

**THE CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY
FIRST STATUTES, 2025**



**THE CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY, TURA,
MEGHALAYA 2025**

Prefatory Note

The Captain Williamson Sangma Technical University, Tura, was established under the Meghalaya Act No. 17 of 2011 and was officially notified on October 17, 2011. The university's name was changed to Captain Williamson Sangma State University, Tura, following an amendment through *The Captain Williamson Sangma Technical University (Amendment) Act, 2023*, which was notified on October 19, 2023. Subsequently, the *Captain Williamson Sangma State University Act, 2011* was further amended by the *Captain Williamson Sangma State University (Amendment) Ordinance, 2024*, issued on February 13, 2024. This ordinance was later passed as the *Captain Williamson Sangma State University (Amendment) Act, 2024*, making changes to the provisions related to the Board of Governors, Board of Management, and the selection of the Vice-Chancellor. The Act underwent a third amendment through the *Captain Williamson Sangma State University (Amendment) Act, 2024*, published on September 30, 2024, to address certain inconsistencies in line with UGC Regulations.

The Government of Meghalaya constituted the Board of Management by Notification No. EDN.16/2015/Pt/103 on September 12, 2024, and the Board of Governors by Notification No. EDN.16/2015/Pt/106 on October 1, 2024.

The University Grants Commission (UGC) granted recognition to the university under Section 2(f) of the UGC Act, 1956, as communicated in its letter No. F.9-25/2021 (CPP-I/PU) dated December 6, 2024. Following the receipt of recognition from the UGC, the university was formally launched by the Hon'ble Chief Minister, Shri Conrad Sangma, at its campus in Balagre-Damalgre, South West Garo Hills District, Meghalaya on January 13, 2025. It was also announced that **January 13** would be celebrated annually as **University Day**.

THE CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY FIRST STATUTES, 2025

NOTIFICATION

In exercise of the power conferred by Section 28 of the Captain Williamson Sangma State University Act, 2011 (17 of 2011), the Board of Governors of the Captain Williamson Sangma State University framed the First Statutes of the University, with the approval of State Government, as hereunder: -

THE CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY FIRST STATUTES, 2025

Chapter-1: Preliminary

Short Title

1. These Statutes may be called the Captain Williamson Sangma State University First Statutes, 2025.

Definitions

2. In these Statutes, unless there is anything repugnant in the subject or context,
 - (1) “academic year” means a period of twelve months commencing on the first day of June;
 - (2) “Chapter” means a Chapter of these Statutes;
 - (3) “Post-Graduate Studies” means studies for admission to which the necessary qualification is a Bachelor's degree or its equivalent;
 - (4) “Section” means a Section of the Act;
 - (5) “Statute” means a Statute of these Statutes;
 - (6) “the Act” means the Captain Williamson Sangma State University Act, 2011;
 - (7) “Undergraduate Studies” are the courses taken after completing higher secondary education and before postgraduate studies. The goal of undergraduate studies is to earn a bachelor's degree or an associate's degree.; and
 - (8) The words and expressions used but not otherwise defined shall have the same meaning as in the Act.

Chapter 2: Authorities

3. The following, as per the Section 2, Chapter 4 of the Act, shall be the authorities of the University.
 - (i) The Sponsor,
 - (ii) The Board of Governors,
 - (iii) The Board of Management,
 - (iv) The Academic Council,
 - (v) Internal Quality Assurance Cell (IQAC)
 - (vi) The Finance Committee,
 - (vii) The Building and Works Committee, and
 - (viii) Such other authorities as may be declared by the Act or Statutes of the University.

The Sponsor

4. “Sponsor” means the Government of Meghalaya in the Department of Education, represented by the senior most Secretary of the Department.

5. Powers of the Sponsor: In addition to the powers vested in it in the Act, the Rules, Statutes and Regulations, the Sponsor shall have the following powers, namely:

- (1) The Sponsor may also appoint representatives to other University committees and bodies as deemed necessary.
- (2) The Sponsor shall have the right to conduct independent administrative, financial and academic audits of the University at any time.
- (3) The Sponsor may issue directives to the University on matters of public interest and university interest. The University shall comply with all such directives to the extent permitted by law.
- (4) The Sponsor shall oversee the implementation of curriculum framework as per UGC Regulations

The Board of Governors

6. The Sponsor shall issue notification for the constitution of the Board of Governors as needed, in accordance with Section 21 of the Act, and in consultation with the Chancellor.

7. Meetings of the Board of Governors shall be conducted in a manner as provided below:-

- (1) Meetings of the Board of Governors shall be convened by the Chancellor either on his own initiative or at the request of the Vice Chancellor or on a requisition signed by not less than three members of the Board.
- (2) Five members (in all) shall form a quorum for a meeting of the Board.

Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or to such other day and such other time and place as the Chancellor may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be a quorum.

- (3) All matters considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairperson. If the votes are equally divided, the Chairperson shall have a second casting vote.

Provided that majority of the votes shall include the vote of the representative of Sponsor for it to pass or be approved.

- (4) The Board shall ordinarily meet at least twice during a academic year.
- (5) The Chancellor, if present, shall preside at every meeting of the Board. In his absence the Vice Chancellor shall preside the meeting.
- (6) A written notice of every meeting shall be sent by the Registrar to every member at least three weeks before the date of the meeting. The notice shall state the place and the date and time of the meeting.

Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent special issues.

- (7) The notice may be delivered either by hand, email, message on personal mobile phone or sent by post at the address of a member.
- (8) Agenda shall be circulated by the Registrar to the members at least seven days before the meeting.
- (9) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting. The Chairperson may, however, permit inclusion of any item for which due notice has not been received.
- (10) The ruling of the Chairperson in regard to all questions of procedure shall be final.
- (11) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the

members of the Board at all times during office hours.

- (12) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.
- (13) No financial matter shall be placed before the Board unless the same has been seen and considered by the Finance Committee.
- (14) No matter which should be first considered by the Building and Works Committee shall be placed before the Board unless the same has been seen and considered by the Building and Works Committee after obtaining the administrative approval of the Board.

8. The Board of Governors shall have the following powers: -

- (1) Board of Governors shall be the supreme authority and principal governing body of the University.
- (2) In addition to the powers provided in Section 21(6) of the Act, the Board shall have the power to abolish, re-designate or change the nomenclature of any post in the University.

The Board of Management

9. The Sponsor shall issue notification for the constitution of the Board of Management as needed, in accordance with Section 22 of the Act, and in consultation with the Chancellor.

10. Meetings of the Board of Management shall be conducted in a manner as provided below: -

- (1) Meetings of the Board shall be convened by the Chairperson either on his own initiative or at the request of the Registrar or on a requisition signed by not less than three members of the Board.
- (2) Five members shall form a quorum for a meeting of the Board.

Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or to such other day and such other time and place as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be a quorum.

- (3) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairperson. If the votes are equally divided, the Chairperson shall have a second casting vote.

Provided that majority of the votes shall include the vote of the representative of Sponsor for it to pass and be approved.

- (4) Subject to the provisions of the Act and the Statutes, the ruling of the Chairperson in regard to all questions of procedure shall be final.
- (5) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar and circulated to all members of the Board. The minutes along with any amendment suggested shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairperson, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Board at all times during office hours.

11. Powers of the Board of Management shall be as provided in Section 22 (3) of the Chapter 4 of the Act.

The Academic Council

12. The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Act, the Statutes and Regulations coordinate and exercise general supervision over the academic policies of the University.

13. The Academic Council shall be notified by Vice Chancellor with the approval of the Board of Governors.

14. The Academic Council shall consist of the following members, namely:

- (i) The Vice-Chancellor as Chairperson;
- (ii) The Registrar as Member Secretary;
- (iii) The Finance Officer;
- (iv) Deans of Faculty
- (v) Inspector of Colleges
- (vi) Controller of Examination
- (vii) Heads of Departments
- (viii) All the Principals of Colleges admitted to the privileges of the University.
- (ix) One teacher from each of the affiliated colleges admitted to the privileges of the University to be nominated by the Sponsor.
- (x) Five teachers of the University by rotation according to seniority.
- (xi) Five persons, not being employees of the University or of a college affiliated to it, to be nominated by the Chancellor for their special knowledge.
- (xii) Three post-graduate students of the University – one from Sciences, one Commerce and one from Humanities and one Research Scholar to be selected on academic merit.

15. All members of the Academic Council, other than the ex- officio members shall hold office for a term of three years.

16. Subject to the Act, these Statutes and the Regulations, the Academic Council shall, in addition all other powers vested in it, have the following powers, namely; Power to -

- (1) to frame and revise curricula and syllabi for the courses of studies for various Departments;
- (2) make arrangements for the conduct of examinations; appoint examiners, moderators, tabulators and the like;
- (3) declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board of Governors regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (4) appoint Advisory Committees or Expert Committees or both for the Departments of the University to make recommendation on academic matters connected with the working of the Department; the Head of the Department concerned shall act as convener of such Committee;
- (5) appoint Committees from amongst the members of the Council, other teachers of the University and experts from outside to advise on such specific academic matters;
- (6) consider the recommendations of the Advisory Committees attached to various departments and that of Experts and other Committees and take such action (including the making of recommendations to the Board of Governors) as circumstances of each case may require;
- (7) make periodical review of the activities of the Departments and take appropriate action;
- (8) supervise the working of the Library;
- (9) to promote research within the University and require reports on such research from the persons engaged thereon;
- (10) Provide for the inspection of the classes and the hostels in respect of the instructions and discipline therein, supervise the co-curricular activities of the students of the University and submit reports there on to the Board of Governors;
- (11) Award stipends, scholarships, medals and prizes and make other awards in accordance with Regulations and such other conditions as may be attached to the awards;
- (12) Make recommendations to the Board of Governors with regard to the creation of posts on the

Academic Staff and the abolition thereof, and the emoluments and duties attached to such posts; and
(13) To decide on granting or denial of affiliation to the colleges, Addition of New Programs, and Upgradation of Existing Programs to Post-Graduate Level.

