the Board of Management/Governing Body shall be awarded at a convocation of the University.
- (2) Convocation of the University shall be held for the purpose referred to in the foregoing Statutes on such date and at such time and place as may be fixed in this behalf by the Board of Management.
Provided that the convocation shall be held every year preferably.
- (3) At least one month's notice shall, be given for holding a convocation.
- (4) In the case of conferring Honorary degrees a shorter notice with the approval of the Vice-Chancellor may be given for holding such a convocation.
- (5) Ordinarily the following orders shall be maintained for conferring Bachelor Degrees, Certificate, Medals and Post-Graduate and Doctoral Degrees and Diplomas awarded on presentation at a convocation –
- (a) Honorary Degree in the order determined by the Vice-Chancellor.
 - (b) Special medals, if any, in the order determined by the Vice-Chancellor.
 - (c) Doctor's degree in the order of faculties.
 - (d) Master Degrees and Post-Graduate Degrees, Diplomas and Certificates in the order of faculties.
 - (e) Bachelor Degrees and
 - (f) Medals other than Special Medals.

Explanation: "Special Medals" means a medal specified by the Board of Management to be awarded at a convocation but does not include any medal awarded on the basis of results of any examination of the University.

27. Provided that in these Statutes/Act for meeting of any authority or body of the University other than General Council, Board of Management and the Academic Council, one third of the total

number of members of such authority or authorities taken together, in case of joint meeting of more than one authority, one third of the total number of members calculated to a whole number, subject to a minimum of three for any authority shall form a quorum.

CHAPTER- X

DEGREES, DIPLOMAS, CERTIFICATES AND TITLES

28. DEGREES OF THE UNIVERSITY:

(1) The University may confer the following Degrees, namely:

01	Bachelor of Arts	B.A.
02	Bachelor of Science	B.Sc.
03	Bachelor of Technology	B. Tech.
04	Bachelor of Science (Nursing)	B.Sc. (Nursing)
05	Bachelor of Science (Medical Laboratory Technology)	B.Sc. (MLT)
06	Bachelor of Education	B.Ed.
07	Bachelor of Physiotherapy	BPT
08	Bachelor of Pharmacy	B. Pharm
09	Master of Arts	M.A.
10	Master of Education	M.Ed.
11	Master of Social Work/ Social Science	MSW/M.A.(S. Science)
12	Bachelor of Computer Application	BCA
13	Master of Computer Application	MCA
14	Master of Science (Nursing)	M.Sc. (Nursing)
15	Master of Pharmacy	M. Pharm
16	Master in Mathematics	M.Sc.
17	Doctor of Philosophy	Ph.D.
18	Such other degrees as the Academic Council initiates as instructed by the Board of Management.	

(2) Diploma and Certificate:

The University may grant the following diplomas and certificates namely,

- (i) Fine Arts
- (ii) Social Service

- (iii) Clinical Pathology
- (iv) Medical Laboratory Technician
- (v) Nursing (ANM/GNM)
- (vi) Management (Related Fields)
- (vii) Physiotherapy
- (viii) Skill Development (Electrician, Plumber, Welding & Fitter)
- (ix) Tourism and Ecotourism
- (x) Fishery and Aquaculture of Ornamental Fish
- (xi) Any other certificate and diplomas as decided by the University.

CHAPTER- XI

PROCEDURE FOR MAKING ORDINANCES

29. AUTHORITY TO INITIATE ORDINANCES:

- (1) The Governing Body or Board of Management shall be authorized to make, amend or repeal Ordinances.
- (2) Every Ordinance or amendment or to repeal of an ordinance made by the Governing Body/Board of Management shall be submitted as soon as may be to the Chancellor for his final approval and consent. The ordinance only comes into force after his sanction.

30. PROCEDURE FOR MAKING REGULATIONS

(1) **Authority to initiate Regulations:**

The Academic Council may make or repeal regulation either on its own motion or on the recommendation of the Governing Body/Board of Management, the Faculties or other authorities of the University.

(2) **Consultation with Faculties:**

The Academic Council shall ordinarily consult the Faculty or Faculties concerned before making or repealing any Regulation to:-

- (a) Courses of study.
- (b) Admission to the various courses of study and examinations.
- (c) Qualifications of teachers.
- (d) Appointment and prescriptions of duties of the Board of Studies and Board of Examiners.
- (e) Institution of Department of study or research.
- (f) Laying of Regulations before the Board of Management.

All Regulations made or repealed by the Academic Council shall be laid before the Governing Body/Board of Management during its next succeeding meeting. The Board of Management/Governing Body shall have the power to cancel or amend any Regulation. If any Regulation repeal thereof is not so laid before the Board of Management, the Regulation or repeal shall lapse or the Regulation repealed shall revive, as the case may be, after the next succeeding meeting of the Board of Management/ Governing Body.

