THE GOUR BANGA UNIVERSITY

FIRST STATUTES

UNIVERSITY OF GOUR BANGA
P.O.- MOKDUMPUR, MALDA
WEST BENGAL, INDIA
PIN – 732103

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THE GOUR BANGA UNIVERSITY

MALDA, PIN-732103

NOTIFICATION

No.: 1607/UGB/R-14 (Statute),-dated Malda, the 24th December, 2014, – In exercise of the power conferred by sub-section (2) of the section 57 of the Gour Banga University Act, 2007 (West Ben. Act XXVI of 2007) I, the First Vice Chancellor of the Gour Banga University, hereby cause, with the approval of the Chancellor and with the assistance of the Committee nominated by the Chancellor vide notification no. 19-Edn(U)/GBU-10/10 dated 3rd January 2014, the First Statutes of the University as follows:–

CHAPTER-I

PRELIMINARY

1. Short title and commencement: –

(1) These Statutes may be called the Gour Banga University First Statutes, 2014.

(2) They shall come into effect on such date as the State Government may, by notification in the Official Gazette, appoint.

2. Definitions:–

(1) In these statutes, unless there is anything repugnant in the subject or context,–

(i) "Academic year" means a period of twelve months commencing on the first day of July, every year;

(ii) 'Act' means the Gour Banga University Act, 2007 (West Ben. Act XXVI of 2007);

(iii) 'Chapter' means a chapter of these Statutes;

(iv) 'Council' means the Councils for Under-Graduate Studies;

(v) 'Faculty' means the Faculty Council for Post-Graduate Studies;

(vi) 'section' means a Section of the Act;

(vii) 'Statute' means a Statute of these Statutes;

(2) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

CHAPTER II

OFFICERS OF THE UNIVERSITY, THEIR POWERS AND FUNCTIONS

3. Officers of the University: – Subject to the creation of respective post by the State Government from time to time, the following shall be the Officers of the University, namely–

(i) The Vice-Chancellor;
(ii) The Registrar;
(iii) The Finance Officer;
(iv) The Controller of Examinations;
(v) The Inspector of Colleges;
(vi) The University Librarian;
(vii) The University Engineer;
(viii) The Dean, Students Welfare;
(ix) The Medical Officer;
(x) The Sports Officer;
(xi) The Publication Officer;
(xii) The Estate Officer;
(xiii) The Development Officer;
(xiv) Systems and Support Officer;
(xv) Public Information Officer;
(xvi) Deputy Registrar;
(xvii) Assistant Registrars (Post Graduate);
(xviii) Assistant Registrars (Under Graduate);
(xix) Deputy Controller of Examinations;
(xx) Assistant Controllers of Examinations (Post Graduate);
(xxi) Assistant Controllers of Examinations (Under Graduate);
(xxii) Deputy Librarian;
(xxiii) Assistant Librarians;
(xxiv) Audit and Accounts Officer;
(xxv) Assistant Engineer (Civil);
(xxvi) Assistant Engineer (Electrical);

(xxvii) Deputy Inspector of Colleges;

(xxviii) Assistant Inspector of Colleges;

(xxix) Assistant Estate Officer (Security);

(xxx) Secretary, Faculty Council for Post Graduate Studies in Arts;

(xxxi) Secretary, Faculty Council for Post Graduate Studies in Commerce

(xxxii) Secretary, Faculty Council for Post Graduate Studies in Law, Journalism, Library Science and Physical Education;

(xxxiii) Secretary, Faculty Council for Post Graduate Studies in Science;

(xxxiv) Secretary, Faculty Council for Post Graduate Studies in Engineering, Technology and Management;

(xxxv) Secretary, Faculty Council for Post Graduate Studies in Autonomous Colleges and such other Colleges as may be decided by the Executive Council;

(xxxvi) Secretary, Council for Undergraduate Studies in Arts, Science, Commerce, Home Science, Fine Arts, Music, Physical Education, Library Science and Teachers' Education;

(xxxvii) Secretary, Council for Undergraduate Studies in Law;

(xxxviii) Secretary, Council for Undergraduate Studies in Engineering, Technology and Management;

(xxxix) Placement and Students' Welfare Officer;

(xl) Curator, and

(xli) Superintendent, University Press.

4. Vice-Chancellor:–

(1) The Vice-Chancellor shall be a whole-time salaried officer of the University.

(2) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be as per extant Government orders.

(3) The authority competent to sanction leave to the Vice-Chancellor shall be the Chancellor.

(4) If the office of the Chancellor is vacant, the Executive Council shall be competent to sanction leave to the Vice-Chancellor.

(5) Save as otherwise provided in the Act, the Vice-Chancellor shall exercise the following powers and perform the following duties:-

(a) the Vice-Chancellor shall have general responsibility for maintaining and promoting the efficiency and good order of the University and shall preside the meeting of the Court as Chairperson in the absence of the Chancellor;

(b) it shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and the decisions taken by the authorities of the University are implemented;

(c) the Vice-chancellor shall have power to convene meetings of the Court, the Executive Council and the Faculty Council and shall perform all such acts as may be necessary to carry out the provisions of the Act, the Statutes, the Regulations and the Ordinances;

(d) the Vice-Chancellor shall be entitled to be present at and to address any meeting of any authority or body or committee of the University but shall not be entitled to vote there at, unless he is a member of such authority or body or committee;

(e) if, in the opinion of the Vice-Chancellor, any emergency arises which, requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the authority which, in the ordinary course, would have dealt with the matter:

Provided that, if the action taken by the Vice-Chancellor is not approved by the authority concerned, he may refer the matter 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 thirty days from the date on which he receives notice of such action, an appeal to the Executive Council;

(f) 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 the undergraduate studies in the affiliated colleges are maintained and improved in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations;

(g) in order to carry out the duties and the responsibilities, 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, or constitute a body to be deputed for the same purpose, and to instruct the Registrar to prepare the report and submit the same to the relevant Faculty Councils for Post-Graduate Studies/ relevant Council for the Undergraduate Studies;

(h) the Vice-Chancellor shall have the power to suggest the Executive Council 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;

(i) the spheres of administrative authorities of the University referred to in the clause (3) and the assignment of their functions and responsibilities shall, from time to time, be determined by the Vice-Chancellor.

5. Registrar: –

(1) The Registrar shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council of the University on the recommendation of a committee consisting of the Vice Chancellor as

Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government.

(2) The Registrar shall hold office as per the provisions laid down in the Act.

(3) The emoluments and terms and conditions of service of the Registrar shall be as per the extant Government orders.

(4) The authority competent to sanction leave to the Registrar shall be the Vice Chancellor.

(5) When the office of the Registrar is vacant or when the Registrar is, by reason of illness or otherwise, unable to perform the-duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint with the approval of the Executive Council for the purpose.

(6) The Registrar shall not by reason only of his being Secretary of the Court and the Executive Council be deemed to be a member of any of these authorities.

(7) The Registrar may resign his office by writing under his hand addressed to the Vice-Chancellor.

(8) Subject to the provisions of the Act, the Registrar shall:–

(i) be under the direct control of the Vice-Chancellor and the Court;

(ii) be the custodian of records and common seal of the University and nobody shall use the seal of the University without the prior permission from him;

(iii) have the power to refuse general access to such records by any person, other than the Vice-Chancellor, except on written authorization from the Vice-Chancellor;

(iv) be the Secretary of the Court and the Executive Council and the Faculty Councils;

(v) be the Secretary to the Establishment Committee and such other authorities or committees of the

University as may be specifically prescribed by the Statutes, or the ordinances;

(vi) be the member-secretary of any committee constituted by the Court or the Executive Council except as otherwise specifically provided;

(vii) keep the minutes of the meeting;

(viii) supply to the Chancellor copies of the agenda of meetings of the authorities of the University as soon as they are issued and the minutes of the meetings of the authorities ordinarily within a month of holding of the meetings;

(ix) conduct the official correspondence on behalf of the University and of the Court and the Executive Council and such other bodies as may be directed by the Vice-Chancellor except as provided by the Statutes or the Ordinances;

(x) conduct elections to all the academic authorities or bodies of the University as may be prescribed by the Statutes or the Ordinances and shall act as the Returning Officer for conducting such elections;

(xi) be in-charge of maintenance of service records of the employees , Officers, and Teachers of all the departments of the University;

(xii) delegate his powers, if necessary, in this respect to any Officer under his administrative control with the concurrence of the Vice-Chancellor;

(xiii) 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;

(xiv) deal with promotion of all categories of employees of the University in accordance with the provisions provided in the ordinances for the purpose and present all such cases to the Establishment Committee with the concurrence of the Vice-Chancellor;

(xv) 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 which may be in accordance with the norms framed by the Executive Council;

(xvi) be under the direction of the Vice-Chancellor, take necessary steps for the execution of plans for development and improvement of higher education as may be recommended by the University Grants Commission from time to time;

(xvii) represent the University in all suits or proceedings by or against the University, sign powers of attorney and other memorandums and verify pleadings or depute his representative for the purpose;

(xviii) publish annually a list of all the current committees which have been set up under the statute and shall on request supply to the Court details of their terms of reference and current membership.

6. Finance Officer: –

(1) The Finance Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) If the Finance Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Finance Officer.

(3) The Finance Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(4) In addition to those specified in the Act, the Finance Officer shall:–

(i) be under the direct control and supervision of the Vice-Chancellor;

(ii) advise the Vice-Chancellor on financial affairs of the University;

(iii) be the Member-Secretary of the Finance Committee;

(iv) be responsible for the management of the invested funds of the University;

(v) be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the University and place it before the Finance Committee for recommendation to the Executive Council;

(vi) take steps for prompt realization and proper disbursement of grants;

(vii) ensure that all moneys are expended for the purpose for which they have been granted or allotted;

(viii) arrange for continuous internal audit of the University accounts;

(ix) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against the persons at fault;

(x) generally supervise and control and be responsible for the working of the Accounts Section, Cash Section, Purchase Section; and Stores of the University Office;

(xi) draw all bills receivable by the University or its constituent or affiliated institutions and give proper discharge thereof on behalf of the University on the institutions there under and in the case of constituent or affiliated institutions such bills shall be only in respect of grants which are to be

disbursed through the University mentioned in clause (vii);

(xii) conduct all routine correspondence relating to Accounts, Cash, Purchase and Stores except the correspondence relating to import license and such connected matter as "Not Manufactured in India Certificate", etc, with the exception of correspondence with the State Government, Central Government, University Grants Commission and other public authorities and with regard to all matters connected with the implementation of schemes;

(xiii) exercise general control and supervision over the ministerial and subordinate staff of the Section mentioned above;

(xiv) report to the Registrar on their service, etc., and with regard to their confidential character rolls which will be maintained by the Registrar who will exercise power, and control over such staff as provided in clause (vi) of Statute 8;

(xv) see that the registers of buildings, land, furniture and equipment are maintained up-to-date and that the stock-checking is conducted of equipment and other consumable materials in all offices, Special Centres, Specialized Laboratories, colleges and institutions maintained by the University;

(xvi) delegate any of his duties to any officer under his general control subject to the prior approval in writing of the Vice-Chancellor;

(xvii) have the power of accepting rates and quotations other than building tenders which are to be accepted by the Vice-Chancellor within his competence;

(xviii) advise the Vice-Chancellor and the Registrar on any proposal having financial implications before any final decision is taken by the Vice-Chancellor or the Registrar;

(xix) perform such other duties as may be assigned to him by the Executive Council or the Vice-Chancellor under this Act;

(xx) call for from any office or college or institution under the University any information or returns that he may consider necessary to discharge his financial responsibilities;

(xxi) sign all cheques on behalf of the University along with any other officer as may be assigned by the Vice-Chancellor.

7. Controller of Examinations:–

(1) The Controller of Examinations shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) The Controller of Examinations shall be in-charge of the Examination office of the University and shall be responsible for the administrative arrangements, scheduling, evaluation 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.

(3) If the Controller of Examinations is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Controller of Examination.

(4) The Controller of Examinations may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The Controller of Examinations shall:-

(i) be under the direct control and supervision of the Vice-Chancellor;

(ii) be present, if necessary, in the meetings of the Faculty Councils as a non-voting member;

(iii) be assisted by Deputy Controller of Examinations, and one or more Assistant Controllers of Examinations;

(iv) coordinate the activities in respect of moderation of question papers pertaining to Postgraduate and Undergraduate examinations of the University and take necessary steps for printing the same;

(v) be responsible to prepare all the certificates of the degrees to be conferred by the University at the Convocation;

(vi) have the right to see the papers of, and to attend and speak at any meeting of, any committee or other body set up by or under the authority of the statutes; but he shall not have the right to vote (unless a member of the committee), nor shall he be sent the papers of any committee of which he is not a member unless he so requests;

(vii) see that examinations are properly conducted and in accordance with the statutes and regulations concerning them;

(viii) maintain a list of duties other than those provided for in this statute, as may be assigned to every officer under his direct control;

(ix) attend the Chancellor and Vice Chancellor or his deputy at the university Convocation for presentation of degrees, and on other university and public occasions at the Vice Chancellor's request;

(x) be available for consultation by members of the University Council, and may investigate complaints relating to Examination matters, subject

to the approval of the Vice Chancellor, in accordance with regulations made by Executive Council;

(xi) to perform, as may be required, any further duties or to exercise any further powers laid down for it in there Statute or Regulation.

8. Inspector of Colleges:-

(1) The Inspector of Colleges shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) If the Inspector of Colleges is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Inspector of Colleges.

(3) In all such matters he shall act under direct control and supervision of the Vice-Chancellor**.**

(4) The Inspector of Colleges may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The Inspector of Colleges shall:–

(i) be responsible for ensuring the implementation of the terms and conditions for affiliation and disaffiliation of undergraduate colleges;

(ii) be responsible for recognition of and withdrawal of recognition from colleges, as Constituent or Professional colleges;

(iii) be responsible for reports on colleges applying for affiliation, or for recognition as Constituent or Professional colleges;

(iv) be responsible for inspection of colleges, preparation of other reports and maintenance of records in relation thereto;

(v) be responsible for inspection from time to time in the affiliated colleges so as to maintenance of class rooms, library , teaching and non-teaching posts/ staffs, and hostels, as claimed at the time of granting affiliation or permitting registration of students;

(vi) publish a list of seats available for admission in each affiliated colleges in each subject at least one month prior to the start of the process of admission, and publish actual admittance in the college in each affiliated colleges in each subject by two months from the date of start of admission process;

(vii) maintain a list of duties, other than those provided for in this statute, as may be assigned to every officer under her/his direct control; and

(viii) perform such other duties and functions as the Vice Chancellor may require him to do so.

9. University Librarian:–

(1) The University Librarian shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee constituted for this purpose on the advice of the State Government.

(2) If the University Librarian is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the University Librarian.

(3) He shall act as the convener of the meetings of the Library Committee and such other bodies as may be determined from time to time, and perform such other duties and functions as the Library Committee and the Vice Chancellor may require him to do.

(4) In all matters he shall act under the direct supervision and control of the Vice-Chancellor**.**

(5) The University Librarian may resign his office by writing under his hand addressed to the Vice-Chancellor.

(6) The University Librarian shall:–

(a) be in charge of the University Libraries and be responsible, with the advice and counsel of a Library Committee, for the selection, requisition and cataloguing of books, publications, electronic content and audio-video content;

(b) be responsible for developing the procedure to ensure the effective use of library facilities and materials and making of a digitized library;

(c) with the permission of the Vice Chancellor, he will prepare the Library regulations for Library usage and implementation of the same on approval from the Executive Council;

(d) initiate and maintain business relationships with publishers and/ or book, software, hardware, or electronic service vendors, both foreign or domestic, to negotiate, update, or cancel license and service agreements, discounts, subscriptions, approval plans, or standing orders, makes subsequent arrangements and shall follow up to resolve problems;

(e) assume responsibility for compliance with copyright law, licenses, and Library and University policies for specified products and services, explain related issues to library users;

(f) define, specify, design, install, and /or maintain automated systems and other technologies to support library services and staff, using bibliographic, library-operation, and information-technology theories and principles for effective implementation;

(g) perform curatorial duties for a specific collection, including selection and acquisition of books, electronic resources, serials and manuscript collections; serves as primary contact with current and potential donors**;**

(h) have the ability to interpret subject content and a thorough understanding of the scope, authority, arrangement, and format of reference tools and online systems, bibliographic standards, collections, services, and technologies;

(i) train and assist library users in the use of electronic and print research tools, at point of need;

(j) develop, present, and assess formal instructional programs and resources designed to teach information skills in classroom settings or as a part of individual learning, using appropriate technology;

(k) supervise, train and prepare performance evaluations for professional staff, classified staff and student workers**;**

(l) lead and coordinate digital preservation efforts for the libraries that will ensure enduring access to the full content of digital resources over time**;**

(m) play a major role in the preparation and monitoring of grants, budgets, reports, long-term plans, and statistical data related to library operations**;**

(n) play a major role in creation and maintenance of service desk policy and procedural documentation, developing, implementing, and interpreting departmental and library policies, procedures, and documentation**;**

(o) demonstrate initiative through perception of critical needs and development of solutions; foster similar skills in less experienced staff;

(p) work with acquisitions librarian and collection development team to manage the collections budget**;**

(q) arrange library hours which will permit maximum library use by both students and staff**;**

(r) be responsible for annual physical verification of books, periodicals, stocks and stores of the library**;**

(s) perform such other duties as may be conferred or imposed or delegated on him by the Statutes or Regulations or by the Vice-Chancellor under the Act.

10. University Engineer:–

(1) The University Engineer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) If the University Engineer is, for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the University Engineer.

(3) In all matters he shall act under the direct supervision and control of the Vice-Chancellor**.**

(4) The University Engineer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) In addition to those specified above, the University Engineer shall:–

(i) act as the Convener of the Building Committee;

(ii) be responsible for the construction, repairs and maintenance of the buildings, grounds and all movable and immovable properties of the University;

(iii) preparation of estimates, drawings, verification of all bills for labour and contracts;

(iv) ensure the proper maintenance of the measurement books, log books and other related records of the department; and

(v) perform such other duties and functions as the Vice-Chancellor may require him to do so under the Act.

11. Dean, Students' Welfare :–

(1) The Dean of Students' Welfare shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) He shall act under the direct supervision and control of the Vice-Chancellor.

(3) If the Dean of Students' Welfare is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Dean of Students' Welfare.

(4) Dean of Students' Welfare will have the aim to work with the students and the faculty to ensure smooth running of the university. He shall look after the hostels and mess administration, student's welfare, extracurricular activities, and help maintain the overall discipline on the campus.

(5) The Dean of Students' Welfare shall be ex-officio member of the Committees of the University that involve matters like academic, equal opportunities, research degrees, scholarship and students funding.

(6) The Dean of Students' Welfare may resign his office by writing under his hand addressed to the Vice-Chancellor.

(7) The main functions of Dean Students' Welfare shall:–

(i) be responsible for all kinds of student services, as and when available, in consultation with appropriate University officers advise students in respect of personal problems affecting students;

(ii) in liaison with appropriate officers, advise students regarding special requests to the Hostel wardens for accommodation;

(iii) be responsible for the line management of hostel wardens and deputy-wardens in student accommodation/ hostel;

(iv) liaise with the Head and/ or such other officers as may be appropriate and advise students in respect of the issue of loans and award of scholarship from the funds if available to assist students in need of financial assistance to enable them to continue their studies;

(v) administer any Student Purposes Fund, if available;

(vi) act as the Returning Officer in all forms of Student's Election as notified from time to time in the Regulations;

(vii) be responsible, under the Chair of the Vice Chancellor, and as Secretary of the Joint teacher-Student Committee, for overseeing the analysis of data on the student feed-back over their overall experience regarding academic and research environment of the University, and for providing recommendations on it in an annual report to Academic Committee of the University;

(viii) be responsible for advising students in the event of harassment and for implementing the policy on harassment with respect to students;

(ix) be responsible for reporting missing of students to the police;

(x) liaise with Students' Union in respect of matters involving administration (including, e.g., discipline, publicity, security, and academic programs);

(xi) be responsible for dealing with disciplinary matters referred to him in accordance with Disciplinary Code and Procedures; disciplinary action is also devolved by the Dean of Students (Welfare) to wardens in student residences/ hostels through their line management system;

(xii) for referring serious misdemeanors on the part of students to the Disciplinary Committee;

(xiii) be the Chair of the Students' Welfare Working Committee;

(xiv) be the responsible for Publication of (1) Students' magazine and (2) Students' Community-Reach brochure, and newsletter;

(xv) be a member of NCC, NSS, Red Cross Unit Steering Group, and will be a Trustee of Sports Grounds and member of the Sports Ground Development Committee;

(xvi) be responsible for implementation and supervision of the SC/ ST/ OBC issues related to the students at the University level;

(xvii) be responsible to oversee the functioning of Hostels, Common Rooms and Canteens etc;

(xviii) be responsible to plan in consultation with Vice Chancellor and various concerned Head of the Department/ teachers/ officials about various student activities, celebration of various important days etc. under the guidance of Government approved rules and regulation other than mentioned in these statutes;

(xix) be responsible to ensure regular meetings of Class-representatives at departmental and University level;

(xx) be responsible for managing the Alumni affairs of the University;

(xxi) be responsible through its office to make special provisions for providing free computer training to the students in collaboration and funding from concerned departments of the Government at state and central levels;

(xxii) be responsible for Students' Grievance Cell looks and act as a bridge between the University authorities and the students;

(xxiii) be responsible through its office, in collaboration with the Librarian of the University, to make special

provisions for the purchase or procurement of text books for the Book Bank to help the needy students;

(xxiv) be responsible for extending facilities for specially challenged students which help them to ensure a dignified and respectable status and carrier;

(xxv) be responsible for promoting Cultural activities among students of the University through formation of Literary groups, Drama groups and Art groups, and through them coordinate and organize various activities like Seminars, Debates, Elocutions, Creative Writing Competitions, Fine Arts, Theatre Events, Youth Festivals, Cultural or Literary Tours, and Youth Exchange Programmes at Local, Zonal, National & International level;

(xxvi) be responsible for designing sensitization and awareness programmes about HIV/AIDS through various interaction programmes, and also organizing blood donation camps among the students of the University;

(xxvii) be responsible for coordinating various academic Departments for arranging the educational tours for the students;

(xxviii) be responsible for arrangement of transport facility for students, bus passes and railway passes, Students' identity cards and character certificate;

(xxix) aim to encourage the physically challenged students and to enable needy students to meet educational expenses with dignity, be responsible for 'Earn-While-You-Learn' scheme for the students of the University as per the approval of the Council and the Finance Committee, where the selection is to be done in a strictly transparent manner and enforced with the basic criterion of selection being academic merit and financial need.

(xxx) be responsible for provisioning and upkeep of the separate Common Rooms for boy and girl students of the University;

(xxxi) perform such other functions as may be required under the Act.

12. Medical Officer :–

(1) Medical Officer of the University shall be appointed by the Executive Council on honorary consultation contracts on a consolidated monthly remuneration, as may be decided by the Executive Council from time to time.

(2) Clinicians/ Doctors possessing MBBS or any other similar higher degree from a recognized University with at least 55% marks OR its equivalent and those who are granted recognition by the Medical Council can apply for the post. Qualified doctors or retired doctors from services are also eligible for such appointments.

(3) The duty time of the doctor will be for a minimum of two hours per day, and shall sit, in the University campus for at least three working days in a week.

(4) He shall also have to be available on call at any time of the day or night for the Hostels.

(5) The Medical officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(6) In all such matters he shall act under the supervision of the Vice-Chancellor.

(7) The main functions of Medical Officer of the University shall be as follows:–

(a) he shall be expected to undertake outreach efforts which solicit, discuss, and address topics and issues of interest to students and staffs of the University to further the improvement of health, safety, and security performance, as well as the sustainability of the University's two most vital assets, i.e. its students and staff;

(b) he shall attempt to identify and assess the priorities and activities within the University that will contribute to the advancing standard of health care and hygiene in the academic and occupational setting;

(c) he have all the right to engage in private practice in the hospitals or clinics in and around the University campuses on condition that any private practice of that kind shall be undertaken only in the name of the individual clinician/ doctor concerned; and shall be subject to t0he arrangements specified by the Executive Council from time to time under regulation for review and extension of honorary consultant contracts.

13. Sports officer:–

(1) The Sports Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) He shall act under the supervision of the Vice-Chancellor.

(3) The Sports Officer shall be the Convener of the Sports Board or Sports Committee of the University.

(4) If the Sports Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Sports Officer.

(5) Sports Officer will have the aim to provide opportunities for participation in sport for all sections of the students of the University. He has to distribute information and organize sport-related projects, classes, programmes, coaching, games development and training for those who want to participate and are interested in competing at all levels, from local to national and international, and also for mere fun and health.

(6) The job description and profile of Sports Officer is also to address issues of health, crime and social inclusion,

often working with organizations such as the National Health Scheme, Colleges and Universities, Civil Societies, Sport's National Governing Bodies (NGBs) and regeneration initiatives. He has to work in partnership with government bodies to deliver government sports initiatives.

(7) The Sports Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(8) In addition to those specified above, the Sports Officer shall:–

(i) identify sports, recreation and health initiatives and overseeing strategic planning and implementation;

(ii) coordinate, deliver and promote relevant sports activities, classes and events, often within a specific class of students or to targeted groups;

(iii) raise public awareness of health and fitness issues and promoting participation in sports, particularly amongst underrepresented groups of students;

(iv) evaluate and monitor activities and projects of students using performance indicators;

(v) maintain records and producing written reports (every six months) about sports and games initiative of the University;

(vi) arrange local, regional and national meetings, seminars and conferences in the field of sports, games and related fields;

(vii) arrange local, zonal, state-level, regional, national and international (as and when available) sports and games meet;

(viii) check venues and managing facilities;

(ix) liaise with clubs and state/national associations to develop best practice in coaching, youth development and such issues;

(x) work with National Governing Bodies (NGBs) for specific sports in relation to events;

(xi) develop a range of partnerships with organizations and initiatives focused on health education, criminal justice and community regeneration;

(xii) manage resources, drawing annual budget and identifying potential opportunities for external funding;

(xiii) maintain links with county, regional and national sporting representatives and organizations;

(xiv) work within specific guidelines, e.g. equal opportunities, health and safety, youth protection;

(xv) train and educate coaches, volunteers and facilities staff about disability; experts in disability awareness may also be called on, where appropriate;

(xvi) use information and publicity to ensure people with disabilities are more aware of the sporting opportunities available to them;

(xvii) work in partnership with appropriate organizations to deliver a programme of activities for people with disabilities;

(xviii) organize sport-specific activities and make sports inclusive;

(xix) perform such other functions as may be required under the Act.

14. Publication Officer:–

(1) The Publication Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) He shall act under the supervision of the Vice-Chancellor.

(3) The Publication Officer shall be the Convenor of the Publication Committee of the University**.**

(4) The responsibilities of the Publications Officer include, but are not limited to, coordinating and overseeing the publications of the University.

(5) If the Publication Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Publication Officer.

(6) The Publication Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(7) The Publications Officer of the University shall:–

(a) be responsible for publicizing the Universities' policies and activities to postgraduate students and the University community in accordance with policies established for specific publications;

(b) solicit copy in accordance with policies for specific publications or instructions of the Publications Committee, and is responsible for ensuring that office bearers and students who are allocated responsibilities under specific policies, or who undertake to provide copy for a publication, meet applicable requirements and deadlines;

(c) define what constitutes appropriate material for a publication and identify potential contributors in accordance with this;

(d) work to ensure that all of activities and events of the University are represented in the publications;

(e) ensure that all publications, including electronic publications, comply with the policy of the University and that the policy positions of Council and Court are adequately expressed;

(f) in consultation with the Communications group, be responsible for developing a yearly publications plan and setting appropriate deadlines;

(g) ensure to the best of his ability that deadlines are met and budget guidelines are adhered to;

(h) ensure that a thorough written report of tasks undertaken and completed in every quarter of the year to the Council through the Vice-Chancellor;

(i) plan, manage, review and evaluate, within delegated authority, the operation of all the functional areas in Pre-Production (Front Desk, Desktop Publishing and Pre-Press), supervise the workflow between the various areas and, by fostering comprehensive quality management, ensures the highest degree of efficiency, effectiveness and satisfaction in the coordination of requests by all the stakeholders of the University, and the production of documents, publications, and other materials submitted for desktop publishing, digital content production and printing services;

(j) provide guidance and managerial support to the pre-production team, and plans allocation of resources with a view to achieving efficient and effective results;

(k) ensure the timely and efficient provision of the services offered by the areas in pre-production, while establishing and implementing the optimal workflow between the various functional areas within Pre-Production as well as other areas of the Publishing Section;

(l) perform such other functions as may be required under the Act.

15. Estate Officer:–

(1) The Estate Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) Unless it is bound by the terms of an express trust in relation to any particular property, the University as a

civil corporation holds all property belonging to it not on charitable trusts but as a beneficial owner; shall have the management of all the property comprised in them, and has all the powers of a natural person to manage, deal with, and dispose of its property, subject to the provisions of any other law for the time being in force, including the power to invest, borrow, and charge its property as security, as it thinks fit. The Estate Officer shall act as the care taker of all such property, sites and buildings etc. of the University.

(3) If the Estate Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the University Estate Officer.

(4) In all such matters he shall act under the supervision of the Vice-Chancellor.

(5) The Estate Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(6) The Estate Officer of the University shall:–

(a) be responsible for the administration and management of the office buildings of the University as well as residential accommodation (if any) for the University employees;

(b) be a member of the Building Committee and the Purchase Committee of the University;

(c) be responsible for the maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same;

(d) be responsible for the periodical painting of office buildings and employee residential quarters (if any);

(e) undertake day to day repairs and maintenance works in the University under the supervision and approval of the Estate Officer as per the complaints received from the users that shall be entered in

the complaint register maintained by the Estate Officer;

(f) be responsible for maintenance of all electrical, electronic and mechanical equipments pertaining to the Office and maintaining the inventory of the same;

(g) be responsible for maintenance of all office furniture;

(h) be responsible for providing necessary physical arrangements during training programmes, seminars and workshops of the University;

(i) be responsible for water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, monitoring water yield in the bores, obtaining water from Municipal/ Panchayat board during water crisis, conservation of water by implementing rain harvesting systems, drip irrigation system etc.;

(j) be responsible for power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the University;

(k) be responsible for liaison works with local statutory bodies like Municipal Corporation, Zilla Parishad, Panchayat Samity, District Magistrates Office, statutory boards, etc.;

(l) be responsible for to supervise implementation of all Annual Maintenance Contracts i.e., (i) Annual Maintenance Contracts for cleaning services, (ii) Annual Maintenance Contracts for Horticulture, Electrical, Plumbing, Carpentry, (iii) Annual Maintenance Contracts for Catering services, (iv) Annual Maintenance Contracts for Air conditioners, (v) Annual Maintenance Contracts for water purifiers/ coolers and air conditioners in office, (vi) Annual Maintenance Contracts for fire extinguishers, (vii) Annual Maintenance Contracts for telephone instruments and lines, (viii) Annual Maintenance Contracts for Internet/Broad-band connection, and (ix) Annual Maintenance

Contracts for pest control;

(m) be responsible for submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works by the approved agency;

(n) be responsible for to supervise, control and allotment of University office vehicles and their maintenance;

(o) be responsible for to procure the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured;

(p) be responsible for to ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.;

(q) be responsible for ensuring that all the works mentioned above under his jurisdiction shall be awarded after calling for open tenders by issuing advertisement in local news papers (of Kolkata, West Bengal editions) in two languages (one Bengali and one English).

(r) submit a monthly report to the Vice-Chancellor on the first working day of the subsequent month through Registrar on various activities of the Estate Department;

(s) upkeep, repairs, and regular maintenance shall be done as per the work schedule prepared by the Estate Officer;

(t) perform such other functions as may be required under the Act.

16. Development Officer:–

(1) The Development Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State

Government for such period and on such terms and conditions as per extant Government orders.

(2) If the Development Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Development Officer.

