FIRST STATUTES
OF
MURSHIDABAD UNIVERSITY

[A State aided University constituted by the Murshidabad University Act, 2018 of West Bengal State Legislature]

Berhampore, Murshidabad
West Bengal, India
2022

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NOTIFICATION

In exercise of the power conferred by the Sub Section (2) of Section 63 of the Murshidabad University Act, 2018 (West Ben Act XVIII of 2015) the first Vice Chancellor, with the assistance of the Committee constituted under that Sub Section hereby frames the first Statute of the Murshidabad University namely:-

CHAPTER-I

PRELIMINARY

1. Short title and Commencement

A. These Statutes may be called the First Statute of Murshidabad University,

B. They shall come into effect on the date of receiving approval from the Hon'ble Chancellor.

2. Definitions

A. 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 Murshidabad University Act, 2018 (West Ben Act XVIII of 2018);

(iii) "affiliated" in relation to a college, means affiliated to a University;

(iv) "Chapter" means a chapter of these Statutes;

(v) "college" for the purpose of these statutes means a Government College or Government-aided College but shall not include a private or self-financing college.

(vi) "college employee" means the employee of a college including teachers, librarians, officers and non-teaching staffs;

(vii) "Faculty Council" means the Faculty Council for Post-Graduate Studies and Faculty Council for Under Graduate Studies;

(viii) 'Section" means the section of the Act;

(ix) "Statute" means a statute of these Statutes;

(x) "Undergraduate Council" means the Councils for Under-Graduate Studies;

(xi) "University" means Murshadabad University;

(xii) "University employees" means teachers, officers, non-teaching staff and any other staff employed by the university against substantive vacancies;

B. 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 Law Officer;

(v) the Controller of Examinations;

(vi) the Inspector of Colleges;

(vii) the University Librarian;

(viii) the Dean, Students Welfare;

(ix) Systems and Support Officer;

(x) the Estate & Trust Officer;

(xi) the Development Officer;

(xii) the University Engineer;

(xiii) Deputy Registrar;

(xiv) Deputy Controller of Examinations;

(xv) Deputy Librarian;

(xvi) Deputy Inspector of Colleges;

(xvii) Audit and Accounts Officer;

(xviii) Secretary, Faculty Council for Post Graduate Studies in Social Science, Humanities, Arts, Fine Arts Traditional Arts Forms and Performing Arts.

(xix) Secretary Faculty Council for Post Graduate Studies in Science.

(xx) Secretary, School for Post Graduate Studies in Information Science, Media Science, Law, Education, Library Science and Physical Education.

(xxi) Secretary, Faculty Council for Post Graduate Studies in Vocational Studies, Commerce and Management.

(xxii) Secretary, Faculty Council for Undergraduate Studies in Social Science, Humanities, Arts, Fine Arts Traditional Arts Forms and Performing Arts.

(xxiii) Secretary, Faculty Council for Undergraduate Studies in Science.

(xxiv) Secretary, Faculty Council for undergraduate Studies in Information Science, Media Science, Law, Education Library Science and Physical Education.

(xxv) Secretary, Faculty Council for Undergraduate Studies in Vocational Studies, Commerce and Management.

(xxvi) Secretary, Faculty Council for Undergraduate Studies as may be decided by the Governing Board.

(xxvii) the Medical Officer;

(xxviii) the Sports Officer.

(xxix) the Publication Officer;

(xxx) the Security Officer;

(xxxi) Public Information Officer;

(xxxii) the Security Officer;

(xxxiii) Public Information Officer;

(xxxiv) Assistant Registrars (P.G);

(xxxv) Assistant Registrars (U.G);

(xxxvi) Assistant Controllers of Examinations (Post Graduate);

(xxxvii) Assistant Controllers of Examinations (Under Graduate);

(xxxviii) Assistant Librarians;

(xxxix) Assistant Inspector of Colleges;

(xl) Assistant Engineer (Civil);

(xli) Assistant Engineer (Electrical);

(xlii) Assistant Estate Officer;

(xliii) Training and Placement Officer;

(xliv) Curator;

(xlv) 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 Government orders for the time being in force.

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

(i) 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;

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

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

(iv) 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/she is a member of such authority or body or committee;

(v) 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/she 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/she 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/she receives notice of such action, an appeal to the Tribunal;

(vi) 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, the Regulations;

(vii) the Vice-Chancellor shall endeavour to initiate faculty exchange programme and student exchange programme with suitable Indian and foreign Universities/institutions to foster vibrant teaching - learning environment;

(viii) the Vice-Chancellor shall take initiative for establishing specialised research centres and undertake joint or collaborative research program with the renowned research institutions and Universities;

(ix) 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;

(x) 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;

(xi) the spheres of administrative authorities of the officers of the University referred to in the Statute (3) and the assignment of their functions and responsibilities shall, from time to time, be determined by the Vice-Chancellor;

(xii) the Vice-Chancellor shall exercise such other powers as may be provided for by the Ordinances or the Regulations.

5. Registrar

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

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

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

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

(5) If the Registrar is for any reason temporarily unable to exercise the powers or perform the duties of his/her office, the Vice-Chancellor may with the approval of the Executive Council appoint a teacher of the University or an officer of the University, temporarily for a period not exceeding six months, to exercise the powers and perform the duties of the Registrar.

(6) The Registrar is non-member and shall not by reason only of his/her 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/her office by writing under his/her 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 Executive Council;

(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/her;

(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;

(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 and Roster of Appointments of the employees, Officers, and Teachers of all the departments of the University;

(xii) delegate his/her powers, if necessary, in this respect to any Officer under his/her 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 of extant Government orders

and Ordinances for the purpose and present all such cases to the Establishment Committee with the concurrence of the Vice-Chancellor;

(xv) be responsible for issue of the work order(s) and work done certificate(s) 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 State Government and ratified by the Executive Council. Work done certificate be issued with the countersigned by the Finance Officer and respective head/authority of the departments/branches (if required);

(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 and the State Government 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 of understanding (MoU) and verify pleadings or depute his/her 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; and

(xix) have such other powers and duties and perform such other functions as may be assigned to him/her under the Act, the Statutes, the Ordinances, the Regulations, the Rules or by the Vice-Chancellor.

6. Finance Officer

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

(2) If the Finance Officer is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/her office by writing under his/her 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) above;

(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 subordinate staff of the Section mentioned above;

(xiv) report to the Registrar on the service, etc., of the duties at clause (xiii) and with regard to their confidential character rolls which will be maintained by the Registrar who will exercise power, and control over such staff;

(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

Cent Specialized Laboratories, colleges and institutions maintained by the University;

(xvi) delegate any of his/her duties to any officer under his/her 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/her 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 provided in the Statutes, the Ordinances, and the Regulations and as may be assigned to him/her by the Executive Council or the Vice-Chancellor under the Act;

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

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

(xxii) Perform such other functions and may be assigned to him/her by or under the Act, the Statutes, the Ordinances, the Regulations or by the Vice-Chancellor.

7. Controller of Examinations

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

(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/she 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/her 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/her office by writing under his/her hand addressed to the ViceChancellor.

(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 the 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 University, but he/she shall not have the right to vote (unless a member of the committee), nor shall he/she sent the papers of any committee of which he/she is not a member unless he/she is so requested;

(vii) see that examinations are properly conducted 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/her direct control;

(ix) attend the Chancellor and Vice Chancellor at the university Convocation for presentation of degrees, and of 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 any statute or regulation.

8. Inspector of Colleges

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

(2) If the Inspector of Colleges is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/she shall act under direct control and supervision of the Vice-Chancellor.

(4) The Inspector of Colleges may resign his/her office by writing under his/her 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 his/her direct control; and

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

9. University Librarian

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

(2) If the University Librarian is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/she shall act as the Member-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/her to do.

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

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

(6) The University Librarian shall:–

(i) 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;

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

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

(iv) 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;

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

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

(vii) 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;

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

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

(x) 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;

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

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

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

(xiv) 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;

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

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

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

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

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

10. Dean, Students' Welfare

(1) The Dean of Students' Welfare shall be a whole-time salaried officer of the University.

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

(3) 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.

(4) 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.

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

(6) The Dean of 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, academic programs etc;

(xi) be responsible for dealing with disciplinary matters referred to him/her in accordance with Disciplinary Code and Procedures;

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

(xiii) Chair the Students' Welfare Working Committee;

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

(xvii) be responsible to plan in consultation with the Vice-Chancellor and various concerned HODs' / 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;

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

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

(xx) 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;

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

(xxii) 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;

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

(xxiv) 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;

(xxv) 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;

(xxvi) be responsible for coordinating various academic Departments for arranging the educational tours for the students.