CHAPTER- XII

31. UNIVERSITY FUND AND THE MANNER OF ITS UTILIZATION ETC.

(1) **Subject to which the University Fund may be applied:**

The University Fund shall be utilized for the following purposes—

- (a) for repaying of debts incurred by the University for the purpose of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder.
- (b) for the upkeep of college, departments, hostel and other buildings and grounds maintained by the University.
- (c) for the payment of salaries and allowances to officers, the teaching and non-teaching staff of the University for and in furtherance of the purpose of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder and for the payment of any Rules and Bye-laws made thereunder and for the payment of any provident fund contribution, pension and insurance to any such officers, servants and members of the teaching staff or the members of such establishment.
- (d) for the payment of travelling and other allowances to the members of the Board of Management/Governing Body. The Academic Council and other authorities of the University or to the members of the committee or Boards appointed by any of these authorities of the University in pursuance of any provision of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made thereunder.
- (e) for the payment of the cost of audit of the University accounts as fixed by the Government.
- (f) for the expenses of any suit or proceedings to which the University is a party.
- (g) for the payment of any expenses incurred by the University in carrying out the provisions of the Act, the Statutes, the Ordinances, the Regulations, the Rules and the Bye-laws made there under.
- (h) for the payment of the Provident Fund contribution to private college teachers to which the University may be liable prior to the commencement of the Pension Statutes or if any grant-in-aid to the commencement of the Pension Statutes or of any grant-in-aid to the private colleges affiliated to the University or to any recognized institutions and,
- (i) for the payment of any other expenses not specified in any of the preceding clauses, but provided for in the budget of the University.

(2) **Restrictions of expenditure not included in the budget:**

- (a) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by re-appropriation or by drawing on the closing balance.
- (b) The closing balance shall not be reduced below such amount as may be prescribed by the Finance Committee.

(3) **Receipts and Disbursement:**

The Finance officer shall be the custodian of the University Fund. All payments received by him on behalf of the University shall be credited under proper heads of accounts. The Finance Officer shall make all authorized payments out of the University Fund. The accounts

- of the University shall be kept by the Finance Officer, under the directions of the Board of Management.
- (4) **Payments:**
No payment shall be made under the main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.
- (5) **Unspent Balance:**
Unspent balance of budget allotment at the close of the financial year shall automatically lapse to the University Fund.
- (6) **Power of the Registrar to draw Establishment Bill etc.:**
Subject to the Provisions of the Statutes, the Registrar shall be competent:
- (a) to draw the establishment, travelling allowances, contingencies and all other bills relating to the University Office.
- (b) to countersign detailed contingent bills:
Provided that it shall be competent for the Finance officer to countersign all T.A. Bills of the employees of the University and the Academic Council, Faculties and other Authorities and Bodies of the University, and the members of the committees of those Bodies and other committees appointed by the University.
- (c) to countersign stipend and scholarship bill and work bills and other bills requiring countersignature by a University Officer.
- (7) **Maintenance of Accounts:**
The Finance officer shall be responsible for the proper maintenance of the accounts of the University and shall make arrangement under the direction of the Board of Management, for the audit and payment of bills, presented at the University office.
- (8) **Assets Register:**
The Registrar shall maintain an Asset Register in which shall be entered the value and plans of all buildings and other immovable assets owned by the University.
- (9) **Accounts regarding construction:**
The Registrar shall, get from the University Engineer or any other authority entrusted with construction, monthly classified accounts regarding construction in a form suited to the requirements of the University.
- (10) **Custody of Securities etc.:**
The Registrar shall be responsible for the custody of all Government securities, Fixed Deposit Receipts, National Savings Certificates and other securities which are owned by or lodged with the University
- (11) **Release of Securities etc.:**
All securities lodged with the University by the Educational Agencies or Principals of affiliated colleges or other persons shall be released under the signature of the Registrar.

CHAPTER- XIII

32. UNIVERSITY DEPARTMENT

- (1) Department of study and/or research:
A University Department of study and/or Research is one established by Statutes and under the direct control of the University.
- (2) Names of the Departments/Schools of study and research:
The following shall be the Departments/Institutes/Schools of Study and/or Research in the University:
- (i) Department of Gandhian Studies and Peace Study.
 - (ii) Department of Humanities.
 - (iii) Deptment of Mass Communication.
 - (iv) Department of Mathematics and Computer Science (Hardware, Software and Networking).
 - (v) Department of Science and Technology.
 - (vi) Department of Nursing
 - (vii) Department of Paramedical.
 - (viii) Department of Physiotherapy
 - (ix) Department of Hospitality.
 - (x) Department of Pharmacy.
 - (xi) Department of Multimedia.
 - (xii) Department of Fishery and Aquaculture.
 - (xiii) Any other School/Departments as and when required.
 - (xiv) Each Department/School of study and Research shall be under a Head of the Department/Director/Chairman.

