



THE DIBRUGARH UNIVERSITY ORDINANCE FOR THE CENTRES OF STUDIES, 2006

(Framed under section 2 (20), read with Section 4 (i), 4 (ii), 4 (v) & 4 (vi) and in conformity with Section 33 (1) of the Dibrugarh University Act, 1965 as amended)

(Draft ordinance recommended by the 117th (Special) meeting of the Post Graduate Board held on 27/06/2006)

Short title, Commencement and Application

1. This Ordinance shall be called 'The Dibrugarh University Ordinance for the Centres of Studies' and shall come into force from the date of its approval by the Executive Council of the University.
2. The Dibrugarh University Ordinance for the Centres of Studies, hereinafter referred to as the Ordinance shall be applicable to the various Centres of Studies established in Dibrugarh University.

Definitions

3. In this Ordinance, unless there is anything repugnant to the subject or context:
 - (a) "Centres of Studies" shall mean a Centre established by the Executive Council, Dibrugarh University, on recommendation of the Post Graduate Board or Under Graduate Board and the Academic Council for conduct of Post Graduate/Under Graduate Courses and/or research in a relevant field.
 - (b) "University" means the Dibrugarh University established under the Dibrugarh University Act 1965 (as amended).
 - (c) "Board of Management" or "BOM" mean the Board approved by the Executive Council for formulating and administering the policy decisions relating to the Centres of Studies of this University.
 - (d) "Advisory Board" means a Board approved by the Executive Council where there is no BOM.
 - (e) "Article" means an article of this Ordinance.
 - (f) "Teacher" means a Professor, a Reader or a Lecturer of the University, or any other person imparting instructions or guiding research and designated as a teacher by the University.
 - (g) "Director" means the Head of a Centre of Studies, designated as such by the university.
 - (h) "Coordinator" means a person who coordinates a course/programme of a Centre of Studies and designated as such by the University.
 - (i) "Program Associate or "Instructor" means a person having the requisite qualification as defined by the BOM of a Centre of Studies to assist in research/teaching/extension

Centres of Studies

programs undertaken by the Centre.

4. The Executive Council, Dibrugarh University, on recommendation of the Under Graduate Board or Post Graduate Board and the Academic Council may approve the establishment of one or more Centres of Studies for conduct of Under Graduate / Post Graduate Courses and/or research in a relevant field. Provided that the Executive Council, under exceptional circumstances, may allow a Centre of Studies in a new, relevant and emerging area to function subject to subsequent review and approval by the statutory bodies stated above.
5. A Centre of Studies may be established within a Department or independently.
6. The Centre of Studies established independently shall be headed by a Director.
7. The Centre of Studies established within a department shall be headed by a Coordinator.
8. The Departmental Management Committee shall decide all matters relating to the Centre of Studies established under a Department.

Provided that the Departmental Management Committee may also recommend constitution of a Board of Management/Advisory Board and/or a Board of Studies for the smooth running of the Centre.

9. Centres of Studies may be established on fully/partially self-financed basis for conduct of courses or through grants/sponsorship received from University Grants Commission, Government Agencies, Trust, Society, Statutory Organizations like, All India Council for Technical Education, etc.
10. The principal functions of the Centres of Studies shall be:
 - (i) Conduct of relevant and approved Under Graduate and Post Graduate Courses.
 - (ii) Conduct of research, which may lead to award of the Ph.D. Degree.
 - (iii) Undertake extension activities.

Courses

11. The Regulations and Syllabuses of the courses to be conducted in the Centres of Studies shall have to be recommended and approved by the Post Graduate Board, the Under Graduate Board or the Academic Council, as the case may be.
12. Examinations of the courses at the Centres of Studies shall be conducted as per provisions of the Dibrugarh University Examination Ordinance, 1972 (as amended) and the relevant Regulations for the course.

Teachers

13. Matters relating to appointment and re-employment of teachers in a Centre of Studies as Professors, Readers or Lecturers and their service conditions shall be governed by the Dibrugarh University Teachers' Service Conditions Ordinance, 1972 (as amended).
14. The Centres of Studies may appoint candidates with minimum qualification as per norms prescribed by the University Grants Commission, All India Council for Technical Education and other Statutory Bodies on Contract for a period not exceeding three years and on a scale of pay, remuneration and other amenities as shall be determined by the Executive Council of the University. Provided that the scale of pay, remuneration and other amenities shall normally be uniform for all the Centres of Studies.
15. The Centres of Studies may appoint Instructors and Program Associate as per qualifications and on a scale of pay, remuneration and other amenities as shall be determined by the Executive Council of the University.

Selection Committee for appointment on contract

16. Selection of Lecturers, Instructors and Program Associate on Contract shall be done by a Selection Committee to be constituted as below:
 - (i) The Vice Chancellor - Chairman.
 - (ii) The Registrar - Member
 - (iii) One member of the BOM
 - (iv) At least one Subject Expert from outside the Centres of Studies.
 - (v) The Director of the Centre of Studies shall be the Member-Secretary.