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

(xxviii) 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.

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

(xxx) perform such other functions as may be assigned by the Vice-Chancellor or under the Act.

11. Systems and Support Officer

(1) The Systems and Support Officer shall be a whole-time salaried officer of the University.

(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/her office by writing under his/her hand addressed to the ViceChancellor.

(5) The Systems and Support Officer shall:–

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

(ii) plan and undertake scheduled maintenance upgrades;

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

(iv) be responsible for breakdown of computers;

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

(vi) repair equipment and replace parts of the Computer software and hardware;

(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) be responsible for obtain replacement of specialist components, fixtures or fittings;

(xi) check computer equipment for electrical safety;

(xii) maintain records of software licenses;

(xiii) meet/liaise with stake holders to discuss requirements and/or project progress;

(xiv) create website designs;

(xv) produce sample sites;

(xvi) demonstrate and receive feedback about draft sites;

(xvii) be up-to-date with recent technological and software developments;

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

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

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

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

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

12. Estate & Trust Officer

(1) The Estate & Trust Officer shall be a whole-time salaried officer of the University.

(2) Unless it is bound by the terms of an express trust in relation to any particular property, the University shall hold all property belonging to it not on charitable trusts but as a beneficial owner and 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 & Trust Officer shall act as the care taker of all such property, sites and buildings etc. of the University.

(3) If the Estate & Trust Officer is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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 & Trust Officer.

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

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

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

(i) 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;

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

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

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

(v) undertake day to day repairs and maintenance works in the University under the supervision and approval of the Estate & Trust officer as per the complaints received from the users that shall be entered in the complaint register;

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

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

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

(ix) 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.;

(x) 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;

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

(xii) be responsible for to supervise implementation of all Annual Maintenance Contracts (AMCs pertaining to the above works) i.e., (i) AMC for cleaning services, (ii) AMC for Horticulture, Electrical, Plumbing, Carpentry, (iii) AMC for Catering services, (iv) AMC for Air conditioners, (v) AMC for water purifiers/ coolers and air conditioners in office, (vi) AMC for Fire extinguishers, (vii) AMC for telephone instruments and lines, (viii) AMC for Internet/Broad-band connection, and (ix) AMC for pest control;

(xiii) 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;

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

(xv) be responsible for procurement of the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured; shall ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.;

(xvi) ensure that all the works mentioned above under his/her jurisdiction shall be awarded after calling for open tenders by issuing advertisement in local newspapers (of Kolkata, West Bengal editions) in two languages (one Bengali and one English).

(xvii) 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;

(xviii) be responsible to upkeep, repairs and regular maintenance of propriety under his supervision as per as per the work schedule prepared by him;

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

13. Development Officer:–

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

(2) If the Development Officer is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/she shall act under the supervision of the Vice-Chancellor.

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

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

(i) look after the developmental needs of the University and to 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;

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

(iii) 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;

(iv) 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;

(v) 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;

(vi) receive and utilize the UGC 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;

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

(viii) sanction of estimates in respect of Building works undertaken with the assistance of UGC;

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

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

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

(xii) prepare proposals and oversee Correspondence for institution of courses sanctioned by the UGC;

(xiii) 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.;

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

(xv) oversee Correspondence for Research Project sanctioned by other Funding Agencies like DST/ DBT/ CSIR/FF/ State Government/ MHRD/ NBHM/ISRO/ DANIDA/ DRDO/ Central Silk Board / BARC / DAE / GOI Forest and Environment/ AICTE/ ICMR/ ICAR/ NATP etc.;

(xvi) oversee Correspondence for FIP sanctioned by UGC to University teachers;

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

(xviii) oversee Correspondence with UGC relating to publication grants and Special Assistance;

(xix) oversee Correspondence relating to Centre for Women studies project and other Research and Extension Centre proposal of UGC;

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

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

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

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

14. University Engineer:–

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

(2) If the University Engineer is, for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/she shall act under the direct supervision and control of the Vice-Chancellor.

(4) The University Engineer may resign his/her office by writing under his/her 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) be responsible for 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/her to do so under the Act.

15. Deputy Registrar

(1) The Deputy Registrar shall work under the supervision of the Registrar and shall assist him/her in the performance of his/her functions and shall also perform such other functions as may be assigned to him/her 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:–

(i) 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;

(ii) 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;

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

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

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

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

(vii) 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;

(viii) 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;

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

(x) 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

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

(xii) assist in preparing papers for extension of Career Advancement to University teachers as per UGC/government guidelines;

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

(xiv) assist in sending Progress Report, Statement of Expenditure, Utilization certificate, completion report etc to the appropriate authority;

(xv) 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.

16. 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 in 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/her 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 Governing Board/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 to the correspondence with regard to any matters relating to examination through the Controller of Examinations that has been sought by the State Governent;

(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.

17. 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/her by the Librarian or the Vice-Chancellor.

(2) In addition to those specified in Para (1) the Deputy Librarian shall:–

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

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

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

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

(v) keep vigil for compliance of copyright law and University policies;

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

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

(viii) 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;

(ix) assist the Librarian to perform curatorial duties;

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

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

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

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

(xiv) 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;

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

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

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

18. 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/her by the Inspector of Colleges or the Vice-Chancellor.

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

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

(ii) 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;

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

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

(v) 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;

(vi) 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;

(vii) Perform such other duties and functions as the Inspector of Colleges may require him/her to do under the Act.

19. 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:–

(i) advise the Finance officer on financial health and affairs of the University;

(ii) be responsible for scrutiny of the management and performance of the invested funds of the University, and advise the Finance officer accordingly;

(iii) 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;

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

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

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

(vii) 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;

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

(ix) 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;

(x) 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.;

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

(xii) call for, through the Finance officer, from any office or college or institution under the University any information or returns that he/ she may consider necessary to discharge his/her financial responsibilities;

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

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

20. Secretaries:–

1) There shall be four Secretaries of the four 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, for 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 four Secretaries for the four 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.

21. Medical Officer:–

(1) Medical Officer(s) of the University shall be engaged by the Executive Council on honorary consultation contract on a consolidated honorarium, as may be decided by the Executive Council from time to time on the basis of recommendation of the Vice-Chancellor.

(2) Clinicians/Doctors possessing MBBS or any other similar higher degree from a recognised University 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 he 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 to attend the patient if any in the Hostels.

(5) The renewal of contract or engagement shall be based satisfactory performance of service rendered during the tenure which shall be certified by the Registrar and approved by the Vice-Chancellor.

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

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

(8) The main functions of Medical Officer of the University shall be as follows: --

(i) 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., it's students and staff;

(ii) he shall attempt to identify and assess the priorities and activities within the University that we contribute to the advancing standard of Health care and hygiene in the academic and occupation setting;

(iii) he may 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.

22. Sports Officer:–

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

(2) He/she 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/her 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/she 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 shall also be to address issues of health, crime and social inclusion such as the National Health Scheme, Colleges and Universities, Civil Societies, Sport's National Governing Bodies (NGBs) and regeneration initiatives. He/she has to work in partnership with government bodies to deliver government sports initiatives.

(7) The Sports Officer may resign his/her office by writing under his/her 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 about sports and games initiative of the University every six months;

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

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

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

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

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

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

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

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

(xviii) perform such other functions as may be required under the Act, Statute, Regulation etc.

23. Publication Officer:–

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

(2) He/she 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/her 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/her hand addressed to the Vice-Chancellor;

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

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

(ii) 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;

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

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

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

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

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

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

(ix) 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;

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

(xi) 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;

(xii) perform such other functions as may be required under the Act, Statute, Regulation etc.

24. Law Officer:–

(1) There shall be a Law Officer in the University, to be appointed by the State Government, on deputation from amongst the members of the West Bengal Legal service.

(2) The Law Officer shall assist the University in all legal issues and shall represent the University in all legal proceedings before the Court of Law. He shall be the custodian of all legal documents of the University.

(3) The Law Officer shall act under the direct control and supervision of the Vice-Chancellor.

(4) The Law Officer shall be a whole-time salaried Officer of the University.

(5) The Law Officer shall be in charge of all legal affairs of the University.