THE FIRST ORDINANCE OF THE KRISHNAGURU ADHYATMIK VISVAVIDYALAYA, 2018

(On course of Study under the Krishnaguru Adhyatmik Visvavidyalaya Act, read with Section 32 of the Assam Private University Act, 2007).

The subjects as and when started shall be assigned to various faculties as follows:

1. (a) FACULTY OF NURSING, PHARMACY AND PARAMEDICAL COURSES:

- (i) **Nursing**
 - a. M.Sc. (Nursing)
 - b. B.Sc. (Nursing)
 - c. Post Basic Nursing
 - d. GNM
- (ii) **Pharmacy**
 - (a) Bachelor of Pharmacy (B. Pharm)
 - (b) Diploma in Pharmacy (D. Pharm)
- (iii) **Physiotherapy**
 - (a) Bachelor of Physiotherapy (BPT)

- (b) Diploma in Physiotherapy
- (iv) **Medical Lab Technology**
 - (a) Bachelor of Medical Lab Technology (BMLT)
- (v) **Imaging and Radio-diagnosis**
 - (a) Bachelor of Radiology & Imaging Technology (BRD & IT)
 - (b) Diploma in Radiography
- (vi) **Critical Care**
 - (a) Bachelor of Critical Care
 - (b) Diploma in Critical Care
- (vii) **Emergency Care & Management**
 - (a) Bachelor of Trauma, Emergency Care
 - (b) Bachelor of Trauma, Emergency and Disaster Management
 - (c) Diploma in Emergency Technician
- (viii) **Speech Therapy & Audiology**
 - Bachelor of Speech Therapy & Audiology
- (ix) **Optometry**
 - Bachelor of Optometry
- (x) **Bachelor of Social Science Work**
- (xi) **Bachelor of OT Technology**
- (xii) **Diploma in Medical Laboratory**

(b) FACULTY OF MANAGEMENT STUDIES:

- (i) Business Administration
- (ii) Tourism Administration
- (iii) Tourism & Travel Management

(c) FACULTY OF EDUCATION:

- (i) Bachelor of Education (B.Ed.)
- (ii) Master of Education (M.Ed.)
- (iii) Master of Philosophy (M.Phil.)
- (iv) Doctor of Philosophy (Ph.D.)
- (v) Bachelor of Physical Education (B.P.Ed.)
- (vi) M.A. in Physical Education (M.P.Ed.)

(d) FACULTY OF LANGUAGE

- (i) Bachelor of Arts (B.A.)
- (ii) Master of Arts (M.A.)
- (iii) Master of Philosophy (M. Phil.)
- (iv) Doctor of Philosophy (Ph.D.)

(e) FACULTY OF PERFORMING AND VISUAL ARTS

- (i) Certificate Course (Music, Drama, Dance, Painting, Sculpture)
- (ii) B.A. (Music, Drama, Dance, Painting, Sculpture etc.)
- (iii) M.A. (Music, Drama, Dance, Painting, Sculpture etc.)

(f) FACULTY OF SOCIAL SCIENCE & HUMANITIES:

- (i) PG Diploma in Population Studies
- (ii) PG Diploma in Human Resource Development
- (iii) Bachelor Degree in Journalism and Mass Communication
- (iv) Master in Journalism and Mass Communication
- (v) Bachelor of Arts
- (vi) Master of Arts
- (vii) Doctor of Philosophy

2. MINIMUM QUALIFICATION PRESCRIBED FOR ADMISSION:

- (a) In the case of Certificate course, the minimum qualification shall be Matriculation or pass in 10th Standard of recognized School Board.
- (b) In the case of B.A. and other Graduate course, the eligibility criteria shall be pass in 10+2 or equivalent of recognized of Secondary School Leaving Board/CBSE/ICSE.
- (c) In the case of M.A. and other Post-Graduate course, the eligibility criteria shall be pass in B.A. or other equivalent degree in the relevant subject awarded by a recognized University.
- (d) In the case of M.Phil. the eligibility criteria shall be pass in M.A. or other Post-Graduate degree or other equivalent degree in the relevant subject awarded by a recognized University.
- (e) In the case of Ph.D. the eligibility criteria shall be pass in M.Phil./M.A. or other degree in the degree in the relevant subject awarded by a recognized University.