(3) In all such matters he shall act under the supervision of the Vice-Chancellor.

(4) The Development Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The main functions of Development Officer shall be to:–

(a) look after the developmental needs of the University and move the University Grants Commission and other funding/ sponsoring agencies for implementation of the plans, programmes and schemes as may be submitted by the University;

(b) assist the Registrar in preparing budgetary plans and estimates of projects and related academic activities;

(c) act as convener of the Development and Planning Committee and to assist the Registrar in the matter of preparation and execution of different developmental schemes of the University;

(d) assist the Finance officer in dealing with matters relating to financial assistance from the University Grants Commission and other funding agencies and to assist the Registrar in the matter of holding conferences, symposia, and the like in the University;

(e) prepare statistical reports concerning development proposals, undertake evaluation of plans, programs and technical reports for consideration by the Vice Chancellor and appropriate authorities of the University;

(f) receive and utilize the University Grants Commission's Grant sanctioned for specific items such as construction of building, purchase of equipments, Books and Journals, Payment of Salary to teachers appointed during the plan period;

(g) send Progress Report, Statement of Expenditure, Utilization certificate, completion report etc.,

(h) sanction of estimates in respect of Building works undertaken with the assistance of University Grants Commission;

(i) send plan of action to the State Government and get released the development grant from the Government every year and send Progress report regularly;

(j) sanction the estimates in respect of building works undertaken out State Development Grant;

(k) prepare proposals and oversee Correspondence for the creation of teaching posts sanctioned by the University Grants Commission during a particular plan period and correspondence with the Government;

(l) prepare proposals and oversee Correspondence for institution of courses sanctioned by the University Grants Commission;

(m) prepare proposals for and oversee Correspondence for Awards of Post-Doctoral Fellowship, Commonwealth Fellowship, INSA, Shastri Indo Canadian Fellowships, Rajiv Gandhi National Fellowship for SC/ ST students, Full bright Fellowships, SAP, etc.;

(n) oversee Correspondence for Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC;

(o) oversee Correspondence for Research Project sanctioned by other Funding Agencies like Department of Science and Technology/ Department of Bio-Technology/ Council for

Scientific and Industrial Research/ State Government/ Ministry of Human Resource Development/ National Board for Higher Mathematics / Indian Space Research Organization/ Defence Research & Development Organisation / Central Silk Board / Bhabha Atomic Research Centre / Department of Atomic Energy / All India Council for Technical Education/ Indian Council of Medical Research/ Indian Council of Agricultural Research etc.;

(p) oversee Correspondence for FIP sanctioned by University Grants Commission to University teachers;

(q) oversee Correspondence for Financial Assistance to teachers to attend conferences, seminars, workshops in and outside India with the financial aid from University Grants Commission and other Agencies;

(r) oversee Correspondence with University Grants Commission relating to publication grants and Special Assistance**;**

(s) oversee Correspondence relating to Centre for Women studies project and other Research and Extension Centre proposal of University Grants Commission;

(t) prepare proposals and oversee Correspondence for the creation of Establishment of chairs and appointment of Visiting Professors in various academic departments;

(u) prepare proposals and oversee Correspondence for Award of Emeritus Professorship**;**

(v) prepare proposals and oversee Correspondence for Establishment of Regional Science Park in the University with the assistance of State and Central Governments;

(w) perform such other functions as may be necessary for this purpose under the Act.

17. Systems and Support Officer:–

(1) The Systems and Support Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) If the Systems and Support Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Systems and Support Officer.

(3) In all such matters he shall act under the supervision of the Vice-Chancellor**.**

(4) The Systems and Support Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The Systems and Support Officer shall:**–**

(i) install and configure computer hardware, software, systems, networks, printers, scanners and more;

(ii) plan and undertake scheduled maintenance upgrades;

(iii) talk to clients and computer users to determine the nature of problems;

(iv) responding to breakdowns;

(v) investigate, diagnose and solve computer software and hardware faults;

(vi) repair equipment and replacing parts;

(vii) coordinate and support all system requirement of the University Library in coordination and requirement of the Librarian;

(viii) be responsible for maintenance of the University website(s), and shall be the convener of the University Website Committee;

(ix) supervise junior engineering and technical staff;

(x) agreeing call-out timescales;

(xi) obtain replacement or specialist components, fixtures or fittings;

(xii) ensure compliance with health and safety legislation;

(xiii) check computer equipment for electrical safety;

(xiv) maintain records of software licenses;

(xv) meet/liaise with clients to discuss requirements and/ or project progress;

(xvi) create web site designs;

(xvii) produce sample sites;

(xviii) demonstrate and receiving feedback about draft sites;

(xix) keep up-to-date with recent technological and software developments;

(xx) develop skills and expertise in appropriate software/programming languages including html, Java-script and others;

(xxi) produce products that are user-friendly, effective and appealing;

(xxii) work as part of a multi-disciplinary team;

(xxiii) manage stocks of equipment, consumables and other supplies;

(xxiv) perform such other functions as may be necessary for this purpose under the provisions of the Act.

18. Public Information Officer:–

(1) The Public Information Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a

Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

(2) If the Public Information Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and to perform the duties of the Public Information Officer.

(3) In all such matters he shall act under the supervision of the Vice-Chancellor**.**

(4) The Public Information Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The Public Information Officer shall be the designated officer as per Right to Information Act, 2005, to receive the applications for information or appeals under this Act as may be necessary to provide information to persons requesting for the information under that Act or for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be.

19. Deputy Registrar:–

(1) The Deputy Registrar shall work under the 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 and/ or Vice Chancellor from time to time.

(2) In addition to those specified in the Act or the Statutes, the Deputy Registrar shall:

(a) be responsible for the daily internal administration of the University and provision of prompt and accurate service to students, alumni, faculty, administration and external agencies;

(b) assist the Registrar in the management of all major activities like establishment matters, legal matters, Campus/ estate management, statutory compliances and meetings, materials management, the maintenance of administrative databases, and the supervision of all staff and student workers;

(c) oversee responses to queries from students, staff and external organizations;

(d) follow up with relevant parties in relation to prospective student enquiries, examinations and graduation as required; maintain accurate records;

(e) administer the printing, preparation, and record-keeping;

(f) organize public events such as open days, promotional expos, foundation day and convocation ceremonies;

(g) assist in production of research data, analyses and reports with regard to the University as needed, and perform other related duties and special projects as assigned or directed;

(h) look after service matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University;

(i) maintain of gradation list of both teaching and non-teaching employees;

(j) assist in implementation revision of pay scales to the Non-Teaching employees as per the relevant Government Orders issued by the Government from time to time;

(k) assist in implementation of the University Grants Commission Pay Scales as sanctioned by the government to the Teaching Staff of the University;

(l) appointments on Compassionate grounds of the Non-Teaching employees;

(m) inter-University Transfers of the Non-Teaching employees;

(n) assist in preparing papers for extension of Career Advancement to University teachers as per University Grants Commission / State Government guidelines;

(o) assist in preparing papers for, as approved, relating to creation of Teaching & Non-Teaching posts;

(p) assist in sending Progress Report, Statement of Expenditure, Utilization certificate, completion report etc.,

(q) assist in correspondence relating to Cultural Exchange Programmes, awards of Post-Doctoral Fellowship, Commonwealth Fellowship, INSA, Shastri Indo Canadian Fellowships, Rajiv Gandhi National Fellowship for SC/ ST students, Full bright Fellowships, etc., issuance of customs duty exemption certificate and correspondence with the Central Government for renewal etc., Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC.

(r) Execute any such duty as the Registrar may delegate from any of his powers mentioned above that the Vice-Chancellor may sanction.

20. Assistant Registrars (P.G):–

The Assistant Registrars (P.G) shall work under the supervision of the Registrar and shall assist him in the performance of his functions with regard to Establishment section and shall also perform such other functions as may be assigned to him by the Registrar.

21. Assistant Registrars (U.G):–

The Assistant Registrar (U.G) shall work under the supervision of the Registrar and shall assist him in the performance of his functions with regard to development and planning of the University, and shall also perform

such other functions as may be assigned to him by the Registrar.

22. Deputy Controller of Examinations:–

(1) 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.

(2) In addition to those specified above, the Deputy Controller of Examinations shall:-

(i) assist the Controller of Examinations in coordinating the activities in respect of moderation of question papers pertaining to Postgraduate and Undergraduate examinations of the University and take necessary steps for printing the same;

(ii) assist the Controller of Examinations in preparing for the meetings of such Committees and Boards as may be determined from time to time;

(iii) prepare all the certificates of the degrees to be conferred by the University at the Convocation on order from the Controller of Examinations;

(iv) assist the Controller of Examinations in arrangement for conducting the examinations of the University properly accordance with the provisions of statutes and regulations concerning them;

(v) maintain a list of duties other than those provided for in this statute, as may be assigned to every officer under his direct control;

(vi) be available for consultation to the Controller of Examinations for preparation of examination schedule of the University, in investigation of complaints relating to Examination matters, and any such matter that may come as way of order from the Vice- Chancellor, or in accordance with regulations made by Council;

(vii) maintain Stock Record of the Examination department of the University and inform the Controller of Examinations for replenishment of the stock of things relating to conduct of examination;

(viii) furnish replies and carry correspondence with regard to any matters relating to examination through the Controller of Examinations that has been sought by the department of Higher Education, Government of West Bengal;

(ix) prepare and send through the Controller of Examinations Annual Progress Report, Annual Budget for the Examination department of the University, Statement of Expenditure, Utilization certificate, receipt etc.;

(x) perform any further duties as the Controller of Examinations or the Vice Chancellor may require him to do or may be laid down for in any Statute or Regulation.

23. Assistant Controllers of Examination (P.G):–

The Assistant Controllers of Examinations (P.G) shall work under the direct supervision of the Controller of Examinations and shall perform such functions with regard to postgraduate examinations as may be assigned to him by the Controller of Examinations or the Vice-Chancellor.

24. Assistant Controllers of Examination (U.G):–

The Assistant Controllers of Examinations (U.G) shall work under the direct supervision of the Controller of Examinations and shall perform such functions with regard to undergraduate examinations as may be assigned to him by the Controller of Examinations or the Vice-Chancellor.

25. Deputy Librarian:–

(1) The Deputy Librarian shall work under the direct supervision of the Librarian and shall perform such functions as may be assigned to him by the Librarian or the Vice-Chancellor.

(2) In addition to those specified above, the Deputy Librarian shall:–

(a) be responsible, with the advice and direction of the Librarian, for the selection, requisition and cataloguing of books, publications, electronic content and audio-video contents;

(b) be responsible for ensuring the effective use of library facilities and materials and help the Librarian in making of a digitized library;

(c) be responsible for execution of the Library regulations for Library usage and implementation of the same on direction from the Librarian;

(d) keep record of publishers and book, software, hardware, or electronic service vendors, both foreign or domestic, license and service agreements, discounts, subscriptions, standing orders; advise the Librarian to make necessary arrangements to resolve problems that may crop up from time to time;

(e) keep vigil for compliance of copyright law, licenses, and Library and University policies for specified products and services;

(f) oversee the maintenance of automated systems and other technologies to support library services and staff;

(g) assist the Librarian in finding aids, service guide, usage instructions, and research tools;

(h) assist the Librarian to represent the Library effectively at the University and in the local community in the course of outreach services, teaching, committee service, and collaborations;

(i) assist the Librarian to perform curatorial duties;

(j) assist the Librarian to provide assistance to users in a variety of settings in the library;

(k) train and assist library users in the use of electronic and print research tools, at point of need.

(l) provide administrative or technical leadership for a specific service, collection, project, or library unit;

(m) assist the Librarian in the preparation and monitoring of grants, budgets, reports, long-term plans, and statistical data related to library operations;

(n) assist the Librarian in creation and maintenance of service desk policy and procedural documentation, developing, implementing, and interpreting departmental and library policies, procedures, and documentation;

(o) assist the Librarian to arrange library hours that will permit maximum library usage;

(p) be responsible for annual physical verification of books/ periodicals/ stocks and stores of the library;

(q) perform such other duties as may be conferred or imposed or delegated on him by the Statutes or the Regulations or by the Vice-Chancellor or by the Librarian.

26. Assistant Librarians: –

The Assistant Librarians shall work under the direct supervision of the Librarian and Deputy Librarian and shall perform such functions with regard to the Library and/or as may be assigned to him by the Deputy Librarian or Librarian**.**

27. Audit and Accounts Officer:–

(1) The Audit and Accounts Officer shall work under the direct supervision of the Finance Officer and shall perform such functions as may be assigned to him by the Finance Officer or the Vice-Chancellor.

(2) In addition to those specified above, the Audit and Accounts Officer shall:-

(a) advise the Finance Officer on financial health and affairs of the University;

(b) be responsible for scrutiny of the management and performance of the invested funds of the University,

and advise the Finance Officer accordingly;

(c) be responsible for preparation and presentation of Annual Audited Accounts of the University and place it to the Finance Officer for submission to the Finance Committee for recommendation to the Executive Council;

(d) be responsible for supervising the prompt realization of dues and proper expenditure of grants in the stated heads;

(e) be responsible for scrutiny of the whole amount of money that is expended for the purpose for which they have been granted or allotted;

(f) be responsible for continuous internal audit of the University accounts;

(g) be responsible for highlighting to the Finance officer about any or all unauthorized expenditure and for other financial irregularities, and suggest necessary action in this regard;

(h) be responsible for scrutiny of all bills drawn/ receivable by the University or its constituent or affiliated institutions and give proper discharge thereof;

(i) be responsible for scrutiny of all the registers of buildings, land, furniture and equipment, other consumable materials in all offices, Centres, Laboratories, colleges and institutions maintained by the University;

(j) be responsible for monthly reconciliation of all bank accounts of the University, and submit such reconciliation statement to the Finance Officer, with appropriate note highlighting discrepancy or anomaly or lapse or danger or duplication etc.;

(k) be responsible for scrutiny of all accepted rates and quotations other than building tenders;

(l) call for, through the Finance Officer, from any office or college or institution under the University any information or returns that he may consider

necessary to discharge his financial responsibilities;

(m) provide support to the government audit team for the management of annual audit of the University;

(n) perform such other duties as may be provided in the Statutes, the Ordinances and Regulations and as may be assigned to him by the Finance Officer or the Vice-Chancellor.

28. Assistant Engineer (Civil):–

The Assistant Engineer (Civil) shall work under the direct supervision of the Engineer, and shall perform such functions with regard to the maintenance and upkeep of the University and as may be assigned to him by the Engineer from time to time. The Assistant Engineer (Civil) shall also assist the Estate Officer with permission from the Engineer from time to time.

29. Assistant Engineer (Electrical):–

The Assistant Engineer (Electrical) shall work under the direct supervision of the Engineer, and shall perform such functions with regard to the maintenance and upkeep of the University and as may be assigned to him by the Engineer from time to time. The Assistant Engineer (Electrical) shall also assist the Estate Officer with permission from the Engineer from time to time.

30. Deputy Inspector of Colleges:–

(1) The Deputy Inspector of Colleges shall work under the direct supervision of the Inspector of Colleges and shall perform such functions as may be assigned to him by the Inspector of Colleges or the Vice-Chancellor.

(2) In addition to those specified above, the Deputy Inspector of Colleges shall:

(a) assist the Inspector of Colleges for ensuring the implementation of the terms and conditions for affiliation and disaffiliation of colleges;

(b) assist the Inspector of Colleges for scrutiny of documents and drawing reports necessary for

recognition of and withdrawal of recognition from colleges, as Constituent or Professional colleges;

(c) assist the Inspector of Colleges for drawing reports on colleges applying for affiliation, or for recognition as Constituent or Professional colleges;

(d) assist the Inspector of Colleges for inspection of colleges, preparation of other reports and maintenance of records in relation thereto;

(e) assist the Inspector of Colleges for inspection from time to time of the affiliated colleges so as to maintenance of class rooms, library , teaching and non-teaching posts/staff, and hostels, as claimed at the time of granting affiliation or permitting registration of students;

(f) assist the Inspector of Colleges to publish a list of seats available for admission in each affiliated colleges in each subject at least one month prior to the start of the process of admission, and to publish actual admittance in the college in each affiliated colleges in each subject by two months from the date of start of admission process;

(g) perform such other duties and functions as the Inspector of Colleges may require him to do under the Act.

31. Assistant Inspector of Colleges: –

The Assistant Inspector of Colleges shall work under the direct supervision of the Inspector of Colleges and Deputy Inspector of Colleges and shall perform such functions with regard to the inspection of affiliated colleges and/or as may be assigned to him by the Deputy Inspector of Colleges or Inspector of Colleges**.**

32. Assistant Estate Officer (Security):–

(1) The Assistant Estate Officer (Security) shall work under the direct supervision of the Estate Officer and shall perform such functions as may be assigned to him by the Estate Officer.

(2) In addition to those specified above, the Assistant Estate Officer (Security) shall:

(a) be responsible for to oversee if a person or a body having charge of any land or building of the University, or of any facilities or services provided by or on behalf of the University, may, subject to the statutes and regulations, make regulations governing the use of that land or building or of those facilities or services;

(b) be responsible for the security arrangements of the Vice- Chancellor;

(c) be responsible for security arrangements in case of any events organized by the University;

(d) assist the Estate officer to formulate regulations relating to the conduct of student members which are not inconsistent with the statutes and regulations and exercise of this power shall be reported at once to the Rules Committee;

(e) be responsible to see that no member of the University or outsider shall in the university context intentionally or recklessly disrupt or attempt to disrupt teaching or study or research or the administrative, sports, social, cultural, or other activities of the University;

(f) be responsible to see that no member of the University or outsider shall in the university context intentionally or recklessly disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, students, and employees of the University or by visiting speakers;

(g) be responsible to see that no member of the University or outsider shall in the university context intentionally or recklessly obstruct or attempt to obstruct any officer, employee, or agent of the University in the performance of his or her duties;

(h) be responsible to see that no member of the University or outsider shall in the university context intentionally or recklessly deface, damage, or

destroy or attempt to deface, damage or destroy any property of or in the custody of the University or of any member, officer, employee, or agent of the University or of any college, or knowingly misappropriate such property;

(i) be responsible to see that no member of the University or outsider shall intentionally or recklessly occupy or use or attempt to occupy or use any property or facilities of the University or of any college except as may be expressly or impliedly authorized by the university authorities concerned;

(j) be responsible to see that no member of the University or outsider shall intentionally or recklessly engage in action which is likely to cause injury or to impair safety;

(k) be responsible to see that no member of the University or outsider shall intentionally or recklessly possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal;

(l) be responsible to see that no member of the University or outsider intentionally or recklessly engage in the harassment of any member, visitor, employee, or agent of the University;

(m) to enquire into any incident of ragging and to suggest punishments, if any, and also if the FIR with the police is to be lodged;

(n) to design and get printed leaflets or posters that the ragging is banned and that strict disciplinary and other penal actions under the law of the land and the regulations of Institute will be taken against those found indulging in the act of ragging;

(o) assist the Estate & Trust Officer in issuance of notice to show cause, subject to the prior permission of the Vice-Chancellor, against order of eviction.

33. Secretaries:–

(1) There shall be six Secretaries of the six different Faculty Councils of Postgraduate Studies referred to in these Statutes. However, in the absence of Secretary for any particular Faculty Council for Postgraduate Studies, the Secretary of any other Faculty Council for Postgraduate Studies may additionally officiate, on approval of Executive Council, that particular Faculty Council for Postgraduate Studies. They shall work under the direct supervision of the Dean/ Vice-Chancellor and shall perform such functions as may be assigned to them by the Dean of the particular Faculty Council or the Vice-Chancellor. Respective Dean shall be the Vice-Chairperson of the Faculty Councils. The Registrar shall perform the duties of Returning Officer during the elections in the Faculty Councils.

(2) There shall be three Secretaries for the three different Councils for Undergraduate Studies, referred to these Statutes. However, in the absence of Secretary for any particular Council for Undergraduate Studies, the Secretary of any other Council for Undergraduate Studies may additionally officiate, on approval of Executive Council, that particular Faculty Council for Undergraduate Studies. They shall work under the direct supervision of the Vice-Chancellor and shall perform such functions as may be assigned to them by the Vice Chancellor. Vice-Chancellor shall be the Chairperson of the Councils for Undergraduate Studies. The Registrar shall perform the duties of Returning Officer during the elections in the Councils.

34. Placement and Students' Welfare Officer: – Placement and Student's Welfare Officer shall be the whole-time Officer of the University and shall be appointed by the Executive Council on such terms and conditions as may be decided by it. He shall be under the direct control of the Registrar and shall remain in-charge of the University Employment, Information and Guidance Bureau, and shall help the graduates of the University in obtaining suitable training and employment and to contact employers for the purpose and shall assist the

Registrar in preparing plans and in the matter of implementation of programme relating to welfare activities of the students. He shall also perform such other duties and functions as may be assigned to him by the Registrar, time to time.

35. Curator: –

The Curator shall be a whole time Officer of the University and shall be appointed by the Executive Council on such terms and conditions as may be decided by it. He shall be under the direct control of the Registrar and shall-

(i) be responsible for the establishment, proper maintenance and development of Museum & Art Gallery;

(ii) be responsible for the proper maintenance of the Stock Register which shall contain entries of all materials in possession of the Museum & Art Gallery and in getting the entries duly authenticated by such person or persons as may be authorised in this behalf by the Executive Council;

(iii) maintain, under advice of the Deans of different Faculties for Post-Graduate Studies of the University, the Library attached to the Museum & Art Gallery in an effective way so that the students and the Research Scholars and others connected with relevant studies can be benefited in their pursuit of knowledge in the concerned field of studies;

(iv) effect purchase of museum objects as may be determined from time to time by the Executive Council, through a Committee as may be constituted by it in this behalf;

(v) arrange for the cataloguing of the museum objects; and

(vi) perform such other duties and functions as the Vice-Chancellor may require him to do under the Act.

36. Superintendent, University Press:–

The Superintendent, University Press shall be a whole-time Officer of the University and shall be appointed by the Executive Council on such terms and conditions as may be decided by it. He shall be under the direct control of the Registrar and shall–

(i) be responsible for the proper operation and maintenance of the Printing Press in all its aspects; and

(ii) perform such other duties and functions as the Vice-Chancellor may require him to do under the Act.

37. Other Officers: –

All other Officers under the Act shall be whole-time salaried officers of the University and shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders. In case of posts related to Library the nominee of Chancellor and Executive Council shall be of the same subject. Notwithstanding the line of authority prescribed for officers at deputy and assistant levels, they have to report to the Vice Chancellor, if and when called for.

38. Terms and conditions of Service of the employees of the University: –

(1) The terms and conditions of service including their qualification for appointment of the employees of the University shall be such as may be determined by the State Government from time to time.

(2) Except as specifically prescribed by the Act and the Statutes, no member of the Court, the Executive Council, the Faculty Councils for Post-graduate Studies, the Councils for Under-graduate Studies, the Boards of Studies, the Finance Committee and such Authorities of the University as may be established under the Act, shall be an officer of the University and in case any such member is appointed as an officer, he shall be deemed to have vacated his office as such member of the

concerned Authority from the date on which he is so appointed.

(3) Save as otherwise provided elsewhere in the Act, appointments to all posts of Officers of the University shall be made on the recommendation of the Standing Committee or Committees as may be constituted by the Executive Council and in accordance with such procedure and methods as may be prescribed under the Act.

(4) Save as otherwise provided in the Act, in case a vacancy occurs in the post of any Officer of the University by reason of leave, illness, removal, resignation or otherwise, the Executive Council shall have the power to make an officiating appointment in such vacancy pending a permanent appointment, if necessary.

(5) Unless the terms of contract in any particular case provide otherwise, an Officer of the University shall be entitled to such leave as may be admissible to him under the University Leave Rules.

(6) The Executive Council shall be competent to suspend, discharge or otherwise punish an Officer of the University for gross misconduct or for the violation of the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Ordinances of the University or the terms of his appointment or any other indiscipline, as may call for such action, as prescribed by the Statutes, the Ordinances and relevant disciplinary rules for the purpose.

(7) Every Officer of the University shall be entitled to pay and allowances conforming to the time-scale of pay and rates of allowances as prescribed or as may be determined by the Executive Council from time to time in terms of the relevant orders of the State Government on the subject.

(8) Subject to the provisions of the Act and the terms of contract of service in any particular case and the orders as may be issued by the State Government from time to time, every Officer of the University shall retire from

services from the afternoon of the last day of the month in which he completes the 60th year of age.

(9) The Registrar shall maintain and keep an up-to-date age Register for all the Officers or the University in which he shall enter-

(a) the name and designation of every Officer of the University;

(b) the date of his birth;

(c) the date of his appointment as such Officer;

(d) his age on the date of such appointment;

(e) the date on which he is due to retire; and

(f) remarks: if any.

Explanation: Entries relating to the age of an Officer of the University shall be made on the basis of his age as recorded in his Matriculation, School Final, Higher Secondary, Madhyamik Examination Certificate or the Certificate of any such First Public Examination, as the case may be, passed by him.

(10) No whole-time salaried Officer of the University shall accept any employment with or without remuneration, other than that of his office.

Explanation: If any question arises whether any arrangement entered into by an Officer amounts to an employment within the meaning of this Statute, the matter shall be decided by the Executive Council.

(11) If on account of any lacunae or omission in the provisions of any of the Statutes under this Chapter, or for any other reason whatsoever, any difficulty arises in giving effect to the provisions of this Chapter, the Vice-Chancellor, subject to the approval of the Executive Council, may, in the interest of the University take such action as he deems fit.

CHAPTER-III

AUTHORITIES OF THE UNIVERSITY

39. The Deans: –

(1) There shall be a Dean for each Faculty Council for Post-Graduate Studies, who shall be appointed in such manner and subject to such conditions as prescribed under the Act.

(2) In addition to the powers and functions of the Dean as prescribed under the Act, the Dean shall be responsible to the Vice Chancellor and if situation requires, under the direction of the Vice Chancellor, shall maintain academic standard and discipline of the University.

(3) In addition to those specified under sub clause (2), the Dean shall:-

(i) play a leadership role in working as a Chairperson of Post-Graduate Board of Studies, Chairperson of Board of Research Studies, Program Coordinators in order to accomplish the goals of the faculty;

(ii) advise on academic matters like strategic development proposals, research initiatives and research funding bids, research excellence framework submissions, etc, for Departments in their Faculty;

(iii) ensure the integrity, quality, and value of the academic degree(s) within his jurisdiction, thus assures the academic quality and relevance of programs in the departments within the faculty;

(iv) assist the Vice-Chancellor in establishing and chairing Board of Research Studies of the departments in their Faculty;

(v) represent the University at academic, community, or other functions, as requested by the Vice-Chancellor;

(vi) connect the University with national higher education institutions, national and international colleagues, as appropriate with consent from the Vice-Chancellor;

(vii) connect the University, within one's field, to local educational institutions and local community and academic leaders with consent from the Vice-Chancellor;

(viii) liaise with Departments on the preparation of annual departmental strategic plans and to produce a faculty strategic plan based on input from Heads of Departments in the Faculty, drawing on available Departmental and other relevant strategic plans;

(ix) work with the Development Officer and concerned officer on Alumni Relations on corporate and Faculty campaign for fundraising projects for the University;

(x) prioritize Departments' requests for additional space/ facilities and deal with competing demands within their Faculty, and to advise the Vice-Chancellor for necessary directives to Estates office accordingly;

(xi) oversee (i) teaching and learning strategies and (ii) quality management and enhancement of academic facilities in the Departments across the Faculty, through chairing Faculty teaching-learning meetings;

(xii) liaise with Under-Graduate Faculty Councils on undergraduate admissions and on student academic matters;

(xiii) oversee the work of the Post Graduate Faculty Council on postgraduate academic matters;

(xiv) oversee examination matters at Post Graduate Faculty Council level, like read all reports of external examiners and annual reports of Chairs of Boards of Examiners, produce annual report and deal with any follow-up work, etc.;

(xv) co-ordinate Faculty views on Library Services and library matters through chairing Faculty Library Committees;

(xvi) co-ordinate Faculty views, through appropriate Faculty consultative mechanisms, on Information Technology and other matters relating to education and information support;

(xvii) represent their faculties in various on-campus and off-campus functions/ activities;

(xviii) enhance the national stature, reputation, and visibility of their school and academic programs;

(xix) develop academic partnerships internally and externally with consent from the Vice-Chancellor;

(xx) monitor academic progress of students, like retention rates, graduation rates, other indicators of success;

(xxi) advise the Vice-Chancellor to put in place necessary/ desirable programs to support student achievement of academic excellence;

(xxii) advise the Vice-Chancellor to develop various awards and events to honor graduating students for their exceptional performance;

(xxiii) advise the Vice-Chancellor to seek/ maintain national accreditation for departments or programs, as appropriate;

(xxiv) advise the Vice-Chancellor to develop new academic subjects/ programs, as appropriate;

(xxv) be responsible for the overall financial health of the Faculty and the optimum use and sharing of resources across the Faculty, that includes the management of the Annual Faculty Resource Allocation and the achievement of allotted budgetary targets;

(xxvi) submit requests (with justification) to the Vice-Chancellor for the budgets of the departments within their faculty, as well as the budget of their

respective faculty as a part of the annual budgetary planning process;

(xxvii) advise on cases for promotions (due as per State Government rules) from their Faculties and present cases to the appropriate committee of the University;

(xxviii) ensure the completion of appraisals for all teaching staff within the Faculty and undertake the annual appraisals of Heads of Departments in their Faculties in accordance with Universities' prescribed performance appraisal and management framework;

(xxix) guide full-time faculty, in consultation with departmental Heads, in developing annual professional development goals for teaching, scholarship and service;

(xxx) approve and forward internal and external grant proposals;

(xxxi) make recommendations to the Vice-Chancellor regarding academic faculty travel;

(xxxii) submit recommendations to the Vice-Chancellor regarding faculty who apply for sabbatical, study, or leave for absence on duty;

(xxxiii) make recommendations to the Vice-Chancellor regarding issues of faculty contracts, Guest Faculty, Visiting Faculty, renewals and non-renewals;

(xxxiv) make recommendations to the Vice-Chancellor about faculty positions (new positions, hiring, restructuring);

(xxxv) review the credentials of prospective adjunct faculty, if such individuals do not meet departmental minimum requirements, when requested by Department Heads and/ or Course Coordinators;

(xxxvi) review credentials of prospective adjunct faculty in the absence of a Department Heads and/ or Course Coordinators;

(xxxvii) approve appointments for Program and Area Coordinators, as appropriate;

(xxxviii) collaborate with department heads in their Faculty to identify opportunities for cross-disciplinary collaboration and shared professional interests;

(xxxix) oversee the running of the Faculty Office and to undertake annual Appraisals, or oversee the annual Appraisals, of Faculty Office staff, Post-Graduate Faculty teachers and in certain cases of complaint of Under Graduate Faculty teachers of affiliated colleges;

(xl) hold regular meetings with department Heads and/ or Course coordinators to facilitate communication and finalize policies;

(xli) approve class schedules of relevant departments and/ or programs;

(xlii) provide leadership for systematic and timely syllabus review of all subjects within the faculty;

(xliii) oversee admission to Ph. D & other Research Degrees and such related matters;

(xliv) work with the Vice-Chancellor to maintain public visibility for academic accomplishments of faculty and students;

(xlv) represent the Faculty on the various University Committees as given in the University Regulation apart from all other Committees formed by the Vice Chancellor or University Court/ Executive Council;

(xlvi) teach two courses per academic year, participate in syllabus development, departmental meetings, and routine activities of his own department, except in cases where such participation may convey the appearance of a conflict of interest, and continue working on their own professional area of expertise;

(xlvii) maintain good Industry-University –Interaction and to carry out different projects sponsored by the industries;

(xlviii) try to get sponsored projects from DST, CSIR, AICTE, UGC, etc;

(xlix) arrange, with support from concerned University officer and consent from Vice Chancellor, software development facility with complete software necessary for designing, simulation and problem solving;

(l) represent the Vice-Chancellor at any official functions, when asked from time to time;

(li) Undertake such other duties as the Vice-Chancellor may assign from time to time under the Act.