(6) In addition to give advice to the University on all legal matters, the Law Officer shall also advise the University for amending the University Statutes, Regulations or Ordinances, as and when deem necessary.

(7) The Law Officer shall perform such other functions as may be provided in the Regulations or in the Ordinances.

25. Security Officer:–

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

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

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

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

(5) The Security Officer shall:–

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

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

(iii) be responsible to see that no member of the University or outsider shall in the university complex 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;

(iv) be responsible to see that no member of the University or outsider shall in the university complex 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;

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

(vi) be responsible to see that no member of the University or outsider shall in the university complex 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 knowingly misappropriate such property;

(vii) be responsible to see that no member of the University or outsider shall in the university complex 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;

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

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

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

(xi) to enquire into any incident of ragging and to suggest punishments, if any, and also to lodge FIR with the police , if any;

(xii) 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;

26. Public Information Officer:–

(1) The Public Information Officer shall be a whole-time salaried officer of the University.

(2) If the Public Information Officer is for any reason temporarily unable to exercise the powers and perform the duties of his/her 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/she shall act under the supervision of the Vice-Chancellor.

(4) The Public Information Officer may resign his/her office by writing under his/her 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 and to take necessary steps to provide information to persons requesting for the information under this Act or for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer be appalate authority as the case may be specified or the Central Information Commission or the State Information Commission, as the case may be.

27. Assistant Registrars (Post Graduate):–

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

28. Assistant Registrars (Under Graduate):–

The Assistant Registrar shall work under the supervision of the Registrar and shall assist him/her in the performance of his/her functions with regard to development and planning of the University, and shall also perform such other functions as may be assigned to him/her by the Registrar.

29. Assistant Controllers of Examination (Post Graduate):–

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/her by the Controller of Examinations or the Vice- Chancellor.

30. Assistant Controllers of Examination (Under Graduate):–

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/her by the Controller of Examinations or the Vice-Chancellor.

31. 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 or as may be assigned to him by the Deputy Librarian or Librarian.

32. 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/her by the Deputy Inspector of Colleges or Inspector of Colleges.

33. 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 such other functions as may be assigned to him/her by the Engineer. The Assistant Engineer (Civil) shall also assist the Estate and Trust Officer with permission from the Engineer.

34. 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 such other functions as may be assigned to him/her by the Engineer. The Assistant Engineer (Electrical) shall also assist the Estate and Trust Officer with permission from the Engineer.

35. Assistant Estate Officer:–

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

(2) He shall 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;

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

36. Training and Placement Officer (TPO):–

A. Training and Placement 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.

B. He/she 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.

C. He/she shall also perform such other duties and functions as may be assigned to him/her by the Registrar, time to time.

37. Curator:–

(1) 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.

(2) He/she 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 on 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 on 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/her to do under the Act, Statute, Regulation etc.

38. Superintendent, University Press:-

(1) 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.

(2) He shall be under the direct control of the Registrar and shall-

(i) be responsible for the 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/her to do under the Act.

39. 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. 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.

40. Terms and conditions of Service of the employees of the University:-

(1) Teachers:

(i) The terms and conditions of service including their qualification for appointment of the Teachers of the University subject to the University grant commission norms shall be such as may be determined and notified by the UGC & State Government from time to time.

(ii) Any teacher of Murshidabad University of the age of 55 years or on the completion of 20 continuous years of loyal and faithful service of the university shall have the option of voluntary retirement with benefits of Provident Fund, Gratuity and such other amenities as would be admissible on the date of retirement and pension calculated on the basis of last pay drawn subject to issuance of Government Orders.

(iii) In case of early/accidental death of any teacher of the University, all the admissible benefits such as Provident Fund, Gratuity and such other amenities will be considered on the humanitarian ground.

(iv) Each Head/Coordinator be responsible to submit the academic audit report of each department in the last working day of every academic session to the Vice-Chancellor with the cooperation of the other faculty members of the respective departments.

(v) Each Head /Coordinator be responsible for maintaining asset register of each department of every academic year and submit the report to the Vice-Chancellor.

(vi) Each Head /Coordinator be responsible for maintaining fire audit and green audit in every academic session as per Govt. norms.

(vii) Each teacher be responsible to submit the self-appraisal report as per UGC norms to the Vice-Chancellor in every academic session.

(2) **Officers**

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

(ii) 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 other 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/her office as such member of the concerned authority from the date on which he is so appointed.

(iii) Save as otherwise 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.

(iv) 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/her as the State Government may, by order determine from time to time.

(v) 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 Regulations, the Rules and the Ordinances of the University or the terms of his/her appointment or any other indiscipline, as may call for such action, as prescribed by the Statutes, the Ordinances and relevant disciplinary rules as may be provided by the State Government for the purpose.

(vi) 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.

(vii) Terms of service of every officer shall be as per extant Government Orders read with the Murshidabad University Act 2022 and the amendments made therein.

(viii) The Registrar shall maintain and keep an up-to-date age register for all the Officers of the University in which he/she 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/her age on the date of such appointment;

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

(f) remarks: if any.

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

Explanation II:– No whole-time salaried Officer of the University shall accept any employment with or without remuneration, other than that of his/her office.

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

(a) Any officer on the completion of 20 continuous years of loyal and faithful service of the university shall have the option of voluntary retirement with benefits of Provident Fund, Gratuity and such other amenities as would be admissible on the date of retirement and pension calculated on the basis of last pay drawn subject to issuance of Govt orders.

(b) In case of early/accidental death of any officer of the University, all the admissible benefits such as Provident Fund, Gratuity and such other amenities will be considered on the humanitarian ground.

(3) Non-teaching staff:–

(i) The terms and conditions of service including their qualification for appointment of the non-teaching staff of the University shall be such as may be determined and notified by the State Government from time to time.

(ii) Any non-teaching staff on the completion of 20 continuous years of loyal and faithful service of the university shall have the option of voluntary retirement with benefits of Provident Fund, Gratuity and such other amenities as would be admissible on the date of retirement and pension calculated on the basis of last pay drawn subject to issuance of Govt Orders.

(iii) Each non-teaching staff be responsible to carry out the instructions/ orders/ directions of the higher authorities from time to time.

(iv) Each non-teaching staff be responsible to complete their day to day works in due time or as per extent Government Order. If in an exigency beyond office hours duties are required, no extra remuneration shall be for that extra duties.

(v) Each non-teaching staff be responsible to maintain punctuality, sincerity and honesty in his/her work and dealings with students.

(vi) Each non-teaching staff be responsible to complete their assign works of the university in due time.

(vii) Each non-teaching staff be responsible to obey the higher authorities of the University.

(viii) Disciplinary action be taken in the case of any kind of negligence in pursuing duties and responsibilities

(ix) Each non-teaching staff be responsible to update him/herself/herself if required to pursue assigned duties.

(x) The daily attendance register of the non-teaching staff of the Murshidabad University be maintained strictly by the competent authorities.

Explanation:– 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 State Government, and confirmation of the Executive Council and subsequent the Court, may, in the interest of the University take such action as he/she deems fit.

CHAPTER-III

AUTHORITIES OF THE UNIVERSITY

41. The Deans:-

(1) There shall be a Dean for each Faculty Council for Post-Graduate Studies/Department of Post-graduate studies/ U.G. Board of 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 the Chairperson of Faculty Council for Post-Graduate Studies/ Department of Post-graduate studies/ U.G. Board of Studies, 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 and their Faculty;

(iii) ensure the integrity, quality, and value of the academic degree(s) within his/her 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 P.G./ U.G. Board of Studies / Research Studies of the departments and 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 (a) teaching and learning strategies and (b) 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/ P.G. Board of Studies 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 of promotions (due as per State Government rules)of the Faculties 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 applied for study leave, leave;

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

(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,;

(xxxviii) collaborate with departmental 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. and 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 the University Court and the Executive Council;

(xlvi) teach two courses per academic year, participate in syllabus development, departmental meetings, and routine activities of his/ her 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 so to do by Vice-Chancellor;

(Li) Undertake such other duties as the Vice Chancellor may assign.

42. Board of Studies:-

Each Department of the University attached to the concerned Faculty Councils shall have a Post Graduate Board of Studies and Under Graduate Board of Studies for both Post Graduate and Under Graduate levels, which will oversee the functioning of all academic pursuits.