17. Meetings of the Academic Council shall be conducted in a manner as provided below: -

- (1) The Academic Council shall meet as often as necessary as but not less than three times during an academic year.
- (2) Half of the total members of the Academic Council shall form a quorum for a meeting of the Academic Council.
- (3) Meetings of the Academic Council shall be convened by the Vice Chancellor of the University either on his own initiative or on a requisition signed by not less than 20% of the members of the Council. Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition is made. The requisition meeting shall be convened by the Chairperson of the Academic Council on date and time convenient to him within 15 days of the notice given for such a requisition;
- (4) The Vice Chancellor, if present, shall preside at every meeting of the Academic Council. In his absence, the Senior-most Dean shall preside and in the absence of both the Vice Chancellor and Senior-most Dean, the senior-most of the Professors present shall preside at the meeting.
- (5) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Academic Council at least a week before the meeting. The Chairperson of the Council may permit inclusion of any item for which due notice could not be given.
- (6) Notwithstanding the provisions of sub-statute (5), the Vice Chancellor may call an emergency meeting of the Academic Council at short notice to consider urgent special issues.
- (7) The ruling of the Chairperson of the Council in regard to all questions of procedure shall be final.
- (8) The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Registrar and circulated to all members of the Academic Council present provided that any such minute shall not be circulated if the Council considers such circulation prejudicial to the interests of the University. The minutes along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Chairperson of the Academic Council, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Academic Council at all times during office hours.

Internal Quality Assurance Cell (IQAC)

18. An Internal Quality Assurance Cell (IQAC), with the purpose to monitor Quality Assurance and Quality enhancement activities for overall performance of the University, shall be notified by the Vice Chancellor in accordance with the UGC norms, with powers and functions as mandated by UGC.

Finance Committee

19. The Finance Committee shall be notified by Vice Chancellor in accordance with provisions of Section 24(1) of the Act.

20. Save as otherwise provided in section 24 (2) of the Act, Finance Committee shall perform the following functions and have the following powers:

- (1) The Finance Committee shall advise on any financial matter that may appropriately be referred to it for opinion by any authority of the University. All financial proposals shall be placed before the Finance Committee prior to being placed before the Board of Management or Board of Governors for consideration and approval.
- (2) The Finance Committee shall before the 31st of October every year consider the Annual Statement of Accounts for the previous financial year as prepared by the Finance Officer and transmit the same with

its recommendations to the Board of Management for examination and approval prior to its transmission to the State Government as required under Section 46 of the Act;

- (3) The Finance Committee shall before the 31st of December every year consider at a meeting convened for the purpose an abstract of the estimated receipt and expenditure of the University on different accounts for the ensuing financial year as prepared by the Finance Officer and make recommendations pertaining to them, which with the same abstract shall be forwarded to the Board of Management for examination and approval. This abstract as approved by the Board of Management shall be submitted to the Board of Governors for approval;
- (4) The Finance Committee shall before the 31st of March every year consider at a meeting convened for the purpose the Annual Financial Estimates of the ensuing financial year as prepared by the Finance Officer and having considered the same estimates make recommendations pertaining to them which, with the said estimates, shall be forwarded to the Board of Governors for examination and approval prior to transmission to the State Government for approval;
- (5) The Finance Committee shall prepare Manual of finance and accounts with the approval of the Board of Governors.
- (6) The Finance Committee may call for any paper bearing on any financial proposal or any item of accounts under its consideration or in making its recommendations on the annual accounts or the financial estimates referred to in Paragraph (4).
- (7) The Finance Committee shall maintain watch over the progress of income and expenditure provided for in the Budget and shall make such reports to the Board of Management, from time to time, as it may think fit on any matter affecting the finance of the University.
- (8) No expenditure, not covered by the Budget grant or in excess of the Budget provision, may be incurred without consideration by the Finance Committee and prior approval of the Board of Governors.

21. The meetings of the Finance Committee shall be conducted in a manner as provided below:-

- (1) The committee shall meet as often as necessary as but not less than four times during a financial year.
- (2) Two members of the Committee shall form a quorum for a meeting of the Committee.
- (3) The Vice Chancellor, if present, shall preside over the meeting of the Committee. In his absence, the Registrar shall chair the meeting.
- (4) The provisions in these statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board of Management shall, so far as may be, followed in connection with the meeting of the Committee.
- (5) A copy of the minutes of every meeting of the Committee shall be sent to the Board of Management.

Building and Works Committee

22. The Building and Works Committee shall consist of:

- (i) Vice Chancellor, ex-officio, Chairperson,
- (ii) Registrar, ex-officio, Member Secretary,
- (iii) University Engineer
- (iv) Executive Engineer, PWD (Building), Tura
- (v) Dean of Faculty (Student Affairs)
- (vi) One member nominated by the sponsor (not below the rank of Joint Secretary)
- (vii) One member nominated by the Chancellor
- (viii) Estate Officer

23. The Building and Works Committee shall be notified by Vice Chancellor with the approval of Board of Governors.

24. It is hereby declared that the, Building and Works Committee shall also be an authority within the meaning of Section 20 of the Act.