40. Board of Studies: –

Each department of the University attached to the concerned Faculty Councils shall have a Board of Research Studies and Board of Studies for both Postgraduate and Undergraduate levels, which will oversee the functioning of all academic pursuits.

41. Constitution of Board of Research Studies attached to the Faculty Councils for Postgraduate Studies:–

(1) Save as hereinafter otherwise provided**,** there shall be a Board of Research Studies for M. Phil / Ph. D Programme for each academic department, with tenure of four years and Dean as its Chairperson, attached to a Faculty Council for Postgraduate Studies and managed by Ph. D Section of Registrars Department, shall be formed and function as per notification in the University Regulations from time to time. Details about procedures for calling meeting and quorum will also be notified in the University Regulations from time to time.

(2) On the recommendation of the Board of Research Studies and in consultation with Dean of the Faculty, the Vice Chancellor shall permit candidature, evaluation and award of Doctor of Science and Doctor of Literature on

approval from Executive Council, the procedure and functioning shall be as per separate notification regarding the same in the University Regulations from time to time.

42. Constitution of Board of Studies attached to the Faculty Councils for Postgraduate Studies:-

(1) Save as hereinafter otherwise provided**,** there shall be a Board of Studies for each academic department, for a term of four years and Dean as its Chairperson, attached to a Faculty Council for Postgraduate Studies. It shall be constituted and shall perform such function as may be provided in the University's Regulations from time to time. Procedures for holding meeting and the quorum thereat shall also be provided in the University's Regulations from time to time.

(2) The Board of Studies shall consist of:-

(a) the Head of the concerned Department of the University shall be the Chairperson (*Ex-officio*) of the Board,

(b) all whole-time teachers in substantive posts of the concerned University department of studies,

(c) three external experts in the subject or subjects concerned to be nominated by the Vice-Chancellor on the recommendation from a panel of five such experts by the concerned Departmental Committee.

43. Constitution of Board of Studies attached to the Faculty Council for Postgraduate studies in Autonomous Colleges and such other Colleges:–

(1) Save as hereinafter otherwise provided, there shall be a Board of Studies for each concerned academic department, for a term of four years, attached to the Faculty Council for Postgraduate studies in autonomous colleges and such other Colleges, and shall be constituted and shall perform such function as may be provided for by the Regulations of the University. The procedures for holding a meeting and the quorum thereat shall also be provided for by the Regulations from time to time.

(2) The Board of studies referred to in sub clause (1) shall consist of:-

(a) the Head of the concerned Department of the University who shall be the Convener (*Ex-officio*) of the Board;

(b) One Professor (if the Head of the concerned Department in the University is not a Professor) of the University to be nominated by the Vice-Chancellor;

(c) head of the department of the concerned Department in the College who is a whole-time teacher in substantive post shall be a member of the Board. In case there is no functional Head in the concerned Department of the University, the Head of the Department of the concerned department of the College will be the convener (*Ex-officio*) of the Board;

(d) two external experts in the subject or subjects concerned to be nominated by the Vice-Chancellor on the recommendation from a panel of five such experts by the concerned University Departmental Committee;

(e) One external expert in the subject or subjects concerned to be nominated by the Principal of the concerned College on the recommendation from a panel of three such experts by the concerned College Departmental Committee.

(3) There shall also be a Board of Post Graduate Studies, for a term of four years, for every subject for which there is no concerned University Department of Studies but in which instruction is imparted at the Postgraduate level at a constituent or affiliated college. Such a Board of Postgraduate Studies shall come under the purview of the concerned Faculty Council for the Post Graduate Studies, and will be constituted in a manner similar to the provisions of clause (2), except for three (instead of two) external experts will also be nominated by the Vice-Chancellor from a panel of five experts as recommended by the concerned Dean of Faculty and shall be constituted and shall perform such function as may be

provided for by the Regulations of the University. The procedures for holding a meeting and the quorum thereat shall also be provided for by the Regulations from time to time.

44. Constitution of Board of Studies attached to the Councils for Undergraduate Studies:–

(1) Save as hereinafter otherwise provided, there shall be a Board of Studies, for a term of four years attached to a Council for Undergraduate Studies, and shall be constituted and shall perform such function as may be provided in the Regulations from time to time. The procedure for holding meeting and the quorum thereat shall also be provided for by the Regulations.

(2) It shall consist of:–

(i) the Head of the concerned Department of the University who shall be the Chairperson (*Ex-officio*) of the Board,

(ii) One whole-time teacher in substantive post of the concerned University department of studies,

(iii) two external experts, other than those mentioned in clauses (i), (ii) and (iv), in the subject or subjects concerned to be nominated by the Vice Chancellor on the recommendation from a panel of three such experts by the concerned Departmental Committee,

(iv) three whole-time teachers in substantive posts from the affiliated colleges of the concerned subject to be nominated by the Vice Chancellor from a panel of five teachers recommended by the Dean of Faculty, and in absence of Dean of Faculty by the Head of the Department of the University in consultation with the Inspector of Colleges.

45. Finance Committee:–

The Finance Committee shall consist of the following members namely;

(i) the Vice-Chancellor, who shall be the Chairman of the Committee;

(ii) the Finance Officer , shall be the member-Secretary (ex-officio);

(iii) One member of the Court nominated by the Court;

(iv) One member of the Executive Council nominated by the Executive Council;

(v) secretaries of the department of Higher Education & Finance, Government of West Bengal or their respective nominees not below the rank of Deputy Secretary;

(vi) the Registrar shall be the member (ex-officio);

Non-Voting Permanent Invitee Members:–

(vii) Audit and Accounts Officer;

(viii) Development Officer;

(ix) Systems and Support Officer;

(x) Estate & Trust Officer.

46. Powers and Functions of the Finance Committee:–

(1) All members of the Finance Committee other than ex-officio members shall hold office for a term of four years.

(2) Members of the Finance Committee should endeavor to acquire appropriate and recognized financial and business expertise to ensure that strategic financial planning and performance monitoring meet the longer-term research and teaching goals of the University.

(3) The Finance Committee shall advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University.

(4) The Finance Committee shall meet at least every quarter (four times) in a financial year (April-March) to examine the accounts and to scrutinize proposals for expenditure.

(5) Five Voting members shall constitute the quorum for the meeting.

(6) The notification for the meeting of the Finance Committee (except emergency meeting) has to be issued not less than seven days before the date of the meeting.

(7) In absence of the Vice-Chancellor, the members present shall elect a chairperson to preside over the meeting of the Finance Committee.

(8) No quorum shall be required for adjourned meetings.

(9) There shall be only one agenda in case of an emergency meeting. Confirmation of the proceedings of the previous meeting shall not be placed at the emergency meeting. However, the requirement of quorum shall be necessary for an emergency meeting.

(10) The Finance Committee shall:-

(i) before 31st of December every year consider at a meeting convened for the purpose an abstract of the estimated budget of 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 Executive Council for examination and approval;

(ii) before the 31st January 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 Executive Council for examination and approval prior to its transmission to the Court;

(iii) before the 31st March every year consider at a meeting convened for the purpose the Annual Financial Budget 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 Executive Council for examinations and approval; and

(iv) prepare financial and accounts rules with the approval of the Executive Council.

(11) 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 budgetary financial estimates referred to in sub clause (ii) and (iii) of clause 10.

(12) The Finance Committee may fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be university.

(13) 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 Executive Council, from time to time, as it may think fit on any matter affecting the finance of the University;

(14) Subject to the provisions, 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 State Government.

(15) The Finance Committee shall advise the Vice-Chancellor on matters relating to the investment of University funds, management of assets, the creation of reserves, superannuation, insurance, and other significant financial matters that will promote the objectives and interests of the University.

(16) The Finance Committee may establish executive or sub-committees and delegate to them any of its powers or function so long as membership of such committees includes as part of their membership at least one of those members of the Finance Committee that also hold a position on the University Council.

(17) The Finance Committee, through its Chair, may request the presence of other officers of the University from time to time, and may also allow observers to be present for all or part of the Committee's proceedings.

(18) Student and general staff representatives on Executive Council should be notified of the Agenda of the Finance Committee and be permitted to approach the Chair of the Committee for an invitation to attend all or part of a particular meeting.

(19) Executive Council and the Finance Committee will uphold the University's policies on gender equity in filling positions on the Finance Committee.

(20) The format of the Agenda and Minutes should be consistent with those produced for Council meetings. The non-confidential Minutes may be made available on the University's website.

(21) Members of the Finance Committee may, following approval by the Chair, participate in the meeting by way of teleconference facilities where their physical attendance is precluded.

47. The Library Committee:–

(1) There shall be a Library Committee which shall be constituted with the following members namely;

(i) the Vice-Chancellor who shall be the Chairman (ex-officio);

(ii) the Deans of the Faculty Councils for Post-graduate Studies (ex-officio);

(iii) the Registrar of the University (ex-officio);

(iv) the Finance Officer of the University (ex-officio);

(v) all the heads of the Department of the respective Faculty Councils for Post-Graduate Studies;

(vi) four teachers of the University of whom one shall be from each of the Faculty Councils for Post-graduate Studies, to be nominated by the Vice-Chancellor;

(vii) One member to be nominated be the Executive Council from amongst its members;

(viii) One member of the Court elected in terms of clause (xvii) of sub-section (1) of section 17 of the Act, to

be nominated by the Vice-Chancellor; and

(ix) the Librarian of the University, who shall be the Secretary to the Committee (ex-officio).

(2) The term of office of the members, other than ex- officio members, shall be as specified in the Act. Half of the total number of members plus one shall form the quorum for a meeting of the Committee:

Provided that no quorum shall be required for an adjourned meeting.

(3) The Library Committee shall meet at least thrice in a year, preferably once in every three months.

(4) The Secretary to the Library Committee shall keep a record of the proceedings of the meetings of the Committee.

(5) Subject to the provisions of the Act, the Rules, the Statutes, the Ordinances and the Regulations the Library Committee shall exercise the following powers and perform the following duties, namely;

(i) to manage and control the University Library including the Departmental Libraries and such other Libraries as may be maintained by the University;

(ii) to advise the Executive Council on general policies in terms of which the University library may be used and to make recommendations in regard to such use;

(iii) to make recommendations for general policies guiding and governing the purchase of books and manuscripts and other 'related library materials within the budgetary provisions and also for the receipt of gifts of books, manuscripts and other library materials;

(iv) to advise on plans and procedure for the purchase, management and cataloguing of books and the manuscripts and other library materials;

(v) to advise the University Librarian on such matters as may be referred to it by him regarding the functioning of the library;

(vi) to consider reports from the University Librarian concerning the needs of the library for more effective use and development of the resources thereof;

(vii) to frame rules from time to time in respect of;

(a) the use of the library by the members of the Court, the Executive Council and other Authorities of the University, the University teachers and students, the teachers of affiliated and constituent colleges, the officers and the non-teaching staff of the University;

(b) the payment of fees for the use of the library;

(c) the conditions of borrowing. and returning books;

(d) the suspension of privileges and the realization of penalties for the loss, mutilation or disfigurement of books or for any breach of the Library Rules;

(e) the re-binding of books;

(f) the repairs of library materials;

(g) the provision of information service and preservation of Archival records including University records of archival value; and

(h) the periodical inspection of the library.

(viii) to consider the proposals and suggestions, if any, which may be made by the Court, the Executive Council, the Faculty Councils for Post-graduate Studies. the Finance Committee or the Boards of Studies of the University and make recommendations thereon; and

(ix) to exercise general supervision over the management of the library and the working of the

library staff and to do all that is in their opinion desirable for the maintenance of the library in an efficient condition within the limits of the annual grant to the library.

(2) All decisions of the Library Committee shall be submitted to the Executive Council for confirmation. The Executive Council may approve or modify any decision of the committee or direct the Committee to review its decision.

(3) The Library Committee shall prepare the Annual Budget Estimates for the library and forward the same to the Finance Committee.

48. Development Committee:–

(1) There shall be a Planning and Development Committee of the University consisting of the following members:

(i) the Vice-Chancellor – Chairman;

(ii) the Deans of the Faculty Councils for Post-Graduate Studies;

(iii) three members of the Executive Council nominated by the Executive Council;

(iv) four members from the Faculty Councils for Post-Graduate Studies one from each faculty Council nominated by the respective Faculty Council;

(v) One representative from local Municipality;

(vi) the Registrar;

(vii) the Finance Officer;

(viii) The University Engineer;

(ix) the Development Officer – Convener.

(2) The Planning and Development Committee shall advise the Executive Council on the following matters:–

(i) formulation of development proposal under five year plan for any new schemes submitted from different Faculty Councils for post-Graduate Studies or Departments of the University or called for by different Statutory Authorities;

(ii) formulation of departmental plans covering periods longer than five years and drawing up advance programme two or three years ahead of implementation of projects, provided that the departmental plan should be routed through the Board of Studies;

(iii) recommendation of expenditure of capital grants from different funding agencies;

(iv) recommendation of plans and estimates of any new building projects and extensions;

(v) acceptance of tenders for all construction and extension of buildings;

(vi) report on implementation of capital projects;

(vii) any other matter that may be referred to the Planning and Development committee by the Executive Council.

(3) The Planning and Development Committee shall meet as often as necessary but at least once in every three months.

(4) In the absence of the Vice-Chancellor, the senior most Dean present shall preside over the meeting, and in the absence of the Vice-chancellor and the deans, the members present shall elect a chairman from amongst themselves for the meeting. One third of the total number of members plus one shall be a quorum.

49. Students Welfare Board:–

(1) There shall be a Students Welfare Board of the University consisting of the following members:

(i) the Vice-Chancellor – Chairman;

(ii) the Deans of the faculty Councils for Post-Graduate Studies;

(iii) the Medical Officer;

(iv) the Sports Officer;

(v) Superintendants of the hostels;

(vi) Vice Chairman of Students' Union of each Faculty;

(vii) four teachers- one from each Faculty Council nominated by the respective Faculty Council;

(viii) One non-teaching staff nominated by the Executive Council;

(ix) the Placement and Students Welfare Officer – Convener.

(2) The Students Welfare Board shall advise the Executive Council on the following matters;

(i) promotion and maintenance of health, welfare and discipline of students;

(ii) financial assistance to students;

(iii) guidance for students publication;

(iv) appointment of visiting committee for periodical inspection of hostels;

(v) matters relating to students' residence;

(vi) framing and amending of hostel rules; and

(vii) Such other relevant matters as may be referred to it by the Executive Council.

(4) The Students Welfare Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the senior most Dean of the Faculty Council present shall preside over the meeting and in absence of the Vice-Chancellor and the Dean, the members present shall elect a chairman from amongst themselves for the meeting. One third of the total number of members of the Students Welfare Board plus one shall be a quorum.

50. Sports Board:–

(1) There shall be a Sports Board of the University consisting of the following members;

(i) the Vice-Chancellor – Chairman;

(ii) the Registrar – Secretary;

(iii) the Sports Officer – Assistant Secretary;

(iv) the Placement and Students Welfare Officer;

(v) four teachers, one from each Faculty Council for Post-Graduate Studies of whom at least one shall be a lady teacher, nominated by the Executive Council;

(vi) three University Blues nominated by the Executive Council;

(vii) two non-teaching employees of the University nominated by the Executive Council;

(viii) the Vice-Chairman and the General Secretary of each Students Union;

(2) The Sports Board shall advise the Executive Council on the following Matters;

(i) rules relating to different functions of the Sports Board;

(ii) provision in the Budget for allocation of fund for different purposes;

(iii) opening of Clubs for different games and sports of the University;

(iv) disciplinary action against any student for misconduct in the field of sports or for infringement of the rules of the Sports Board;

(v) suspension and disciplinary action against any sports club;

(vi) recognition and affiliation of any educational institution which is not under the University but is recognized by the State Government only for the purpose of organizing tournaments and competitions.

(3) The Sports Board shall perform the following functions;

(i) to organize training in games and sports and to test physical fitness of students;

(ii) to arrange for ground, building and other accessories relating to games and sports, both indoor and outdoor;

(iii) to award at its discretion prizes, certificates etc. of different tournaments and competitions;

(iv) to constitute committees and delegate powers to any of its Clubs or Committees;

(v) to deal with any other matter as may be referred by the Executive Council;

(4) **t**he Sports Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the members present shall elect a chairman from amongst themselves for the meeting. One third of the total number of members of the Sports Board plus one shall constitute the quorum.

(5) The Secretary of the Sports Board shall have the following powers and duties;

(i) to convene meeting of the Sports Board giving three clear days notice. Chairman may direct a meeting to be held at a shorter notice;

(ii) to implement decision of the Sports board and to exercise necessary powers in this behalf;

(iii) to perform such other acts as may be assigned by the Sports Board;

(iv) to draw money for authorized expenditure from the University;

(v) to send entries to inter university and other tournaments and competition; and

(vi) to delegate any of his powers and duties to the Assistant Secretary of the Sports Board.

51. Departmental Committees its constitution, powers and function and the Head of the Department: –

(1) There shall be an authority called Departmental Committee in every Post-Graduate Department of the University.

(2) The membership of the Departmental Committee shall be confined only to the full-time faculty members working in the department with the Heads of the Department as the Chairperson.

(3) Full-time faculty member working in the department, not below the rank of Associate Professor will be the Head of the Department for a period of two years, and will

rotate thereafter on the basis of station and rank seniority.

(4) Superannuated faculty members under extension may remain non-voting invitee member in the Departmental Committee.

(5) The rules and procedures for its working shall be framed by the Faculty Council with the approval of the Executive Council and shall be notified in the University Regulation from time to time.

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

(i) curriculum development;

(ii) identification of the academic areas which need to be strengthened and recommendation of the suitable measures towards that end;

(iii) rolling review of existing courses and modules, and course and module documentation;

(iv) production of documentary material for Faculty, University and other teaching review exercises;

(v) preparation of class routine;

(vi) programming for co-ordination and completion of courses on schedule;

(vii) suggesting annual estimates for inclusion in the annual budget of the University;

(viii) recommending to the authority for recruitment of academic-related staff (part-time/ Contractual/ Guest teachers);

(ix) consideration of any other matter regarding departmental activities or any such matter as may be referred to it by the appropriate authorities.

52. Head of the Department of Studies:–

(1) Each academic department shall have a Head of the department, from permanent faculty members of the concerned department, not below the rank of Professor or Associate Professor and shall hold office for a period

of two years on rotational basis, and shall be directly responsible to the concerned Dean of the Faculty.

(2) The head of a department shall;

(i) assume responsibility for the quality, effectiveness, and progress of the department;

(ii) lead to formulate and help to execute departmental policies and University statutes/ regulations/ policies as these affect the department, with due regard for the prerogatives and responsibilities of the faculty;

(iii) recommend, after appropriate scrutiny (consistent with University norms and regulations) and approval of the Departmental Committee for appointment of guest faculty for the department, leave of the faculty members of the department, any other matter that the departmental committee may resolve, or any other matter under the direction of appropriate University Authorities;

(iv) provide leadership, motivation, and management toward the achievement of excellence in teaching, research, continuing education and service activities of the department;

(v) prepare and submit to the Dean an annual budget for his department and be responsible for the administration of allocated budgets;

(vi) provide for the control, maintenance and general supervision of movable and fixed property, and all official records assigned or delegated to the department;

(vii) recommend improvements in the efficiency of operation of organizational units within the department assigned to his responsibility;

(viii) plan and manage departmental functions, seek the counsel of the department faculty, and delegate duties when possible;

(ix) be expected to participate in the teaching, research, service and extension activities of the department;

(x) call and preside over all meetings of the department;

(xi) receive and permit joining of new permanent faculty members in the department on approval of the University and satisfactory scrutiny of supporting documents for the same;

(xii) serve as a member of the various councils/ committees/ boards as necessary and/or given in the Act/ Statutes/ Regulations;

(xiii) annually update and submit to the Dean a departmental five-year plan for the department's missions of teaching, research, service and extension;

(xiv) prepare annual appraisal and development reports on members of the department as per the input given by them;

(xv) take emergency action which he deems appropriate to avoid accidents or damage to departmental students or departmental personnel or property of the University, pending investigation by the Dean and appropriate authorities;

(xvi) serve as communication node for all official business within the department and with the dean of the faculty;

(xvii) be alert to promote the public image of the department, faculty and the University.

(3) The principle of rotation of the Head of the Department of Studies is enunciated hereunder:–

(i) the office of the Head of the Department of Studies shall rotate among the Professors of the Department. The senior-most of the teachers belonging to the cadre of Professor in the department (except superannuated Professor) who has not so far served as Head of the Department on a regular basis, shall be appointed as the Head of the Department in order of seniority;

(ii) after all the Professors have completed their terms of office of the Head of the Department , the said office shall rotate among the teachers belonging to the cadre of Associate Professor (except superannuated Associate Professor) in order of seniority and in the same manner as in the case of Professor;

(iii) in absence of a Professor or Associate Professor in a department, the said department can have Coordinator from the cadre of Assistant Professor which shall also be rotational in the same principle as delineated above. In such cases, the Coordinator shall act as Convener in the concerned Board of Studies with a Chairperson nominated by the Vice Chancellor on recommendation from the Dean of concerned Studies, and ratified by the Executive Council.

Note I- 'Cadre' here means the category of teachers holding the post of Professor, Associate Professor and Assistant Professor, as the case may be.

Note II- 'Seniority' of a teacher in a particular cadre shall be determined by the length of service rendered in that particular cadre at Gour Banga University. When the length of service as such in respect of two or more teachers is the same, the seniority shall be determined on the basis of the total length of service rendered at Gour Banga University in the capacity of a teacher. If seniority cannot be determined even then, it shall be determined on the basis of calculation of past service elsewhere, and/ or seniority of age.

53. University Committees:–

(1) There shall be an Authority called University Committee under the following heads with respective conveners for efficient, transparent, participatory, distributive, and timely execution of various aims and goals of the University, namely:

(a) Academic Events, Convener: Development Officer;

(b) Adult, Continuing Education and Extension Cell,

Convener: Any Professor of the University nominated by the Executive Council;

(c) Anti-Ragging, Convener: Dean, Students' Welfare;

(d) Building, Convener: Engineer;

(e) Canteen, Convener: Public Relation Officer;

(f) Development and Planning, Convener: Development Officer;

(g) Disciplinary Committee for Students, Convener: Any Dean of Faculty of the University nominated by the Executive Council;

(h) Disciplinary Committee for Teachers, Officers and Staff, Convener: Inspector of Colleges;

(i) Equivalence, Convener–Registrar;

(j) Examination Monitoring, Convener: Controller of Examinations;

(k) Grievance Reddressal, Convener: Registrar;

(l) Hostel, Convener: Estate Officer;

(m) Internal Quality Assurance Cell, Convener: Any Professor of the University nominated by the Executive Council;

(n) Library, Convener: Librarian;

(o) National Cadet Corps, Convener: Any Professor of the University nominated by the Executive Council;

(p) National Social Service Cell, Convener: Any Professor of the University nominated by the Executive Council;

(q) Publication Committee, Convener: Publication Officer;

(r) Purchase and Tender, Convener: Registrar;

(s) Sexual Harassment, Convener: Senior-most female Professor/ Associate Professor (if Professor not available);

(t) Sports, Convener: Sports Officer;

(u) Students Welfare, Convener: Dean, Students' Welfare;

(v) Website Committee, Convener: Systems and Support Officer;

(w) Welfare of Backward Classes, Scheduled Caste and Scheduled Tribes, Convener: Deputy Registrar.

(2) The committees referred to paragraph (1) shall be constituted in such manner and shall perform such functions as may be provided for by the Regulations. The procedure for holding meetings of the committee and the quorum thereat shall also be provided by the Regulations from time to time.

CHAPTER-IV

PROCEDURES OF ELECTIONS OF VARIOUS AUTHORITIES OF THE UNIVERSITY

54. General: –

(1) Except as may be specifically provided otherwise, all elections to the Court and other Authorities shall be held in accordance with the provisions of and the procedure provided by these Statutes.

(2) In these Statutes, unless the context otherwise requires,–

(i) "Constituency" in relation to any election of a member or members of any Authority means the body of electors who are required by the Act, the Statutes, the Ordinances, the Regulations or the Rules to elect such member or members to the Authority;

(ii) "Contesting Candidate" at any election means a candidate whose nomination paper has been found valid on scrutiny by the Returning Officer and who has not withdrawn his candidature in accordance with the provisions of these Statutes;

(iii) "Election" means an election held under the Act, the Statutes, the Ordinances, the Regulations or the Rules;

(iv) "Elector" of a constituency means a person whose name has been included in the electoral roll of the constituency;

(v) "Electoral roll" of a constituency means the Register of electors of the Constituency, prepared and authenticated in accordance with the provisions of the Statutes, the Ordinances, the Regulations or the Rules;

(vi) "Polling day" in relation to a polling station means the date fixed under these Statutes for taking the poll at that polling station; and

(vii) "Polling hours" in relation to a polling station means the period of time intervening between the hours fixed by the Returning Officer for the

commencement and the closing of the poll on the polling day at that polling station under these Statutes or otherwise.

(3) The University shall, subject to the provisions of these Statutes, maintain or cause to be maintained the following Registers separately:

(A) register of Professors of the University Departments of Studies belonging to-

(i) the Faculty Council for Post-Graduate Studies in Arts;

(ii) the Faculty Council for Post-Graduate Studies in Science;

(iii) the faculty Council for Post-Graduate Studies in Commerce;

(iv) the Faculty Council for Post-Graduate Studies in Engineering, Technology and Management;

(v) the faculty Council for Post-Graduate Studies in Law, Education, Journalism, Library Science and Physical Education;

(vi) the faculty Council for Post-Graduate Studies in autonomous colleges and such other colleges as may be decided by the Executive Council;

(vii) such other Faculty Councils for Post-Graduate Studies as may be constituted by the University;

(B) register of Teachers other than Professors of the University Departments of Studies belonging to;

(viii) the Faculty Council for Post-Graduate Studies in Arts;

(ix) the Faculty Council for Post-Graduate Studies in Science;

(x) the faculty Council for Post-Graduate Studies in Commerce;

(xi) the Faculty Council for Post-Graduate Studies in Engineering, Technology and Management;

(xii) the faculty Council for Post-Graduate Studies in Law, Education, Journalism, Library Science and Physical Education;

(xiii) the faculty Council for Post-Graduate Studies in autonomous colleges and such other colleges as may be decided by the Executive Council;

(i) such other Faculty Councils for Post-Graduate Studies as may be constituted by the University;

(C) register of Teachers of the Constituent Colleges indicating there in the names of those who are participating in the teaching of Post-Graduate Courses of Studies;

(D) register of Teachers of Affiliated Colleges other than the Principals of Such Colleges, indicating separately the names of women teachers of these affiliated Colleges;

(E) register of Principals of Affiliated Colleges;

(F) register of Registered Graduates of the University;

(G) register of Regular Post-Graduate Students of the University;

(H) register of Regular Under-Graduate and Post-Graduate Students of Affiliated Colleges;

(I) register of Research Scholars and Research Fellows of the University;

(J) register of Librarians of the University and the Librarians of the Affiliated Colleges;

(K) register of Non-Teaching Staff of the University;

(L) register of Non-Teaching Staff of the Affiliated Colleges;

(M) register of the Officers of the University; and

(N) such other Registers as may be required to be maintained for the purpose of carrying out the provisions of the Act.

(4) For the purpose of maintaining the Registers referred to in paragraph (1) the Registering Authority shall, in the first instance, prepare or cause to be prepared a draft Register relating to every constituency in such manner as he may deem necessary;

Provided that in the case of the Register of Regular Under-Graduate and Post-Graduate Students of Affiliated Colleges, the Principal of the College or the Head of the Institution concerned shall prepare and authenticate that portion of the Register which relates to the students of his College or Institution and forward an authenticated copy thereof to the Registering Authority.

Explanation I: ''Regular Post-Graduate Student" shall mean a student who has been prosecuting his studies in a Post-Graduate Department of the University or in a college affiliated to the University under any Faculty Council for Post-Graduate Studies and who is not in default of payment of the prescribed tuition fees and other dues of the University and/or the College till such date as may be notified by the University/College for the purpose.

Explanation II: Notwithstanding anything contained elsewhere in the Statute, a Regular Post-Graduate Student elected under any clause shall hold office for a period of two years from the date of his election or till such time he ceases to be a regular Post-Graduate student of the University, whichever is earlier.

Explanation III: ''Regular Undergraduate student" shall mean a student who has been prosecuting his studies in any stream in Undergraduate Degree classes of an affiliated college and who is not in default of payment of prescribed tuition fees and other dues of such college till such date as may be notified by the State Government in this behalf;

Explanation IV: Notwithstanding anything contained elsewhere in the Statute, a Regular Undergraduate student elected under any clause shall hold office for a

period of three years from the date of his election or till he ceases to be a regular student, whichever is earlier;

Explanation V: ''Research Scholar and Research Fellow of the University'' shall mean a whole-time Research Scholar or Research Fellow of the University who receives a stipend from the University;

Explanation VI: Notwithstanding anything contained elsewhere in the Statute, a Research Scholar or Research Fellow of the University elected under any clause shall cease to hold office on the expiration of the term of Research Scholarship/ Fellowship, as the case may be:

Provided that in the case of a casual vacancy, the Register existing at the material time shall prevail.

Explanation VII: A graduate holding a Bachelor's Degree or any other higher Degree of this University at least three years after the date of publication of the result may, on application made in this behalf to the Registering Authority in such form as may be prescribed and on payment of a fee of Re. 1/ -, have his name registered as a Registered Graduate.

Provided that the registration of a Graduate registered under these statutes shall commence on the date on which the application for such registration in the prescribed form with necessary fees has been submitted to the University.

(5) 'Officers of the University' for the purpose of election to the Authorities of the University, shall include the following in addition to the Officers mentioned as such under Section 7 of the Act:

(i) the Controller of Examinations;

(ii) the Inspector of Colleges;

(iii) the University Librarian;

(iv) the Development Officer

(v) the University Engineer;

(vi) the Security Officer; and

(vii) persons holding such other posts as may be declared by Statutes to be post of officers of the University with the prior approval of the State Government.

(6) As soon as any of the draft Registers other than that relating to Regular Under Graduate and Post-Graduate Students of the affiliated Colleges have been prepared the Registering Authority shall notify the matter in the University Notice Board and in such manner as he may deem necessary and send a copy of the relevant draft Register along with the notice to the Principals of the Colleges or the Heads of the Institutions or of the Departments concerned indicating the constituency to which it relates. While doing so, the Registering Authority shall specify the last date by which every objection shall reach him within the specified period.

(7) Any person belonging to the category to which the relevant draft Resister relates, may prefer an objection addressed to the Registering Authority challenging,

(i) the correctness of any particular entry in the draft Register; or

(ii) the non-inclusion of his name in the draft Register; Or

(iii) the inclusion of the name of any other person not entitled to be included in the draft Register.

(8) Every such objection, which shall be in duplicate, shall set forth the grounds upon which the objector relies and shall reach the Registering Authority within 15 (fifteen) days from the date on which the draft Register was notified by the Registering Authority.

(9) An objection which fails to comply with any of the requirements prescribed under the forgoing paragraphs of this Statute shall be dismissed by the Vice-Chancellor.

(10) Whenever an objection has not been dismissed under paragraph (9), a copy thereof shall forthwith be forwarded by the Registering Authority to the person to whom the objection relates, unless he himself is the objector. While doing so, the Registering Authority shall specify the last date by which such person may send his reply to the objection if he wishes to do so. Any reply that such person may send shall be addressed to the Registering Authority in duplicate and shall reach him within 10 (ten) days from the date on which the copy of the objection was forwarded to him by the Registering Authority. A copy of such reply shall be sent by the Registering Authority to the objector.

(11) The Registering Authority shall make such enquiry as he considers necessary in respect of any objection which has not been dismissed under paragraph (9) and shall place before the Vice-Chancellor, for his decision, the objection, the reply thereto, if any, and the report on the enquiry made by him. Before giving his decision, the Vice-Chancellor may call for any additional information if he so requires.