3. MODE OF ADMISSION:

Name of the Course	Mode of Admission
Certificate course/Diploma course	On the basis of marks in the eligibility examination
B.A./Other Undergraduate course	On the basis of marks in the eligibility examination
M.A./Other Post-Graduate course	On the basis of marks in the eligibility examination
Post-Graduate Medical Course and other Post-Graduate course in technical subject	On the basis of Entrance examination conducted by the State Government or by the University
M.Phil./Ph.D.	On the basis of marks in the eligibility examination

4. DURATION OF THE COURSES:

The duration of various courses shall be as follows:-

Name of the Course	Duration
Diploma course/ Certificate course	Three months to Three Years
B.A./Other Undergraduate course	Three Years
M.A./Other Post-Graduate course	Two Years

5. REGISTRATION OF STUDENTS:

- (i) Every student joining the University as a regular student or through Correspondence course or as a research scholar or seeking admission to an examination of the University as a private candidate, shall be required to get himself registered with the University.
 Provided that in case of a student seeking registration/admission on wrong information in respect of age, subject, percentage of marks etc., his/her registration/admission will be liable to be cancelled, at any time when it comes to the notice of the University and disciplinary action shall be taken against the candidate.
- (ii) All persons registered with the University shall be called "students of the University".
- (iii) The Controller of Examination shall maintain in such form as the Board of Management may from time to time prescribe, a register of students. The register shall contain the following information:-
- (a) Full name of the students.
 - (b) Name of the father/guardian/husband.
 - (c) Date of birth of the student.
 - (d) Examinations passed, qualifying for entry into the University.
 - (e) Year of passing.
 - (f) Roll No.
 - (g) Date of joining.
 - (h) Date of migration to another University and the name of the University.
 - (i) Date of re-joining the University.
 - (j) Name of examination of the University in which appeared.
 - (k) Year of examination & Roll No.
 - (l) Result of examination i.e. whether passed or failed, and if passed, the division in which placed.
 - (m) Prizes, Medals or Scholarships won.
 - (n) Any other relevant information.
- (iv) If the name of the student is struck off the rolls or he migrates to another institution or is rusticated or expelled, such fact shall also be immediately reported to the Controller of Examinations for record in the register of students.
- (v) **Registration number:** Every student of the University shall be supplied a registration card, showing his registration number, and in all correspondence with the University in respect of that student his registration number shall be quoted. This registration number shall be mentioned in application for admission to examination of the University.
- (vi) **Lapse of Registration:** The registration of a student, who migrates to join another University or is rusticated or expelled from the University shall lapse, and shall not be renewed till the student applies for re-registration within two months of his being allowed to re-join the University.
- (vii) **Registration, continuation, re-registration fees:**
- (a) A student seeking registration shall be required to pay the registration fee as may be prescribed by the Board of Management from time to time.

- (b) Each student shall pay a continuation fee as may be prescribed by the Board of Management from time to time.
- (c) The re-registration fee shall be as may be prescribed by the Board of Management from time to time.
- (d) A student is entitled to get a certified copy of all the entries relating to him in the register of students on payment of a fee as may be prescribed by the Board of Management from time to time.
- (e) A duplicate copy of the registration card may be issued on payment of a fee as may be prescribed by the Board of Management from time to time.

(viii) **Change in entries of the Register of Students:**

- (a) Except to correct a clerical error no change in the entries relating to the name and the date of birth of a student in the Register of students shall be made except in accordance with and on payment of the prescribed fees.
- (b) An application for the change of name shall be accompanied by-
 - (i) an affidavit sworn before a Magistrate or an oath Commissioner by the person himself if he is a major or by his parents or guardian, if he is a minor, stating the existing and the proposed names.
 - (ii) a cutting from a newspaper in which the proposed change of name has been advertised, and
 - (iii) a fee as may be prescribed by the Board of Management from time to time.
 - (iv) No change/correction in the name of the father of a candidate will be allowed in the entries of the register of students maintained by the University unless it is on account of a purely clerical mistake such as, of an error in transferring the entries from one school register to another, as per the rules of the State Government.
- (c) An application for a correction in the date of birth shall be accompanied by-
 - (i) a certificate from the Board/University/Council for the Indian School Certificate Examination from which the person passed his High School/ Matriculation/ Higher Secondary Part-I/ Higher Secondary/Indian School Certificate Examination, as the case may be, that the necessary correction has been made and a new certificate has been issued in token thereof ;
 - (ii) the new High School/Matriculation/Higher Secondary Part-I/Higher Secondary/Indian School Certificate Examination ; and
 - (iii) a fee as may be prescribed by the Board of Management from time to time.