25. The Building and Works Committee shall perform the following functions and have the following powers: -

- (1) It shall be responsible, under the direction of the Board of Management, for construction of all major capital works after securing the necessary administrative approval and expenditure sanction from the competent authority.
- (2) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the University for the purpose. It shall prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (3) It shall be responsible for making technical scrutiny as may be considered necessary by it.
- (4) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- (5) It shall perform such other functions in the matter of construction of buildings and development of land for the University as the Authorities may entrust to it from time to time.
- (6) In emergent cases the Chairperson of the Committee may exercise the powers of the Committee. Such cases shall be reported by him to the Committee and the Board of Governors at the next meeting of the Committee and of the Board of Governors.

26. The meetings of the Building and Works Committee shall be conducted in a manner as provided below:-

- (1) The Committee shall meet as often as necessary but at least thrice a year.
- (2) Four members shall form a quorum for a meeting of the Committee.
- (3) The provisions in these statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board of Management shall, so far as may be, be followed in connection with the meeting of the Committee.

Boards of Studies (Post- Graduate Studies)

27. Board of Studies (Post-Graduate Studies) shall consist of: -

- (i) The Head of the concerned University Department of Teaching who shall be the Chairperson of the Board, Ex-officio;
- (ii) The Teachers of the University participating in post-graduate teaching in the subject or subjects in respect of which the Board is constituted;
- (iii) Not more than three persons who shall be experts in the subject or subjects concerned co-opted by the other members of the Board at its first meeting; and
- (iv) Five whole-time teachers participating in post-graduate teaching in the affiliated colleges in the subject or subject concerned in respect of which the Board is constituted, to be nominated by the Vice-Chancellor.

Boards of Studies (Undergraduate Studies)

28. Board of Studies (Undergraduate Studies) shall consist of -

- (i) Four teachers participating in post-graduate teaching in the subject or subjects concerned, or, if at the time of the constitution of any Board no instruction is imparted in the Post-Graduate course in the subject or subjects concerned, four persons nominated by the Vice-Chancellor,
- (ii) Five teachers participating in undergraduate teaching in the subject or subjects concerned, and
- (iii) Two persons, other than those mentioned in Clauses (i) and (ii), having expert knowledge in the subject or subjects concerned co-opted by the other members of the Board at its first meeting.

29. The Vice-Chancellor shall nominate one of the members of the Board to be the Chairperson.

30. The Chairperson shall preside at meetings of the Board, but in his absence, the members present shall elect one of their members to act as the Chairperson.

Departmental Committees.

31. There shall be an authority called Departmental Committee in every Post-Graduate Department of the University consisting of all whole-time teachers with the Head of the Department as the Chairperson. Not more than three part-time teachers may be co-opted as members by the Departmental Committee provided the Department has not less than five whole-time teachers.

Powers and Functions of the Departmental Committee.

32. Subject to the general supervision and control of the Vice-Chancellor, the Departmental Committee shall have the following powers and functions: -

- (i) identification of the academic areas which need to be strengthened and recommendation of suitable measures in this regard;
- (ii) proper utilisation of existing physical, human and financial resources of the Department;
- (iii) preparation of class routine;
- (iv) programming for co-ordination and completion of courses on schedule;
- (v) making arrangements for holding examinations;
- (vi) to take necessary follow-up action for expeditious publication of results;
- (vii) to suggest proposals for inclusion in the annual budget; and
- (viii) consideration of any other matter regarding departmental activities or any such matter as may be referred to it by the appropriate authorities.

33. The rules and procedure for its working shall be framed by the Departmental Committee with the approval of The Vice-Chancellor.

Chapter 3: Officers

34. The following, as per Section 12 of the Act, shall be the authorities of the University:-

- (i) Chancellor,
- (ii) Vice-Chancellor,
- (iii) Pro Vice-Chancellor,
- (iv) Registrar,

- (v) Finance Officer,
- (vi) Deans of Faculty,
- (vii) Inspector of Colleges
- (viii) Controller of Examination,
- (ix) University Engineer,
- (x) University Librarian, and
- (xi) Such other officers as may be declared by the Act or Statutes of the University.

Vice-Chancellor

35. The Search-cum-Selection Committee mentioned in the Section 15 of the Act, shall be constituted by the Sponsor, in accordance with the UGC Regulations, with the approval of the Chancellor.

36. Save as otherwise provided in the Act, the Vice-Chancellor shall exercise the following powers and perform the following duties: -

- (1) It shall be the duty and the responsibility of the Vice-Chancellor to see that the academic standards in the Post-Graduate Departments of the University as well as Undergraduate Studies in the affiliated colleges are maintained and improved in accordance with the provisions of the Act, the Rules, the Statutes, and the Regulations.
- (2) In order to carry out the duty and the responsibility prescribed in Paragraph (1), the Vice-Chancellor shall have the right to inspect or visit any academic department of the University and other institutions maintained or managed by, or affiliated to the University and submit a report to the Academic Council or Board of Governors.
- (3) The Vice-Chancellor shall have the power to suggest to the Board of Governors changes in the structure of administration of the University including abolition, re-designation and/or creation of new posts of officers and employees of the University.
- (4) It shall be the responsibility of the Vice-Chancellor to look after the efficient maintenance and management of all properties, endowments and equipment of the University, annual physical stock verification of equipment of different academic departments, and effective utilisation of the available space of the University; and he shall issue such instructions for the purpose, from time to time, as he may deem necessary.
- (5) Subject to the budget provisions made for the specific purpose, the Vice Chancellor shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board of Governors from time to time.
- (6) The Vice Chancellor shall have the power to re-appropriate funds with respect to different items constituting the recurring budget up to a limit of ₹ 1,00,000 under each head of account provided that such re-appropriation will not involve any liability in future years. Every such re-appropriation shall as soon as possible be reported to the Board of Governors.
- (7) The Vice Chancellor shall have the power to employ technicians and workmen, for the duration to the extent of the requirement, paid from contingencies involving emoluments as decided by the Board of Governors.
- (8) The Vice Chancellor shall have the power to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board of Governors from time to time.
- (9) The Vice Chancellor shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (10) The Vice Chancellor shall have the power of a Head of Department for purposes of the rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the University.

