

# **DIBRUGARH UNIVERSITY ORDINANCE**

## **FOR**

### **FACULTY OF STUDIES**

[Framed under Section 4(xviii) of the Dibrugarh University Act, 1965]

**[As amended in the Executive Council of Dibrugarh University in its 343<sup>rd</sup> Meeting, held on  
17.07.2019 vide Resolution No. 44]**

#### **1. Short Title, Extent and Commencement:**

- i. This Ordinance may be called the Dibrugarh University Ordinance for Faculty of Studies.
- ii. This Ordinance shall be applied uniformly to all academic and research aspects of the University.
- iii. This Ordinance shall come into force from the date of its notification.

#### **2. Interpretation and definitions:**

In these rules unless there is anything repugnant to the subjects or context, words and expressions defined below shall have the meaning hereinafter explained.

- i. **‘University’** means the Dibrugarh University.
- ii. **‘Government’** means the State Government of Assam, unless otherwise stated.
- iii. **‘Act’** means Dibrugarh University Act, 1965.
- iv. **‘Head of the Department’** for the purpose of these rules shall mean and include the Head of teaching, research or any other Academic Department of the University.
- v. **‘Faculty’** means the integrated unit of those Academic Departments / Centre(s) / of Studies which are clustered under the overall management and supervision of a Dean.
- vi. **‘Teacher’** means a teacher appointed by the University to teach in the Post-Graduate and Under Graduate classes maintained / run by the University and include a Professor, Associate Professor and Assistant Professor or such grade as the University may make and create from time to time.
- vii. **‘Department’** means Department of the University and designated as such by it, with reference to a subject or group of subjects of study in the University.

- viii. **‘Centre of Studies’** means Centres of the University conducting certain academic programmes including research in a particular field of study.
  - ix. **‘Dean’** means the senior most teacher of the University who acts as the Chairperson of the Faculty Board to be appointed by the Vice-Chancellor from amongst the Professors of the Faculty of Studies concerned with academic, research, disciplinary and advisory functions in supervising a Faculty of Studies constituted by the University.
  - x. **‘Group of Subjects’** means the various Department and Centres of Studies clustered under a Group of Studies or as designated by the Executive Council.
  - xi. **‘Faculty Board’** means the Executive Body responsible for implementing the various function and duties of the concerned ‘Faculty of Studies’.
3. The Faculty of Studies shall consist of the Departments mentioned under each as and when they are established.

## **FACULTY OF STUDIES**

### **A. Faculty of Humanities and Law:**

- i. Department of Assamese
- ii. Department of English
- iii. Centre for Studies in Language
- iv. Centre for Studies in Philosophy
- v. Centre for Juridical Studies
- vi. Dr. Bhupen Hazarika Centre for studies in Performing Arts

### **B. Faculty of Social Sciences:**

- i. Department of History
- ii. Department of Political Science
- iii. Department of Sociology
- iv. Department of Economics
- v. Centre for Social Work Studies
- vi. Centre for Studies in Journalism and Mass Communication
- vii. Centre for Womens’ Studies
- viii. UGC Centre for Studies on Bangladesh and Myanmar

**C. Faculty of Education:**

- i. Department of Education
- ii. Centre for Studies in Physical Education and Sports
- iii. Centre for Studies in Behavioural Sciences
- iv. Centre for Library and Information Sciences

**D. Faculty of Commerce and Management Sciences:**

- i. Department of Commerce
- ii. Centre for Management Studies
- iii. Centre for Tea and Agro Studies

**E. Faculty of Science and Engineering:**

- i. Department of Physics
- ii. Department of Chemistry
- iii. Department of Mathematics
- iv. Department of Statistics
- v. Department of Anthropology
- vi. Department of Pharmaceutical Sciences
- vii. DUIET (All Engineering Departments)
- viii. Centre for Computer Studies
- ix. Centre for Atmospheric Studies

**F. Faculty of Biological Sciences:**

- i. Department of Life Sciences
- ii. Centre for Studies in Biotechnology and Bioinformatics

**G. Faculty of Earth Sciences and Energy:**

- i. Department of Applied Geology
- ii. Department of Petroleum Technology
- iii. Centre for Studies in Geography

Besides the above, there will be (i) Dean, Research and Development and (ii) Dean, Students Affairs whose duties and responsibilities are enshrined in Clause 11, 12, 13 and 14 of this Ordinance.

