

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES, CONSISTING OF TWO OR MORE PERSONS WHETHER MEETING OF THOSE BOARDS AND OTHER BODIES ARE OPEN TO THE PUBLIC ON THE MINUTES OF THE SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.**

| <b>Sl No</b> | <b>Board/ Council/ Committee</b> | <b>Composition</b>   | <b>Purpose</b>  | <b>Frequency of meeting</b> | <b>Whether open to public</b> | <b>Whether minutes are accessible to the public</b> |
|--------------|----------------------------------|--|---|-----------------------------|-------------------------------|---|
| 1            | Board of Management              | (i) Vice -chancellor- Chairman<br>(ii) Pro Vice _chancellor : Member<br>(iii) One Dean of Schools, by rotation on seniority basis o be nominated by the Vice-chancellor : Member<br>(iv) One Professor who is not a Dean of School by rotation on seniority basis to be nominated by the Vice-chancellor : Member<br>(v) One Reader by rotation on seniority basis to be nominated by the Vice-chancellor : Member<br>(vi) One Lecturer by rotation on seniority basis to be nominated by the Vice-chancellor<br>(vii) One lady of distinction of academic and public life to be nominated by the Vice-chancellor : Member<br>(viii) 4 (four) persons of distinction in academic and public to be nominated by the nominated by the visitor : Member | The Principal Executive Body of the University as per Act (Section 19) and statute 12 | At least 4 meeting in year  | No                            | Yes   |

|       |                           | (ix) Registrar : Ex- officio Secretar   |  |                          |                        |  |
|-------|---------------------------|---|--|--------------------------|------------------------|--|
| Sl No | Board/ Council/ Committee | <u>Composition</u>  | Purpose  | Frequency of meeting     | Whether open to public | Whether minutes are accessible to the public |
| 2     | Planning Board            | <p>(i)The Vice-chancellor : Ex-officio Chairman</p> <p>(ii) All Deans -- member</p> <p>(iii) Six teachers to be nominated by the Academic council - Member</p> <p>(iv) One representative each of<br/>MHRD, UGC, North Eastern Council, Govt. of Assam ---- Member</p> <p>(v) To eminent persons from the field of education and industry to be nominated by the Board of Management - Member</p> <p>(vi) Controller of Examinations, Finance Officer and Librarian - Permanent invitee</p> <p>(vii) Registrar - Member Secretary</p> | Principal Planning Body of the university  | Twice in a year          | No                     | Yes  |
| 3     | Academic Council          | <p>(i) The Vice-chancellor : Ex-officio Chairman</p> <p>(ii) The Pro-Vice -chancellor: Member</p> <p>(iii) All Deans of Schools of studies and Deans of Students' Welfare : Member</p> <p>(iii) Six teachers to be nominated by the Academic Council with at least one teacher of each rank</p> <p>(iv) Two Professor by rotation on seniority basis to be nominated by the Vice-chancellor</p>   | Constituted as per Act (Section 21) and Statutes 50. It is the Principal Academic Body of the University | At least twice in a year | No                     |  |

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|  | <p>(v) All Heads of Departments / Centres</p> <p>(vi) Two Readers by rotation on seniority basis to be nominated by the Vice -chancellor</p> <p>(vii) Two lecturers by rotation on seniority basis to be nominated by the Vice-chancellor.</p> <p>(viii) Three distinguished academicians to be nominated by the Board of Management.</p> <p>(ix) One representative each from</p> <p>(a) Ministry of Human Resource Development , Government of India</p> <p>(b) University Grants Commission</p> <p>(c) North Eastern Council</p> <p>(d) The State Government of Assam ( Education, Science &amp; Technology Department)</p> <p>(x) The Controller of Examinations and the Librarian : Member</p> <p>(xi) The Registrar : Ex-officio Secretary</p> |  |  |  |  |
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|---|--|---|--|---------------|-----|-----|
| 4 | Finance Committee                        | <p>(i) Vice-chancellor : Ex-officio Chairman</p> <p>(ii) Pro Vice-chancellor : Member ( Does not exist at present)</p> <p>(iii) Three persons nominated by the Board of Management out of whom at least one shall be a member of the Board of Management.</p> <p>(iv) Three persons nominated by the Visitor</p> <p>(v) Finance Officer : Ex-officio Secretary</p>  | Constituted under Section 24 of the Act and Statues 19. It deals with financial policy and Administration of Finance | At            |     |     |
| 5 | Building Committee                       | <p>(i) Vice -chancellor -- Chairman</p> <p>(ii) One representative of the Assam PWD not below the rank of a superintendent Engineer : Member</p> <p>(iii) One representative of the Board of management of the University : Member</p> <p>(iv) One representative of the Planning &amp; Academic Committee : Member</p> <p>(v) Two experts to be nominated by the Board of Management : Member</p> <p>(vi) Finance Officer : Member</p> <p>(vii) University Engineer : Member</p> <p>(viii) University Architect / Govt. Architect: Member</p> <p>(ix) Registrar : Member Secretary</p> | To deal with construction matters. Accept Tenders allot works, approve estimates, Plan, Design                       | Not specified | No  | Yes |
| 6 | Tender & Purchase Committee              | 6 (six) members headed by Registrar   | To deal with Purchase proposal   | Not specified | No  | Yes |
| 7 | Internal Quality Assessment Cell ( IQAC) | 13 (thirteen) members headed by the Vice-chancellor   | Constituted as per NAAC guidelines to monitor Quality improvement  | Not specified | Yes | Yes |

|    |                           |   |   |                                  |     |     |
|----|---------------------------|---|---|----------------------------------|-----|-----|
| 8  | Research Committee        | 9 (nine) members headed by Vice-chancellor  | To deal with Ph. D. Research purpose                  | Not specified                    | Yes | Yes |
| 9  | House Allotment Committee | 5 (five) members headed by Dean, Science & Technology   | To allot residential quarters                         | At least twice in a year         | Yes | Yes |
| 10 | Quality Control Committee | 6 (six) members headed by Prof. N. S. Islam   | To examine the quality of store & purchase            | Not specified                    | Yes | Yes |
| 11 | Examination Committee     | 9 (Nine) members headed by Vice-chancellor  | To deal with examination related matters              | Not specified                    | Yes | Yes |
| 12 | Library Committee         | 12 (twelve) members headed by Vice-chancellor   | To deal with policy matters on development of Library | Not specified                    | Yes | Yes |
| 13 | Board of Studies          | (i) The Heads of the Department : Chairman & Convenor<br>(ii) All full time teachers in the Department.<br>(iii) Two experts to be nominated by the Vice-chancellor in consultation with the Head of the Department                 | To frame syllabus**                                   | At least four meetings in a year | Yes | Yes |
| 14 | School Board              | (1) (a) Dean of the School concerned : Chairman<br>(b) Heads of the Department concerned : Member<br>(2) Controller of Examinations / Academic Registrar / Deputy Registrar / Assistant Registrar (Academic) : Ex-officio Secretary | To discuss recommended also of Board of studies       | Not specified                    | Yes | Yes |