- (11) If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Vice Chancellor may take over or assign to any member of staff of the University, any of the functions of the Registrar as he deems fit. Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board of Management may, if it thinks fit, authorize the Vice Chancellor to take over or assign the function of the Registrar as aforesaid, for a period exceeding one month.
- (12) The Vice Chancellor may, during his absence from headquarters, authorize senior most Dean or the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf and authorize him for assuming such powers of Vice Chancellor as may be specifically delegated to one of the Deans or to the senior most Professor present by him in writing.
- (13) The Vice Chancellor may, at his discretion, constitute such committees as he may consider appropriate.
- (14) The Vice Chancellor may, with the approval of the Board of Governors, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to one or more members of academic or administrative staff of the University.

Pro Vice-Chancellor for a Regional Centre.

37. The Pro Vice-Chancellor for a Regional Centre shall —

- (1) assist the Vice-Chancellor in the academic administration of the concerned Regional Centre;
- (2) suggest proper measures to be taken for efficient management of the concerned Regional Centre and draw up specific scheme for its improvement;
- (3) have the right to be present at and address any meeting relating to the concerned Regional Centre;
- (4) have the power to convene any meeting of any academic bodies or committees pertaining to the concerned Regional Centre; and
- (5) perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

Registrar

38. The appointment of the Registrar shall be made by the Board of Governors on recommendation by a Selection Committee duly notified by the Sponsor.

39. Save as otherwise provided in the Act, the Registrar shall exercise the following powers and perform the following duties: -

- (1) The Registrar shall be under the direct control of the Vice-Chancellor and the Board of Governors.
- (2) Subject to the provisions of the Act, the Registrar shall be the Secretary to the Board of Governors, the Board of Management, the Academic Council, the Finance Committee and such other authorities or committees of the University as may be specifically prescribed by the Statutes or the Regulations. He shall also be the Member-Secretary of any committee constituted by the Board of Management except as otherwise specifically provided. He shall keep the minutes of the meeting.
- (3) The Registrar shall be the custodian of records and common seal of the University and nobody shall use the seal of the University without prior permission from him. As custodian of the records of the University, the Registrar shall have the power to refuse general access to such records by any person, other than the Vice-Chancellor and the Pro Vice-Chancellors except on written authorisation from the Vice-Chancellor.
- (4) The Registrar shall conduct the official correspondence on behalf of the University and the Board of Governors and such other bodies or committees as may be directed by the Vice-Chancellor except as otherwise provided by the Statutes or the Regulations.
- (5) The Registrar shall be responsible for the maintenance of University buildings and allocation of

available space for accommodation with the concurrence of the Vice-Chancellor.

- (6) The Registrar shall be in-charge of maintenance of service records of the Employees, Officers, and Teachers of all the departments of the University. He may, if necessary, delegate his powers in this respect to any Officer under his administrative control with the concurrence of the Vice-Chancellor.
- (7) The Registrar shall take necessary steps in respect of appointment of the Officers, Employees and all categories of teachers of the University and conduct all correspondence pertaining thereto on behalf of the University. He shall also deal with promotion of all categories of employees of the University in accordance with the provisions prescribed in the Statutes and the Regulations for the purpose and present all such cases to the appropriate authority with the concurrence of the Vice-Chancellor.
- (8) The Registrar shall be responsible for the purchase of all articles including stationery goods, laboratory apparatus and equipment, and other machineries as may be required by the University.
- (9) The Registrar shall, under the direction of the Vice-Chancellor and the Board of Governors, take necessary steps for the execution of plans for development and improvement of higher education as may be recommended by the Sponsor or UGC from time to time.
- (10) The Registrar shall sign papers in connection with all legal proceedings for or against the University.

Dean of Faculties

40. The Dean (Academics) and Dean (Research & Development) shall be appointed by the Vice-Chancellor with the approval of the Board of Governors.

41. The Dean (Academics) shall exercise the following powers and perform the following duties: -

- (1) The Dean shall be responsible for managing and overseeing the academic programs, student affairs, and academic activities, ensuring alignment with the university's mission and educational standards.
- (2) The Dean shall develop and implement academic goals and policies, aligning them with the university's strategic vision and ensuring the continuous improvement of the academic environment.
- (3) The Dean shall lead the development and periodic review of the curriculum, ensuring that academic programs are up-to-date, relevant, and meet the required accreditation standards.
- (4) The Dean shall initiate and oversee regular academic audits to assess the effectiveness and quality of academic programs, suggesting improvements as needed to maintain academic excellence.
- (5) The Dean shall ensure that all academic programs, student activities, and teaching methods comply with the regulations set by the University Grants Commission (UGC) and other accrediting bodies.
- (6) The Dean shall serve as the key liaison between the university administration and faculty, ensuring open communication and smooth coordination on academic matters.
- (7) The Dean shall initiate programs and workshops for faculty development, fostering continuous professional growth to enhance teaching, research, and leadership skills.
- (8) The Dean shall supervise the academic assessment process, ensuring that exams, grading, and student evaluations are fair, transparent, and in line with institutional policies.