#### **4. Constitution of the Faculty Board:**

Every Faculty (excluding the Faculty of Dean of Research and Development and Dean of Students Affairs) shall have a Faculty Board consisting of:

- |      |   |                             |
|------|---|-----------------------------|
| i.   | The Dean of Faculty concerned   | <i>Chairperson</i>          |
| ii.  | The Heads of Departments / Director<br>of Centres of the Faculty concerned      | <i>Member</i>               |
| iii. | All Professors of the Departments / Centres<br>of the Faculty concerned         | <i>Member</i>               |
| iv.  | Academic Registrar / Joint Registrar(Academic) /<br>Deputy Registrar (Academic) | <i>Ex-Officio Secretary</i> |

The *Ex-Officio* Secretary of the Faculty Board shall render assistance to the Dean of Faculty in conducting the meeting and implementation of the decision of the Board including maintenances of continuous records.

The term of the Faculty Board shall be of three years or until further order; whichever is earlier.

#### **5. Powers and function of the Faculty Board:**

- i. It shall be the responsibility of the Faculty Boards to translate the objectives of the university as enshrined in the Dibrugarh University Act, 1965 into reality and shall for that purpose recommend to the Academic Council and other authorities of the university relevant academic courses of studies and research programme,
- ii. The Faculty board shall advise the various departments regarding improvement of the existing courses and suggest introduction of new courses.
- iii. In the absence of relevant Board of Studies, the Faculty Board shall devise courses structures and recommend syllabi of inter-disciplinary courses and in this aspect may act as any other board of Studies as per the Dibrugarh University Act, 1965 (amended upto date).

- iv. The board shall perform all other functions as may be prescribed under the Act, Statutes or Ordinances and as may be directed by the Academic Council, the Executive Council or the Vice-Chancellor from time to time.

**6. Meeting of the Faculty Boards:**

The meeting of Faculty Boards shall be convened by the respective Deans of the Faculty at the interval of three months to review the performance and progress of teaching and research in the departments constituting the board.

- i. Notice for the meeting of the board shall be issued at least ten days before the date fixed for meeting.
- ii. Special meetings of the board may be called at any time by the Dean concerned on his / her own with permission from the Vice-Chancellor or at the suggestion of the Vice-chancellor with at least twenty-four hour notice.

**7. Quorum:**

The quorum for the meeting of the Board shall be one-third of its total membership.

**8. Notice:**

Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.

**9. Rules of Business:**

Rules of conduct of the meetings shall be as prescribed by the Ordinances in this regard.

**10. Eligibility of a Dean:**

The senior most Professor holding a substantive position, with a minimum of 5 years experience as a Professor of the Departments within the Faculty, shall be appointed as the Dean of the Faculty concerned by the Vice-Chancellor.

The appointment of the Dean shall be on rotation basis from amongst the Departments under a concerned Faculty. Provided that, the Dean be appointed from amongst the senior most Professors of the remaining Departments of the Faculty, subject to fulfillment of the stipulations defined below:

### **10.1 Tenure and Accountability of Dean:**

- i. The tenure will be for a period of three years or until further order; whichever is earlier.
- ii. The Deans shall be accountable to the Vice-Chancellor, Dibrugarh University and shall report to the Vice-Chancellor.
- iii. In case, the Dean proceeds on leave, the Vice-Chancellor shall advise on whom the temporary charge of Dean may be given.

### **10.2 Duties and Responsibilities of Deans of Faculty:**

The Deans is a part of the senior management group within the university acting under delegated authority from the Vice-chancellor and reporting to the Vice-chancellor. Heads of the Departments or Directors of the Centres as allocated to the Faculty are accountable to the Dean.

The principal role of the Dean is to assist the Departments and the Centres of the Faculty to achieve their agreed academic objectives as effectively as possible. The Dean is accountable to the Vice-chancellor.

The Deans shall have the following duties and responsibilities –

- a) To provide effective academic leadership and management of the Faculty.
- b) To develop, implement and maintain an academic plan for the Faculty.
- c) To convene and conduct the meeting of the Faculty Boards.
- d) To coordinate and generally supervise the teaching and research work in the Faculty through the Head of the Departments / Director of Centres.
- e) To take steps to promote modular and inter-disciplinary teaching and research wherever necessary.
- f) To maintain academic discipline in the Faculty through the Heads of the Departments / Directors of the Centres.
- g) To take steps and to give effect to the discussions and recommendations of the Faculty board.
- h) To apprise the Vice-chancellor on matters relating to the Faculty.
- i) To receive and immediately forward the leave applications of all the teachers including the Head of Departments, Director of Centres of Study and Centre In-Charge to the Office of the Vice-Chancellor.
- j) To assume administrative responsibility for other academic activities as may be required by the Vice-chancellor.

- k) To represent the Faculty in the Executive Council as ex-officio member.
- l) To represent the Faculty in the Post Graduate Board and Under Graduate Board as ex-officio member.