(12) The Vice-Chancellor shall then give his decision on each such objection after taking into consideration-

(a) the grounds on which the objector relies;

(b) the reply, if any, submitted by the person objected against; and

(c) the report on the enquiry made by the Registering Authority.

(13) The decision given by the Vice-Chancellor shall be final.

(14) Every such decision or orders shall forthwith be communicated to the objector and the person objected against, if any

(15) The Registering Authority shall finally prepare the Registers after incorporating in the draft registers the decision of the Vice-Chancellor as may have been given under paragraph (12).

(16) Such Registers as prepared under paragraph (15) shall be authenticated by the Vice-Chancellor. The Registers shall be kept up-to-date by endorsing thereon, from time to time, all amendments or corrections thereto made in accordance with any of the relevant provisions of these Statutes. Every such amendment or correction shall be duly authenticated by the Vice-Chancellor.

(17) The Registers as authenticated under paragraph (16) shall be the Electoral Roll in respect of those elections to the Authorities of the University for which notifications for holding elections had already been issued.

(18) The Vice-Chancellor may at any time direct the Registering Authority to amend or correct an entry in any Register authenticated under paragraph (16) in order to rectify any clerical or formal error or defect therein.

(19) The Heads of Departments or Institutions managed by or affiliated to the University shall report from time to time the fact of any fresh appointment, death, resignation, transfer, retirement or termination of service and such other facts as may require an amendment or correction in respect of entries to be made in the Registers. The Registering Authority shall, on receipt of any such information, make necessary amendment or correction in the entries in the Registers to ensure a constant process of keeping the Registers up-to-date;

Provided that in the event of any fresh appointment, for the purpose of inclusion in the relevant Register of the name of the elector concerned, the procedure laid down in paragraphs (1) to (19) shall be observed *mutatis mutandis;* whereas in other events the Registering Authority shall make necessary amendment or correction *moto perpectuo*.

(20) The Vice-Chancellor may at any time direct the revision of any Register referred to in these Statutes if he considers such revision necessary. For the purpose of such revision, the Registering Authority shall notify to the members of the relevant category that the existing Register would be

revised and that the same would be treated as the Draft Register for the purpose of such revision; and the provisions under paragraphs (1) to (19) shall *mutatis mutandis* apply. As soon as the Vice-Chancellor authenticates the Register as revised, the former Register which was in force prior to such revision shall be deemed to have been superseded and such modified Register shall constitute the Electoral Roll of the relevant constituency for subsequent elections to the Authorities of the University.

(21) For the purpose of filling up a casual vacancy, the Register as existing on the date of the notification calling upon the relevant Authority to fill up the casual vacancy shall be the Electoral Roll.

(22) For the purpose of election of the student representatives of regular Post-graduate students of affiliated colleges to the Faculty Councils for Post-graduate Studies as specified in the Act, the Registrar shall issue necessary directions to the Principal of the College or to the Head of the Institution concerned for preparing separately a Draft Register in respect of all such students of his college or Institution.

(23) For the purpose of election of the student representatives of regular Under-graduate students of affiliated colleges to the Councils for Undergraduate Studies as specified in the Act, the Registrar shall issue necessary directions to the Principal of the College or to the Head of the Institution concerned for preparing separately a Draft Register in respect of all such students of his/her college or Institution.

(24) Notwithstanding anything contained elsewhere in these Statutes relating to the preparation and maintenance of Registers of the various categories of electors other than the regular Undergraduate and Post-Graduate students of affiliated colleges, the respective Principal of the College or the Head of the Institution shall exercise the powers and perform the duties and functions of the Registering Authority in respect of such electors of the College or Institution concerned.

(25) Notwithstanding anything contained elsewhere in these Statutes, the Register of regular Post-graduate and Under-graduate students of every affiliated College or Institution shall be the Electoral Roll for the purpose of election of representatives of regular Post-graduate or Under-graduate students of the College or Institution concerned for constituting an Electoral College in order to elect the specified number of regular Post-graduate or Under-graduate students to the respective Faculty Councils for Post-graduate Studies or Councils for Undergraduate Studies.

(26) While preparing and maintaining the Registers of regular students of every affiliated College or Institution, the Principal of the College or the Head of the Institution concerned shall *mutatis mutandis* follow the procedure provided in the forgoing statutes in this regard.

(27) An election held in pursuance of the provisions of these Statutes shall not be challenged on the ground that any amendment, revision, objection or appeal in respect of the Register or of any entry therein, was pending at the time such election was held.

(28) Notwithstanding anything contained in these Statutes, for the purpose of constituting the Electoral College which shall elect the specified number of regular Post-graduate students of affiliated colleges to the Faculty Councils for Post-graduate Studies and regular Under-graduate students of affiliated colleges to the Councils for Undergraduate Studies as specified in the Act, each college or institution shall be a unit which shall elect the proportionate number of electors on the basis of one elector for every one hundred regular students or part thereof numbering not less than 50; provided that a college or institution having on its roll students less than 100 in number but not less than 30 shall also be deemed a unit and shall elect one representative on the Electoral College.

(29) The Principal of the College or the Head of the Institution concerned shall exercise the powers and perform the duties and functions of the Returning Officer in respect

of that College or Institution, except as provided under clause (35), where under, he shall exercise the powers and perform the duties and functions of the Presiding Officer.

(30) The Registrar shall, in consultation with the Vice-Chancellor, issue a notification fixing the date and time for holding the election and the counting of votes in the affiliated Colleges and Institutions.

(31) The Principal of the College or the Head of the Institution concerned shall thereupon issue a notice inviting nominations and fixing the dates for the filing of nominations, scrutiny of nomination papers, withdrawal of candidature and indicating the date, time and place for taking the poll, if necessary. He should make all necessary arrangements for holding the election according to the schedule.

(32) Immediately after declaring the results of the election in respect of the Electoral College, the Principal of the College or the Head of the Institution concerned shall sent an authenticated copy of the declaration of result to the Registrar, who shall be the Returning Officer for the purpose of election of two regular students of affiliated Colleges and Institutions on the Court by the electors constituting the Electoral Colleges.

(33) The Returning Officer shall thereupon prepare a consolidated list of such electors with such particulars relating to them as he may consider necessary, which shall constitute the Electoral Roll for the purpose of electing specified number of regular student representatives to the Faculty Councils for Post-graduate Studies and the Councils for Undergraduate Studies, respectively:

Provided that in the case of the constituency comprising the Under-Graduate and Post-Graduate students of affiliated Colleges and Institutions, the respective portion of the Electoral Roll concerning a particular College or Institution shall be available for inspection by such students of that College or Institution in the office of the Principal of the College or of the Head of the Institution

concerned for such period as may be notified by him and no such Electoral Rolls shall be made available to any individual elector or to anybody else either as a priced copy or otherwise.

(34) Forthwith upon compilation of the list under clause (33), the Returning Officer shall issue notification inviting nominations and fixing the date of filing nominations, scrutiny of nomination papers, withdrawal of candidature and the date, time and place for taking the poll, if necessary. For the purpose of filing nominations for election to the Court from this constituency, only the electors constituting the Electoral College shall be entitled to be nominated as candidates.

(35) The Returning Officer shall make necessary arrangement for the printing of ballot papers. He shall send them to the Principals of the Colleges and the Heads of the Institutions concerned, who shall exercise the powers and perform the duties and functions of the Presiding Officer for the purpose of election of two members to the Court by the Electoral College.

(36) In holding the elections for constituting the Electoral College and in the process of election of specified number of regular student representatives to the Faculty Councils for Post-graduate Studies and the Councils for Undergraduate Studies, respectively, by the Electoral College, the procedure laid down in Statute 55, shall be followed.

(37) The University shall defray the expenses incidental to the holding of elections in the affiliated Colleges and Institutions concerned subject to such ceiling as may be determined by the University.

55. Elections to the Court: –

(1) For the purpose of constitution of the Court, elections will be held to elect a member or members as the case may be, namely;

(i) the Teachers from the Councils of Under-Graduate Studies;

(ii) the Officers of the University;

(iii) the Non-Teaching employees of the University; and

(iv) the Non-Teaching employees of the Affiliated Colleges of the University.

(2) Whenever an election is required to be held in the above mentioned constituencies for the purpose of constituting the Court, the Returning Officer shall call upon the appropriate constituency to elect a member or members as the case may be.

(3) When calling upon a constituency to elect a member or members, the Returning Officer shall give notice, in such manner as he deems fit, of the intended election, inviting nominations of candidates for election and specifying the last date(s) fixed for filing nominations, the date, time and place for scrutiny of nomination papers, the last date for withdrawal of candidature, the date of poll and the time and place at which, and the person to whom, the nomination papers are to be delivered and also the date(s) on which the votes shall be counted, if necessary.

(4) Unless the Vice-Chancellor or the Executive Council directs otherwise, the Registrar shall be the Registering Authority in respect of the electoral roll of every constituency other than the constituency comprising of the Under Graduate and Post-Graduate students of affiliated Colleges and Institutions.

(5) For the purpose of election to a particular Authority of the University, no person shall be entitled to have his name included in the electoral rolls of more constituencies than one in respect of that Authority. If a person is qualified to have his name included in the electoral rolls of more than one constituency, he shall have the option to have his name enrolled in one only of such constituencies, at his choice:

Provided that every elector who is eligible for having his name included in the electoral rolls of more constituencies than one, shall give a declaration indicating such choice during the preparation of the draft electoral rolls. An elector may obtain a copy of the electoral roll on payment of such fees as may be fixed

by the Registering Authority in this behalf:

Provided further that in the case of the constituency comprising the Under-Graduate and Post-Graduate students of affiliated Colleges and Institutions, the respective portion of the Electoral Roll concerning a particular College or Institution shall be available for inspection by such students of that College or Institution in the office of the Principal of the College or of the Head of the Institution concerned for such period as may be notified by him and no such Electoral Rolls shall be made available to any individual elector or to anybody else either as a priced copy or otherwise.

(6) For the purpose of an election, the Registering Authority or such other person as the Vice-Chancellor may appoint in this behalf, shall be the Returning Officer. He shall be responsible for the proper conduct of the election and shall perform the duties assigned to him under these Statutes.

(7) Any person may be nominated as a candidate at an election if his name is included in the electoral roll of the constituency concerned, provided that he is not subject to any of the disqualifications under the Act.

(8) On or before the date fixed for filing nominations, every candidate for election shall deliver or cause to be delivered to the Returning Officer in his office a nomination paper in the prescribed form between such hours as may be specified by the Returning Officer. The Returning Officer shall give a serial number to every nomination paper delivered to him and hand over to the person delivering the nomination paper a certificate of such delivery:

Provided that no nomination paper sent by post shall be accepted.

(9) Every nomination paper shall be duly filled in and proposed by a person qualified to vote in the constituency concerned. A nomination paper shall not be valid unless it is signed by the candidate signifying his assent to the nomination.

(10) On the day fixed and duly notified for the scrutiny of nomination papers, the Returning Officer shall, in the presence of such candidates or their authorised agents as may be present, scrutinizes all nomination papers which have been delivered to him. A candidate who is absent at the scrutiny may authorize only one agent to represent him at the scrutiny. After such scrutiny, the Returning Officer shall display in his Notice Board a list of all the candidates, whose nomination papers have been accepted by him as valid, specifying therein the last date for withdrawal as may have been fixed. At the scrutiny, the Returning Officer shall declare a nomination paper to be invalid and reject it if–

(i) it has been delivered in a manner which contravenes any of the foregoing provisions or;

(ii) it has not been duly filled in and signed; or

(iii) the candidate's and the proposer's names are not included in the relevant electoral roll; or

(iv) the candidate is subject to any of the disqualifications referred to in the foregoing paragraph.

(11) The Returning Officer shall declare every nomination paper to be valid and shall accept it if it has not been rejected.

(12) Any candidate whose name appears in the list of candidates may withdraw his candidature by a notice in writing in the prescribed form. Every such notice shall be signed by the candidate and delivered personally by him to the Returning Officer in his office between such hours as may be specified by the latter for the purpose, on or before the date fixed. The Returning Officer shall hand over to the person delivering a notice of withdrawal a certificate of such delivery.

(13) In an election–

(a) if the number of candidate is equal to the number of seats to be filled at the election, the Returning Officer shall, on expiry of the time fixed for withdrawal of candidature, declare all such

candidates to have been duly elected; or

(b) if the number of contesting candidate is less than the number of seats to be filled at the election, the Returning Officer shall, on expiry of the time limit fixed for withdrawal of candidature, declare all such candidates to have been duly elected. The Returning Officer shall, as soon as possible thereafter, call upon the constituency concerned to elect a person or persons to fill the remaining seat or seats in the manner prescribed; or

(c) if the number of contesting candidates exceeds the number of seats to be filled at the election, the Returning Officer shall display in his Notice Board a list of the contesting candidates in alphabetical order of their first names in English spelling and a poll shall be taken on the date or dates fixed.

(14) At an election, the poll shall be taken (by Secret personal ballot) at such polling station or stations as may be specified by the Returning Officer. Ballot papers to be used at every election shall be serially numbered and the names of the contesting candidates shall be printed on each ballot paper in English and/or in Bengali as the Returning Officer may decided:

Provided that while determining the serial order of the names to be printed on the ballot paper, the alphabetical order of the first names of the contesting candidates in English spelling shall be maintained.

(15) A person whose name is not included in the electoral roll of a constituency shall not be entitled to vote in that constituency.

(16) At an election, an elector shall have as many votes as there are persons to be elected but shall not have the right to record more than one vote in favour of anyone candidate.

(17) At every election excepting in the case of an election by postal ballot, the Returning Officer shall, by an order in writing, allot one or more polling stations as he may consider necessary. Where more polling stations than

one have been allotted by the Returning Officer, he shall, by an order, specify which of the electors are assigned by him to each such polling station. Every elector shall be given notice of the date and hours fixed for taking the poll and the polling station to which the elector has been assigned, in such manner as may be decided by the Returning Officer. An elector whose name appears in the list of voters assigned to a particular polling station shall be entitled to vote at that polling station only.

(18) For every polling station the Returning Officer shall appoint a Presiding Officer from among the employees of the University or of the affiliated Colleges or the Institutions affiliated to the university, who shall make all necessary arrangements for taking the poll at that polling station and shall conduct the poll there on the polling day. The Returning Officer shall provide the Presiding Officer of every polling station with–

(a) a copy of that part of the electoral roll which includes the names of the electors who have been assigned to that polling station;

(b) all necessary forms;

(c) ballot papers;

(d) envelopes;

(e) a brass seal;

(f) sealing materials;

(g) ballot box, if necessary;

(h) specific marker; and

(i) an amount as may be determined by the Returning Officer to enable the Presiding Officer to meet contingent expenses as may be necessary for conducting the poll.

(19) The Returning Officer may appoint such person as he may decide to assist the Presiding Officer in taking the poll at the polling station, from among the employees of the University or of the affiliated Colleges or Institutions, affiliated to the University.

(20) The poll shall be taken at each polling station on the polling day between such hours as the Returning Officer may have fixed in this behalf for that polling station.

(21) Excepting in the case of an election by postal ballot, every elector who desires to exercise his vote at the election shall personally appear on the polling day within the polling hours at the polling station to which he has been assigned and shall request the Presiding Officer to issue to him a ballot paper after giving his name and other particular to the Presiding Officer. The Presiding Officer shall then satisfy himself-

(a) that the name of the person who makes the request for the issue of a ballot paper is included in the copy of that part of the electoral roll which relates to the polling station.

(b) about the identity of the person who claims to be the elector concerned.

(22) When the Presiding Officer is so satisfied, he shall issue a ballot paper and an envelope to the elector. While doing so, he shall place a mark on his copy of the electoral roll against the name of the elector to indicate that a ballot paper has been issued to the latter. The serial number of the ballot paper issued to an elector shall not be recorded on the electoral roll or anywhere else by any person:

Provided that in the cases of elections from constituencies in which Ballot Boxes are provided, no envelope shall be issued to an elector along with the ballot paper:

Provided further that in case an elector is physically handicapped or incapacitated to the extent that he cannot record his vote or votes on the ballot paper himself, he may request the Presiding Officer to record his vote or votes in his presence and on his behalf.

(23) On receiving the ballot paper, the elector shall proceed to one of the places set apart for voting and shall secretly record his vote or votes on the ballot paper by placing a tick (") mark with the supplied specific marker against the name or names of contesting candidates, as the case

may be, in whose favour he desires to vote. The Presiding Officer shall make such arrangements as may be necessary to ensure that the elector is enabled to record his vote or votes secretly. An elector shall not sign or initial his ballot paper or make any other mark thereon which may disclose his identity. After he has recorded his vote or votes, the elector shall fold the ballot paper so as to conceal his vote or votes and shall place it inside the envelope supplied to him. He shall then deliver the envelope to the Presiding Officer. The envelope shall forthwith be closed and sealed by the Presiding Officer:

Provided that at elections from such other constituencies as the Returning Officer may determine, an elector shall, after recording his vote or votes on the ballot paper, drop the same into a Ballot Box kept for the purpose.

(24) An elector shall have no right to vote after the hour fixed for the close of the poll:

Provided that all electors who are present at the polling station at that hour shall be allowed to vote.

(25) All the envelopes received from the electors and sealed shall be kept in a packet by the Presiding Officer, excepting in the cases where Ballot Boxes arc provided. The Presiding Officer shall keep an account in the prescribed form of all ballot papers supplied to him by the Returning Officer. He shall complete and sign the account after the close of the poll.

(26) If an elector has inadvertently torn, defaced or otherwise spoilt his ballot paper in such a way that it cannot be used as a ballot paper he shall instantly report the fact and return the spoilt ballot paper to the Presiding Officer who shall thereupon issue another ballot paper to the elector:

Provided that no other ballot paper shall be issued to an elector who has also spoilt the second ballot paper so issued to him.

(27) All spoilt ballot papers returned to the Presiding Officer shall be endorsed by him as 'Cancelled' and kept in a separate packet.

(28) Immediately after the close of the poll, the packets or the ballot boxes, as the case may be, shall be sealed and the papers and other materials shall be placed in separate covers or packets which shall also be sealed.

(29) On each cover or packet containing the papers and other materials the Presiding Officer shall clearly indicate-

(i) the particulars of the election;

(ii) the name of the polling station;

(iii) the date of the poll; and

(iv) the nature of the contents of the cover or packet.

(30) The Presiding Officer shall then forward to the Returning Officer the following by special messenger, so as to reach him before the date fixed for counting of votes-

(i) the packet of used ballot papers or the ballot box used, as the case may be:

(ii) the unused ballot papers and the unused ballot box; if any;

(iii) the packet of spoilt ballot papers;

(iv) the Ballot Paper Account;

(v) the copy of the electoral roll marked in accordance with the provisions of these Statutes;

(vi) the Seal; and

(vii) any other papers, or statements relating to the election as the Returning Officer may direct.

(31) At an election when the Returning Officer counts the votes immediately after the close of the poll, it may not be necessary to seal any of the covers or packets except after the counting of votes have been completed.

(32) During the poll at any polling station, if it becomes impossible to complete such poll by reason of any disturbance or natural calamity or for any other reason, the Presiding Officer shall adjourn the poll and shall immediately report to the Returning Officer the full facts of the case and the reasons for such adjournment. As

soon as he adjourns the poll, he shall close and seal the covers and packets as if the poll had been completed and shall retain them for disposal.

(33) On receipt of such report, the Returning Officer shall forthwith place the matter before the Vice-Chancellor who may give such directions, as he considers fit, to the effect that-

(i) the poll which was adjourned be cancelled in respect of the polling station and a fresh poll be taken at the polling station on another date; or

(ii) the adjourned poll be resumed and completed at the polling station on another date.

(34) In either case, the Returning Officer shall fix a date and the polling hours for taking such fresh poll or for resuming such adjourned poll at the polling station, as the case may be, and shall give notice to the electors in such manner as he may deem fit of such date and the polling hours. When the Vice-Chancellor has directed a fresh poll at a polling station the procedure provided in this Statute shall be followed for such poll. All sealed covers and packets relating to the adjourned poll shall, be forwarded by the Presiding Officer to the Returning Officer for safe custody and shall not be opened.

(35) When the Vice-Chancellor has directed the resumption and completion of a poll which was adjourned, such adjourned poll shall be resumed and completed on the date fixed for the purpose by the Returning Officer. The Presiding Officer shall, at the commencement of such resumed poll, open the covers or packets which relate to the poll that had been adjourned and which contain the papers mentioned in items (ii), (v), (vi) and (vii) of paragraph (30) and shall use the contents of such covers or packets for the purpose of completing the poll. He shall not open any of the other covers or packets which relate to the poll that was adjourned. A fresh form of ballot paper account shall be used by the Presiding Officer at such resumed poll. Only such electors who did not vote on the day the poll was adjourned shall be

entitled to vote during such resumed poll. At the close of the resumed poll, the Presiding Officer shall forward to the Returning Officer, along with the covers and packets relating to the resumed poll, the unopened sealed covers and packets which related to the poll that had been adjourned.

(36) For the purposes of elections from any other constituencies as may be determined from time to time by the Vice-Chancellor, the poll shall be taken by secret postal ballot.

(37) In every case of an election, where the poll shall be taken by secret postal ballot, the Returning Officer shall, within twenty days from the date of publication of the list of contesting candidates, send by Registered Post, to each elector of the constituency concerned, a ballot paper along with an envelope and an outer cover addressed to the Returning Officer for the return of the ballot paper.

(38) Every voter on receipt of the ballot paper shall record his vote or votes thereon in the manner indicated on the ballot paper. The voter shall then place the ballot paper inside the envelope, close it and the closed cover containing the ballot paper shall be placed inside the outer cover addressed to the Returning Officer. The voter shall thereafter send the cover to the Returning Officer by Registered Post or deliver the same to him in person or through messenger at his own cost, but in either event the cover containing the ballot paper shall reach the Returning Officer within 5 p.m. of the last date as may be fixed by the Returning Officer in this behalf.

(39) In every case of election by postal ballot, the last date fixed under paragraph (38) shall be treated as the date of poll in respect of the constituency concerned and no cover containing the ballot paper received thereafter shall be taken into account for the purpose of the election. The Returning Officer shall be responsible for the safe custody of the covers containing ballot Papers delivered to him daily either by post or in person.

(40) On the date and at the time and place fixed for the counting of votes, the Returning Officer shall open the sealed packets and the envelopes contained therein or the sealed ballot boxes, as the case may be, and then proceed to count the votes in the manner prescribed in this paragraph. He may also open the covers or packets, but shall do so only if he considers it to be necessary for enabling him to count the votes or to dispose of any objections relating to the election satisfactorily.

(41) As the envelopes or the sealed ballot boxes are opened the ballot papers contained therein shall be arranged in a bundle or bundles. The Returning Officer shall thereafter proceed to scrutinize the ballot papers one by one and shall reject every ballot paper or vote which he finds to be invalid. He shall record in a statement the total number of valid votes given to each contesting candidate.

(42) A ballot paper or a particular vote, as the case may be, shall be invalid if-

(i) the ballot paper is spurious; or

(ii) the ballot paper contains no record of voting; or

(iii) the ballot paper has been marked in such a manner that it cannot be ascertained in favour of which candidate the vote has been recorded; or

(iv) any mark has been made upon the ballot paper which discloses the identity of the elector; or

(v) the number of votes recorded thereon exceeds the number of scats to be filled at the relevant election; or

(vi) there is an erasing of voting mark on the ballot paper; or

(vii) if a ballot paper contains any mark other than a tick (√), or if the markings is made at a place other than the place indicated in the ballot paper.

(43) If more- tick (√) marks than one have been made on a ballot paper against any candidate's name, they shall be counted as one vote only, provided the total number of

markings thus made does not exceed the total number of seats to be filled at the election,

(44) When a tick (√) mark has been so made on a ballot paper as to render it doubtful to which candidate the vote has been cast, the ballot paper shall be rejected as invalid if one member only is to be elected; and if more members than one are to be elected, only the vote or votes recorded by such mark(s) shall be rejected as invalid while every other validly marked vote on the ballot paper shall be counted. The decision of the Returning Officer as to the validity of a ballot paper or a vote shall be final.

(45) In case the poll could not be completed before the date fixed for counting of votes, the Returning Officer shall forthwith defer the counting to another date and time. He shall give notice to every contesting candidate of the date, time and place which have been appointed by him for the counting of votes.

(46) When the counting of votes has been completed–

(a) in a case where the number of seat to be filled is one, the Returning Officer shall declare forthwith the candidate, in whose favour the highest number of valid votes have been cast, to be duly elected. When two or more candidates secure an equal number of votes, the question as to which of them shall be declared to have been elected shall be decided by the Returning Officer by the drawing of lots in such manner as he deems fit;

(b) in a case where the number of seats to be filled exceeds one, the Returning Officer shall prepare a list of candidates arranged in the descending order of the number of valid votes secured by each, mentioning the number of votes against each. He shall declare such number of candidates from the top of the said list as the number of seats is to be filled, to have been duly elected;

Provided that when two or more candidates secure an equal number of votes and when both or all of them cannot be declared elected, the question as

to which of them shall be declared to have been elected shall be decided by the Returning Officer by the drawing of lots in such manner as he deems fit.

(c) After the result of the election is declared, the Returning Officer shall seal up in separate packets the valid and the invalid ballot papers. He shall mark each such packet with a description of its contents, the particulars of the election, the name of the constituency and the date of the counting. He shall also replace in sealed covers or packets the contents of such covers or packets, if any, as he may have opened. He shall keep all such sealed covers and packets in his safe custody for a period of three months after the date of the counting, or if any dispute arises regarding the election, until such disputes are finally disposed of. All such covers and packets shall be destroyed after the expiry of such period.

(47) The following persons, and no others, shall be allowed by the Presiding Officer to stay inside polling station during the poll–

(i) the Vice-Chancellor;

(ii) any person authorised in writing in this behalf by the Vice- Chancellor;

(iii) any person or persons appointed by the Returning Officer to assist the Presiding Officer in taking the poll; and

(iv) every contesting candidate and/ or an agent from the respective constituency of such contesting candidate, authorised by him in writing in this behalf.

(48) The following persons, and no others, shall be allowed by the Returning Officer to be present at the counting of votes–

(i) the Vice-Chancellor;

(ii) any person authorised in writing in this behalf by the Vice-Chancellor;

(iii) any person or persons appointed by the Returning Officer to assist him in counting the votes; and

(iv) every contesting candidate and/or an agent from the respective constituency of such contesting candidate, authorised by him in writing in this behalf.

(49) Except as otherwise provided in these Statutes, the Vice-Chancellor shall have the power to prescribe and determine the forms of notice, letters of intimation, ballot paper and all other forms and papers necessary for holding an election.

(50) The Vice-Chancellor shall have the power to direct the holding of an election in anticipation of any vacancy that is due to occur within three months.

(51) The membership of an elected person to fill a vacancy, shall take effect in the case of an anticipatory election, from the date of occurrence of the vacancy, and in every other case, from the date of declaration of the result of the election. A casual vacancy in the office of an elected member of any authority of the University shall be filled by that Authority by election at a meeting to be convened for the purpose by the Registrar on such date (being not later than three months from the date of occurrence of the vacancy) and at such time and place as may be appointed by the Vice-Chancellor in this behalf, provided that at least seven days' notice of such meeting shall be given to the members of the Authority concerned. At the meeting of the Authority so convened, the members thereof may propose names of persons representing the interest which the member whose seat has become vacant represented. If the number of persons proposed for election to the Authority be less than or equal to the number of the members to be elected, the Chairman shall declare all persons so proposed duly elected. If the number of persons so proposed for election exceeds the number of the members to be elected, a poll shall be taken in such manner as the Chairman may decide. The Chairman shall then prepare a list of the candidates arranged in the descending order of the number of valid

votes secured by each, mentioning the number of votes against each. He shall declare forthwith such number of candidates from the top of the said list as the number of seats is to be filled, to have been duly elected:

Provided that when two or more candidates secure an equal number of votes and when both or all of them cannot be declared elected, the Chairman shall decide the issue by exercising his casting vote under Section 43 of the Act. Any casual vacancy in the office of a nominated member of any Authority of the University shall be filled within a period of not later than three months from the date of occurrence of such vacancy.

(52) An election shall not be invalidated by reason merely of any vacancy existing among the persons entitled to vote at such election.

(53) An election otherwise valid shall not be invalidated merely by reason of loss or delay during transmission or non- receipt of any notice or information meant for electors or a candidate which was duly sent by the Returning Officer.

(54) Any notice, intimation or information which is required to be given or sent or notified to any person under these Statutes shall be sent or notified in such manner as the Registering Authority or the Returning Officer, as the case may be, may consider expeditious or appropriate, unless otherwise specified under these Statutes in any particular case.

(55) In an election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the Act, these Statutes or any law for the time being in force as he may consider necessary for the proper holding of the election and subject to the decision given by the Election Tribunal on a reference made to it, if any, under section 42 of the Act, such directions shall be given effect to.

(56) An election shall not be set aside for any defect or irregularity or any non-compliance of provisions of the Act or these Statutes unless such defect, irregularity or non-compliance materially affects the results of the election.

(57) For the purpose of elections to the Court in terms the Registrar shall convene meetings of the members concerned of the relevant Authorities namely Councils of undergraduate studies. Before convening meetings, the Registrar shall secure the concurrence of the Vice-Chancellor in writing and the dates for such meetings shall be fixed in consultation with him. No other business shall be transacted in such meetings and the election of members from the respective bodies to the Court shall constitute the single item for the said meetings.

56. Elections to the Executive Council: –

(1) For the purpose of elections to the Executive Council the Registrar shall convene meetings of the members concerned of the relevant Authorities, namely;

(i) the Faculty Councils for Post-graduate Studies;

(ii) the Councils for Under-graduate Studies.

(2) Before convening meetings, the Registrar shall secure the concurrence of the Vice-Chancellor in writing and the dates for such meetings shall be fixed in consultation with him. No other business shall be transacted in such meetings and the election of members from the respective bodies to the Executive Council shall constitute the single item for the said meetings. A notice of not less than ten days shall be given for such meetings and all such notices shall be sent to the members by registered post or through messenger.

(3) Elections to the Executive Council shall be completed within three months excluding intervening vacations if any from the date on which (i) the Court, (ii) the Faculty Councils for Post-graduate Studies and (iii) the Councils for Under-graduate Studies have been finally constituted by elections and nominations.

(4) The Vice-Chancellor shall be the Chairman at the meetings referred to Paragraph (1), but he shall have no right to vote.

(5) At such meetings a member from the appropriate constituency may propose, as candidates the names of as many members or less including himself as there are

seats to be filled at the election. A member who is absent at the meeting shall be entitled to propose in writing the names of candidates for election provided that every such proposal has been sent so as to reach the Registrar before the commencement of the meeting.

(6) A list of the names of all the candidates who have been so proposed and who are eligible to seek election shall be prepared at the meeting by the Chairman and read out to the members present. The Chairman of the meeting shall determine whether a candidate is eligible for being elected or not. Any candidate whose name has been included in the list may withdraw his candidature orally or in writing at any time before the commencement of voting.

(7) If the number of candidates remaining after such withdrawal is equal to or less than the number of scats to be filled at the election, all such candidates shall be declared elected by the Chairman and a fresh election shall be held on a subsequent date for filling the remaining seats, if any.

(8) If the number of such candidates exceeds the number of seats to be filled at the election, a list of such candidates shall be prepared and a serial number shall be given to each candidate. This list shall be read out to the members present who shall then proceed to vote by secret ballot. Each member present at the meeting shall have as many votes as there are seats to be filled at the election and shall record his vote or votes secretly by entering on a slip of paper, to be supplied to him for the purpose, the serial numbers of the candidates in whose favour he wishes to vote. He shall fold the slip of paper so as to conceal his vote or votes and deliver the same to the Chairman of the meeting.

(9) The Chairman shall determine whether the votes are valid or not and shall count all valid votes after the completion of the voting.