42. The Dean (Research & Development) shall exercise the following powers and perform the following duties:

- (1) The Dean shall foster and maintain an academic environment conducive to research, ensuring that the necessary resources, infrastructure, and support are available for successful research activities.
- (2) The Dean shall lead initiatives that provide training, workshops, and resources to faculty, research scholars, and students, enhancing their research skills and fostering a culture of innovation.
- (3) The Dean shall encourage and facilitate interdisciplinary research, fostering collaboration among various departments, faculties, and external research institutions to promote innovative, cross-

disciplinary research projects.

- (4) The Dean shall encourage faculty, research scholars, and students to publish their research findings in high-impact journals and ensure access to platforms for the dissemination of their work.
- (5) The Dean shall actively work to secure national and international funding for research projects, guiding faculty and researchers in identifying and applying for research grants and sponsorships.
- (6) The Dean shall serve as the central point of contact for information regarding ongoing and upcoming research projects within the university, ensuring transparency and accessibility of research initiatives.
- (7) The Dean shall organize and promote workshops, conferences, seminars, and other academic events to facilitate the exchange of knowledge, ideas, and research findings among faculty, students, and external experts.

Dean of Student Affairs

43. The Dean of Student Affairs shall be appointed by the Vice Chancellor on recommendation by the Academic Council.

44. The Dean of Student Affairs shall exercise the following powers and perform the following duties:

- (1) The Dean shall oversee and ensure the proper arrangement of student housing, ensuring that accommodations are safe, comfortable, and conducive to student well-being and academic success.
- (2) The Dean shall implement and coordinate a comprehensive counselling program for students, addressing academic, personal, and mental health concerns, and ensuring students have access to the support they need to thrive.
- (3) The Dean shall supervise and support the organization of extracurricular activities, including clubs, sports, cultural events, and student organizations. Additionally, the Dean shall work to address the general needs and welfare of students, promoting a holistic student experience.
- (4) The Dean shall coordinate and assist in the career placement process for graduates, working with potential employers, alumni, and industry partners to create opportunities for students entering the workforce.
- (5) The Dean shall establish and maintain strong relationships with the university's alumni, organizing alumni events, creating networks, and facilitating opportunities for alumni to engage with the current student body and contribute to the university community.

Finance Officer

45. The appointment of the Finance Officer shall be made by the Board of Governors on recommendation by a Selection Committee duly notified by the Sponsor.

46. The Finance Officer shall work under the direct supervision of the Vice-Chancellor and Registrar and shall -

- (1) assist the Vice Chancellor in all matters pertaining to finance, including audit and accounts, and in the preparation of the Budgets and Estimates;
- (2) advise the Vice Chancellor with respect to the economical and efficient use of the University funds and resources of the University and the best utilisation of its assets;
- (3) exercise supervision over general accounting and internal audit of the University; and
- (4) be responsible for the day to day maintenance of accounts and internal audit.

Controller of Examinations

47. The Controller of Examinations shall be in-charge of the Examination office of the University and shall be responsible for the administrative arrangements for the preparation, scheduling, marking and reporting of Examinations, both Post Graduate and Undergraduate, and publication of the results of all such examinations

and all other matters connected with such examinations. In all such matters he shall act under the supervision of the Vice-Chancellor.

Head of Department

48. Each Department of the University shall be placed in charge of a Head who shall be selected by the Vice Chancellor from among the Professors, Associate Professors and Assistant Professors.

Provided that when in the opinion of the Vice Chancellor the situation so demands, the Vice Chancellor may himself take temporary charge of a Department or place it under the charge of a Professor from another Department for a period not exceeding six months.

49. The Head of a Department shall be responsible for the entire working of the Department subject to the general control of the Vice Chancellor.

50. It shall be the duty of the Head of a Department to see that the decisions of the authorities of the University and of the Vice Chancellor are faithfully carried out. He shall perform such other duties as may be assigned to him by the Vice Chancellor.

Inspector of Colleges

51. The Inspector of Colleges shall be responsible for ensuring the implementation of the terms and conditions for affiliation and disaffiliation of colleges and for adding new programs, and upgrading existing programs to the post-graduate level and for reports on colleges applying for affiliation, inspection of colleges, preparation of other reports and maintenance of records in relation thereto. In all such matter he shall act under the supervision of the Vice-Chancellor.

University Engineer

52. The University Engineer shall work under the direct supervision of the Registrar and shall be responsible for the construction, repairs and maintenance of the buildings, grounds and all movable and immovable properties of the University. The University Engineer shall be in-charge of all lands, buildings and other properties of the University.