43. Constitution of Board of Research Studies attached to the Schools for Post Graduate 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 with Dean as its Chairperson, attached to a Faculty Council for Postgraduate Studies and managed by Ph.D Section of Registrar's Department, that shall function as per University Regulations. Details procedures for calling meeting and quorum will also be notified in the University Regulations.

(2) On the recommendation of the Board of Research Studies and in consultation with Dean of the Faculty, the Vice Chancellor shall permit candidature's evaluation and award Doctor of Science and Doctor of Literature on approval from Executive Council. The procedure and function of the Board of studies shall be prescribed by notification regarding in the University Regulations.

44. Constitution of Board of Studies attached to the Schools for Post Graduate Studies:-

(1) Save as hereinafter otherwise provided, there shall be a Board of Studies for each academic department, for a term of four years with Dean as its Chairperson attached to a Faculty Council for Post Graduate 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:-

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

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

(iii) 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.

45. Constitution of Board of Studies attached to the School forPost Graduate studies in Autonomous Colleges and such other Colleges (as and when applicable)

(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 Post Graduate 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 (A) shall consist of: –

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

(ii) 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 as the Chairperson;

(iii) 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;

(iv) 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,

(v) 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 Post Graduate level at a constituent or affiliated college. Such a Board of Post Graduate 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 (B), 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.

46. Constitution of Board of Studies attached to the Councils for Under Graduate 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 Under Graduate Studies, that shall perform such function as may be provided by the Regulations. The procedure for holding meeting and the quorum thereat shall also be provided for by the Regulations or Rules.

(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.

47. Finance Committee:-

The Finance Committee shall consist of the following members namely:–

(i) the Vice-Chancellor, who shall be the Chairperson 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 and the Finance Department 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) the Development Officer;

(ix) Systems and Support Officer;

(x) the Estate & Trust Officer.

48. 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 and subsequent to the Court 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 J.

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

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

(20) 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.

49. 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 Chairperson (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/Directors of the Department/Centres/Schools 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 by the Executive Council from amongst its members who shall not be the employee of the University;

viii. 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 for two years. One third of the total number of members 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/her 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.

(6) 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.

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

50. Planning and Development Committee:-

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

i. the Vice-Chancellor - Chairperson;

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. the Registrar;

vi. the Finance Officer;

vii. the University Engineer;

viii. 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 Pro-Vice-Chancellor present shall preside over the meeting, and in the absence of the Vice-chancellor and the Pro-Vice-Chancellor(s) the senior most Dean present shall preside over the meeting. One third of the total number of members shall be a quorum.

51. Students Welfare Board:-

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

i. the Vice-Chancellor - Chairperson

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

iii. the Medical Officer;

iv. the Sports Officer;

v. Superintendents of the hostels;

vi. Vice Chairperson 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.

(3) The Students Welfare Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor (Academic) shall preside over the meeting and in absence of the Vice-Chancellor and Pro-Vice Chancellor (Academic), the senior most Dean shall preside over the meeting. One third of the total number of members of the Students Welfare Board plus one shall be a quorum.

52. Sports Board:-

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

i. the Vice-Chancellor - Chairperson

ii. the Registrar - Secretary;

iii. the Sports Officer - Assistant Secretary;

iv. Medical Officer (Whole time as Member or Part time as Invitee)

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 or equivalent (be determined by the Executive Council in absence of University Blues) nominated by the Executive Council;

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

viii. the Vice-Chairperson/Vice President 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) The Sports Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the Vice-Chairperson shall preside over the meeting. One third of the total number of members of the Sports Board 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. Chairperson may direct a meeting to be held at a shorter notice;

ii. to implement decision of the Sports board and to exercise necessary powers on this behalf;

iii. to perform such other acts as may be assigned by the Sports Board under the Act;

iv. to draw money for authorized expenditure from the University;

v. to send entries to inter university and other tournaments and competition and;

53. Departmental Committees: Constitution, Powers, Function, and 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. Provided that if no Professor or Associate Professor is found in a Department, the Vice Chancellor may appoint the senior most whole-time Assistant Professor as the Coordinator of the Department, and on the expiry of her/his/her term, the next whole-time Assistant Professor in order of seniority shall be appointed as the

Coordinator of the Department. The term of such whole-time Assistant Professor, who is Coordinator of the Department, shall terminate when a Professor or an Associate Professor joins the Department. Provided further that if only one Teacher belonging to the category of Professor or Associate Professor is found in a Department, the office of the Head/ Coordinator of the Department shall rotate between that single teacher to the category of Professor or Associate Professor and the senior most whole-time Assistant Professor in the Department, until another Professor or Associate Professor joins the Department.

(4) 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.

(5) 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.

54. Head of the Department;-

(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 or the provisions under the clause 54(C) of this statutes and shall hold office for a period of two years on rotational basis, and shall be directly responsible to the concerned Dean of 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 may 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 all meetings of the department or preside over it.

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/Ordinances/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/she 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 mode for all official business within the department and with the Dean of the faculty;

xvii. promote the public image of the department, faculty and the University.

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

i. the office of the Head of the Department of Post Graduate Studies shall rotate among the Professors of the Department;

ii. 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;

iii. 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;

iv. 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.

Provided further that if only one Teacher belonging to the category of Professor or Associate Professor is found in a Department, the office of the Head/Coordinator of the Department shall rotate between that single teacher to the category of Professor or Associate Professor and the whole-time Assistant Professors in the substantive post in the Department, until another Professor or Associate Professor joins the Department.

v. Every teacher holding-a substantive post whole-time appointment in the University shall normally be required to serve as the Head of the appropriate University Department of Studies when so required in accordance with the provisions of this Chapter:

Provided that the Vice-Chancellor may, if he/she thinks fit, exempt a teacher from accepting the office of the Head of the Department on receipt of an application from him/her on this behalf.

(4) If the Head of a Department of Post Graduate Studies is on leave for a period not exceeding 180 days at a stretch or absent from duty for such period under the permission of the appropriate authority, the next senior teacher of the Department belonging to the appropriate cadre shall be appointed as Head of the Department for the period of such absence on leave or otherwise:

Provided that if the former who enjoys leave or is absent or does not resume his/her duty on the expiry of the said period, he/she shall be deemed to have vacated the office of the Head of the Department and the latter who was appointed as Head of the Department in his/her place would continue as such automatically, and shall hold the said office for two years excluding the period he/she served in place of the former Head of the Department:

Provided further that if the former resumes duty on the expiry of the period of 180 days or less, the period for which the latter served as Head of the Department shall not count towards his/her two years' tenure when appointed Head of the Department on his/her regular turn.

(5) In order that no difficulty arises in the handing over of the charges of the office of the Head of a Department of Post Graduate Studies to his/her successor, appropriate steps in this regard shall be taken well in advance (ordinarily 15 days) of the date of expiry of the tenure of the outgoing incumbent.

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 the University level. 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 University level 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.

55. 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:–

i. Academic Events, Convener: Development Officer;

ii. Adult Continuing Education and Extension Cell, Convener: Any Professor of the University nominated by the Executive Council, if required;

iii. anti-Ragging, Convener: Dean, Students' Welfare;

iv. Building, Convener: University Engineer;

v. Canteen, Convener: Public Relation Officer;

vi. Development and Planning, Convener: Development Officer;

vii. Disciplinary Committee for Students, Convener: Any Dean of Faculty of the University nominated by the Executive Council;

viii. Equivalence, Convener: Registrar;

ix. Examination Monitoring, Convener: Controller of Examinations;

x. Grievance Reddressal, Convener: Registrar;

xi. Hostel, Convener: Estate Officer;

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

xiii. Library, Convener: Librarian;

xiv. National Cadet Corps, Convener: Any Professor of the University nominated by the Executive Council;

xv. National Social Service Cell, Convener: Any Professor of the University nominated by the Executive Council;

xvi. Publication Committee, Convener: Publication Officer;

xvii. Purchase and Tender, Convener: Registrar;

xviii. Committee Against Sexual Harassment, Convener: Senior-most female Professor/ Associate Professor(if Professor not available);

xix. Sports, Convener: Sports Officer;

xx. Students Welfare, Convener: Dean, Students' Welfare;

xxi. Website Committee, Convener: Systems and Support Officer;

xxii. Welfare of Backward Caste and Tribes, Convener: Deputy Registrar.

(2) The committees referred to sub clause (A) 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.