(10) When the counting of votes has been completed–

(i) in a case where the number of seat to be filled is one, the Chairman shall forthwith declare the

candidate to whom the highest number of valid votes has been cast, to be duly elected. When two or more candidates receive an equal number of votes and they cannot all be declared elected, the question as to which of them shall be declared to have been elected shall be decided by the Chairman by the drawing of lots in such manner as he deems fit;

(ii) in a case where more than one seat is to be filled, the Chairman shall prepare a list of candidates arranged in the descending order of the number of valid votes secured by each, mentioning the number of votes against each. He shall declare such number of candidates from the top of the said list as the number of seats is to be filled, to have been duly elected:

Provided that when two or more candidates secure an equal number of votes and they cannot all be declared elected, the question as to which of them shall be declared to have been elected, shall be decided by the Chairman by the drawing of lots in such manner as he deems fit.

(11) Any objection relating to the election shall be raised at the meeting and decided by the Chairman whose decision shall be final.

57. Election to the Faculty Councils for Post-graduate Studies:–

(1) For the purposes of elections to the Faculty Councils for Post-graduate Studies the Registrar shall convene a meeting of the Teachers, not being Heads of the Departments or Professors, belonging to the Faculty concerned on an appointed date with the concurrence of the Vice-Chancellor.

(2) For the purposes of elections of three teachers participating in undergraduate teaching in the subject or subject concerned as may be elected by the members of the concerned Council for undergraduate studies, the Registrar shall convene a meeting of the Council for Under-graduate Studies pertaining to the subject or subjects concerned.

(3) Notwithstanding anything contained in these Statutes, the procedure laid down in Statute 56 shall *mutatis mutandis* apply to every such election:

Provided that all objections relating thereto shall be raised at the meeting and decided by the Vice-Chancellor, who shall be the Chairman at such meetings:

Provided further that for the purpose of election of any other members of the Faculty Councils for Post-graduate and under-graduate studies the procedure laid down in Statute 55 shall be followed mutatis mutandis.

58. Elections to the Councils for Under-graduate Studies:–

(1) For the purposes of elections to the all the Council for Under-graduate Studies the Registrar or such other person as may be appointed by the Vice-Chancellor in this behalf shall be the Returning Officer and the procedure laid down in Statute 54 shall be followed.

(2) The Returning Officer shall appoint a Presiding Officer for every polling station. The Presiding Officer shall make all necessary arrangements for taking the poll at the polling station and shall conduct the poll there on the polling day.

(3) For the purposes of election of the Principals of affiliated colleges the poll shall be conducted by the Returning Officer by postal ballot and the procedure laid down in the foregoing paragraph shall be followed.

(4) For the purposes of elections of teachers in terms of clause (iv) of sub-section (3) of section 24 of the Act, the Registrar or such other person as may be authorized by the Vice- Chancellor in this behalf shall convene a meeting of the concerned members of the Faculty Council for Post-graduate Studies on such date and time as may be fixed in consultation with the Vice-Chancellor.

CHAPTER-V

MEETINGS OF THE COURT AND THE EXECUTIVE COUNCIL

59. Meetings of the Court: –

(1) The Court shall meet at least thrice in a financial year, other than for Convocation, on dates to be fixed by the Vice-Chancellor. One of such meetings shall be held before March and shall be called the annual meeting. The Court may also meet at such other times as it may, from time to time, decide.

(2) Not less than ten days' notice in writing shall be given to the members for every meeting of the Court. Not less than 5 days before the date fixed for meeting, the Registrar shall send to each member agenda paper. No matter other than what is included in the agenda paper and the supplementary agenda paper, if any, shall be considered at the meeting:

Provided that the Vice-Chancellor shall have the power in case of urgency to bring any other matter before the meeting.

(3) The Vice-Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than one-third of the members of the Court, convene a meeting of the Court. A meeting on such requisition shall be held within 10 days of the receipt of the requisition by the Vice-Chancellor.

(4) Not less than seven days' notice in writing shall be given to the members for a special meeting. An agenda paper shall be sent to each member along with such notice. No matter other than that included in the agenda papers and the supplementary agenda papers, if any, shall be considered at the meeting.

60. Motions and Amendments: –

(1) Any member who wishes to move a motion at a meeting of the Court shall give notice of such motion by forwarding a copy thereof to the Registrar so as to reach him not less than seven days before the date of the meeting.

(2) No motion shall be admitted by the Chairman or allowed to be moved at a meeting of the Court unless it complies

with the following conditions;

(a) due notice has been given;

(b) it shall be clearly and precisely expressed and raise substantially only one definite issue;

(c) it shall not raise any issue which does not come wholly within the purview of the Court;

(d) it shall not contain any arguments, inferences or defamatory statements;

(e) it shall not refer to the character or conduct of any person except in his capacity as an Officer, a Teacher or a Non-teaching Staff of the University;

(f) it shall not refer to any matter which is pending before a Court or Tribunal or, unless the Chairman so decides for sufficient reasons, before any Authority of the University; and

(g) it shall not call into question the powers of the Chancellor or any order passed or action taken or not taken by him.

(3) If a motion fails to comply with any of the conditions referred to in paragraph (2), the Chairman shall refuse to admit it or to allow it to be moved in a meeting.

(4) Every motion which complies with the conditions referred to in paragraph (2) shall be admitted and allowed to be moved in the meeting for which the motion has been tabled. The decision of the Chairman in-

(a) admitting any motion; or

(b) refusing to admit it; or

(c) allowing it to be moved; or

(d) disallowing it to be moved shall be final.

(5) In case a motion is disallowed to be moved, the mover shall have the right to read out the motion with the permission of the Chairman.

(6) When the Chairman refuses to admit a motion under paragraph (3), the Registrar shall intimate the fact to the member who gave notice of the motion, but shall not be bound to intimate the reason for such refusal.

(7) Any member who desires to move an amendment to a motion included in the agenda papers relating to an ordinary meeting shall forward a copy of such amendment to the Registrar so as to reach him not less than five days before the date fixed for the meeting.

(8) No amendment shall be admitted or allowed to be moved at the meeting;

(a) of which due notice has not been given as prescribed in paragraph (1); or

(b) which is in effect a direct negative to the original motion; or

(c) which is not relevant to the original motion; or

(d) which substantially raises a question already disposed of by the meeting or is inconsistent with any motion already passed by it; or

(e) which fails to comply with any of the conditions referred to in paragraph (2).

(9) Every amendment which complies with the provisions of this Statute shall be admitted and allowed to be moved in the meeting. The decision of the Chairman in admitting any amendment or refusing to admit it or allowing or disallowing it to be moved shall be final.

(10) When the Chairman refuses to admit an amendment, the Registrar shall intimate the fact to the member who gave the notice of the amendment but shall not be bound to intimate the reason for such refusal.

(11) An amendment, the substance of which has already been disposed of in part, may be modified by its proposer in the meeting so as to retain only the part not so disposed of. The Registrar shall send to each member supplementary agenda papers containing such of the motions or for amendments as have been admitted.

(12) Any member who desires to move an amendment to a motion included in the agenda papers relating to a special meeting shall forward a copy of such amendment to the Registrar so as to reach him not less than 4 days before the date of the meeting. The Registrar shall send to each

member a supplementary agenda paper containing such of the amendments as have admitted.

61. Procedure in general: –

(1) The Chancellor, or, in his absence, the Vice-Chancellor shall preside at meetings of the Court. If both the Chancellor and the Vice-Chancellor are absent at any meeting, the members present at the meeting shall elect one from amongst themselves to be the Chairman of the meeting. One-third of the total number of members of the Court plus one shall be a quorum for a meeting of the Court:

Provided that such quorum shall not be required at Convocation of the Court:

Provided further that no quorum shall be required for an adjourned meeting.

(2) If there is no quorum within fifteen minutes of the time appointed for the meeting, the meeting shall be adjourned.

(3) If, at any time during the progress of a meeting, any member calls attention to the fact that there is no quorum, the meeting shall forthwith be suspended for such time as may be considered necessary by the Chairman to secure a quorum, or, if the Chairman so decides, shall be adjourned to a subsequent date. Such suspension or adjournment shall be recorded in the minutes of the meeting.

(4) No matter shall be considered at an adjourned meeting other than the matters left over at the meeting when adjourned:

Provided that the Vice-Chancellor may, with or without notice, bring before an adjourned meeting any new matter which in his opinion is urgent. Save as aforesaid, it shall not be necessary to give notice in respect of an adjourned meeting.

62. Order of business: –

At every meeting of the Court, matters shall be taken up for

consideration in the following order:

(a) election of Chairman (if necessary);

(b) confirmation of the minutes of the previous meeting;

(c) matters proposed-

(i) by the Executive Council;

(ii) by the Vice-Chancellor;

(iii) by the Faculty Councils for Post-graduate Studies;

(iv) by the Councils for Under-graduate Studies;

(v) by the members of the Court; and

(d) any other matter.

63. Motions and amendments that may be moved without Notice: –

(1) Notwithstanding the provisions of the foregoing Statutes, no previous notice shall be required in respect of;

(a) a motion to change the order of business as stated in the agenda papers; or

(b) a motion to adjourn the debate; or

(c) a motion to adjourn the meeting; or

(d) a motion to dissolve the meeting; or

(e) a motion to refer any matter placed before the meeting to any authority for consideration and report; or

(f) a motion to remit any matter to an authority for reconsideration of its decision, report or recommendation which has been placed before the meeting; or

(g) a motion to pass on to the next item of business; or

(h) a motion to appoint a Committee to consider any matter placed before the meeting; or

(i) a motion that the question be put.

(2) No such motion shall be moved except with the permission of the Chairman.

(3) A motion to appoint a Committee under clause (h) of paragraph (1) may include directions to the Committee and shall specify a date within which a report shall be submitted by the Committee to the University. Whenever any such Committee is appointed, the Court shall also appoint its Chairman. Half of the total number of members of such Committee plus one shall be a quorum for a meeting of the Committee and its Chairman must be present at every meeting.

(4) An amendment to a motion may be moved without previous notice only in the following cases;

(a) an amendment to a motion moved under clause (h) of paragraph (1);

(b) an amendment to a motion brought before the meeting by the Vice-Chancellor; and

(c) an amendment of a purely verbal or formal nature, if leave is given by the Chairman in that behalf.

(5) Motions relating to the conferment of honorary degrees, votes of thanks, messages of congratulation; condolence, addresses and other matters of like nature may be moved from the Chair.

(6) The Chairman may without a formal motion correct any *Correction of clerical* or accidental mistake or slip in any paper relating to any matter placed before a meeting.

64. Procedures in meetings: –

(1) A member who desires to speak shall rise in his place and address the Chairman only. When a member rises to speak, his name shall be called out by the Chairman and he shall not be entitled to speak until his name has been so called out. If more members than one rise at the same time, only the member whose name is called out by the Chairman shall be entitled to speak.

(2) Every speech must be relevant to the matter under consideration. The Chairman may direct any member to discontinue his speech if the speaker's argument becomes offensive, embarrassing, scandalous or irrelevant. Save in exercise of a right of reply, a member shall not be entitled to speak more than once on the same matter. A

member may, with the permission of the Chair make a statement on any matter arising out of the debate.

(3) No member shall rise to speak while another member is speaking:

Provided that a member may, with the permission of the Chair rise even while another member is speaking to explain any expression used by himself which may have been misunderstood by the Speaker but in every such case he shall confine himself strictly to such explanation.

(4) If the Chairman rises to speak, any member speaking or about to speak, shall sit down at once. No member shall, except with the permission of the Chair, speak for more than seven minutes when moving a motion or amendment or replying to a debate. Any member may call the Chairman's attention to a point or order, even while another member is speaking but no speech shall be made on such point of order.

(5) The Chairman shall be the sole judge of order, and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order. The Chairman may at any stage of the proceedings, at his discretion, or at the request of a member, explain the scope or effect of any motion or amendment which is before the meeting.

(6) Any motion standing in the name of a member who is absent from the meeting may be moved by any other member present but only with the consent in writing from the mover:

Provided that, a motion that has been withdrawn cannot be so moved.

(7) Every motion which is moved must be seconded. In case it is not seconded, it shall lapse.

(8) A motion may be withdrawn by the mover at any time before it is moved; and when it has been withdrawn, all amendments to the motion shall lapse. After a motion has been seconded, any member may move an amendment thereto if the Chairman has admitted such amendment or allowed it to be moved. If there be more

than one amendment to a motion of which previous notice has been given, the Chairman shall determine the order in which the amendments are to be moved.

(9) Any amendment standing in the name of a member who is absent from the meeting may be moved by any other member present with prior consent from the mover, provided that an amendment that has been withdrawn cannot be so moved.

(10) Every amendment which is moved must be seconded. In case it is not seconded, it shall lapse.

(11) An amendment may be withdrawn by the mover at any time before it is moved.

(12) After the amendment or amendments have been moved and seconded, a general debate shall follow on the motion and the amendments.

(13) When the debate is concluded, the Chairman may, if he so desires, sum up the debate and shall put the amendment or amendments to vote. If any amendment or amendments are carried, the motion as amended shall be stated by the Chairman and then put to vote. If no amendment is carried, the original motion shall be put to vote.

65. Voting: –

(1) All matters placed before a meeting shall be decided by a simple majority of votes of the members, unless a particular majority is required by the Act or the Statutes.

(2) The Chairman shall have one vote, and in the event of an equality of votes, he shall cast the same.

(3) After putting any question to vote the Chairman shall call for an indication of the opinion of the Court by show of hands, first in the affirmative and then in the negative, and shall declare the result accordingly.

(4) If any member so demands the names of the members who vote for or against the motion, as well as the names of those who abstain from voting shall be recorded in the minutes.

(5) If any member demands, the voting shall be by secret ballot and not by showing of hands.

66. Protest: –

Any member who intends to protest against a motion passed at a meeting of the Court to which the assent of the Chancellor is required shall give notice in writing of such intention to the Registrar within two days from the date of the meeting and shall within fourteen days from such date lodge with the Registrar a memorandum setting out the grounds of protest. The Registrar shall forward a copy of the memorandum to the mover of the motion. The mover of the motion shall within fourteen days from the date on which the memorandum was so forwarded, send to the Vice-Chancellor a reply to the grounds of the protest. The memorandum of protest and the reply, together with the copy of the minutes of the meeting, shall then be submitted for the consideration and order of the Vice-Chancellor.

67. Minutes: –

(1) Within ten days after every meeting of the Court, a draft of the minutes of such meeting shall be submitted by the Registrar to the Chairman. After the Chairman has approved and attested the same a copy of the draft minutes shall be forwarded to each member. Any member who was present at the meeting may, within seven days of the issue of the draft minutes, communicate to the Registrar any exceptions he may take to the correctness thereof. The draft minutes and the exceptions taken, if any, shall be laid for consideration before the next meeting of the Court and the minutes in their final form shall then be confirmed.

(2) The Chairman shall have the right to expunge from the minutes any expression which he considers objectionable or the publication of which is, in his opinion, not in the interest of the University.

(3) Once every 12 months or at such other intervals as the Court may determine, the final minutes of the meeting of the Court held within the period shall be circulated to each member of the Court.

68. Miscellaneous: –

(1) No matter which has been decided by the Court shall be reconsidered within a period of 12 months from the date of such decision except at a special meeting convened for purpose prescribed and unless three-fourths of the members present at such a meeting signify their assent in favour of such reconsideration.

(2) The decision of the Chancellor in every matter which requires such decision shall be reported to the Court and recorded in its minutes.

(3) The Chairman may direct any member whose *conduct* is, in his opinion, disorderly to withdraw immediately from the meeting, and any member so ordered shall be deemed to have withdrawn from the meeting.

(4) The Chairman may, in case of grave disorder occurring at a meeting, adjourn the meeting *sine die* or to a specified date or dissolve the meeting.

(5) If the Vice-Chancellor considers it necessary or expedient, he may obtain a decision of the Court on any matter by circulation. In every such case a notice of the motion or proposal on which the decision of the Court is sought, shall be circulated to every member of the Court along with an explanatory memorandum. A member may within 15 days of such notice communicate to the Registrar his acceptance or otherwise of the motion or proposal. Such motion or proposal will be deemed to have been adopted by the Court if the majority of members have expressed their acceptance of the motion or proposal.

(6) In any case not provided for by the Statutes under this Chapter, the Chairman may give a ruling as to the procedure to be followed which is not inconsistent with the Act or the Statutes under this Chapter.

(7) Save as otherwise provided, in case of any dispute or difference of opinion in a meeting, the Chairman's

interpretation of any provision of the Act or the Statutes shall be binding.

(8) No proceedings of a meeting of the Court shall be invalidated merely by reason that any member has not received a notice or agenda papers provided it has been duly issued.

69. Meeting of the Executive Council: –

(1) The executive Council shall meet as often as necessary.

(2) In the absence of the Vice-Chancellor, who is the Chairman of the Executive Council, the members present shall elect a Chairman for the meeting from amongst themselves.

(3) The Registrar shall, under the direction of the Vice-Chancellor, give not less than 7 days' notice in writing to the members for a meeting of the Executive Council and shall send the agenda paper to each member not less than 3 days before the date of the meeting. The Vice-Chancellor may shorten the time for giving notice for any such meeting and for circulation of agenda papers.

(4) All stipulations in respect of the meeting of the Court shall apply mutatis mutandis to the meeting of the Executive Council.

(5) Within 10 days of a meeting of the Executive Council or as soon as possible thereafter the draft minutes of such meeting duly approved by the Chairman of the meeting shall be circulated to all members and such of them as were present in the meeting shall within 5 days from the date of issue of the draft minutes, communicate to the Registrar any exceptions they may take to the correctness thereof. The draft minutes and exceptions taken, if any, shall be laid before a subsequent meeting of the executive Council for consideration and the minutes in the final form shall then be confirmed.

CHAPTER VI

THE STATUTES RELATING TO AFFILIATION OF COLLEGES

70. General: –

(1) All colleges affiliated to the University before adoption of the Statutes under this Chapter shall be deemed to be affiliated to the University under the aforesaid Statutes.

(2) Any college proposed to be established in any of the districts situated within the territorial jurisdiction of the University, may apply to the University for affiliation in any of the disciplines as may be consistent with the academic programme of the University.

(3) In the case of a Government College or a college receiving aid from the State Government, the application shall be made through the Director of Public Instruction, West Bengal. In the case of any other college, the Governing Body/ Organising Committee/ Ad-hoc Committee of Management shall make the application through such authority, if any, as the Executive Council may direct:

Provided that no application for affiliation shall ordinarily be entertained after December 31 of the year immediately preceding the academic session from which affiliation is sought.

71. Affiliation of the colleges: –

(1) The Executive council shall grant affiliation to a college in accordance with the provisions of the Statutes under this Chapter and subject to such conditions as may be imposed from time to time.

(2) Affiliation shall be granted specially for each separate subject and for each separate course of study: i.e., Arts, Science, Technology, Home Science, Vocational Studies, Commerce, Management, Law, Education, Journalism and mass Communication, Library Science and Physical Education and such other courses of studies as may be prescribed by the Executive Council from time to time.

(3) Subject to the provisions of the Statutes under this Chapter the Executive Council shall have the power to suspend or withdraw the affiliation of any college in any subject or course of study in case the Executive Council is satisfied that any of the conditions imposed under paragraph (1) or those prescribed by the Statutes and/ or the Ordinances are not being observed:

Provided that no affiliation shall be suspended or withdrawn without affording the management of the college an opportunity of making such representation as it may desire to make under these Statutes.

(4) Every college applying for affiliation shall satisfy the Executive Council-

(a) that the college which is not a Government College, is to be, or is being, managed by a Governing Body constituted duly in accordance with the provisions of the relevant Statutes in this regard;

(b) that the college has provided for adequate space for Class Rooms, Libraries, Laboratories, Common Rooms and such other accommodation as may be specified for the purpose of imparting instruction;

(c) that the college has made adequate provision for a properly equipped Library;

(d) that the college has made adequate arrangement for the imparting of instruction in a properly equipped Laboratory or Museum when affiliation is sought in such subjects as would require practical tests;

(e) that the college shall, in order to ensure the imparting of instruction properly, have a whole-time Principal and employ adequate number of teaching staff having qualifications conforming to the prescriptions made from time to time by the University or by the State Government, as the case may be :

Provided that, if for any reason whatsoever the office of the Principal remains vacant, or if the

Principal is on leave or is not in a position to attend the office for the due discharge of his functions, the Governing Body shall appoint, in order of seniority, one of the whole-time teachers of the college, as the Teacher-in-Charge for discharging the functions of the Principal;

(f) that the college has the financial resources so as to ensure its efficient maintenance;

(g) that the college, when established, shall not be implicated in competition with neighboring colleges as might adversely affect the interest of any of them; and

(h) that the college shall not charge from the students fees other than those approved by the University.

(5) Every college shall also undertake that;

(a) any transfer of management or change in the teaching staff affected after affiliation has been granted shall be reported forthwith to the Executive Council;

(b) the number of students in a class shall be determined according to the size of the class room and shall not exceed one hundred:

Provided that in case the number is likely to exceed the prescribed limit, prior permission of the Executive Council for admitting any such excess number or students, not more than fifty in any case, shall have to be obtained.

(c) the appointment of teachers shall be made in accordance with the provisions of ;

(i) The West Bengal College Service Commission Act, 2012 (West Ben. Act XXIX of 2012),

(ii) The West Bengal College Teachers (Security of Service) Act, 1975 (West Ben. Act XLIV of 1975), and

(iii) the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(d) There shall be a Teachers' Council in the college constituted in accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(e) there shall be a Students' Union, by whatever name called, in the college constituted in accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be; and

(f) there shall be a Mess Committee in the college having hostel accommodation for the students, constituted In accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be.

72. Procedure of affiliation: –

(1) On receipt of an application for affiliation the Vice-Chancellor shall cause necessary inspection to be made by the Inspector of Colleges with the help of such experts as may be nominated by the Vice-Chancellor with a view to ascertaining whether the proposed college satisfies the conditions of affiliation under these Statutes.

(2) An application for affiliation may be withdrawn at any time before an order has been passed by the Executive Council: Provided that a college shall not be permitted to apply for withdrawal of affiliation after it has started functioning.

(3) No student shall be admitted to any course of instruction in a college in anticipation of the affiliation of the college in respect of such course of study. Any violation of this provision may be a ground for refusal of granting affiliation.

(4) When a college proposes to add new subjects or courses of study to those in respect of which it has already been granted affiliation, the procedure prescribed under these Statutes shall, as far as they may apply, be followed.

(5) A college affiliated in a subject for any of the University examinations shall provide for the delivery of the

minimum number of lectures as may be prescribed by the relevant Council for Under-graduate Studies or Faculty Council for Post-graduate Studies, as the case may be, from time to time.

(6) If a college fails for two consecutive years to arrange for the delivery of the minimum number of lectures or the holding of the minimum number of tutorial classes in any subject, the Executive Council may refuse to permit the college to present students for the University examination concerned in that subject.

(7) At the end of each session, every college shall furnish to the University a statement showing the total number of lectures delivered and the total number of tutorial classes held in each subject during that session as also during the session immediately preceding the same.

73. Obligations of the college: –

(1) Every lecture or tutorial class shall cover a period of not less than forty-five minutes.

(2) For the purpose of the Statutes under this Chapter, a period of practical work or class exercises of not less than forty-five minutes duration shall be deemed to be a tutorial class.

(3) A lecture or tutorial class shall not be treated as such within the meaning of the Statutes under this Chapter, unless it is delivered to or held in respect of a class or a permanent section or group thereof and unless it is reckoned in calculating the percentage of attendance of the students concerned offering the subject in which the lecture is delivered.

(4) Even if some of the students or all of them belonging to a class or a permanent section or a group thereof fail or refuse to attend a lecture or a tutorial class, such lecture or tutorial class shall, nevertheless, be deemed to have been duly delivered or held and all such students shall be marked absent.

(5) Notwithstanding anything contained in the Statutes under this Chapter, the Executive Council shall have the power

in an eventuality such as an epidemic, famine, war or widespread civil disturbances, to suspend the operation of any of the provisions of the Statutes under this Chapter for such period or periods and for such college or colleges as the Executive Council may decide.

(6) In the event the relevant Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, is of the opinion that the Governing Body of a college has not been properly constituted or that the Governing Body has not been properly functioning, it shall make its recommendation to the Executive Council in this regard and the Executive Council shall thereupon decide as to whether the Governing Body is to be freshly constituted in accordance with such directions as it may give as a condition of continuance of affiliation of college.

(7) In the event of failure of the college to comply with the direction given by the Executive Council under paragraph (1), it shall take appropriate action in terms of clause (x) of section 21 of the Act.

(8) Every college shall furnish such returns, reports and other information as may be asked for by the Executive Council or by the Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, in order to judge the efficiency of the college or for the compliance of the requirements of the University Grants Commission or the Central Government or the State Government.

(9) As a condition of the continuance of its affiliation, every college shall be inspected in accordance with the provisions of the University Ordinances relating to Inspection of Colleges.

(10) The Council for Under-graduate may fix, such action as may appear to the Council to be necessary in respect of Studies or the Faculty Council for Post-graduate Studies, as the case may be, may direct any college so inspected to take, within such time as the Council any matter referred to in these Statutes and in case the college fails to take

such action, the Council may recommend suspension or withdrawal of affiliation of the college to the Executive Council subject to the provisions of these Statutes.

74. Withdrawal of affiliation: –

(1) If any college fails to comply with any of the provisions of the Statutes under this Chapter, the Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, shall report the fact to the Executive Council with its recommendations.

(2) If, on receipt of such report or otherwise, it appears to the Executive Council that no sufficient grounds exist for such failure, it shall call upon the Governing Body of the college to show cause within such date as it may fix why the affiliation of the college in any subject or subjects shall not be withdrawn or suspended.

(3) On the receipt of any representation which the Governing Body may make, the Executive Council shall invite the opinion of the relevant Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, thereon and after considering such representation and opinion, if any, shall decide whether the affiliation of the college in the subject or subjects in question should be allowed to continue or be withdrawn or suspended.

(4) If any doubt or difficulty arises in regard to the interpretation or application of this Chapter, or if any matter in relation to the affiliation of colleges which is not covered by this Chapter arises, the Vice-Chancellor may issue such directions as he may consider proper and shall report the matter to the Executive Council forthwith.

CHPATER-VII

CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODIES OF AFFILIATED COLLEGES OTHER THAN GOVERNMENT COLLEGES

75. Definitions: –

In this Chapter, unless the context otherwise requires,–

(i) "college" means a college affiliated to the University but shall not include a Government College;

(ii) "donor" in relation to a college means a person, or a Body or/an Association who/which has made a donation to the college of a sum amounting not less than rupees one lakh, or such amount as may be determined by the Executive Council from time to time or has made over to it a property which, in the estimation of the Executive Council, is of the said valuation.

76. Constitution of the Governing Body: –

(1) Every college shall have a Governing Body consisting of the following members, namely;

(i) the President of the Governing Body who shall be a reputed educationist and shall be elected in the manner provided in the following paragraphs;

(ii) the Principal of the college, who shall be the Secretary to the Governing Body (ex-officio) , subject to the provision that in the case of a new college, at its initial stage, one of the promoters having academic or administrative experience, may, subject to the approval of the Executive Council, act as the Founder Secretary for a period not more than two years from the date of affiliation and in such a case the Principal of the college shall act as the Joint Secretary for the aforementioned period;

(iii) three members to be elected by secret ballot by the whole-time teachers of the college from amongst themselves at a meeting of all such

teachers convened for the purpose by the Principal of the college in the manner as may be determined by him:

Provided that the meeting shall be presided over by the Principal, but he shall have no vote. Any decision at such a meeting shall be taken by simple majority of votes. In the case of an equality of votes, decision shall be taken by the drawing of lots in the manner as may be deemed fit by the Principal;

(iv) One member with administrative or teaching experience to be nominated by the State Government;

(v) three members, not belonging to the concerned college in any capacity, to be nominated by the concerned Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, of whom one shall be a woman in the case of a women's college or a co-educational college;

(vi) unless the terms and conditions of any donation accepted before coming into force of these Statutes relating to Governing Bodies of Affiliated Colleges framed under the Gour Banga University Act, 2007, require otherwise,–

(a) One representative of the donors in case their number does not exceed five; or

(b) two representatives of donors in the event their number exceeds five, to be elected by the donors from among themselves by secret ballot in the manner as may be determined by the Principal of the college concerned:

Provided that no teacher or librarian or member of the non-teaching staff or student of the college who is the donor shall be eligible for election to the Governing Body thereof as donors' representative.

(vii) two representatives of the whole-time non-teaching employees of the college, to be elected

by such employees from among themselves by secret ballot in the manner as may be determined by the Principal :

Provided that, for the purpose of this clause, 'non-teaching employee' shall include members of the 'non-teaching staff as also 'Librarians' as defined in the Act;

(viii) the General Secretary of the Students' Union of the college, ex-officio. In the event of there being no duly constituted Students' Union functioning at a college, one representative of the students thereof shall be elected by regular students from among themselves by secret ballot in the manner as may be determined by the Principal.

(2) The President of the Governing Body of a college shall be elected by the members referred to in clauses (ii) to (viii) of paragraph (1) at a meeting of such members to be convened for the particular purpose by the Principal of the college and presided over by him.

(3) Half of the total number of the said members plus one shall form a quorum for such a meeting. In case no consensus can be arrived at, the decision shall be taken by a majority of votes: and

(4) The President of the Governing Body may or may not be elected from amongst the members specified under clauses (ii) to (viii) of paragraph (1).

(5) A report on the formation of the Governing Body containing the list of the members thereof, including the President, as also any changes effected subsequently shall be submitted by the Principal to the Inspector of Colleges forthwith.

(6) Any dispute arising in connection with the election or nomination of members of Governing Body of a college including the President shall be referred to by the Principal to the Inspector or Colleges who shall then place it before the Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, and its decision thereon shall be final.

(7) The term of office of the representative of the students

on the Governing Body shall be one year and in respect of other members it shall be four years, from the date of election of the President:

Provided that, in case of a duly constituted Students' Union functioning at a college, the General Secretary thereof shall hold office as a member of the Governing Body for a period of one year or till he ceases to be the General Secretary, whichever is earlier:

Provided further that during the period intervening between the expiry of the term of office of any out-going member and the filling up of the vacancy, except in the case of the student representative, the member shall continue as such:

Provided also that the Executive Council shall have the power to extend the life of the Governing Body of a college for such period as it may consider necessary.

(8) At least three months before the expiry of the term of office of any elected or nominated member of the Governing Body of a college, the Secretary or, in his absence, the President of the Governing Body shall take necessary steps for filling up of the said vacancy.

(9) A casual vacancy in the office of a member of the Governing Body shall be filled by the authority/ body/ electorate entitled to fill it in the same manner of election or nomination, as the case may be.

(10) A member nominated or elected to fill a casual vacancy, shall hold office for the remaining period of the term of membership of the member in whose place the vacancy has occurred.

(11) If a member of the Governing Body ceases to hold the position by virtue of which he was elected or nominated on the Governing Body, he shall cease to be the President or the Secretary or a member of the Governing Body as the case may be, with effect from the date he ceases to hold such position.

(12) Any action taken by the Governing Body shall not be called into question or invalidated merely by reason of there being a vacancy in the office of any member thereof.

77. Functions of the Governing Body: –

(1) The Governing Body of every college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and functions as may be necessary for the purpose.