University Librarian

53. The University Librarian shall work under the direct supervision of the Vice-Chancellor and shall be in-charge of the University Libraries with the advice and counsel of a Library Committee, for the selection, requisition and cataloguing of books and publications. He shall also be responsible for developing the procedure to ensure the effective use of library facilities and materials.

Deputy Registrar

54. The Deputy Registrar shall work under the direct supervision of the Registrar and shall assist him in the performance of his functions and shall also perform such other functions as may be assigned to him by the Registrar or the Vice-Chancellor.

Deputy Controller of Examinations

55. The Deputy Controller of Examinations shall work under the direct supervision of the Controller of Examinations and shall perform such functions as may be assigned to him by the Controller of Examinations or the Vice-Chancellor.

Chapter 4: Fees, Scholarship, Fellowship, Medals and Prizes

Scholarship, Fellowship, Medals and Prizes

56. The Board of Governors may, on the recommendation of the Academic Council, institute such scholarships, fellowships, medals and prizes as it may consider necessary.

Fees

57. The University may charge the following fees, namely:

- (1) The tuition and hostel fees as determined by the Academic Council and the Board of Governors. The fees determined in such manner shall be submitted to the Sponsor for approval.
- (2) The caution money shall be refunded to the students, scholars and fellows at the time finally leaving the University, after deducting of relevant dues, if any and where no refund is received within two years of finally leaving the University, the Caution Money shall be credited to the Student Welfare Fund.
- (3) The fee concession and the scholarships as may be determined by the Academic Council and approved by the Sponsor shall be applicable to the University.

Chapter 5: Departments

58. The University shall have the following Departments:

- 1) History
- 2) Political Science
- 3) English Literature
- 4) Commerce
- 5) Education
- 6) Khasi
- 7) Garo
- 8) Economics
- 9) Sociology
- 10) Philosophy
- 11) Anthropology
- 12) Geography
- 13) Social Work
- 14) Assamese
- 15) Environmental Science

Provided that in addition to above, the Board of Governors may establish or abolish one or more schools or centers of research on the recommendations of the Academic Council.

Chapter 6: Affiliation

Temporary Affiliation, Permanent Affiliation, Addition of New Programs, and Upgradation of Existing Programs to Post-Graduate Level

59. The University shall adhere to the UGC Regulations on the affiliation of colleges by universities, as issued from time to time, for granting temporary and permanent affiliations, adding new programs, and upgrading existing programs to the post-graduate level.

60. The University shall develop a prescribed format that includes all necessary details to be submitted by colleges, in compliance with the UGC Regulations, and make this available on its website. Additionally, the University shall create a standardized template for executing bonds by colleges, as required by the UGC Regulations.

61. The University shall also publish a notification detailing the prescribed fees and timelines for temporary affiliation, permanent affiliation, addition of new programs, and upgrading existing programs to the post-graduate level. This notification will be issued only after receiving approval from the State Government.

62. The Vice Chancellor shall notify a Committee of Experts to conduct inspections on behalf of the University, in accordance with the provisions of the UGC Regulations.

63. The Academic Council shall serve as the final authority on decisions regarding the granting or denial of affiliations to colleges.

64. The University may issue a detailed procedural framework for these processes including disaffiliation, aligned with UGC Regulations, subject to the approval of the State Government. All the activities under this chapter shall be coordinated by the Inspector of Colleges.

Chapter 7: Appointments

65. All posts at the University shall normally be filled by advertisement but the Board of Governors shall have the power to decide on the recommendations of the Vice Chancellor that a particular post be filled by invitation or by promotion from amongst the member of the staff of the University.

66. While making appointments, the University shall follow the State Reservation Policy in force at the time of advertisement, with prior approval from the Sponsor regarding Reservation Roster.

67. Vice chancellor shall be the Chairperson of all the Selection Committees. In the absence of the Vice Chancellor, any member of the staff of the University who is appointed to perform the current duties of the Vice Chancellor shall be the Chairperson of the Selection Committees in the place of the Vice Chancellor. The Vice Chancellor may nominate any member of the staff of the University to work on the Selection Committees in his place.

68. Unless otherwise provided for under these Statutes, a Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.

69. A candidate applying for a post of the University shall be charged application fees at the rates as prescribed from time to time by the University. Candidates selected for interview for a post under the University may be paid such travelling allowances as may be determined by the Board of Management from time to time in this behalf.

70. Where a post is to be filled on emergent basis for a short period of not more than 12 months, on contract basis or by invitation, the Board of Management may constitute such ad-hoc Selection Committees, as circumstances of each case may require, with Vice Chancellor as chairperson.

71. If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement shall be considered by the Selection Committee.

72. All appointments at the University shall be made only with intimation to the Sponsor at least a week in advance and all the appointments made shall be reported to the Board of Governors at its next meeting.