CHAPTER-IV

PROCEDURES OF ELECTIONS OF VARIOUS AUTHORITIES OF THE UNIVERSITY

56. 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 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/her 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 as the case may be;

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: --

(i) Register of Professors of the University Departments of Studies belonging to–

a. the Faculty Council for Post-Graduate Studies in Humanities, Arts, Fine Arts, Performing Arts and Traditional Arts Forms comprising of subjects or courses of studies as may be brought

under the purview of this Faculty Council by the Executive Council;

b. the Faculty Council for Post-Graduate Studies in Science, Technology and Vocational Studies comprising of subjects or courses of studies as may be brought under the purview of this Faculty Council by the Executive Council;

c. the faculty Council for Post-Studies in Law, Education, Journalism and Mass Communication, Library Science and Physical Education comprising of subjects or courses of studies as may be brought under the purview of this Faculty Council by the Executive Council;

d. the Faculty Council for Post-Graduate Studies in Commerce and Management comprising of subjects or courses of studies as may be brought under the purview of this Faculty Council by the Executive Council;

e. such other Faculty Councils for Post-Graduate Studies as may be constituted by the University;

(ii) Register of Teachers other than Professors of the University Departments of Studies belonging to the Faculty Councils referred to paragraph (i);

(iii) Register of Associate Professors of the University Departments of Studies belonging to the Faculty Councils referred to paragraph (ii);

(iv) Register of Assistant Professors of the University Departments of Studies belonging to the Faculty Councils referred to paragraph (i);

(v) Register of Associate Professors of the Constituent Colleges;

(vi) Register of teachers not below the rank of Assistant Professors of the Constituent Colleges;

(vii) 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;

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

(ix) Register of Principals of Affiliated Colleges;

(x) Register of Regular Post-Graduate Students of the University;

(xi) Register of Regular Under-Graduate and Post-Graduate Students of Affiliated Colleges;

(xii) Register of Research Scholars and Research Fellows of the University;

(xiii) Register of Librarians of the University and the Librarians of the Affiliated Colleges;

(xiv) Register of Non-Teaching Staff of the University;

(xv) Register of Non-Teaching Staff of the Affiliated Colleges;

(xvi) Register of the Officers of the University; and

(xvii) 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 (A) 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/she 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/her 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/her 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:-- a Regular Post Graduate Student elected under any clause shall hold office for a period of two years from the date of his/ her election or till such time he/she ceases to be a regular Post-Graduate student of the University, whichever is earlier.

Explanation III:-- "Regular Under Graduate student" shall mean a student who has been prosecuting his/her studies in any stream in Under Graduate 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 on this behalf;

Explanation IV:-- a Regular Under Graduate student elected under any clause shall hold office for a period of three years from the date of his/her election or till he/she 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:- 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.

(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 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/she 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/her 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/her 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 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 (I), a copy thereof shall forthwith be forwarded by the Registering Authority to the person to whom the objection relates, unless he/she him/herself is the objector. While doing so, the Registering Authority shall specify the last date by which such person may send his/her reply to the objection if he/she wishes to do so. Any reply that such person may send shall be addressed to the Registering Authority in duplicate and shall reach him/her within ten days from the date on which the copy of the objection was forwarded to him/her 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/she considers necessary in respect of any objection which has not been dismissed under paragraph (I) and shall place before the Vice-Chancellor, for his/her decision, the objection, the reply thereto, if any, and the report on the enquiry made by him/her. Before giving his/her decision, the Vice-Chancellor may call for any additional information if he/she so requires.

(12) The Vice-Chancellor shall then give his/her 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) Registers as prepared under paragraph (O) shall be authenticated by the Vice-Chancellor. The Registers shall be kept up-to-date by endorsing thereon, all amendments or corrections thereto made in accordance with any of the relevant provisions of these Statutes. Every such amendment or correction shall be authenticated by the Vice-Chancellor.

(17) The Registers as authenticated under paragraph (P) 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 (P) 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 (A) to (R) 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/she considers that such revision is 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/her 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 Under Graduate 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 Under Graduate 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 fifty; provided that a college or institution having on its roll students less than hundred in number but not less than thirty 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.

(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/she 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/she 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/her 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 (G1), 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/she 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 Under Graduate Studies, respectively, by the Electoral College, the procedure laid down in Statute 58, 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.

57. 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. Five Teachers from the Councils of Under-Graduate Studies, of whom at least two shall belong the rank of Associate Professor and others shall be not below the rank of Assistant Professor, to be elected by the members of the Council from amongst themselves;

ii. one representative of Officers of the University, to be elected from amongst themselves;

iii. one representative of the non-Teaching employees of the University, to be elected from amongst themselves and

iv. one representative of the non-Teaching employees of the Affiliated Colleges of the University, to be elected from amongst themselves.

(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/she 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/her name included in the electoral rolls of more constituencies than one in respect of that Authority. If a person is qualified to have his/her name included in the electoral rolls of more than one constituency, he/she shall have the option to have his/her name enrolled in one only of such constituencies, at his/her choice:

Provided that every elector who is eligible for having his/her 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 on 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/her 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 on this behalf, shall be the Returning Officer. He/she shall be responsible for the proper conduct of the election and shall perform the duties assigned to him/her under these Statutes.

(7) Any person may be nominated as a candidate at an election if his/her name is included in the electoral roll of the constituency concerned, provided that he/she 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/her 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/her and hand over to the person delivering the nomination paper a certificate of such delivery:

Provided that nomination paper sent by post shall not 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/her 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/her. A candidate who is absent at the scrutiny may authorize only one agent to represent him/her at the scrutiny. After such scrutiny, the Returning Officer shall display in his/her Notice Board a list of all the candidates, whose nomination papers have been accepted by him/her 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/her candidature by a notice in writing in the prescribed form. Every such notice shall be signed by the candidate and delivered personally by him/her to the Returning Officer in his/her 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--

(i) if the number of candidates 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

(ii) 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

(iii) if the number of contesting candidates exceeds the number of seats to be filled at the election, the Returning Officer shall display in his/her 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/she may consider necessary. Where more polling stations than one have been allotted by the Returning Officer, he/she shall, by an order, specify which of the electors are assigned by him/her 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-

(i) a copy of that part of the electoral roll which includes the names of the electors who have been assigned to that polling station,

(ii) all necessary forms,

(iii) ballot papers,

(iv) envelopes,

(v) a brass seal,

(vi) sealing materials,

(vii) ballot box, if necessary,

(viii) specific marker, and

(ix) 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/she 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 on this behalf for that polling station.

(21) Excepting in the case of an election by postal ballot, every elector who desires to exercise his/her vote at the election shall personally appear on the polling day within the polling hours at the polling station to which he/she has been assigned and shall request the Presiding Officer to issue to him/her a ballot paper after giving his/her name and other particular to the Presiding Officer. The Presiding Officer shall then satisfy him/herself--

(i) 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;

(ii) about the identity of the person who claims to be the elector concerned.

(22) When the Presiding Officer is so satisfied, he/she shall issue a ballot paper and an envelope to the elector. While doing so, he/she shall place a mark on his/her 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/she cannot record his/her vote or votes on the ballot paper him/herself, he/she may request the Presiding Officer to record his/her vote or votes in his/her presence and on his/her 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/her 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/she desires to vote. The Presiding Officer shall make such arrangements as may be necessary to ensure that the elector is enabled to record his/her vote or votes secretly. An elector shall not sign or initial his/her ballot paper or make any other mark thereon which may disclose his/her identity. After he/she has recorded his/her vote or votes, the elector shall fold the ballot paper so as to conceal his/her vote or votes and shall place it inside the envelope supplied to him/her. He/she 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/her 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/her by the Returning Officer. He/she shall complete and sign the account after the close of the poll.

(26) If an elector has inadvertently torn, defaced or otherwise spoilt his/her ballot paper in such a way that it cannot be used as a ballot paper he/she 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/her.

(27) All spoilt ballot papers returned to the Presiding Officer shall be endorsed by him/her 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/her 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/she adjourns the poll, he/she 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/she 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/she 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 (DD) and shall use the contents of such covers or packets for the purpose of completing the poll. He/she 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/her 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/her in person or through messenger at his/her 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 on this behalf.

(39) In every case of election by postal ballot, the last date fixed under paragraph (L1) 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/her 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/she may also open the covers or packets, but shall do so only if he/she considers it to be necessary for enabling him/her 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/she finds to be invalid. He/she 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/she shall give notice to every contesting candidate of the date, time and place which have been appointed by him/her for the counting of votes.