(2) In particular, and without prejudice to the generality of the foregoing provision, the Governing Body of every college shall be responsible for ensuring;

(a) that the posts of teachers and non-teaching employees including Librarian are created and appointments made thereto for imparting of instruction adequately and operation of the college effectively;

(b) that the number of teachers, their qualifications and the method of recruitment as also the conditions of their service are in accordance with the relevant law and/or the Statutes, the Ordinances and the Regulations of the University as may be in force from time to time;

(c) that the laboratory and other instructional facilities available are adequate for the instructional programme;

(d) that the buildings in which the college is located are suitable for the purpose for which they are intended and are maintained at a satisfactory state of repairs and sanitation;

(e) that the library is properly equipped with text and reference books so as to cater to the requirements of the teachers and the taught;

(f) that efforts are made to procure adequate financial resources of the college necessary for efficient and effective operation of the college;

(g) that all information, returns, reports and other materials as may be required by the University, the University Grants Commission and the State Government are promptly collected, prepared and made available to them;

(h) that all ledgers, books of account, registers and all other records required to be maintained are always kept up-to-date;

(i) that due provision is made for the well-being of the students;

(j) that discipline and cordial relation are maintained among the students, teachers and non-teaching employees;

(k) that proper assistance and facilities are provided to the Inspector of Colleges and other officials of the University as well as of the State Government while holding an inspection or enquiry or while collecting information and data as may be required;

(l) that the directions issued by the University from time to time are carried out and compliance therewith is reported speedily to the University;

(m) that all properties and funds of the college and those donated for the benefit of the college are properly controlled and administered; and

(n) that review of results of the students presented by the college at the University examinations is made from time to time and that measures are adopted for the maintenance of proper academic standard and improvement in the performance of the students.

(3) The Governing Body may appoint a Sub-committee for financial affairs and other Advisory Committees as it may consider necessary for the efficient administration of the college. The Sub-committee for financial affairs shall be constituted from amongst the members of the Governing Body. In the case of an Advisory Committee, persons other than the members of the Governing Body may be included. The Principal shall be the Chairman of such Sub-committee or Advisory Committees.

78. Meetings of the Governing Body: –

(1) A meeting of the Governing Body shall ordinarily be held in the college premises.

(2) The Governing Body shall ordinarily meet at least six times in a year.

(3) Half of the total number of members plus one shall form a quorum provided that no quorum shall be required for an adjourned meeting.

(4) A meeting may not ordinarily be held during the Summer recess, the Winter recess or the Puja holidays or on other public holidays.

(5) A meeting of the Governing Body shall normally be convened by the Secretary in consultation with the President. If at any time, there be no Secretary or in case of temporary absence of the Secretary, the President shall convene a meeting. In the case of an ordinary meeting not less than 7 days' notice shall be given to the members of the date fixed for such a meeting, while in the case of an extra ordinary meeting 24 hours' notice shall be given;

(6) The Secretary shall send copies of minutes of the previous meeting to the members along with the notice.

(7) If no meeting of the Governing body is convened for a continuous period of four months, fifty percent of the total number of members on written requisition may require the President or the Secretary, as the case may be, to convene a meeting and such requisition shall be complied within a fortnight from the date of receipt of such requisition:

Provided that while calculating fifty percent in the case of a Governing Body consisting of members of an odd number, the total number shall first be reduced by one.

79. Governing Body of certain colleges: –

(1) Notwithstanding anything contained elsewhere in the Statutes under this Chapter, the special provisions regarding composition of Governing Bodies as enumerated hereunder shall apply to certain colleges.

(2) In the case of a college established and administered by a Registered Educational Society or a Trust Body and already granted affiliation on that stipulation, the

Governing Body shall be constituted in accordance with the terms or the Memorandum & Articles of Association or the Deed of Trust, as the case may be:

Provided that the Governing Body of such a college shall also include the members as envisaged in clauses (iii), (iv), (v), (vii) and (viii) or paragraph (1) of Statute 76.

(3) Within three months from the date of coming into force of the Statutes under this Chapter, the Governing Body of such college shall be reconstituted accordingly.

(4) Any notice in writing in this behalf shall be sent by the University to the Secretary or the President of the Governing Body of such a college and in that case such notice shall be deemed to have been duly served on the Governing Body of the college.

(5) If the Governing Body of such a college is not reconstituted within the period referred to in paragraph (3), the Executive Council may appoint an administrator to take over the management of the college. The administrator shall cause to be constituted a fresh Governing Body of the college within three months from the date of his appointment in accordance with the provisions of paragraph (3).

(6) Notwithstanding anything contained in paragraph (1), in the case of a college established and administered by a minority based on religion or language and affiliated to the University under the stipulations as contained in the Memorandum & Articles of Association or the Deed of Trust, as the case may be, the Governing Body of such a college shall be constituted in accordance with the terms of the said Memorandum & Articles of Association or the Deed of Trust, as the case may be.

80. Duties and functions of the Secretary of every Governing Body: –

The Secretary to the Governing Body of every College shall;

(a) convene meetings, conduct the official correspondence and maintain the records including the minutes or proceedings of meetings of the Governing Body;

(b) send to the University when called upon by the Executive

Council to do so, originals or certified copies of such records, correspondence minutes or proceedings referred to in clause (a), as may be required by the Executive Council; and

(c) operate the college funds jointly with the President or another member of the Governing Body as may be authorised by the Governing Body of the college.

81. General: –

(1) Notwithstanding the special provisions in regard to the composition of Governing Bodies in the case of certain colleges as envisaged in Statute 78 the provisions of the Statutes under this Chapter, in so far as they are not inconsistent with the terms of the Memorandum & the Articles of Association or the Deed of Trust, as the case may be, shall apply to all colleges.

(2) Notwithstanding anything contained in the Statutes under this Chapter, in the event of failure on the part of the State Government or the Council for Under-graduate Studies or the Faculty Council for Post-graduate Studies, as the case may be, to nominate any member or members to the Governing Body of a college in terms of the provisions contained in clause (iv) or (v), as the case may be, of Statute 78 the Governing Body or the concerned college shall be deemed to have been duly constituted under the provisions of this Statute.

(3) If any doubt or dispute arises as to the interpretation or intention of any of the provisions of the Statutes under this Chapter, or if any difficulty arises on an issue not covered by the Statutes under this Chapter, the matter shall be referred by the Secretary or the President of the Governing Body of the college to the Executive Council which shall take appropriate measures for resolving the difficulty or settling the dispute and the decision taken by the Executive Council in this regard shall be final and binding.

CHAPTER-VIII

APPOINTMENT OF TEACHERS AND PRINCIPALS OF AFFILIATED COLLEGES AND OTHER RELATED MATTERS

82. Appointment of Teachers of Colleges:–

(1) Appointment of whole-time teachers including Principals of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 2012 (West Bengal Act XXIX of 2012), and the rules and regulation made there under.

(2) Notwithstanding anything contained in the forgoing statute, the extant Government Orders shall also apply for appointment of teachers including part time or whole time contractual teachers and suitable changes shall be made in these Statutes from time to time.

(3) In the event, the Principal of a college retires or is on leave for a long period, the Governing Body of the college shall appoint a teacher-in-charge from amongst the whole time teachers of the college.

(4) The senior most teacher with a Ph.D degree of the college shall be so appointed provided there is no serious charge against him (recorded by Governing Body) and he is not mentally or physically unfit (as per report of the Medical Board constituted by the Governing Body for the purpose).

(5) If the senior most teacher refuses in writing on any ground unanimously considered being reasonable by the Governing Body to take up the responsibility, the teacher with a Ph. D degree next in seniority list shall be appointed and so on.

(6) The seniority of a teacher will be determined in terms of the period/ length of continuous service rendered only in the concerned college. The term of appointment of teacher in charge shall not ordinarily be more than six months at a stretch during which the Governing Body shall make all efforts to have a person recommended by the West Bengal College Service Commission to be

appointed as Principal of the College. If no name of a Principal is received within this time, the tenure of the service of the teacher-in-charge may be extended for a further period of another six months with the next senior most teachers as the teacher in charge subject to all other conditions remaining same, and so on.

(7) To avoid difficulty in this regard, requisition to the West Bengal College Service Commission must be sent not less than six months prior the date of retirement of the Principal. The teacher in charge so appointed may enjoy all additional benefits, other than change in pay scale, as enjoyed by a Principal, to be provided from the college funds during their tenure, subject to the approval of the Governing Body.

83. Commencement of Period of Service:–

In calculating the period of service of a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of his joining the post on his first appointment as a probationer (for a period of not less than one year), provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee, if there is no break in service during the period preceding his permanent appointment. Even in such case of permanent appointment from a temporary appointee, the first year of service will be on probation for the person concerned.

***Explanation*:-**

The following shall be treated as 'break' in service;

(a) unauthorized leave of absence;

(b) unauthorized absence in continuation of authorised leave of absence;

(c) gap in between the date of joining from earlier appointment without prior approved cause.

84. Hours of work:–

(1) There will be thirty weeks of direct teaching for a college which has to maintain a six-day week so that there are

at least one hundred eighty days of direct teaching for each teacher in each academic year.

(2) However, a college remaining open for all the six days in a week, an individual teacher will be eligible to engage beyond the college premises for one day in academic work like preparing lessons, doing library work or research work or evaluating internal answer scripts. It shall be considered as working day for the teacher.

(3) Direct teaching hours shall be for a minimum of sixteen hours per week for all teachers. Two hours of relaxation can be given for those who are actively engaged in research like research projects (only during the tenure of the project) from recognized bodies. Similar concessions shall be due to teachers who engage in College related extension activities approved by Governing Body and/ or under the written directive from the Principal/Teacher-in-charge with administrative work related to the internal matters of the College (sub-committees formed), or IQAC, or National Assessment and Accreditation Council, or University Grants Commission, or Higher Education Department, Govt. of West Bengal.

Explanation: –

'Direct teaching' means –

(a) delivering lectures and holding tutorial classes for effective teaching; or

(b) conducting practical classes and field work as required for the coverage of the syllabus; or

(c) holding of class tests, class assignments, seminar presentations, poster presentations etc; or

(d) any other activity within the class-room directly related with academic uplift of the students.

(4) A teacher must be available in the college for at least five hours on each working day. The college authority will make an effective programming for utilization of the time of a teacher by increasing the number of teaching hours, introducing tutorials, arranging counseling

programmes and group discussion with students, holding Departmental meetings etc. It is incumbent upon the Principal/ Teacher in charge of the college with cooperation from all concerned to ensure that students take admission in all offered subjects and are present in the classes. If it is not possible to maintain admission and attendance of students in certain subjects then the teacher concerned in those subjects need not be made to sit idle in the college for maintenance of clause (1) & (2). They should be officially allotted maximum administrative work as discussed in clause (2).

(5) Expenses incurred towards travel and communication for these officially allotted administrative works of these teachers will have to be borne out of college funds as per rates admissible to the concerned college. If the classes are suspended for the day(s) for reasons where a teacher concerned is not involved, and/ or cannot discharge academic duty meaningfully, and/ or has not been allotted in writing any duty of the college by the Principal, he may be exempted from the clause of minimum five hours availability in the college.

(6) It shall be mandatory for a teacher (substantive, part-time and contractual) to co-operate and assist in carrying out functions relating to educational responsibilities of the college, such as assisting the Principal in processing the applications for admission, advising or counseling the students and assisting in University and college examinations including invigilation and supervision thereof as and when required by the Principal.

***Explanation*:-**

(i) The expression "to co-operate and assist" in relation to University examinations, shall, for the purpose of this Statute, mean to include compulsory and effective participation of teachers, including mandatory presence of Principals in the college premises, of affiliated colleges in all matters

relating to such examinations if and when the services of such teachers, including Principals, are requisitioned by the affiliating University for any purpose relating to such examinations.

(ii) Duties relating to examination (invigilation and evaluation of scripts) of the affiliating University will always be primary to all teachers (substantive, part-time and contractual) and under no circumstances any other duty/ responsibility can be allowed during the period of examination and evaluation process of the affiliating University.

(iii) For maximization of resource utilization, all teachers irrespective of their rank and engagement with research, courses and seminars will have to share and be present in equal number of duties related to invigilation of examination allotted to the by the affiliating University.

(iv) However, the University will allot number of candidates for a college to hold their examination as per a uniform norm of candidate-invigilator ratio, applicable for all affiliated colleges, to be decided from time to time by the University Council

(7) The stipulations regarding the number of working hours shall not be applicable when a teacher is engaged in conducting field work, excursions and supervision of practice teaching approved by the college authority.

(8) Morning-Day-Evening Colleges, working in shifts, housed in the same building with separate administration shall enhance the number of working hours as far as possible by overlapping adjustment with day-time colleges to ensure the number of working hours for each teacher.

(9) Every teacher, including the Principal/ Teacher-in-Charge of a college, shall daily sign an attendance register maintained for the purpose, recording the time of arrival and departure, the number of classes allotted and the number of classes taken as well as other duties performed. The Principal shall personally check and countersign the attendance register daily or at least twice a week.

(10) Every teacher has to fill up the annual Performance Based Appraisal Report as prescribed in the approved Proforma of such report by the Executive Council of the University. These annual reports shall be part of the Service Book of the teacher. The said annual reports and the Service Book shall be kept in the custody of the Principal of the College, with a signed copy of the both with the teacher concerned. Due to the confidential and sensitive nature of these documents, no sub-committee can be formed in this matter, and only during career advancement/ retirement/ resignation of a teacher they will be made available to the IQAC for due processing.

(11) Every teacher (including the Principal/ Teacher-in-Charge) of the college shall not, except with the previous sanction of the Governing Body, accept either directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family so to accept from any person any gift of more than trifling value:

(12) Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions, when the making/ receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value should be reported to the Governing Body and the gifts shall be disposed of in such a manner as the Governing Body may direct.

(13) If a question arises whether any gift is of trifling value or not, or where the concerned teacher is in any doubt whether a gift offered to him is of a trifling value or not, a, reference shall be made to the Governing Body and the decision of the Governing Body thereon shall be final.

(14) In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties:-

(i) to perform invigilation work in any examination ;

(ii) to draw class routines;

(iii) to carry out assignment for such field work as may be necessary for the courses taught in the college;

(iv) to assist the Principal with regard to the admission of students;

(v) to participate in N.C.C., N.S.S. and Sports and Games for the well-being of the students;

(vi) to assist the Principal in the management of the hostels and messes attached to the college or administered by the college, if any;

(vii) to make the internal assessment of the students; and

(viii) to evaluate answer scripts of students and undertake any other duty, related to any examination conducted by the college and the university, on being directed and appointed to do so.

85. Duties of a Principal/ Teacher-in-Charge:–

(1) The Principal of a College shall be in overall charge of the administration of a college. Policy matters are to be decided upon by the Governing Body. But details of implementation and day to day administration are to be done by the Principal. The Principal shall be accountable to the Governing Body for his performance.

(2) He, as the Secretary of the Governing Body, shall call at least six meetings annually of the Governing Body and place before the Governing Body all the issues which require decision by the Governing Body.

(3) He shall be regular in his attendance in the college and shall be present as far as possible in the college during working hours. In case of engagement elsewhere for official purpose, he will note the reason/cause for the same in the attendance register. In case of absence of more than a day from college, the Principal will assign a teacher with Ph. D to be teacher in charge for the period with the approval of the Governing Body.

(4) It is the duty of the Principal to be in over all charge of University Examinations and admissions held in the

college. The members of the Examination/ Admission Committee shall help the Principal in such matters. Under unavoidable circumstances of absence from the college, with the approval of the Governing Body, the Principal/ Teacher-in-Charge may depute a teacher in her/ his place to carry on such duties. However, if the Principal/ Teacher-in-Charge are in station and on duty will not be able to seek such approval from the Governing Body.

(5) A Leave Register for all teachers and staff will be maintained along with a file of documentary evidence of the same under the overall supervision and custody of the Principal/ Teacher-in-Charge without the involvement or assistance of any beneficiary of the same. In case of a dispute/ difference on nature of leave applicable, on a case by case basis, can be resolved by forwarding the same, with approval from Governing Body, to the Inspector of Colleges of the University.

(6) In case of any further clarification/revision, the case may be forwarded to the Director of Public Instruction, West Bengal for final and binding resolution of the matter.

(7) He shall check the attendance of the teaching and the non-teaching staff of the college. He must also ensure that the attendance registers of the students are properly maintained. A student who does not meet the percentage requirement of seventy five percent of attendance for being treated as a regular student cannot be allowed to sit for the University examinations. However, such candidates may be allowed to appear in the University Examination as a non-collegiate candidate.

(8) Departmental meetings shall be regularly arranged by the Principal, not less than four times in an academic year, to review the progress of course coverage by the teachers concerned and attendance of students in each department.

(9) He with the help of the Bursar must see that the accounts of the college are regularly maintained and annually audited. Financial irregularities, if any, are to be brought to the notice of the Finance Committee and to the Governing Body of the college for taking proper action.

(10) In the month of March, on written input from all the head of the departments and designate office staff of estimated expenditure for the coming year of the college by 28th February, the Bursar will introduce the annual budget estimates of the college in the Finance Committee, which on approval will be placed in the Governing Body by the Principal.

(11) He must submit, each year by 28th February, the list of teachers (substantive, part-time and contractual) in the college (subject-wise) along with their residential addresses, contact phone number and valid email ID to the Controller of Examinations for appointment of examiners in order to facilitate timely publication of the results of University examinations.

(12) He shall see that the vacant posts are filled up without delay and due financial assistance is obtained and utilized. At least six months prior to a teaching post falling vacant, the Principal shall move the files, with approval from Governing Body, to West Bengal College Service Commission and/ or Department of Higher Education, as necessary, with the requisition to fill up the same. She/he shall also see that papers related to career advancement, fixation of pay, claim for retirement benefits and Service Books of the members of the staff are to be prepared and sent duly signed to the appropriate authorities in time.

(13) The maintenance and keeping update the Roster Point Register of the College, with proper authorization from the concerned department/cell of the government, at all time of the year will be the responsibility of the Principal.

(14) He will be responsible for autonomy and effectiveness of the following internal bodies: Students' Grievance Reddressal Cell, Sexual Harassment Cell, *Anti-ragging* committees and squads, Students' Welfare and Counseling Cell: with respect to their formation for a two year tenure, annual conduct of its six meetings, and execution of decisions taken with the approval of the Governing Body.

(15) The Principal shall ordinarily take not less than four periods of class work in a week in his subject.

(16) He shall perform any other duty which may be assigned to him by the Governing Body.

(17) In particular, and without prejudice to the generality of the foregoing duties, a Principal/ Teacher-in-Charge shall perform all or any of the following functions:–

(i) develop a vision and strategy which keeps the College at the forefront of educational innovation and outstanding achievement and which maintains its position within its local community as a key and valued partner committed to excellence;

(ii) be expected to lead, inspire and develop the management team and staff, maintaining at all times that ethos of partnership and shared decision making which has been so fundamental to the College's success;

(iii) strive to make the College an inclusive, student-centered organization and an effective learning environment for all College users;

(iv) adopt and encourage a positive attitude towards equal opportunities and ensure the development of equal opportunities throughout all aspects of service delivery and employment;

(v) develop an ethos of teamwork throughout the organization;

(vi) promote discipline and good conduct and encourage commitment of staff, leading by example;

(vii) maintain student security and discipline and, within the rules and procedures provided for within the Articles, suspend or expel students on disciplinary grounds or expel students for corrupt academic practices;

(viii) recommend the penalties to the governing bodies in case of offences or lapses on part of the employees/ students/ teachers;

(ix) ensure, as the DDO of the College, that the Governing Body is advised if its actions or policies are incompatible with the financial memorandum, with the College's financial regulations and procedures or with the Instrument & Articles of Government;

(x) ensure that the College is effectively represented and promoted in local, regional and national forums and that information from external sources is disseminated widely throughout the College;

(xi) promote participation in academic programmes, such as Orientation Programmes, Refresher courses, Workshops and Seminar as Presenter-Participant, In-service and other training Programme, organized by the Bodies (National/ International) and/or University and/or Department/College for development of academic competence of the teachers;

(xii) delegate two teachers with aptitude and competence for advising his office towards drawing funds through application of for funds of various nature available from government/private departments/bodies;

(xiii) form an Internal Flying Squad at the start of every week with three teachers of the college in rotation to assist the Principal in making surprise visits to classes, examination rooms, office, store, library, toilets, common rooms, laboratories, canteens, hostel and/ or any other place within the college premises for scrutiny and check of smooth and fair conduction of classes and examinations/ irregularities/ anomalies/ cleanliness/ hygiene;

(xiv) promote formation of staff co-operative societies following due process of law, and taking initiative to motivate joining Group Insurance (Hospital and Surgical) schemes among the teachers, staffs and bonafide students;

(xv) maintain timely correspondence relating to the administration of the college;

(xvi) ensure proper functioning of the Receiving/ Dispatch Desk of the college;

(xvii) shall not employ any official subordinate on regular domestic service;

(xviii) ensure observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there-under from time to time by the University, and the orders issued by the State Government.

(17) A whole time teacher of a college enjoying University Grants Commission scale of pay shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, that is, sixty years. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in these Statutes by vide notification in the University Regulation from time to time.

86. Other Employment: –

No teacher (including the Principal/ Teacher-in-Charge) of a college shall be permitted to engage himself either in private tuition or in any other remunerative assignment not authorised by the University:

Provided that,

(a) no whole-time teacher (including the Principal/ Teacher-in-Charge) of an affiliated college shall be permitted to do guest/ visiting/ part-time teaching work in not more than two institutions at any point of time other than their own college without application through proper channel and approval of the same by the Governing Body of the concerned college. For the teachers/principal of Government College, all approvals shall have to be taken from Director of Public Instruction through proper channel.

(b) any teacher contravening the provision of this Statute shall be liable to such disciplinary action as the Governing

Body of the concerned college / Director of Public Instruction (as the case may be) may deem fit.

87. Resignation: –

(1) Subject to the terms and conditions of any existing contract, no permanent teacher of a college shall be entitled to terminate his service by voluntary resignation without filing in writing with the Principal notice of his intention to resign and such notice shall be so filed –

(a) in the case of a resignation at the end of an academic year, at least one month in advance, or

(b) in the case of a resignation at any other time at least two months in advance.

(2) Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the principal/ Teacher-in-Charge similar notice in writing at least one month in advance:

Provided that in special circumstances the Governing Body on the recommendation of the Principal/ Teacher-in-Charge, may accept a notice of intention to resign for a shorter period.

(3) Any contravention of the provisions of Paragraph (1) shall, at the discretion of the Governing Body, entail forfeiture of salary for the period by which the notice falls short of the requirement of Clause (a) or Clause (b) of Paragraph (1) in addition to such disciplinary action as may be taken for such contravention.

88. Discipline and Conduct:–

(1) Subject to the provisions of the West Bengal College Teachers (Security of Service) Act, 1975 the teachers of a college (including the Principal), for reasons stated in Paragraph (2) below and in the manner prescribed, shall be subject to the following disciplinary measures and actions as mentioned in paragraph (3) to be imposed by the Governing Body of the College.

(2) Reasons for Disciplinary measures:–

(i) neglect of duty;

(ii) want of due diligence in the performance of duties;

(iii) dereliction of duty connected with work related to the University examinations;

(iv) engaging in any unauthorized work, gainful or otherwise;

(v) violation of orders regarding attendance and discipline;

(vi) misappropriation and defalcation of college fund;

(vii) insubordination or disregard or violation of the written orders of the superior authority;

(viii) bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the college;

(ix) failure to adhere to published rules/ regulations

(x) commission of any offence involving moral turpitude;

(xi) damage or misuse of college property or data; software licensing and other similar violations;

(xii) falsification of attendance, employment application, and/or other records/ documents;

(xiii) unauthorized/unverified comment in the public domain (world-wide-web, electronic and print media) that will cause false alarm, disrepute, inaccurate representation in the public mind about the college;

(xiv) conviction by a Criminal court;

(xv) taking of illegal gratification;

(xvi) tampering with official records;

(xvii) unauthorized absence;

(xviii) being in the college premises intoxicated state and/ or in possession and/or in use of illegal drugs or controlled substances;

(xix) being in the college premises with possession or use of weapons;

(xx) bigamy;

(xxi) engaging in sexual harassment of colleagues and students;

(xxii) declining of assignments related to invigilation/ paper setting/script evaluation of University Examination without any reason; or delay in submission of assignments paper setting/ script evaluation of University Examination without any reason.

(3) The University may direct the Governing Body to initiate disciplinary proceedings against a teacher or the Principal/ Teacher-in-Charge if the University, on approval from Executive Council, decides on evidence that the concerned person is guilty of dereliction of duty connected with any work related to University Examination and/or all other matters of affiliation.

(4) Disciplinary Measures:-

(a) Censure, to be recorded in his Service Book for future reference

(b) recovery of pay, of the whole or part of any pensionary loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise;

(c) withholding of increments or withholding of career advancement or both;

(d) suspension;

(e) compulsory retirement;

(f) removal from service which shall not be disqualification for future employment;

(g) dismissal from service which shall ordinarily be a disqualification for future employment as a teacher.

(5) No order imposing any of the aforesaid measures shall be issued without informing the teacher concerned of the charges against him and giving him an opportunity of being heard and except after an enquiry held as per

the principles of natural justice and in a manner prescribed by the Governing Body of the College.

(6) An order of the Governing Body of the college imposing any of the penalties mentioned above shall be communicated to the teacher concerned and shall be reported to the concerned University.

(7) A teacher, against whom an order imposing any of the penalties mentioned above has been passed, may prefer an appeal within thirty days from the date of receipt of such order to the Governing Body for penalties mentioned at (a), (b) and (c) above; and to the Director of Public Instruction, West Bengal for penalties mentioned at (d), (e), (f) and (g). In the latter case, the Director of Public Instruction, West Bengal shall, after giving the teacher and the Governing Body of the college an opportunity of being heard, pass such orders as it thinks fit. The Director of Public Instruction, West Bengal may, by his own order, delegate the power to some officer not below the rank of Joint Director of Public Instruction.

(8) However, before initiating such disciplinary measures against an earring teacher or Principal/ Teacher-in-Charge, the Governing Body shall try to initiate corrective measures. If the injury caused by the offending act is minor, then the offender may be let off with a written caution. The particulars of the offending act, however, shall be recorded in his Service Book for future reference.

(9) Along with disciplinary measures, the Governing Body may also record its appreciation for teachers and Principals for outstanding performance. The note of appreciation shall be recorded in the Service Book of the teacher or Principal concerned.

CHAPTER-IX

REGISTER FOR REGISTERED GRADUATES

89. Maintenance of Register of Graduates: –

The Registrar shall maintain and keep in his custody a register of graduates which will contain the names of all graduates of the University:-

(a) registered under the relevant provisions of Gour Banga University Act, 2007, and have made all payments of annual fees for retention of their names in the register; by paying the requisite sums in that behalf, and

(b) registered under Statute 92, whose registration has not been discontinued under the provision of the same Statute;

(c) The terms and conditions of Registration and Migration of all Undergraduate students and Research Scholars of the University shall be guided by the rules that will be notified in the University Regulations.

90. Conditions for Registration of Graduates: –

A graduate holding for not less than three years a degree of the University may, on application made in this behalf to the Registrar in such forms as may be prepared by the Registrar and approved by the Vice-Chancellor for the purpose and on payment of a fee as decided by the University from time to time, have his name registered as Registered Graduate.

Provided that a graduate for the purpose of election to the Postgraduate Faculty Councils shall include graduates of other Universities who has enrolled himself for regular post-graduate or other higher degrees of this University.

***Explanation*:**

For the purpose of this Statute a person shall be deemed to hold a degree with effect from the date of publication of the result of the relevant University Examinations.

91. Period of Registration: –

The period of registration of a graduate registered under this

Statute shall commence on the date on which the necessary fee for registration is paid by him and extend up to the 31st day of March following year.

Provided that those who enroll themselves as Registered Graduates on or before the date fixed by the Vice-Chancellor will be allowed to enroll as voters for the elections and also to cast their votes under the Act.

92. Discontinuance of Registration: –

If any graduate registered under this Statute fails to pay within thirty days from the expiry of the period of his registration such annual fee for continuation of his registration from year to year, his registration shall be discontinued and his name shall be removed from the register of the Registered Graduates referred to in Statute 89;

Provided that,–

(d) if the 30th day from the expiry of the period of registration referred to above, is a Sunday or any other holiday for the University, the payment of such annual fee for continuation of registration from year to year may be made on the following working day of the University;

(e) if any graduate whose registration has been discontinued under the provisions hereinbefore referred to subsequently intends to have his name registered as a registered graduate, she/he may apply under the provisions of Statute 86 for a fresh registration and such fresh registration shall commence on date on which he makes payment of the necessary fee thereof.

(f) The terms and conditions of Migration of all registered graduates of the University shall be guided by the rules laid down notified in the University Regulations.

93. Correction/ Revision of Register of Graduates: – The register maintained for the purpose of registered graduates shall be corrected and revised every year in the month of May and be brought up-to-date.

CHAPTER-X

RECOGNITION OF COLLEGES AS PROFESSIONAL OR AUTONOMOUS COLLEGES

94. Eligibility of Recognition of Professional College: –

(1) An affiliated College shall be eligible for a planning for recognition as a Professional College if it has provided for not less than three years' instruction primarily for courses of study leading to a degree, diploma, or certificate in a professional subject and has the necessary facilities and arrangements for providing such instruction.

(2) If the executive council thinks fit so to do, it may by order recognize any university college, in which instruction is provided primarily for courses of study leading to any degree, diploma or certificate of the University in any Professional Subject, to be a Professional College, and may, by similar order, withdraw such recognition from any University College.

95. Conditions for recognition as Professional College: –

For the purpose of recognition as a Professional College an affiliated College shall satisfy the following conditions, namely;

(1) that there are adequate financial resources for the continued and efficient working of the college;

(2) that there is suitable and adequate accommodation for students, staff, libraries, laboratories, Museums, scientific equipment, technical appliances and such other resources as may be necessary to ensure that teachers and students may accomplish the purposes to be achieved through professional instruction and that graduates are thoroughly trained and prepared, upon graduation, to serve the professional field in which they have pursuing courses of study;

(3) that members of the teaching staff, other than those appointed temporally for a period not exceeding six months or shall be appointed on the recommendation

of a selection committee which shall include a nominee of the Vice-Chancellor, constituted by the Governing Body of the college for the purpose:

Provided this clause shall not apply in the case of Govt. Colleges or Govt. sponsored Colleges;

(4) that the strength and qualification of the teaching staff and the conditions governing tenure of office are as prescribed by the Government of West Bengal or U.G.C or such other Govt. Professional bodies;

(5) that the necessary teaching devices, specialized equipment and related materials for use by teachers are available so as to ensure that students are fully one day in the professional technique and trained to use the appliances, instruments and other equipments which shall be employed in the satisfactory pursuance of the professions concerns;

(6) that adequate vision has been made for as properly equipped library;

(7) that in every branch of science that is included as a part of a professional course of study arrangements have been made for imparting instructions therein in a properly equipped laboratory or museum and for providing sound training in any branch of experimental science that may be involved, and

(8) that such other conditions or directions as the Executive Council may, from time to time, lay down for the maintenance of the standard of professional instruction and the training will be fulfilled.

CHAPTER-XI

DISCIPLINE AND CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

96. Discipline and Conduct of the employees of the University:–

(1) All employees of the University including teachers, officers and other non-teaching employees shall devote themselves to the duties of their office with utmost diligence and obedience and comply with orders and directions as may be issued by the Vice-Chancellor or any other competent line of authority.

(2) Every employee of the University shall maintain absolute integrity, and do nothing which is unbecoming of an employee of the University.

(3) No employee shall, in the performance of his official duties or exercise of power conferred on him, act otherwise then in his best judgment except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.

(4) No employee shall, without express permission of the Vice-Chancellor, engage directly or indirectly in any trade or business whatsoever or any other work which in the opinion of the Vice-Chancellor may interfere with the proper discharge of his duties, provided, however, that this clause shall not apply to any work undertaken by any member of the staff in connection with the work of a University or a corporate body other than those engaged in trade and industries.

(5) No employee shall undertake private tuition.

(6) An employee shall undertake part-time teaching assignment in another University/ Institution on a request by such University/ Institution and on the Vice-Chancellor permitting the same.

(7) In addition to the teaching work and research supervision, a teacher shall be liable to perform such

extra-curricular duties, supervision and other work in connection with any examination held by the University as may be allotted to him by the Vice-Chancellor.

(8) An employee shall require doing extra work as may be assigned to him by the Vice-Chancellor or the Registrar, as the case may be, commensurate to the status and duties of the employees.

(9) No employee of the University shall join or continue to be a member of an association the objects of which are prejudicial to the interest of the University or public order or morality.