Provided that the Vice Chancellor may nominate the Registrar as the Member-Secretary in the absence of a Director. Provided that in case of selection of professors and Readers on contract basis, the statutory procedure of the university shall be followed.

Director

17. A Centre of Studies shall be headed by a Director who shall normally be a regular Teacher at the level of a Professor/Reader.
18. The post of the Director shall be a term post of four years, provided that a Director may be reappointed.
19. The selection of the Director of a Centre of Studies shall be done by a statutory Selection Committee constituted as per the provisions of the Dibrugarh University Act, 1965 (as amended). Provided that the Executive Council, in exceptional cases may appoint a Professor or Reader of another department of the university as Director-in-charge of a Centre for a specified period.
20. The Director of a Centre of Studies established independently shall enjoy statutory privileges of a 'Head of Department' as per provisions of the Dibrugarh University Act, 1965 (as amended). Provided that the other functions and responsibilities of the Director shall be as recommended by the respective Board of Managements

Board of Studies

21. The Director of a Centre of Studies shall be the Chairman of the Board of Studies in the subject concerned, which shall be

constituted as per provisions in the Dibrugarh University Act, 1965 (amended).

**Board of
Management
(BOM)**

22. There shall be a Board of Management (BOM) constituted as below:
- (i) The Vice Chancellor - Chairperson
 - (ii) The Registrar, Dibrugarh University - Member
 - (iii) One member from the Executive Council to be elected from amongst themselves.
 - (iv) One member from the Academic Council to be elected from amongst themselves.
 - (v) Three members to be nominated by the Vice Chancellor.
 - (vi) Director of the Centre of Studies shall be the Member-Secretary of the Board.
23. Till a regular Director is appointed, the Chairman shall appoint one of the members from the BOM as Secretary.
24. The Chairperson may authorize a member of the BOM to chair a meeting in his absence.
25. The Board of Management (BOM) shall have the following powers and duties:
- (i) The BOM shall be in overall charge of the management of the Centre of Studies and shall work towards the fulfillment of the objectives of the Centre.
 - (ii) The BOM shall recommend to the various statutory bodies of the University on policy matters of academic and administrative interest of the Centre.
 - (iii) The BOM shall prepare and recommend the Annual Budget of the Centre of Studies.
 - (iv) The BOM shall recommend the requirement of staff for administrative support of the Centre of Studies. Provided that the selection of the staff for administrative support of the Centre of Studies shall be as per the laid down procedure of the university.
26. The BOM shall take the necessary action for implementing the directions from the Board of Studies, Under Graduate Board, Post Graduate Board, Academic Council or the Executive Council.
27. Normally, there shall be a separate fund for all the Centres of Studies together. This fund shall be created out of the fee receipts and other incomes derived from the courses/programmes/sponsorship of the Centres of Studies.
28. Separate accounts shall be maintained for each of the Centres of Studies within the Centres of Studies Fund.
29. The BOM of a Centre of Studies may recommend opening of a separate savings bank account at a nationalized bank of Dibrugarh depending upon the quantum of financial transactions of the Centres of Studies. Provided that such separate fund shall be operated jointly by the Director of the Centres of Studies and the Registrar or an officer of the University authorized by the Board

**Centres of
Studies Fund**

for this purpose.

Research

30. All expenses relating to the individual Centre of Studies of the University shall be met out of the Centres of Studies Fund after obtaining prior approval of the respective BOM.
31. Fixed Deposit Accounts or Special Term Deposit Accounts may be opened out of the balance of deposits of the Centres of Studies Fund (Savings Bank Account) in a nationalized bank of Dibrugarh with prior approval of the respective BOM.
32. The Centres of Studies Fund shall be subject to internal audit, statutory audit and government audit as per the rules, procedures and practices followed by the University from time to time.
33. All matters relating to Research leading to the M.Phil or Ph.D. degree shall be governed by the respective Regulations of the University.

Interpretation

34. The Executive Council shall have the right to interpret any of the clauses in this Ordinance whenever circumstances so demand.

General

35. A Centre of Studies may be recognized as a Department of the university after obtaining concurrence from the Government of Assam/University Grants Commission/other statutory bodies.
36. The Executive Council shall review the viability and relevance of a Centre of Studies from time to time and shall take appropriate actions including closure.
37. Decisions taken prior to the commencement of this Ordinance in respect of any other matter which is dealt with by this Ordinance and for which there were no rules previously, shall be deemed to have been validly taken.
38. For any matter not covered under this Ordinance, the existing University Rules, Ordinances, Statues and the Dibrugarh University Act, 1965 (as amended) shall be applicable.

#####