(46) When the counting of votes has been completed--

(a) In a case where the number of seats 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/she 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/she 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/she 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/she 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/she shall also replace in sealed covers or packets the contents of such covers or packets, if any, as he/she may have opened. He/she shall keep all such sealed covers and packets in his/her 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 on this behalf by the Vice-Chancellor;

(iii) Returning Officer or 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/her in writing on 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 on this behalf by the Vice-Chancellor;

(iii) Returning Officer or 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/her in writing on 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 on 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 Chairperson 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 Chairperson may decide. The Chairperson 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/she 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 Chairperson shall decide the issue by exercising his/her 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/she 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 the relevant section 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/her. 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.

58. 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/her. 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 Chairperson at the meetings referred to Paragraph (1), but he/she 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 him/herself 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 Chairperson and read out to the members present. The Chairperson 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/her 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 Chairperson 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/her vote or votes secretly by entering on a slip of paper, to be supplied to him/her for the purpose, the serial numbers of the candidates in whose favour he/she wishes to vote. He/she shall fold the slip of paper so as to conceal his/her vote or votes and deliver the same to the Chairperson of the meeting.

(9) The Chairperson 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 seats to be filled is one, the Chairperson 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 Chairperson by the drawing of lots in such manner as he/she deems fit;

(ii) in a case where more than one seat is to be filled, the Chairperson 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/she 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 Chairperson by the drawing of lots in such manner as he/she deems fit.

(11) Any objection relating to the election shall be raised at the meeting and decided by the Chairperson whose decision shall be final.

59. Election to the Faculty Councils/Schools 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 Chairperson 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 56 shall be followed mutatis mutandis.

60. Elections to the Councils/Schools 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 on this behalf shall be the Returning Officer and the procedure laid down in Statute 56 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 (C) of Section 24 of the Act, the Registrar or such other person as may be authorized by the Vice- Chancellor on 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.

61. Constitution of Election Tribunal:-

There shall be an Election Tribunal comprising the following members:-

(i) a person to be nominated by the Chancellor as Chairperson;

(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-V

MEETINGS OF THE COURT AND THE EXECUTIVE COUNCIL

62. 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 10 (ten) days' notice in writing shall be given to the members for every meeting of the Court. Not less than 5 (five) 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/she thinks fit, and shall, upon a requisition in writing signed by not less than fifty percent of members of the Court, convene a meeting of the Court. A meeting on such requisition shall be held within fifteen 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.

63. 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/her not less than seven days before the date of the meeting.

(2) No motion shall be admitted by the Chairperson or allowed to be moved at a meeting of the Court unless it complies with the following conditions, namely --

(i) due notice has been given;

(ii) it shall be clearly and precisely expressed and raise substantially only one definite issue;

(iii) it shall not raise any issue which does not come wholly within the purview of the Court;

(iv) it shall not contain any arguments, inferences or defamatory statements;

(v) it shall not refer to the character or conduct of any person except in his/her capacity as an Officer, a Teacher or a Non-teaching Staff of the University;

(vi) it shall not refer to any matter which is pending before a Court or Tribunal or, unless the Chairperson so decides for sufficient reasons, before any Authority of the University; and

(vii) it shall not call into question the powers of the Chancellor or any order passed or action taken or not taken by him/her.

(3) If a motion fails to comply with any of the conditions referred to in paragraph (B), the Chairperson n 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 (B) shall be admitted and allowed to be moved in the meeting for which the motion has been tabled. The decision of the Chairperson in--

(i) admitting any motion, or

(ii) refusing to admit it, or

(iii) allowing it to be moved, or

(iv) 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 Chairperson.

(6) When the Chairperson refuses to admit a motion under paragraph (C), 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/her not less than 5 days before the date fixed for the meeting.

(8) No amendment shall be admitted or allowed to be moved at the meeting-

(i) of which due notice has not been given as prescribed in paragraph (A); or

(ii) which is in effect a direct negative to the original motion; or

(iii) which is not relevant to the original motion; or

(iv) which substantially raises a question already disposed of by the meeting or is inconsistent with any motion already passed by it; or

(v) which fails to comply with any of the conditions referred to in paragraph (B).

(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 Chairperson in admitting any amendment or refusing to admit it or allowing or disallowing it to be moved shall be final.

(10) When the Chairperson 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/her 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.

64. Procedure in general :-

(1) The Chancellor, or, in his/her 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 Chairperson of the meeting. One-third of the total number of members of the Court 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 Chairperson to secure a quorum, or, if the Chairperson 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/her opinion is urgent. Save as aforesaid, it shall not be necessary to give notice in respect of an adjourned meeting.

65. Order of business :-

At every meeting of the Court, matters shall be taken up for consideration in the following order:--

(1) election of Chairperson (if necessary);

(2) confirmation of the minutes of the previous meeting;

(3) 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

(4) any other matter.

66. 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 --

(i) a motion to change the order of business as stated in the agenda papers; or

(ii) a motion to adjourn the debate; or

(iii) a motion to adjourn the meeting; or

(iv) a motion to dissolve the meeting; or

(v) a motion to refer any matter placed before the meeting to any authority for consideration and report; or

(vi) 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

(vii) a motion to pass on to the next item of business; or

(viii) a motion to appoint a Committee to consider any matter placed before the meeting; or

(ix) a motion that the question be put.

(2) No such motion shall be moved except with the permission of the Chairperson.

(3) A motion to appoint a Committee under clause (viii) of paragraph (A) 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 Chairperson. One-third of the total number of members of such Committee shall be a quorum for a meeting of the Committee and its Chairperson must be present at every meeting.

(4) An amendment to a motion may be moved without previous notice only in the following cases.

(i) an amendment to a motion moved under clause (viii) of paragraph (A);

(ii) an amendment to a motion brought before the meeting by the Vice-Chancellor; and

(iii) an amendment of a purely verbal or formal nature, if leave is given by the Chairperson 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.

(vii) The Chairperson 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.

67. Procedures in meetings :-

(1) A member who desires to speak shall rise in his/her place and address the Chairperson only. When a member rises to speak, his/her name shall be called out by the Chairperson and he/she shall not be entitled to speak until his/her 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 Chairperson shall be entitled to speak.

(2) Every speech must be relevant to the matter under consideration. The Chairperson may direct any member to discontinue his/her 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 him/herself which may have been misunderstood by the Speaker but in every such case he/she shall confine him/herself strictly to such explanation.

(4) If the Chairperson 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 Chairperson'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 Chairperson shall be the sole judge of order, and may call any member to order, and shall have all powers necessary to enforce his/her decisions on all points of order. The Chairperson may at any stage of the proceedings, at his/her 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 Chairperson 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 Chairperson 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 Chairperson may, if he/she 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 Chairperson and then put to vote. If no amendment is carried, the original motion shall be put to vote.

68. 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 Chairperson shall have one vote, and in the event of an equality of votes, he/she shall cast the same.

(3) After putting any question to vote the Chairperson 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.

69. 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.

70. 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 Chairperson. After the Chairperson 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/she 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 Chairperson shall have the right to expunge from the minutes any expression which he/she considers objectionable or the publication of which is, in his/her 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.

71. 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 the 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 Chairperson may direct any member whose conduct is, in his/her opinion found disorderly to withdraw immediately from the meeting, and any member so ordered shall be deemed to have withdrawn from the meeting.

(4) The Chairperson 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/she 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/her 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 Chairperson 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 Chairperson'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.

72. 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 Chairperson of the Executive Council, the members present shall elect a Chairperson 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 Chairperson 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

LEAVE RULES FOR UNIVERSITY EMPLOYEES

73. Classification of employees of the University

A. For purpose of calculation of leave the employees shall be classified as follows:

(i) Teachers of the University;

(ii) Officers of the University;

(iii) Non-teaching staff of the University.

74. Leave rules, Leave Salary and lien for Teachers of the University

A. These rules may be called "Leave Rules" in respect of whole-time Teachers of the University as may be prescribed by the State Government.

B. There shall be Break/Recess and holidays for the Teachers of the University and also for the College Teachers affiliated to the University. Rules in this regard with all details shall be framed by the University.

75. The following kinds of leave shall be admissible to the Teachers, Officers and Non-teaching staff of the University with the conditions

(i) Casual Leave,

(ii) Earned Leave,

(iii) Sick Leave,

(iv) Commuted Leave,

(v) Compensatory Leave,

(vi) Study Leave,

(vii) Quarantine Leave,

(viii) Maternity Leave,

(ix) Leave in extraordinary circumstances,

(x) Special disability Leave,

(xi) Leave on Duty,

(xii) Child Care Leave,

(xiii) Paternity-Cum-Child Leave and

(xiv) Child Adoption Leave.