(10) No employee shall, except with the previous sanction of the appropriate authority, engage in any trader or undertake any employment other than his public duties or carry on directly or indirectly any business or undertaking or use his position as a University employee to help such business or undertaking. However he may undertake honorary work of a social or charitable nature or; work of a academic, literary, artistic' or scientific character, provided that his official duties do not suffer thereby but the appointing authority may, in its discretion, at anytime, forbid him to undertake, or require him to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his time as to interfere with his official duties.

(11) Save in cases mentioned below no employee of the University shall serve in, or give evidence before, any Committee or Commission without obtaining prior permission of the Executive Council:-

(a) Committee or Commission appointed by the Government, Central or state, the Parliament or the State Legislature;

(b) A Judicial enquiry;

(c) A departmental enquiry ordered by the Chancellor, the Vice- Chancellor or any appropriate authority of the University.

(1) No employee of the University shall divulge, either

directly or indirectly any official secrecy concerning the University.

(2) No University employee shall, in any radio/ T.V/ Internet broadcast or in any document published/ electronically disseminated anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterances, make any statement of fact or opinion which brings disrepute to the University, and has the effect of any adverse criticism of any current or recent policy or action of University or of another University or of the Department of Higher Education, Government of West Bengal, and/ or which is capable of embarrassing the relations between Universities of the state or country, between the University and its affiliating colleges, and between the University and any department of the Central Government and/ or the State Government.

(3) An University employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such employee save with the permission of the University and in accordance with such conditions as University may impose. If a question arises whether a University employee's duties involve the carrying out of scientific or technical research within the meaning of this rule, the decision of University shall be final.

(4) No University employee shall behave in a manner which is improper and unbecoming of a public servant and derogatory to the prestige of University. An University employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being; not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the

performance of her/his duties at any time is not affected in any way by the influence of such drink or drug; refrain from consuming any intoxicating drink or drug in a public place; not appear in a public place in a state of intoxication; not use any intoxicating drink or drug to excess; be in the University premises with possession or use of weapons; and conduct in a fashion that can be construed as sexual harassment of a colleague(s).

(5) Every employee of the University shall not, except with the previous sanction of the appropriate authority, accept either directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family so to accept from any person any gift of more than trifling value:

Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions, when the making/ receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value should be reported to the appropriate authority and the gifts shall be disposed of in such a manner as the appropriate authority may direct; If a question arises whether any gift is of trifling value or not, or where the concerned employee is in any doubt whether a gift offered to him is of a trifling value or not, a, reference shall be made to the appropriate authority and the decision of the Executive Council thereon shall be final.

97. Act of Misconduct: –

Any of the following acts of an employee shall be construed as an act of misconduct:

(i) gross negligence in the discharge of duties;

(ii) willful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline;

(iii) theft, fraud or dishonesty in connection with the property of the University;

(iv) misappropriation of University funds;

(v) tampering with official records;

(vi) giving false information regarding one's name, father's name, age, qualifications, previous service etc. at the time of employment;

(vii) habitual late attendance or willful absence from duty without leave or sufficient causes;

(viii) taking or giving bribes or any illegal gratifications or indulging in corrupt practices;

(ix) indecent behavior or any other act subversive of discipline;

(x) assaulting or intimidating any employee of the University;

(xi) sabotage or willful damage to or causing loss of goods or properties of the University;

(xii) spreading false information with a view to causing disruption of the normal work of the University;

(xiii) unauthorized use of land and building of the University;

(xiv) conviction in a Court of Law for offence involving moral turpitude;

(xv) breach of rules and regulations, orders and circulars of the University or of any of the higher authorities;

(xvi) abetment or attempt to commit any of the acts of misconduct;

(xvii) any other ground which may be considered by the Executive Council to be detrimental to the interest of the University or the institution he is serving;

(xviii) plagiarism;

(xix) commission of any offence involving moral turpitude;

(xx) engaging in any unauthorized work, gainful or otherwise;

(xxi) engage in sexual harassment of colleagues and students;

(xxii) violation any/ all clauses given in Statute 96.

98. Disciplinary Action:–

Disciplinary action, including imposition of penalties, may be taken by the Executive Council on being forwarded by the Vice Chancellor against an employee for any of the reasons enumerated under the heading of discipline and act of misconduct.

99. Disciplinary Authority:–

Subject to the provisions hereinafter the Vice-Chancellor of the University shall be the disciplinary authority in respect of employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the Registrar of the University shall be disciplinary authority provided that the disciplinary authority shall not be entitled to impose any punishment other than "censure to be recorded in his Service Book for future reference" on any employee and in case the disciplinary authority is of opinion that the gravity of offence probed may warrant imposition of any punishment other than "censure to be recorded in his Service Book for future reference", it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Executive Council for passing the final order as the Executive Council may deem appropriate. It shall be for the Executive Council, with two-third majority, in such case to decide whether the finding of the disciplinary authority should be accepted or not.

100. Penalties: –

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter.

(i) Censure, recorded in his Service Book for future reference;

(ii) Withholding of increment or promotion including the

stoppage of increment and efficiency bar, if any.

(iii) Reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing of the future increments of his pay.

(iv) Reduction to a lower time-scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his seniority and pay on restoration to that grade, post or service.

(v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order.

(vi) Compulsory retirement

(vii) Suspension from service, which shall not be disqualification for future employment under the University.

(viii) Dismissal from service, which shall ordinarily be a disqualification for future employment under the University.

101. Preliminary Enquiry: –

Whenever a complaint is made against an employee of the University about the committing of an act of misconduct, it shall be competent for the disciplinary authority described hereinbefore, to carry out a preliminary inquiry before commencing the formal disciplinary proceedings referred to hereinabove. Such preliminary inquiry may be made either by the disciplinary authority himself or by some other person(s) authorised by the said authority to carry out the inquiry. Such person(s) need not be connected with the University. This preliminary inquiry will be in the nature of a fact finding inquiry for the purpose of enabling the disciplinary authority

to ascertain whether there is a prima facie case which will justify the commencement of formal disciplinary proceedings. The disciplinary authority, however, need not carry out such preliminary enquiry, if the said authority does not consider it to be necessary. It shall be competent for the Executive Council, for good and sufficient reason, to direct the Vice-Chancellor or the Registrar to initiate either a preliminary inquiry or formal disciplinary proceedings against any of the employees of the University.

102. Procedure for Imposing Penalties:–

(1) No order imposing of the penalties specified in Statute 100 shall be made except after an enquiry held in the manner provided in the Statute.

(2) The disciplinary authority shall draw or cause to be drawn up;

(a) the substance of the imputation of misconduct or misbehavior into definite and distinct article or articles of charges;

(b) a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain;

(i) a statement of relevant facts including any admission or confession made by the employee;

(ii) a list of documents by which, and a list of witnesses by whom, the article(s) of charge are proposed to be sustained;

(c) the disciplinary authority shall deliver or cause to be delivered to the employee, a copy of the article(s) of charge and the statement of imputation of misconduct or misbehavior prepared under sub-paragraph-(b) and shall require the employee to submit to the disciplinary authority, or to the enquiring authority where an enquiring authority has been appointed by the disciplinary authority, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person;

(d) the disciplinary authority may in a case for the purpose of enquiry, appoint an Enquiring Authority and forward to it; .

(i) a copy of the article(s) of charge and the statement of the imputation of misconduct or misbehavior.

(ii) a copy of the statement of witnesses, if any,

(iii) evidence proving the delivery of the documents mentioned in sub-paragraph (b) (ii) to the employee;

(e) the employee shall appear in person before the disciplinary /inquiring authority on such day and at such time within ten working days from the date of receipt by him of the articles(s) of charge and the statement of imputation of misconduct or misbehavior as the disciplinary/ inquiring authority may fix by a notice in writing or within such further time as the disciplinary/inquiring authority may allow;

(f) if the employee who has not admitted any of the article(s) of charge in his written statement of defence appear before the disciplinary/ inquiring authority, such authority shall ask him whether he admits or pleads guilty to any of the articles of charge and shall record the plea, sign the record and obtain the signature of the employee thereon. Thereupon the disciplinary/ inquiring authority shall return the findings of guilt or otherwise in respect of these articles of charge to which the employee pleads guilty. The disciplinary/ inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty or claims to be tried, require the University or its representatives to produce the evidence by which it is proposed to prove the article(s) of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee needs such time for the purpose of preparing his defence;

(g) the employee shall thereafter-

(i) inspect within five working days of the order or within such further time not exceeding five working days as the disciplinary/ inquiring authority may allow, the documents specified in list referred to in clause (b) (ii);

(ii) submit a list of witnesses to be examined on his behalf;

(iii) give a notice within ten working days of the order or within such time not exceeding ten working days as the disciplinary/ inquiry authority may allow asking for the discovery or the production of any documents which are in the possession of the authority but not mentioned in the list mentioned in clause (b) (ii);

(h) the disciplinary/ inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the disciplinary/ inquiring authority may, for reasons to be recorded by it, in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case;

(i) on receipt of the requisition referred to in clause-(h) every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary/ inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is of the opinion for reasons to be recorded by it, in writing, that the production of all or any of such documents would be against the interest of the

University, it shall inform the disciplinary/inquiring authority accordingly and the disciplinary/ inquiring authority on being so informed communicate the opinion to the employee and withdraw the requisition made by it for the production or discovery of such documents;

(j) The disciplinary/inquiring authority shall allow the employee an opportunity to cross examine the witnesses, if any, examined on behalf of the University in support of the charge and shall also allow the employee to examine such witnesses in support of his defence as may be considered relevant in the context of the charge;

(k) after the completion of the inquiry, the disciplinary/ inquiring authority shall prepare its report which shall contain the following:-

  (a) the article(s) of charge and the statement of imputation of misconduct or misbehavior;

  (b) the defence of the employee in respect of each article of charge;

  (c) assessment of the evidence in respect of each article of charge;

  (d) the findings on each article of charge and the reasons there for;

(l) in such a case where the disciplinary authority is not authorized to impose the required penalty upon the employee, he shall forward his report together with records of the disciplinary proceedings to the Executive Council for consideration and necessary action. The Executive Council shall decide provisionally as to the punishment to be imposed upon the employee concerned, if it is proposed to punish the employee with any of the punishments viz. dismissal, removal from service, reduction in rank or in time-scale or grade or compulsory retirement. In all other cases, the Executive Council

shall be entitled to pass a final order imposing any of the punishments upon the employee except those mentioned in the forgoing Statutes;

(m) if the inquiry has been conducted by an inquiring authority other than the disciplinary authority, then the inquiring authority shall forward the inquiry report together with the records of the inquiring proceedings to the disciplinary authority and the disciplinary authority shall consider the records of the inquiry and record its findings on each charge and thereafter the procedure mentioned in the sub-paragraph-(l) shall be followed;

(n) if the Executive Council, having regard to the findings on the charges, is of the opinion that any of the punishments mentioned in subparagraph-(l) should be imposed and has recorded the provisional findings in that regard in the manner hereinbefore provided, it shall-

(i) furnish to the employee a copy of the report of the inquiry and a statement of its findings together with brief reasons for Executive Council's agreement, if any, with the findings of the disciplinary /inquiring authority;

(ii) give him a notice stating the punishments proposed and the grounds there for and calling upon him to submit, within a specified time, such representation as he may wish to make on the punishment proposed, only on the basis of the evidence produced during the enquiry;

(o) the Executive Council shall consider representation, if any, made by the employee in response to the notice under clause (ii) of sub-paragraph (n) and determine the penalty, if any, that should be imposed on the employee and pass such order as it may deem fit;

(p) an order passed by the Executive Council under

clause-(o) shall be communicated to the employee in writing by the Registrar;

(q) If more than one employee is involved in the allegations contained in the charge or charges for misconduct, the disciplinary authority may make inquiry in a common proceeding or direct that the inquiry in respect of these employees be held in a common proceeding.;

(r) Any other matter not covered in the Statutes or Ordinances may be dealt with the provisions of West Bengal Service Rules, 1971 and the West Bengal Services (Classification, Control and Appear) Rules 1971, as may be amended from time to time.

103. Special Procedure in Certain Cases: –

Nothing in Statute 102 shall apply in a case where the Executive Council imposes any penalty enumerated in Statute 98 on an employee-

(i) on the ground of conduct which has led to his conviction on a criminal charge or on the strength of facts or conclusion arrived at in a judicial trial;

(ii) who has absconded or where for other reasons it is impracticable to communicate with him.

104. Suspension: –

(1) The Executive Council may place an employee under suspension on recommendation of the disciplinary authority, Vice-Chancellor or the Registrar, as the case may be;

(a) where the disciplinary proceedings against him is contemplated for/ pending or;

(b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority-

(a) with the effect from the date of detention, if he is

detained in police custody on a criminal charge for a period exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/ duration of police custody' can be made by the Executive Council by vide notification in the University Regulation from time to time.

(b) with effect from the date of his conviction, if, upon such conviction, he is sentenced to a term of imprisonment exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/ duration of police custody' can be made by the Executive Council by vide notification in the University Regulation from time to time.

(3) where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or on review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

(4) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his basic pay and allowances in full.

(5) In the event of his suspension being followed by punishment he shall not be entitled to any further emoluments other than what he had already been paid from the date of his suspension unless the Executive Council directs otherwise.

(6) An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.

105. Pay and Allowances on Reinstatement:–

When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or

Reviewing Authority, as the case may be, may grant him for the period of his absence from duty

(i) if he is honorably acquitted, the full pay and allowances other than the travelling allowance to which he would have been entitled, if he had not been dismissed or removed or suspended, less the subsistence grant;

(ii) if otherwise, such proportion of pay and allowances as the Disciplinary, Appellate or Reviewing Authority may determine;

(iii) In a case falling under clause (i) the period of absence from duty will be treated as a period spent on duty;

(iv) In a case falling under clause (ii) the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.

106. Appeal against Order Imposing the Penalties: –

An appeal against the order imposing any of the penalties by the Executive Council except the punishment involving termination of service by way of dismissal or removal or compulsory retirement shall lie to an Appellate Authority to be constituted with three persons by a resolution of the Executive Council. At least one of these three persons shall be an outsider. Such Appellate Authority shall be appointed for such term and on such other terms and conditions with regard to the holding of office by the members of the committee and such staff as the Executive Council may determine by resolution.

107. Appeal against Order of Dismissal/ Removal/ Compulsory Retirement: –

An appeal against the order of dismissal, removal or compulsory retirement shall be made to the Tribunal constituted under the Act.

108. Period of Limitation for Appeal: –

No appeal preferred shall be entertained unless such appeal is preferred within the period of ninety days from the date on which a copy of the order, appealed against, is delivered to the employee concerned;

Explanation:–

The word 'delivered' in this Statute shall mean and include sending of the order to the employee concerned by registered post with acknowledgement due for a lapse of period of thirty days from the date of posting of the order. If the employee concerned does not otherwise acknowledge in writing the receipt of the order or if he refuses to accept the order sent by registered post, his appeal shall not be entertained:

Provided that the tribunal or Appellate Authority, as the case may be, may entertain an appeal after the expiry of the said period if sufficient cause for not preferring the appeal in time is shown.

109. Procedure of Appeal: –

(1) Every person preferring an appeal shall do so separately and in his own name and shall submit five copies of the appeal.

(2) The appeal shall be presented to the authority to whom the appeal lies and it shall contain all materials statements together with a copy of the order sought to be appealed against and documents on which the appellant wants to relay. The language in the petition of appeal shall not be disrespectful or improper and shall be complete in itself.

(3) The authority which made the order appealed against, on receipt of a copy of the appeal shall forward its comments thereon, if any, together with the relevant records to the Tribunal or Appellate Authority without any avoidable delay.

(4) The Tribunal/ Appellate Authority shall regulate its own procedure in the matter of hearing and disposal of the appeal.

110. Appellate Authority: –

The Executive Council shall constitute an Appellate Authority consisting of the following members, namely;

(i) a person to be nominated by the Chancellor as Chairman;

(ii) one person having knowledge of law to be nominated by the State Government;

(iii) one person to be nominated by the Executive Council.

111. Appellate Tribunal: –

The Executive Council shall constitute an Appellate Tribunal consisting of the following members, namely;

(i) a Chairman, to be nominated by the Chancellor in consultation with the Minister;

(ii) one person to be nominated by the Executive Council;

(iii) one person each to be nominated by the teacher, officer or employee concerned.

112. Constitution of Election tribunal: –

There shall be an Election Tribunal comprising the following members;

(i) a person to be nominated by the Chancellor as Chairman;

(ii) one person having knowledge of law to be nominated by the State Government as member; and

(iii) a person to be nominated by the Vice-Chancellor as member.

CHAPTER-XII

LEAVE RULES

113. Classification of employees: –

(1) For purpose of calculation of leave the employees shall be classified as follows:

(i) Teachers of the University;

(ii) Officers;

(iii) Non-teaching staff.

(2) The terms and conditions of Service and Leave of all Officers and Non-Teaching Staff of the University shall be guided by the rules laid down by the government orders, *mutatis mutandis,* and be notified in the University Regulations.

114. Leave Rules and Leave Salary for Teachers of the University:–

(1) These rules may be called "Leave Rules" in respect of whole-time teachers of the University.

(2) These rules are applicable to all whole-time teachers of the University.

(3) Subject to the provisions of the order of the State Government as may be issued from time to time the term "leave" shall mean;

(i) Casual Leave;

(ii) Earned Leave;

(iii) On Duty Absence;

(iv) Study Leave;

(v) Special Study Leave;

(vi) Maternity Leave and Child Adoption Leave;

(vii) Quarantine Leave;

(viii) Medical Leave/ Half Pay Leave;

(ix) Commuted Leave;

(x) Extraordinary Leave;

(xi) Compensatory Leave;

(xii) Leave Not Due;

(xiii) Special Disability Leave;

(xiv) Child Care Leave.

(4) Leave of any description can not be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.

(5) Leave shall be calculated on the basis of calendar year, and not academic year.

(6) Leave ordinarily shall claim on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot be both affixed and prefixed to holidays; when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.

(7) A teacher on leave shall not return to duty before the expiry of leave granted to him without permission of the authority, which sanctioned the leave.

(8) A teacher who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a registered medical practitioner.

(9) A teacher who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited to leave, as though it were leave on full pay.

(10) All applications for leave of absence and/ or for leaving station should be previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be placed before appropriate bodies.

(11) For a teacher during "appointment on probation", which means appointment on trial before confirmation and shall be confirmed and made permanent only on satisfactory completion of the period of probation, will be eligible

during the period of probation for Casual Leave (maximum fourteen days in a year and which shall not be combined with any other kind of leave) and Extraordinary Leave (on any occasions in excess of three months in a year, and with no leave salary /leave with pay is admissible for this period, and accordingly for this period the date of confirmation will get deferred).

(12) A female employee of the University will get benefit of 180 days Maternity Leave for maximum two surviving children. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in this Statute by vide notification in the University Regulation from time to time.

(13) In adoption of the Memorandum of Finance Department, Government of West Bengal, No. 9728-F (P) dated 24th October 2011, a female employee of the University with less than two surviving children, adopts a child of less than one year, shall be entitled to 135 days 'Child Adoption Leave', independent and over and above of any other form of leave. In continuation of the same, she may avail leave of any kind due and admissible, for a period of up to one year or till the child is one year old, whichever is earlier. Herein, leave not due and commuted leave up to sixty days without production of Medical certificate is admissible. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in this Statute by vide notification in the University Regulation from time to time.

(14) Special Casual Leave: (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher: (a) To conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/ institutions; and (b) To inspect academic institutions attached to the University, etc.

***Note*: -** (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted: (a) to undergo sterilization operation under family welfare programme. Leave in this case will be restricted to six working days; and (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

(iii) Special casual leave cannot be accumulated, nor-can it be combined with any other kind of leave except casual leave it may be granted in combination with holidays or vacation.

(15) Earned Leave admissible to a teacher shall be one third of the period subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall not exceed three hundred days. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in this Statute by vide notification in the University Regulation from time to time.

(16) Every teacher shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retirement on superannuation, voluntary retirement or death in harness provided number of accumulated leave and maximum encashable shall be three hundred days.

(17) Absence from duty of a teacher with the approval of the Registrar on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc.; or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave. Similar leave can be availed on account of attending Orientation Programme, Refresher Course, Participation and Presentation of Paper in a seminar/workshop/ symposium/ conference at state/ national/ international level for seminar presentation/ appearance in viva-voce

in connection with M. Phil/ Ph. D Course Work, M. Phil/ Ph. D Registration, M. Phil/ Ph. D Dissertation, and receipt of M. Phil/ Ph. D degree in convocation, or for acting as an expert in any recognized University in connection with recruitment of M. Phil/ Ph. D programme. On duty absence shall not exceed more than thirty working days in an academic year, notwithstanding the additional claim for the same may be admissible under the above clauses. In cases of such additional claim, the teacher shall be granted due and admissible leave as far as possible by the Vice Chancellor/ Executive Council, as the case be. On duty absence is admissible with full pay and allowances.

(18) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher be granted only when satisfactory grounds have been shown. No teacher who is under suspension shall be granted any leave.

(19) Notwithstanding the above, till such time Government Order from appropriate authority applicable to the University has been issued and has been duly notified in the University Regulation, Child Care Leave cannot be availed by any teacher of the University.

(20) Study leave with full pay for advanced study and research directly related to his work in the University may be granted to a teacher by the Executive Council of the University provided the concerned teacher has put in at least three years of service and is not due to retire therefrom within five years of his return from such leave. There shall be a gap of at least three years between two periods of such leave. The amount of scholarship, fellowship or other financial assistance that a teacher, has been awarded will not preclude his being granted study leave with pay and allowances provided the scholarships etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. An application of study leave with particulars of international assignments, Scholarship/ Fellowship or financial assistance including travel grant, if any

statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(21) Study leave on full pay (without allowances in India and with Dearness Allowance outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Executive Council, unless proposed with justification by the Vice Chancellor for relaxation as special case without precedent, in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(22) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible for the benefit of the annual increment (s) which he would have earned in course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments. Study leave shall count as service for Pension / Contributory Provident Fund, provided the teacher joins the University on the expiry of his study leave. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(23) A teacher availing himself of study leave shall submit a written undertaking that he shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which he shall have to refund the emoluments received from the Government/ University/ UGC during the period of study leave. If such undertaking not provided and the incumbent leaves the service after availing the leave, the Registrar of the University will be responsible to get the refund or recompense the University for the same; After the leave

has been sanctioned, the teacher shall before availing herself of the leave execute a bond in favour if the University binding herself for the due fulfilment of the conditions laid down in sub-clause above:

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the University while on study leave, leave salary shall be reduced to the extent as per extant Government Order notified in the Regulation from time to time.

(24) A whole-time teacher of University may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Executive Council as suitable for the purpose for such period ordinarily not exceeding twelve months during the whole period of his service, provided that the concerned teacher has put in at least three years of continuous service and not to retire therefrom within five years of his return from such leave, Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive of travel grants, if any, with supporting documents should be submitted to the Executive Council through the Registrar at least one month before the start of the leave applied for.

(25) A teacher appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the University or post outside, his/her lien on the permanent post held earlier in the University shall be terminated, unless he indicates in writing his refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher shall immediately report back to duty in the post on which he held lien.

(26) A teacher in the University may be granted lien on his permanent post if he applies for the grant of lien consequent upon his obtaining an appointment offer either in another University or in any other establishment. The period of lien shall initially be for a period of one

year which may be renewed or extended in two parts of six months each, thus for maximum one year if the teacher concerned is not confirmed in his services in the new establishment within that period. Provided that the total period of lien, so granted to a teacher/Principal holding substantive appointment in a college, shall not exceed 2 years under any circumstances, Provided that that a teacher is appointed by the Chancellor of any University or by the Government (central or state) to any post like Vice Chancellor of any University, Chairman/ Vice Chairman/ Deputy Chairman/ President/ Secretary/ Joint Secretary/ Deputy Secretary of any Government body in the interest of public service, the period of lien is flexible and can be granted for the number of years as per requirement on the basis of the appointment letter for this particular assignment/ post.

Provided that the period of lien is also flexible if a teacher is elected as a people's representative in the Parliament or state Legislative Assembly, and/ or for similar types of cases.

(27) Absence without leave may render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

(28) A leave account shall be maintained under the statutory heads by the Registrars' office for every teacher thereof. The leave of every teacher will be calculated as per calendar year starting from the 1st day of January and end on 31st December of every year.

(29) The Teachers of the University annually shall have total number of 48 days of holidays and Vacations as notified every year in the University Regulation from time to time. The working days, class-load, teaching recess etc will be as per extant Government Order notified in the University Regulation from time to time.

(30) Notwithstanding the above, with the extant Government Orders appropriate changes can be made in these Statutes by vide notification in the University Regulation from time to time.

CHAPTER-XIII

LEAVE RULES FOR THE TEACHERS OF AFFILIATED COLLEGES

115. Leave not to be claimed as of Right:–

(1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher / Principal of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher / Principal who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher/ Principal subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

116. Application for Leave: – All applications for leave or for extension of leave shall be made in writing and addressed to the Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave, as the case may be, applied for, shall be obtained before it is availed of:

Provided that if the authority competent to grant the leave is satisfied that it was not possible to apply for or obtain the sanction of the leave of absence beforehand, leave may be granted with retrospective effect but all applications for leave with retrospective effect shall be filed at the earliest possible opportunity.

117. Duration of Leave: –

(1) Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty:

Provided that Sundays or holidays can be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three

days; previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority granting the leave no teacher/ Principal on leave may return to duty before the expiry of the period of leave granted to him.

118. Computation of Absence in Certain Cases: – If a teacher of a college is absent from duty on all the days of a week on which he has been assigned duties, whether such days are consecutive or not, she/he shall be deemed to be absent from duty for the whole of the week.

119. Leave not to Extend Beyond the date of Retirement: – No leave shall be credited in the leave account of a teacher/ Principal after she/he retires on superannuation or retires voluntarily or resigns.

120. Recalling from Leave: – The Principal/ the President of the Governing Body of a college, may in his discretion, recall any teacher/ Principal of the college, as the case may be, to duty, at any time, who may be on leave, except on medical grounds, and when a teacher/ Principal is so recalled to duty he shall be granted such travelling allowances as the Principal/ the President, as the case may be, may consider reasonable.

121. Overstay: – If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and the teacher/ Principal absents himself from duty beyond the expiration of such holidays, shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless the Governing Body otherwise directs.

122. Types of Leave:– Subject to the foregoing general principles "leave" shall mean (i) Casual Leave; (ii) Earned Leave; (iii) On Duty Absence ; (iv) Study Leave; (v) Special Study Leave;(vi) Maternity Leave and Child Adoption Leave; (vii) Quarantine Leave; (viii) Medical Leave/ Half Pay Leave (ix) Commuted Leave ; (x) Extraordinary Leave; (xi) Compensatory Leave; (xii) Leave Not Due; (xiii) Special Disability Leave. (xiv) Child Care Leave.

123. Casual Leave: –

(1) Casual leave on full pay may be allowed to Teacher/ Principal of a college up to a maximum of 14 days in any one academic year but not more than four days at a time.

(2) Casual leave cannot be combined with any other kind of leave or Puja holidays or the Summer Recess or Winter Recess, but can be prefixed or suffixed to Sundays, other holidays and weekly offs, provided such leave shall not exceed 7 days at a time including Sundays, holidays and weekly offs.

(3) Sundays or holidays other than Puja holidays falling within or succeeding the period of casual leave shall not be counted as part of casual leave.

(4) All casual leave to which any teacher/ Principal of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.

(5) A teacher/ Principal on casual leave shall not be treated as absent from duty.

***Explanation*:** For the purpose of this Statute "casual leave" means leave to which a teacher/Principal may be entitled in any academic year by virtue of his being a teacher/ Principal and may be availed of by him for a short period on account of illness or urgent private affairs.

124. Earned Leave: –

(1) Earned Leave is the leave which is earned by a teacher/ Principal by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by the exigencies of circumstances, all applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher/ Principal proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/ or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

(2) Every whole-time teacher / Principal of a college shall be entitled to earned leave on full pay and allowances;

(3) during the first seven academic years of service, to the extent of fifteen days for every completed twelve months of active service, and

(4) from the eighth year of service onwards to the extent of thirty days for every additional completed twelve months of active service; plus

(5) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he is required to perform duty during vacation by the college authority or equal to one-eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall not exceed three hundred days.

Provided that when the earned leave accumulates to three hundred days the teachers shall cease to accumulate any further such leave or taken over or brought forward to any further period.

Explanation: – "Active Service" means the period which a teacher/ Principal spends on actual duty and includes:-

(i) the period covered by any casual leave but no other leave granted to him;

(ii) the period of the Puja holidays, the Summer Recess and the Winter Recess, if any, and

(iii) the holidays except such holidays as may fall within the periods as specified in item above or causal leave or any other kind of leave that may be granted to him.

(6) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave, which may include;

(i) illness of the teacher concerned,

(ii) illness of a member of the family of such teacher,

(iii) urgent private affairs,

(iv) higher study or training, and

(v) rest preparatory to retirement.

Provided that –

(i) when earned leave is applied for on any of the grounds referred to in Clause (a) or Clause (b), the application shall be accompanied by a medical certificate signed by a registered medical practitioner;

(ii) no teacher who has been granted earned leave under Clause (a) on a medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

(7) The maximum period of earned leave that may be granted at a time shall not normally exceed Sixty days. Earned leave exceeding sixty days but not more than one hundred and eighty days at a time may be sanctioned in case of higher study/ training/ leave with medical certificate.

(8) The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of fifteen days on the first day of July for each of the first seven years of service and two installments of fifteen days on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer. The period of any leave without pay shall be extended from the calculation of earned leave.

(9) Earned leave can be combined with any other kind of leave except casual leave.

(10) When a teacher moves from one college to another on lien or otherwise, his accumulation of earned leave/ half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his leave account will be a continuous procedure. In such cases, Earned Leave available to the credit of a serving teacher including Principals prior to 01.01.2009 as per previous

norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

125. On Duty Absence: –

(1) Absence from duty of a teacher with the permission of the Principal/Teacher-In-Charge of the college and in case of the Principal, the permission of the President of the Governing Body, on account of duties assigned (with supporting necessary document) by the affiliating University, Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc.; or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(2) Absence from duty of a teacher with the permission of the Principal/ Teacher-In-Charge of the college and in case of the Principal, the permission of the President of the Governing Body, on account of attending Orientation Programme, Refresher Course, Participation and Presentation of Paper in a seminar/ workshop/ symposium/ conference at state/ national/ international level; for seminar presentation/ appearance in viva-voce in connection with M. Phil/ Ph. D Course Work, M. Phil/ Ph. D Registration, M. Phil/Ph. D Dissertation, and receipt of M. Phil/ Ph. D degree in convocation.

(3) On duty absence shall not exceed more than thirty working days in a calendar year, notwithstanding the additional claim for the same may be admissible under the above clauses. In cases of such additional claim, the teacher shall be granted due and admissible leave as far as possible by the Principal/ Governing Body, as the case be.

(4) On duty absence is admissible with full pay and allowances.

126. Study Leave: –

(1) Study leave with full pay for advanced study and research directly related to his work in the College may be granted

to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years of service and is not due to retire there-from within five years of his return from such leave. There shall be a gap of at least three years between two periods of such leave.

(2) The amount of scholarship, fellowship or other financial assistance that a teacher, has been awarded will not preclude his being granted study leave with pay and allowances provided the scholarships etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(3) An application of study leave with particulars of international assignments, Scholarship/ Fellowship or financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(4) Study leave on full pay (without allowances in India and with Dearness Allowance outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Executive Council/ Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(5) If the concerned employee shall receive any pay, allowance, stipend, scholarship, fellowship from any source other than the College while on study leave, leave salary shall be reduced to the extent as followed in the case of University teachers

(6) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible for the benefit of the annual increment (s) which he would have earned in course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(7) Study leave shall count as service for Pension/ Contributory Provident Fund, provided the teacher joins the college on the expiry of his study leave.