### **10.3 Termination of Dean:**

- (A) The appointment of Dean shall be terminated on the following grounds
  - i. The term of office has come to an end.
  - ii. The Dean files a request to do so.
  - iii. The term of office is revoked.
  - iv. Fails to perform to the satisfaction of the University Authority.
  - v. Committed an act which is unbecoming of the official position of Dean
  - vi. The application of any other grounds provided for by Statutes or Ordinance of the University.
- (B) Should any grounds for termination apply, the Vice-Chancellor or any Senior Teacher as deputed by the Vice-Chancellor shall continue to perform their duties until the new Dean assumes office.
- (C) New appointment will be made by the Vice-Chancellor as soon as the office of Dean becomes vacant on the grounds listed above.

### **11. Duties and Responsibilities of the Dean of Research and Development:**

- i. The Dean of Research and Development (R&D) shall be responsible for planning of research and development activities of the University in consultation with all Deans and Vice-chancellor of the University.
- ii. Dean, R&D shall make an overview of research projects to be submitted to various agencies by the faculty of the university to ensure that a project is in order.
- iii. Dean, R&D shall co-ordinate all research activities of the university and shall take up the related matters with the university authority.
- iv. Dean, R&D shall be the ex-Officio Chairperson for all selection committees for selection of Research Fellows / Project Fellows / Associates etc.
- v. Dean, R&D shall monitor the progress of research projects carried out in the university, and report to Academic Council as may be required from time to time.

- vi. Dean, R&D shall take steps for Industry-Academy interaction/ interfacing for R&D activities.
- vii. Dean, R&D shall co-ordinate the Summer Projects of students covered by fellowship from INSA and other agencies / Academics.
- viii. Dean, R&D shall look after all R&D consultancy projects undertaken by the faculty and any other technical staff of the University.
- ix. Dean, R&D shall assist the Vice-chancellor on all aspects related to R&D programme of the University. Dean, R&D also initiate other collaborate research with other national / international / international University/ institute.
- x. Dean, R&D shall be responsible for all matters relating to Intellectual Property Rights (IPR).

**12. Term of Office:**

- i. The Dean, R&D shall hold office for a term of three years from the date of assuming the charges and shall be eligible for re-appointment.
- ii. When the office of the Dean of R&D falls vacant for resignation or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the office shall be performed by any other teacher not below the rank of a Professor, as the Vice-chancellor may appoint for the purpose till the appointment of a new Dean of R&D.

**13. Duties and Responsibilities of Dean of Student Affairs:**

- i. To coordinate the admission of students to University Departments / Centres and to the hostels.
- ii. To recommend for appointment of wardens to the Students' Hostels.
- iii. To deal with the matters of management, overall discipline including living conditions in the hostels.
- iv. To coordinate the selection of conveners for various sub-committees constituted by the Students' Union.
- v. Dean of student affairs shall be the adviser to the Students' Union of the University.
- vi. To nominate faculty in-charge to various sub-committees constituted under Students' Union.



- vii. To nominate student representative to various bodies of the university, if required so, and also to other agencies / Departments / Centres for various academic and co-curricular activities.
- viii. Dean student affairs shall monitor the training and placement of the students of the University.
- ix. The Dean Students affairs shall plan and suggest amenities of the students to the University authority.
- x. To be in overall in-charge of the management of fund sanctioned for sports and cultural activities.
- xi. To organize programmes / activities leading to strengthening of students-teachers, students-employees and students-society relationships.
- xii. To coordinate the process of selection of students for awards, prizes, scholarship etc.
- xiii. Dean of Student Affairs shall be the Ex-officio Chairperson of the committee for Student's Welfare Fund.
- xiv. Dean of Student Affairs shall assist the University in the overall maintenance of students discipline within and outside the Department. He / she will be the Chairperson of the Students Disciplinary Action Committee to be formed.
- xv. Dean, Student Affairs shall be ex-officio treasurer of the Students' Advisory Council.

**14. Terms of Office:**

- i. Dean of Students Affairs shall hold office for three years from the date of assuming the charges and shall be eligible for re-appointment.
- ii. When the office of the Dean, Student Affairs is vacant for resignation or when the Dean is, by reason of illness, absence or any other cause, unable to perform the duties, the duties of the office shall be performed by the next incumbent.

**15. Interpretation:**

- i. In matters relating to interpretation of these Rules and in the process of its execution, the decision of the Executive Council shall be final unless other-wise, specifically included in these rules.
- ii. Notwithstanding anything contained in these rules, the Executive Council shall have the power to alter or modify and interpret any of the provisions of these rules.