A. Casual Leave

a) Casual Leave for short period, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency, which may arise.

b) Casual Leave cannot be combined with any other kind of leave or Puja Holidays; but can be prefixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.

c) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by the employee concerned.

d) An employee on casual leave shall be treated as on duty.

e) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.

f) Casual Leave, if not taken within the calendar year will lapse.

B. Earned Leave

a) Earned Leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he/she proposes to proceed on leave for twenty days more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.

b) Earned Leave shall be credited to the leave account at the rate of 21/2 days for each completed calendar month of service which is likely to render in a half-year of the calendar year in which he/she is appointed. In the event of death, resignation, retirement or dismissal from service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of 21/2 days per calendar month. Earned Leave shall be credited to the leave account, in advance, in two installments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 300 days. While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.

c) Earned Leave can becombined with any other kind of leave except casual and quarantine leave.

C. Sick Leave

a) An employee may be granted leave on full pay for 10 days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practitioner/Medical Board appointed by the same authority before granting him/her leave: Provided further that all employees on sick leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

b) Sick leave may be combined with any other kind of leave except casual and quarantine leave.

D. Commuted Leave

a) An employee will be entitled to commute the half-pay leave that he/she has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service. Provided further that when commuted leave is granted twice the number of days of actual leave of absence on half-pay shall be debited against the leave account.

Provided further that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceed ten days at a time.

b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

E. Compensatory Leave

a) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.

b) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.

c) No overtime or honorary allowance shall be admissible for the period for which compensatory leave is granted.

d) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

F. Study Leave

(a) Subject to the Orders issued by the State Government, Study Leave for advanced study and training which are not taught in a regular or semi academic course directly related to his/her work in the university may be granted to a permanent employee by the University/Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire therefrom within three years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave. Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his/her furnishing an undertaking that he/she will serve the University for at least three years on his/her return from study leave on such terms and conditions as the University may decide, failing which he/she will be required to refund the amount paid to him/her as leave salary for the period of study leave. Provided that if the concerned employee in receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.

(b) The maximum period for which study leave may be granted is limited to two years during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays except casual and quarantine leave.

G. Quarantine Leave

(a) Quarantine Leave is leave of absence from duty necessitated by order act to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of Public or Municipal Health Officer for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

(b) For the above purpose small-pox may be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer, considers that because of doubt as to the true nature of disease, e.g., small-pox, there is reason for the grant of such leave.

(c) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave

i. Scarlet Fever;

ii. Plague (Bucokmenic or Bubonic);

iii. Thyphus and

iv. Cerobro-spinal meningitis.

(d) For persons employed in the preparation and distribution of food, the following additional diseases shall also be treated as infectious: -

i. Dysentry;

ii. Enteric Fever (Typhoid fever);

iii. Melta fever;

iv. Paratyphoid fever.

H. Maternity Leave

The benefit of Maternity Leave may be extended for a maximum period of 180 days to the female employees of the State-aided Universities subject to following conditions :

(a) the Female employee who was on Maternity Leave from a date earlier than issue of this Order and such leave is continuing on or after issue of this Order without break is entitled to Maternity leave for a maximum period of 180 days on existing terms and conditions as stipulated in the Statutes/Ordinances/Rules etc. of the concerned University.

(b) Any difficulty, which may arise in implementing the provisions of this order, may be referred to the State Government for clarification and/ or order.

(c) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered medical practitioner.

(d) Maternity leave will not be debited against leave account.

(e) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.

I. Leave in Extra-Ordinary Circumstances

(a) Extra-ordinary leave without pay may be granted to a whole-time permanent employee in special circumstances on the following conditions:-

(i) When no other leave is admissible.

(ii) When other leave is admissible but the employee applied in writing for the grant of extra-ordinary leave.

(iii) Not more than 3 months extra-ordinary leave be granted to an employee.

(b) Executive Council in view of exceptional circumstances in the following cases may grant extra-ordinary leave in excess of the limit prescribed in clause (a)

(i) Six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under these rules, including three months extra-ordinary leave under clause (a) and his/her request for such leave is supported by a medical certificate as required under these rules.

(ii) Eighteen months, where the employee is undergoing treatment for:

(I) Pulmonary tuberculosis or pleurisy of tubercular origin in a recognized sanatorium.

(II) Tuberculosis of any other part of the body by a qualified tuberculosis specialist.

(III) Leprosy in a recognized leprosy institution by a Medical Officer or specialist in leprosy recognized by the University authority.

(IV) Cancer or mental diseases, in an institution recognized for the treatment of such diseases or a specialist in such diseases recognized as such by the University authority.

(iii) Twenty-four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under rules including three months extraordinary leave clause (a).

(c) Where an University employee is granted extra-ordinary leave in terms of the provision contained in subclause (iii) of clause (b) he/she shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the University having such leave plus that maenad by any agency with meres thereon in the event of his/her not returning to duty on the expiry of such leave or quitting the service before a period after return to duty.

(d) The bond shall be supported by sureties from two permanent whole time employees having status comparable to or higher than that of the University employee concerned.

(e) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).

(f) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(g) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.

(h) Such leave shall not count towards annual increment in the time-scale of pay.

J. Special Disability Leave

(a) An employee who is disabled by injury accidentally incurred in consequence of the due performance of any particular duty which has the effect of increasing his/her 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 the period of four months during the whole course of service.

(b) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in. bringing it to notice, such leaves may be granted in case where the disability manifested more than three months after the occurrence of its cause.

(c) The period of leave granted shall be such as is certified by a medical board to be necessary.

(d) Special disability leave may be combined with any other kind of leave except casual leave and quarantine leave.

(e) The concerned employee is entitled to normal annual increment in time scale of pay during such leave of absence.

(f) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

K. Leave On Duty

An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds :-

(a) for participating in International, All India or Regional Games, Sports or Cultural activities organized by bodies recognized as such by the University or State Government.

(b) for attending meetings of recognized public bodies as an elected representative of the people;

(c) for participating in conference/symposium/seminar/workshop or the like to be conducted by any organization recognized by the University:

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.

L. Child Care Leave

The benefit of Child Care Leave (CCL) for a maximum period of 2 (two) years, i.e.,730 days to the regular whole-time permanent female teaching and non-teaching employees of Government-aided Colleges, Stateaided Universities and the regular/ permanent female employees shall be granted subject to the following terms and conditions:-

(a) the Child Care Leave (CCL) will be admissible for a maximum period of 2 (two) years, i.e., 730 days during the entire period of service for taking care of up to 2 (two) children up to 18 years of age, whether for rearing or to look after any of their needs like examinations, sickness etc.

(b) during the period of such leave, the female employee concerned shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(c) CCL may not be granted in more than 3 (three) spells in a calendar year.

(d) CCL may not be granted for less than 15 days in a spell.

(e) Child Care Leave (CCL) shall not be debited against the leave account.

(f) it may be combined with leave of the kind due and admissible.

(g) Child Care Leave (CCL) should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.

(h other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.

(i) an account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

(j) while granting Child Care Leave, the leave sanctioning authority should ensure that not more than one employee (teachers or non-teaching) of a particular department/ faculty/ office is granted such leave during the same time, so as to ensure there is no disruption or disturbance in the conduct of duties/ service. (k)a separate roster

at the beginning of the year is to be maintained by the sanctioning authority. At the time of sanctioning the leave, the classes assigned to the incumbent concerned should not suffer.

M. Paternity-Cum-Child Care Leave

The benefit of grant of Paternity-Cum-Child Care Leave to the regular male employees with less than 2(two) surviving children of state-aided non-govt. colleges under the administrative control of the University for a maximum period of 30(thirty) days in the following manner:-

(a) such leave may be availed of during child birth and up to the age of 18 years of the child.

(b) during such leave he/she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(c) such leave can be combined with leave of any other kind;

(d) this will not be debited against the leave account. The interest of the institution shall be kept in view while deciding grant of such leave, its duration, number of spells etc.

N. Child Adoption Leave

If a female employee with less than two surviving children, adopts a child of less than 1(one) year, she will be entitled to 135 days' 'Child Adoption Leave'.