(8) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction:

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(9) A teacher availing himself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave failing which he shall have to refund the emoluments received from the Government/ college/ University Grants Commission during the period of study leave. If such undertaking not provided and the incumbent leaves the service, the Principal/ Teacher-in-Charge of the College will be responsible to get the refund or recompense the college for the same.

(10) After the leave has been sanctioned, the teacher shall before availing himself of the leave execute a bond in favour if the college binding him for the due fulfillment of the conditions laid down in sub-clause above.

127. Special Study Leave: –

(1) A whole-time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose, subject to the approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his service, provided that the concerned teacher has put in at least three years of continuous service and not to retire there-from within five years of his return from such leave:

Provided that any application for special study leave with particulars of institutional assignments , financial assistance inclusive of travel grants, if any, with supporting documents should be submitted to the Governing Body

at least one month before the start of the leave applied for.

(2) The teacher of a college shall furnish an undertaking that he shall serve the college for at least three years on his return from study leave on such terms and conditions as the college may decide failing which he shall be required to refund the amount paid to him as leave salary for the period of Study Leave:

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in the case of University teachers.

128. Leave during Probation Period: –

For a teacher during "appointment on probation", which means appointment on trial before confirmation and shall be confirmed and made permanent only on satisfactory completion of the period of probation, will be eligible during the period of probation for Casual Leave (maximum 14 days in a year and which shall not be combined with any other kind of leave) and Extraordinary Leave (on any occasions in excess of three months in a year, and with no leave salary/ leave with pay is admissible for this period).

129. Maternity Leave: –

(1) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding one hundred eighty days including the period of confinement as per advice of a registered medical practitioner.

(2) Maternity leave, combined with any other kind of leave, may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.

(3) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage, including abortion, subject to the condition that such leave shall not exceed six weeks and that the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

(4) Maternity leave shall not be debited to leave account though to be recorded in Service book.

(5) In case of legal adoption of a child, in pursuance of the Memorandum of Finance Department, Government of West Bengal, No. 9728-F (P) dated 24th October 2011, a female employee of the College with less than two surviving children, adopts a child of less than one year, shall be entitled to one hundred thirty five days 'Child Adoption Leave'. Such leave shall be independent and over and above of any other form of leave, and shall not be debited to leave account though to be recorded in Service book. In continuation of the same, she may avail leave of any kind due and admissible, for a period of up to one year or till the child is one year old, whichever is earlier. Herein, leave not due and commuted leave up to sixty days without production of Medical certificate is admissible. However, no leave on account of maternity leave shall be allowed in such cases of adoption.

(6) Notwithstanding the above, till such time Government Order from appropriate authority applicable to the affiliated colleges has been issued and has been duly notified in the University Regulation, Child Care Leave cannot be availed by any teacher of the affiliated colleges.

130. Quarantine Leave: –

Leave of absence from duty may be granted to a teacher/ Principal/ Teacher-in-Charge of a college on full pay when he is ordered by the Principal or Teacher-in-Charge/the President of the Governing Body of the college, as the case may be, not to attend his duties on account of the presence of any infectious disease in family or household. Such leave may be granted, on a certificate signed by a registered medical practitioner, for a period not exceeding twenty-one days, or in exceptional circumstances, thirty days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

131. Medical Leave/ Half Pay Leave: –

(1) A whole-time teacher/ Principal/ Teacher-in-Charge of a college shall be entitled to half-pay leave for twenty days for each completed year of service. Such leave may be

granted on medical ground on the basis of medical certificate from a registered medical practitioner as well as on the ground of private affairs.

(2) Half-pay leave may be combined with any other kind of leave except casual leave.

(3) Half-pay leave may be accumulated up to a maximum of seven hundred and twenty days during the entire period of service.

132. Commuted Leave: –

A teacher/ Principal/ Teacher-in-Charge shall be entitled to commute the half-pay leave that he has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner:

Provided that when such commuted leave is granted, twice the amount of half-pay leave shall be debited against the half-pay leave due:

Provided further that the total commuted leave that may be granted to a teacher shall not exceed one hundred and eighty days during the whole period of service of the teacher.

(i) Half-pay leave up to a maximum of one hundred and eighty days may be allowed to be commuted during the entire service period of a teacher (without production of medical certificate) provided such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

(ii) Commuted leave may be combined with any other kind of leave except casual leave.

133. Extraordinary Leave: –

(1) Extraordinary leave without pay and allowances may be granted to a teacher/ Principal/ Teacher-in-Charge in special circumstances.

(i) when no other leave is admissible to him; or

(ii) when the other leave is admissible, but still he applies in writing for the grant of extraordinary leave.

(2) Except in case of a permanent teacher/ principal / Teacher-

in-Charge, the duration of extraordinary leave shall not exceed three months on any one occasion:

Provided that, when such a teacher/ Principal is undergoing treatment for tuberculosis in a recognised hospital or at an approved sanatorium or at his residence under a specialist recognised as such by the Governing Body or for leprosy in a recognised leprosy institution by a Medical Officer of Health Department or a specialist in leprosy recognized as such by the Governing Body he may, subject to such conditions as may be prescribed by the Governing Body, be granted extraordinary leave for a period not exceeding twelve months.

Note I:– The concession of extraordinary leave up to twelve months under the provision above shall be admissible to a teacher/ Principal if he produces a certificate by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he has reasonable prospect of recovery on the expiry of the leave recommended.

Note II: – The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

Note III – The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

134. Compensatory Leave: –

(1) Any teacher of a college who may be required, in the interests of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he is so required to work during the holidays.

(2) There will be no accumulation of such compensatory leave and it is to be availed within three months from the date of accrual.

135. Leave not due: –

(1) 'Leave not due' with half pay may be granted by the

Governing Body to a Teacher/Principal/ Teacher-in-Charge for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical ground. Such leave shall be debited against the half-pay leave earned by him subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

(2) 'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher/ Principal will return to duty on the expiry of the leave and earn the leave granted.

(3) A teacher/ Principal/ Teacher-in-Charge to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of ill health, incapacitating the teacher/ Principal/ Teacher-in-Charge for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body:

Provided that the Governing Body may, in any other exceptional case also waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

136. Special Disability Leave:–

(1) A teacher/ Principal who is disabled by injury accidentally incurred in consequence of the due performance of his official duties or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of twenty-four months during the whole course of service.

(2) Special Disability Leave may be combined with any other kind of leave except casual leave.

(3) The concerned teacher/ Principal/ Teacher-in-Charge are entitled to normal annual increment in time scale of pay during such leave of absence.

(4) Special disability leave shall not be granted unless the disability manifests itself within 3 months of occurrence to which it is attributed and the teacher/ Principal/ Teacher-in-Charge disabled acted with due promptitude in bringing it to the notice of the appropriate authority.

(5) Such leave shall be granted only on the recommendation of a Medical Board and the period of such leave shall in no case exceed twenty-four months.

(6) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than twenty-four months of such leave shall be granted in consequence of any one disability.

(7) Since Special Disability Leave is granted owing to an injury caused during the discharge of official duty of a teacher/ Principal/ Teacher-in-Charge concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which led her/ him to sustain the injury for the entitlement of such leave.

(8) Leave salary during such leave shall be with full pay and allowances for the first one hundred twenty days and half pay for the remaining period.

137. Conversion of Leave:–

(1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be due and admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be, amounts overdrawn shall be recovered from the employee concerned.

138. Combination of Different Kinds of Leave: – Except as otherwise specifically provided in the Statutes, any kind of leave may be granted to a teacher of a College, in combination with or in continuation of, any other kind of leave.

139. Transfer of Leave: – When a teacher/ Principal/ Teacher-in-Charge moves from one college to another on lien or otherwise, his accumulation of earned leave/ half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words, his leave account will be a continuous procedure.

140. Authority for Granting Leave: –

(1) Earned Leave for any period not exceeding fourteen days at a time and casual leave may be granted to teachers of a college by the Principal of the college. Earned Leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the college.

(2) In the case of the Principal of a college, earned leave for a period not exceeding fourteen days at a time and casual leave shall be granted by the President of the Governing Body of the college. Earned Leave for any longer period and any other kind of leave for any period shall be granted by the Governing Body of the college.

141. Application of leave Rule: – Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole time teachers of colleges whether appointed before or after the commencement of these Statutes.

142.Encashment of Accumulated Leave: – Every teacher/ Principal shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum amount of accumulated leave and maximum of leave encashable shall be three hundred days.

143. Leave Salary: – Leave Salary shall be calculated on the basis of the rate of pay drawn by a teacher of a college on the day preceding that on which the leave commences unless otherwise determined by the Governing Body of the college.

Leave Salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceding the date of retirement or death, as the case may be.

144. Leave Account: – A leave account shall be maintained under the statutory heads by the Principal/ Teacher-in-Charge of the college for every teacher thereof. Maintenance of Leave Account cannot be delegated to any sub-committee or such body or individual independently even though formed or delegated or approved by the Governing Body. The leave of every teacher will be calculated as per calendar year starting from the 1st day of January and end on 31st December of every year.

145. Lien: –

(1) A teacher/ Principal/ Teacher-in-Charge of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or post outside, his lien on the permanent post held earlier in the college shall be terminated, unless he indicates in writing his refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher/ Principal shall immediately report back to duty in the post on which he held lien.

(2) A teacher/ Principal holding substantive appointment in a college may be granted lien on his permanent post if he applies for the grant of lien consequent upon his obtaining an appointment offer either in another college or in any other establishment.

(3) The period of lien shall initially be for a period of one year which may be renewed or extended in two parts of six months each, thus for maximum one year if the teacher concerned is not confirmed in his services in the new establishment within that period.

Provided that the total period of lien, so granted to a teacher/ Principal holding substantive appointment in a college, shall not exceed two years under any circumstances:

Provided that that a teacher is appointed by the Chancellor of any University or by the Government (central or state) to any post like Vice Chancellor of any University, Chairman/ Vice Chairman/ Deputy Chairman/ President/ Secretary/ Joint Secretary/ Deputy Secretary of any government body in the interest of public service, the period of lien is flexible and can be granted by the Governing Body of the College for the number of years as per requirement on the basis of the appointment letter for this particular assignment/ post:

Provided further that the period of lien is also flexible if a teacher is elected as a people's representative in the Parliament or state Legislative Assembly, and/or for similar types of cases.

Note:– As per these Statutes, the College shall send requisition for filling up the post to West Bengal College Service Commission no later than 6 months prior to a post being vacant therefore, with extreme care the last part of the lien should be granted by the Governing Body. Against a lien-vacancy, the college will only recruit guest teacher(s), for the vacancy being short term in nature.

146. Leave Admissible to a Part-time Teacher and a Contractual Whole Time Teacher: – A part-time teacher of a college shall be entitled to the following leave;

(a) Casual leave up to a maximum of fourteen days in an academic year.

(b) Maternity leave with full remuneration for a period not exceeding one hundred and eighty days days on production of a certificate from a registered medical practitioner.

(c) Half average remuneration leave on the ground of illness on production of a medical certificate from a registered medical practitioner and deemed fit/ appropriate for approval by the Governing Body.

(d) Extraordinary leave without pay for such period as may be determined by the Governing Body considering the special circumstances of any particular case.

(e) On Duty Absence from duty with the permission of the Principal/ Teacher-in-Charge of the college on account

of attending NET/ SET examination, Interview for a teaching post of West Bengal College Service Commission/ PSC, Participation and Presentation of Paper in a seminar/workshop/ symposium/conference at state/national/international level; for seminar presentation/ appearance in viva-voce in connection with M. Phil/Ph. D Course Work, M. Phil/Ph. D Registration, M. Phil/ Ph. D Dissertation, and receipt of M. Phil/Ph. D degree in convocation.

147. Working Days and Holidays: – Every college shall remain open for six days in a week and shall abide by the pattern of holidays, vacation, recess, etc., as may be determined by the University from time to time. During the period of recess only classes shall remain suspended. The number of working days in a college shall be at least 200 in an academic year. Academic session of a college shall commence from the 1st day of July of every year and end on 30th June of the following year. An academic session shall be divided into two terms as follows:–

(a) First Term:

The first term of a college shall commence from the first day of July of every year and shall close on 31st Day of December. In between there would be holidays as per these statutes.

(b) Second Term:

The second term shall commence from January1 and shall continue till May 15 of every year. The summer recess shall commence on 16th May and end on 30th June during which preferably all parts of the University Examinations and evaluations are to be held:

Provided that all the affiliated colleges adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching (classes held) in a 06 day week (excluding Sunday), during when the teacher has to be present in the college premises for not less than five hours not contravening the provisions in Statute 130 (2). 72 days, i.e. 12 weeks (excluding Sunday) in a year will be non-instructional working days devoted to admission, examination, and College extension activities, sports, games, NSS and other similar internal activities. Attendance in the college during these days

will be as per norms however, hours of presence in the college premises will be flexible to written work-allotment to the person concerned to any/all kind of activities mentioned above. However, in days of no official work-allotment, teachers' presence for nominal time in the college premises is expected. 48 days vacation, i.e. of 8 weeks in a year will be due to the affiliated colleges, during which the college will completely remain close.

Note: All affiliated colleges, under the guidance and approval of the appropriate authority of the University, can, when and shall shift to a Semester mode of teaching in Undergraduate courses. Six months prior to the initiation and execution of such change a Uniform norm has to be approved in the Regulations of the University along with suitable changes in the Syllabus, teaching-working-break pattern, and U.G examination system, that can be adopted in these Statutes as and when these go under amendment.

Explanation: Summer Recess cannot be considered as holiday, but is the time when classes are suspended only.

148. Holidays and Vacations: – Every affiliated college shall choose to enjoy total number of 48 days of holidays and Vacations out of the list given below. By the 20th day of December every year, the Principal of the college in consultation with the Secretary, Teachers' Council, Head Clerk and the approved list of holidays by the Government of West Bengal, will issue the College Adopted List of Holidays with due approval from the Governing Body.

149. Festivals and Holidays of the Colleges: – Following shall be the scheduled holidays of an affiliated college:

Sl. No	Occasion	No. of Days
1.	New Year's Day (English)	1
2.	Birth Day of Netaji	1
3.	Republic Day	1
4.	Saraswati Puja	2
5.	University Foundation Day	1
6.	Fateha-Duaz-Daham	1
7.	Doljatra	1
8.	Good Friday	1
9.	Chaitra Sankrinti	1

10.	New Year's Day (Bengali)	1
11.	May Day	1
12.	Birth Day of Rabindranath	1
13.	Buddha Purnima	1
14.	Rathjatra	1
15.	Independence Day	1
16.	Janmastami	1
17.	Id-Ul-Fitre	1
18.	Birthday of Mahatma Gandhi	1
19.	Mahalaya	1
20.	Puja Holidays (From Durga Sasti to Bhratridwitiya)	26
21.	Jagaddhatri Puja	1
22.	Id-Uz-Zoha	1
23.	Birthday of Guru Nanak	1
24.	Muharram	1
25.	Christmas Day	1
26.	College Foundation Day	1
27.	Principal's Discretion	5

Note: Sundays are holidays under the Negotiable Instruments Act., so festivals/ occasions falling on Sundays shall not be included except falling in between/ within two or more holidays/ vacation in the college adopted list of holidays. Festivals of all communities should have equal consideration while drawing the College adopted list. The five days discretionary holiday under Principal's authority can neither be increased nor abrogated. If for any reason beyond control or natural reasons, College remains closed (excluding Sundays) any number of day(s) beyond the stipulated 48 days, will have to be compensated by keeping the college open carving out of the next (academic year) approved list of holidays to be adopted by the college and has to be duly marked so. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in these Statutes by vide notification in the University Regulation from time to time.

CHAPTER-XIV

PROVIDENT FUND, GRATUITIES AND PENSION

150. Provident Fund: – Every Principal, whole-time teacher, whole time librarian and permanent non-teaching staff of the University, affiliated colleges and constituents colleges other than Government Colleges shall subscribe to the Provident Fund, Gratuities and Pension subject to such rules as may be framed in this behalf by the State Government from time to time.

151. Interpretation of the Statutes: –

(1) If any controversy arises in interpreting any of the provisions of these statutes, the matter shall be referred to the University for Interpretation.

(3) Every disputes in between the University and its employees or in between the University and its affiliated colleges shall be referred to the State Government for its resolve, if the provisions of these Statutes do not sufficiently and reasonably resolve the issue, and the decision of the State Government shall thereon be final.

CHAPTER-XV

DEGREES, DIPLOMAS AND CERTIFICATE

152. Degrees Diplomas and Certificates: –

(1) The degree, diplomas and certificates to be awarded at the convocation are listed in Schedule-A Statute.

(2) The degree, diploma and certificate scrolls shall be in the forms given in Schedule B of this statute.

Schedule – A

List of Degrees/ Diplomas/ Certificates to be awarded by the University shall be as follows:

1. Doctor of Science.
2. Doctor of Literature.
3. Doctor of Philosophy.
4. Master of Philosophy.
5. Master of Business Administration/Management.
6. Master of Science.
7. Master of Arts.
8. Master of Commerce
9. Master of Education
10. Master of Law
11. Master of Computer Applications
12. Master of Library & Information Science.
13. Master of Physical Education.
14. Bachelor of Education.
15. Bachelor of Physical Education.
16. Bachelor of Science.
17. Bachelor of Arts.
18. Bachelor of Commerce.
19. Bachelor of Computer Applications.
20. Bachelor of Law.
21. Bachelor of Business Administration/Management.
22. Bachelor of Library & Information Science.
23. Certificate for distinguished teacher.
24. Various Diplomas and certificates to be approved by the Council.

Schedule – B



This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor Chancellor



This is to Certify that the degree of Doctor of Literature in this University was conferred Honoris Causa on ..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Doctor of Philosophy (Science) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy (Arts) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Commerce of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Business Administration of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her/ him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Computer Applications of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

Certified that .....was admitted to the Degree of Doctor of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

This is to certify that the University is pleased honour ..... as a distinguished teacher for the year .....for outstanding contribution to teaching and research for over .....decades and for encouraging and nurturing students who have distinguished themselves by their scholastic achievement.

Vice-Chancellor Chancellor

Certified that ..... was admitted to the Degree of Master of Philosophy in Science in .....(subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Arts in .....(subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Commerce of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Business Administration of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



Certified that ..... was admitted to the Degree of Master of Philosophy in Computer Applications of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Business Administration from this University in the year 20..... under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Science from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Arts from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Commerce from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Physical Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Computer Applications from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Law from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Education in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Physical Education in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Science in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Arts in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Commerce in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Computer Applications in this University at the Final Examination of the year 20.....and he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Law in this University at the Final Examination/ under the Semester System of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Business Administration/Management in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor



This is to Certify that ..... obtained the degree of Bachelor of Library & Information Science in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor

(3) The format of all other certificates and diplomas shall be similar to the format given in Schedule B of this statute.

CHAPTER-XVI

HOLDING OF CONVOCATIONS TO CONFER DEGREES, TITLES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS, INCLUDING HONORARY DEGREES AND DISTINCTIONS

153. Convocation:–

(1) A convocation shall ordinarily be held once in a year on a date or dates and at such times and places as may be fixed by the Executive Council.

(2) Not less than fourteen days' notice shall be given for the holding of a convocation; but in the case of a Convocation held for the purpose of conferring any honorary degree, such shorter notice as the Vice–Chancellor may consider fit and proper, may be given.

(3) Degrees of the University shall be conferred and such medals and Post-Graduate Diplomas and certificates as may be specified in this behalf by the Executive Council shall be awarded at a Convocation of the University;

(4) The Court may, on the recommendation of the Executive Council, confer honorary Degrees (Honoris Causa) and other academic distinctions on such persons of eminence as may be determined from time to time.

(5) All proposals for conferment of Honorary Degrees (Honoris Causa) shall be submitted to the Chancellor for approval

(6) All Degrees and Honorary Degrees (Honoris Causa) shall be conferred and the Medals, Diplomas and Certificates be awarded by the Court at a Convocation to the recipients present thereat or in absentia.

(7) Ordinarily the Degrees shall be conferred and the Medals, Diplomas and Certificates awarded, on presentation at Convocation in the following order namely:

(a) Honorary Degrees in the order determined by the Vice-Chancellor;

(b) Special Medals in the order determined by the Vice-Chancellor;

(c) Doctors' Degrees in the order of Faculty Councils;

(d) Masters' Degrees and Post-Graduate Diplomas and Certificates in the order of Faculty Councils and such other Post-Graduate Diplomas and Certificates as may be decided by the Vice-Chancellor in this behalf;

(e) Medals, other than special Medals, are to be awarded in the order of Faculty Councils.

(8) For the purpose of the conferment of Honorary Degrees, the recipients of such Degrees shall be presented by the Vice-Chancellor to the Chancellor or, in the absence of the Chancellor, by the senior most Dean of the faculty Council to the Vice-Chancellor.

(9) The Officer so presenting the recipient of an Honorary Degree shall address the Chair and say 'Sir, I am privileged to present to you..... for the conferment of the Degree of ..... *Honoris causa,* which has been recommended by the Executive Council and confirmed by the Chancellor' and may, in his discretion, at such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;

(10) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon, say, "The Court of the Gour Banga University is pleased to confer upon you the Degree of..... *Honoris causa*," and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;

(11) Following the conferment of honorary Degrees, Special Medals shall be awarded by the Vice-Chancellor, on presentation by the Senior most Dean of the Faculty Councils to those to be thus honored.

(12) In presenting the recipient of a Special Medal, the senior most Dean of the Faculty Councils, shall identify him

and briefly indicate the basis of the award using appropriate words of his own choice. The recipient of the Special Medal shall thereupon proceed to the Vice-Chancellor to receive the Medal from him.

(13) After the conferment of Honorary Degrees and the award of Special medals, the Vice-Chancellor shall say, "Mr. Chancellor, Distinguished Guests, Members of the University community, Ladies and Gentlemen, - We now come to the significant and impressive ceremony of conferring Degrees and awarding Diplomas and Certificates to those students who have been examined and found qualified to receive them. All of those Degrees, Diplomas and Certificates have been recommended by the appropriate academic authority and by the Executive Council. The candidates for the Doctors' and Masters' Degrees, Diplomas and Certificates will be presented by the appropriate Dean.

(14) Candidates for the Doctors' Degrees shall be presented Faculty Council wise in the order laid down in sub-section (1) of section 22 of the Act by the Deans of the appropriate Faculty Councils.

(15) The Dean of each Faculty Council shall say to the candidates for the Doctors' Degrees, "Will the candidates for the conferment the Degree of ..... please stand up and remain standing until I request you to resume your seats?

(16) The Dean shall then say to the Vice- Chancellor, "Sir, I present to you the candidates for the Degree of Doctor of ..... (here mentioned the appropriate Degree) and I pray that the degrees for which they have been recommended may be conferred on them."Thereafter the Dean shall say to the candidates, "Please be seated."

(17) When the candidates for the Doctors' Degrees have been so presented by the appropriate Deans, the Vice Chancellor shall say, "Will all the candidates who have been presented for Doctors' Degrees please stand up? (Pause). The Court of the Gour Banga University is

pleased to confirm upon you the Degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto ad I, by virtue of the authority vested in me as Vice-chancellor of this university, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

(18) Candidates for the Masters' Degrees and Postgraduate Diplomas and Certificates shall be presented Faculty council wise, in the order laid down in the sub-section 1 of section 22 of the Act, by the Deans of the appropriate Faculty Councils for Post-Graduate Studies.

(19) The Dean of each faculty Council shall say to the candidates, " will the candidates who are to be presented for the degree of master of ...../ Diploma in ...../ Certificate in ..... from the University Departments/ Affiliated Colleges please stand up and remain standing until I request them to resume their seats?"

(20) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the degree of Master of ...../ Diploma in...../ Certificate in..... and I pray that the Degree/Diploma/Certificate for which they have been recommended may be conferred/ awarded on them." He shall thereafter say to the candidates, "Please be seated."

(21) After the candidates for the Masters' Degrees and Post Graduate Diplomas and Certificates have been so presented the Dean of the respective Faculty Council shall say, to the external candidates for Masters' Degrees "will the external candidates who are to be presented for the Masters' Degrees please stand up and remain standing until I request them to resume their seats?"

(22) The Dean of the respective Faculty Councils shall then say to the Vice-Chancellor, "Sir, I present to you the external candidates for the Degree of Master of ..... And I pray that the Degrees for which they have been recommended, may be conferred on them." He shall then say to the external candidates, "Please be seated."

(23) When all the candidates for Masters' Degrees and Post Graduate Diplomas and Certificates have been so presented, the Vice-Chancellor shall say, "Will all the candidates who have been presented for Masters' Degrees and Post graduate Diplomas and Certificates please stand up? (pause) The Court of the Gour Banga University is pleased to confer upon you the Degrees, Diplomas and Certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining that to and I, by virtue of the authority vested in me as Vice-Chancellor of the University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

(24) After the conferment of the Degrees and the award of the Post Graduate Diplomas and Certificates, the Registrar shall call the names of recipients of medals to be awarded on the results of examinations and other competitions, whereupon each candidate, whose name is so called, shall proceed to the Vice-Chancellor to receive his medals from him.

(25) In the absence of the Dean of any Faculty Council from a session of Convocation, the functions of such Dean at such session shall be performed by the Registrar.

(26) There shall be an Academic Procession which shall include the following personnel, in the order specified below:

(a) The Registrar,

(b) The Chancellor,

(c) The Vice-Chancellor,

(d) The Chief Guest, if any,

(e) The immediately preceding Vice-Chancellor,

(f) The Members of the Court,

(27) Members of the Academic Procession shall, at the commencement of a session of Convocation, proceed to the dais in the order as specified above and take seats reserved for them. At the end of a session of a

Convocation, whether on adjournment or on conclusion, the Members of the Academic Procession shall leave the dais in the same order.

(28) When the Academic procession enters or leaves the pandal, as the case may be, at the beginning or end of a session of a Convocation, all members of the audience shall stand up and remain standing until the Members of the Academic Procession have taken their seats on the dais or until the Procession has left the pandal, as the case may be.

(29) The Chancellor or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at a Convocation, shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open," and for the purpose of closing the Convocation, say, at the conclusion thereof, " I declare the Convocation closed."

(30) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding thereat, shall say, at the end of each session other than the final session, " I declare this Convocation adjourned until ....."

(31) The Vice-Chancellor may invite a Chief Guest at a Convocation.

(32) When a Chief Guest is invited at Convocation, the Vice-Chancellor shall present the Chief Guest and shall introduce him in appropriate words befitting the occasion.

(33) The address at Convocation by the Chief Guest and by the Vice-Chancellor, if he so chooses, shall be at such stages as the Vice-Chancellor may deem fit.

(34) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made before the conclusion of Convocation.

(35) No person shall be admitted to Convocation unless he has an invitation card or an "admit" card issued to him by the Registrar.

(36) Academic Robe (design to be incorporated) to be worn by Dignitaries and recipients in the Convocation.

(37) Following shall be the Degree, Diploma, and Certificate to be issued by the University:

25. Doctor of Science.
26. Doctor of Literature.
27. Doctor of Philosophy.
28. Master of Philosophy.
29. Master of Business Administration/Management.
30. Master of Science.
31. Master of Arts.
32. Master of Commerce
33. Master of Education
34. Master of Law
35. Master of Computer Applications
36. Master of Library & Information Science.
37. Master of Physical Education.
38. Bachelor of Education.
39. Bachelor of Physical Education.
40. Bachelor of Science.
41. Bachelor of Arts.
42. Bachelor of Commerce.
43. Bachelor of Computer Applications.
44. Bachelor of Law.
45. Bachelor of Business Administration/Management.
46. Bachelor of Library & Information Science.
47. Certificate for distinguished teacher.
48. Various Diplomas and certificates to be approved by the Council.

(38) Following shall be the form of certificates to be issued in respect of different Degrees, Diplomas and Certificates:

(i) This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa

on..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor Chancellor

(ii) This is to Certify that the degree of Doctor of Literature in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of ....., 20.....

Vice-Chancellor Chancellor

(iii) Certified that .....was admitted to the Degree of Doctor of Philosophy (Science) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(iv) Certified that .....was admitted to the Degree of Doctor of Philosophy (Arts) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(v) Certified that .....was admitted to the Degree of Doctor of Philosophy in Commerce) of the University on .....(date of award) and that the

degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(vi) Certified that .....was admitted to the Degree of Doctor of Philosophy in Business Administration of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(vii) Certified that .....was admitted to the Degree of Doctor of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(viii) Certified that .....was admitted to the Degree of Doctor of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her/ him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(ix) Certified that .....was admitted to the Degree of Doctor of Philosophy in Computer Applications of the University on .....(date of award) and that the

degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(x) Certified that .....was admitted to the Degree of Doctor of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xi) This is to certify that the University is pleased honour ..... as a distinguished teacher for the year .....for outstanding contribution to teaching and research for over .....decades and for encouraging and nurturing students who have distinguished themselves by their scholastic achievements.

Vice-Chancellor Chancellor

(xii) Certified that ..... was admitted to the Degree of Master of Philosophy in Science in .....(subject) of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

(xiii) Certified that ..... was admitted to the Degree of Master of Philosophy in Arts in .....(subject) of the University on .....(date of award) and that the degree

was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xiv) Certified that ..... was admitted to the Degree of Master of Philosophy in Commerce of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xv) Certified that ..... was admitted to the Degree of Master of Philosophy in Business Administration of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice Chancellor Chancellor

(xvi) Certified that ..... was admitted to the Degree of Master of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her/ him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

(xvii) Certified that ..... was admitted to the Degree of Master of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her/ him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xviii) Certified that ..... was admitted to the Degree of Master of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

(xix) Certified that ..... was admitted to the Degree of Master of Philosophy in Computer Applications of the University on .....(date of award) and that the degree was conferred on her/him at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

(xx) This is to certify that ..... obtained the degree of Master of Business Administration from this University in the year 20..... under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxi) This is to certify that ..... obtained the degree of Master of Science from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.

Vice-Chancellor Chancellor

(xxii) This is to certify that ..... obtained the degree of Master of Arts from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.

Vice-Chancellor Chancellor

(xxiii) This is to certify that ..... obtained the degree of Master of Commerce from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxiv) This is to certify that ..... obtained the degree of Master of Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxv) This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxvi) This is to certify that ..... obtained the degree of Master of Physical Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxvii) This is to certify that ..... obtained the degree of Master of Computer Applications from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxviii) This is to certify that ..... obtained the degree of Master of Law from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxix) This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

(xxx) This is to Certify that ..... obtained the degree of Bachelor of Education in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxi) This is to Certify that ..... obtained the degree of Bachelor of Physical Education in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxii) This is to Certify that ..... obtained the degree of Bachelor of Science in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxiii) This is to Certify that ..... obtained the degree of Bachelor of Arts in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxiv) This is to Certify that ..... obtained the degree of Bachelor of Commerce in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxv) This is to Certify that ..... obtained the degree of Bachelor of Computer Applications in this University at the Final Examination of the year 20.....and he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxvi) This is to Certify that ..... obtained the degree of Bachelor of Law in this University at the Final Examination/ under the Semester System of the year 20.....the branch in which he/ she was examined having been..... and that he/ she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxvii) This is to Certify that ..... obtained the degree of Bachelor of Business Administration/Management in this University at the Final Examination of the year 20.....the branch in which he/she was examined having been..... and that he/she was placed in the ..... class.

Vice-Chancellor Chancellor

(xxxviii) This is to Certify that..... obtained the degree of Bachelor of Library & Information Science in this University at the Final Examination of the year 20.....the branch in which

he/ she was examined having been ..... and that he/ she was placed in the ..... class.

Vice-Chancellor Chancellor

(39) The format of all other certificates and diplomas shall be similar to the format given in Paragraph 38.

(40) The University may provide any other form of certificate in addition to the certificate referred to in Paragraph 38.

By order of the Chancellor

Sd/-
Professor Gopalchandra Misra
Vice Chancellor
Gour Banga University