Recruitment of Faculty of the University

73. The Selection Committee for recruitment of Academic staff or promotion shall be as here under:

(i) Vice Chancellor or his representative	Chairperson
(ii) One nominee of the Sponsor	Member
(iii) Two nominees of the Board of Governors,	Member
(iv) Two experts nominated by the Academic Council	Members
(v) Head of the Department concerned.	Member
(vi) Registrar	Member Secretary

74. Recruitment of Faculty, in addition to the following terms and conditions, shall be in accordance with the UGC Regulations issued in this regard from time to time:-

- (1) Number of Posts: The number of posts, as determined by the University in accordance with UGC norms, shall be approved by the Sponsor.
- (2) Classification: Group – A (UGC Pay scales)
- (3) Mode of appointment: By Direct Recruitment
- (4) Age limit for Direct Recruitment: As per the norms of State Government
- (5) Educational and other Qualification required for Direct Recruits: As per UGC norms. Assistant Professors without Ph.D. degrees will be recruited on contract basis only and will be regularized when they acquire Ph.D degree.
- (6) Period of probation, if any: As per the norms of State Government
- (7) Pay fixation: All recruitment and pay-fixation shall be done by the Board of Governors only on the recommendations of the Selection Committee.
- (8) Functioning of the Selection Committee: The procedure to be followed by Selection committee shall be as per the norms of UGC.

75. Distribution of posts among departments / centres and designations: While there is no rigid formula for distribution of sanctioned posts among the departments and centres within a University, the Board of Governors, on the recommendation of the Vice Chancellor, shall dynamically allocate sanctioned faculty positions among the departments taking into consideration academic programs of various departments, existing quality of faculty, expected retirements and availability of eligible candidates.

76. There will be three designations – Professor, Associate Professor and Assistant Professor. Ideally, the University shall have a three tier “rigid” faculty distribution among the three designations – Professor: Associate Professor: Assistant Professor = 1: 2: 4, with a Career Advancement Scheme where faculty may move to higher pay as per the norms of UGC.

77. **Policy on Promoting Diversity in Faculty Recruitment:** Many leading universities worldwide, including top universities in India, have an explicit or implicit policy of not recruiting their own graduates into faculty positions to promote diversity and fresh perspectives. To foster this principle, the University will implement the

following policies:

- (1) Candidates who have obtained, or are expected to obtain, their most recent degree (Ph.D. or Master's Degree) from the University will generally not be considered for recruitment, unless there is an approximate gap of three years between leaving the University and the expected date of joining.
- (2) This policy does not apply to candidates who are already faculty members, either on a regular or contractual basis, and are pursuing a higher degree within the University.
- (3) In exceptional cases, where the department or the Selection Committee believes an exception is warranted (e.g., due to a severe faculty shortage in a specific academic field, the candidate's exceptional qualifications, or other compelling reasons), the justification for the exception must be documented and submitted to the Board of Governors for approval. If the Board is convinced by the justification, it may approve the appointment. Such appointments will not set a precedent.

78. Auxiliary Faculty Positions: Norms for appointment of adjunct, honorary, chair, emeritus, contractual, visiting, ad hoc and temporary faculty are as decided by Board of Governors on recommendation of Vice Chancellor.

Recruitment of Non Faculty Officers and Staff of University

79. The Selection Committee for Administrative and Ministerial Staff shall be as under:

- | | |
|---|------------------|
| (i) Vice Chancellor or his representative | Chairperson |
| (ii) One expert from outside the University | Member |
| (iii) Nominee of the Sponsor | Member |
| (iv) Nominee of the Chancellor | Member |
| (v) Registrar | Member Secretary |

80. Strength, Classification and Scale of Pay of the Posts shall be as given below: -

S.No.	Name of the Post	Number of posts	Classification	Scale of pay (Equivalent State Government Pay Level)
1.	Registrar	01	Group – A	L-17
2.	Finance Officer	01	Group – A	L-15
3.	Deputy Registrar	As per sanctioned strength	Group – A	L-15
4.	University Librarian	01	Group – A	L-15
5.	University Engineer	01	Group – A	L-15
6.	Medical Officer	01	Group – A	L-15
7.	Security Officer		Group – A	L-15
8.	Senior Superintendent	As per sanctioned strength	Group – B	L-12
9.	Private Assistant	As per sanctioned strength	Group – B	L-12
10.	Private Secretary	As per sanctioned strength	Group – B	L-12
11.	Sr. Private Secretary	As per sanctioned strength	Group – B	L-12
12.	Superintendent / Accountant	As per sanctioned strength	Group – C	L-10
13.	Senior Assistant	As per sanctioned strength	Group – C	L-8

14.	Junior Assistant	As per sanctioned strength	Group – C	L-5
15.	Technician Laboratory Assistant	As per sanctioned strength	Group – C	L-7
16.	Senior Technician, Senior Laboratory Assistant	As per sanctioned strength	Group – C	L-7
17.	Asst. Technician, Asst. Laboratory Assistant	As per sanctioned strength	Group – C	L-2
	Security Guard / Attendant / Mali	As per sanctioned strength	Group – C	L-1

81. All other terms and conditions such as mode of appointment, Age Limit, Educational and other Qualifications, period of probation and pay fixation shall be as per the State government norms. _

Chapter 8: Terms and Conditions of Service of Employees

82. The terms and conditions of regular employees of the University such as Probation, Pay, Allowances, Increments, Medical Allowances, Travel Allowances, Leave Travel Concession (LTC), Conduct Rules, Performance Appraisal, Superannuation, Retirement Benefits and Pension shall be as per the State Government norms.

83. University may draft its own Service Rules for each category of employees with the approval of the Sponsor.

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