For the 'Child Adoption Leave' period, salary drawn immediately before proceeding on leave shall be paid. In continuation of child adoption leave she may avail leave of any kind due and admissible, for a period upto one year or till the child is one year old, whichever is earlier. Even leave not due and commuted leave upto 60 days without production of Medical certificate is admissible.

77. Conditions of Leave

(a) Leave of any description cannot 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,

(b) Leave ordinarily shall begin on the day on which the transfer of charge is effected and end on the day proceeding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to 1 (one) leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be affixed and prefixed to holidays when leave is combined with a holiday by both prefixing and affixing it to holidays shall be reckoned as leave in calculating the days of leave on full pay that may be admissible at a time.,

(c) An employee on leave shall not return to duty before the expiry of leave granted to him/her without permission of the authority which sanctioned the leave;

(d) An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner;

(e) An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorized absence and that period will be debited to leave, as though it were leave on full pay provided leave on full pay is available to such an employee;

(f) No employee shall be allowed to absent himself/herself from office without prior permission;

(g) 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 sent, if possible, on the very day the employee is forced to absent himself/herself and, in any case, within three days of such absence unless he/she is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause;

(h) If any employee is on unauthorized absence or on unreported absence or on overstayal of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his/her recorded address asking him/her to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him/her. If during the course of disciplinary proceedings the employee comes for rejoining duty he/she shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him/her (unless he/she is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularization of the period of unauthorized absence or unreported absence or overstayal of leave shall be left over for consideration till the finalization of disciplinary proceedings;

(i) Habitual irregularities or frequent absence without proper authorization will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University;

(j) Leave at the credit of an employee in his/her leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service;

(k) Unless the Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorized and unreported absence from duty the concerned employee shall cease to be in service of the University;

(l) Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attain the age of superannuation for retirement under the terms and conditions governing his/her service;

(m) Each employee on arrival at office shall sign the attendance register putting the time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. on all working days with half an hour recess. With provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Attendance Register for making time for departure should not be placed before the employees before 5.15 p.m. Anybody leaving office before that will be marked absent and action as per University rule will be taken in such cases. For every three days late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his/her credit, earned leave shall be deducted from the accumulated earned leave of an employee.

77. Leave for Contractual Non-Teaching Staff Including Officer:

He/she will be treated as non-vacation staff and will be entitled to following kinds of leaves that will expire at the end of each year:

(a) Casual Leave

(b) Sick Leave

(c) Earned Leave

(d) Maternity Leave: Will be granted to a female employee including adaptive mother for a period of four months at a stretch after the first twelve months of her service. Maternity leave can be combined with sick leave supported by a medical certificate.

(e) Quarantine Leave: As per new leave rule as applicable for the whole-time staff of the University in the same category.

(f) Compensatory Casual Leave: Leave shall be accumulated year-wise for performing during vacations/holidays.

CHAPTER-VII

DISCIPLINE AND CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

78. 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 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/her official duties or exercise of power conferred on him/her, act otherwise them in his/her best judgment except when he/she is acting under the direction of his/her 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/her 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 of the University shall undertake private tuition;

(6) 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/her by the Vice-Chancellor;

(7) An employee shall require doing extra work as may be assigned to him/her by the Vice-Chancellor, as the case may be, commensurate to the status and duties of the employees.

(8) 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.

(9) No employee shall, except with the previous sanction of the appropriate authority, engage in any trader or undertake any employment other than his/her public duties or carry on directly or indirectly any business or undertaking or use his/her position as a University employee to help such business or undertaking. However, he/she may undertake honorary

work of a social or charitable nature or; work of a academic, literary, artistic' or scientific character, provided that his/her official duties do not suffer thereby but the appointing authority may, in its discretion, at any time, forbid him/her to undertake, or require him/her to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his/her time as to interfere with his/her official duties.

(10) 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.

(11) No employee of the University shall divulge, either directly or indirectly any official secrecy concerning the University;

(12) No University employee shall, in any radio or Television or Internet broadcast or Social media or in any document published/ electronically disseminated anonymously or in his/her 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, or of the State Government 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.

(13) A 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.

(14) 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/

she may happen to be for the time being; not be under the influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her 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).

(15) Every employee of the University shall not, except with the previous sanction of the appropriate authority, accept either directly or indirectly on his/her own behalf or on behalf of any other person or permit any member of his/her 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/her 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.

(16) Contravention of any of the provisions under these Statutes shall be a good ground for initiation of a disciplinary proceeding against the erred employee by the University;

(17) The State Government may, on enquiry to be made on this behalf, instruct the University to start disciplinary proceeding against such earring employee, which the University shall comply.

79. 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/she 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 80.

80. 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.

81. 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/her 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/her 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.

82. 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/her 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/her 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/she 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/her 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) Removal 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.

83. 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 him/herself 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.

84. Procedure for Imposing Penalties

(1) No order imposing of the penalties specified in Statute 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-

(i) the substance of the imputation of misconduct or misbehavior into definite and distinct article or articles of charges;

(ii) a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain-

1. a statement of relevant facts including any admission or confession made by the employee;

2. a list of documents by which, and a list of witnesses by whom, the article(s) of charge are proposed to be sustained;

(iii) 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/her defence and to state whether he/she desires to be heard in person;

(iv) the disciplinary authority may in a case for the purpose of enquiry, appoint an Enquiring Authority and forward to it :- .

(a) a copy of the article(s) of charge and the statement of the imputation of misconduct or misbehavior.

(b) a copy of the statement of witnesses, if any,

(c) evidence proving the delivery of the documents mentioned in sub-paragraph (b)(ii) to the employee;

(v) 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/her 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;

(vi) if the employee who has not admitted any of the article(s) of charge in his/her written statement of defence appear before the disciplinary/ inquiring authority, such authority shall ask him/her whether he/ she 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/her defence;

(vii) the employee shall thereafter––

(a) 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);

(b) submit a list of witnesses to be examined on his/her behalf;

(c) 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);

(viii) 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;

(ix) 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;

(x) 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/her defence as may be considered relevant in the context of the charge;

(xi) after the completion of the inquiry, the disciplinary/inquiring authority shall prepare its report which shall contain the following:-

i. the article(s) of charge and the statement of imputation of misconduct or misbehavior;

ii. the defence of the employee in respect of each article of charge;

iii. assessment of the evidence in respect of each article of charge;

iv. the findings on each article of charge and the reasons there for;

(xii) in such a case where the disciplinary authority is not authorized to impose the required penalty upon the employee, he/she shall forward his/her 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;

(xiii) 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-(A) shall be followed;

(xiv) 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/her a notice stating the punishments proposed and the grounds there for and calling upon him/her to submit, within a specified time, such representation as he/she may wish to make on the punishment proposed, only on the basis of the evidence produced during the enquiry;

(xv) 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;

(xvi) an order passed by the Executive Council under clause-(o) shall be communicated to the employee in writing by the Registrar;

(xvii) 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.;

(xviii) Any other matter not covered in the Statutes or Ordinances may be dealt with the provisions of West Bengal Service Rules, 1971 (Part-I) and the West Bengal Services (Classification, Control and Appear) Rules 1971.

85. Special Procedure in Certain Cases:-

Nothing in Statute 84 shall apply in a case where the Executive Council imposes any penalty enumerated in Statute 81 on an employee––

3. on the ground of conduct which has led to his/her conviction on a criminal charge or on the strength of facts or conclusion arrived at in a judicial trial;

4. who has absconded or where for other reasons it is impracticable to communicate with him/her.

86. 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/her is contemplated for/ pending or;

(b) where a case against him/her 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/she 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/her conviction, if, upon such conviction, he/she 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/her 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/her basic pay and allowances in full.

(5) In the event of his/her suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his/her 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.

87. 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/her for the period of his/her absence from duty––

(i) if he/she is honorably acquitted, the full pay and allowances other than the travelling allowance to which he/she would have been entitled, if he/she 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/her, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.

88. 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.

89. 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.

90. 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/she refuses to accept the order sent by registered post, his/her 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.

91. Procedure of Appeal

(i) Every person preferring an appeal shall do so separately and in his/her own name and shall submit five copies of the appeal.

(ii) 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.

(iii) 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.

(iv) The Tribunal/Appellate Authority shall regulate its own procedure in the matter of hearing and disposal of the appeal.

92. Appellate Authority

The Executive Council shall constitute an Appellate Authority consisting of the following members, namely:––

(v) a person to be nominated by the Chancellor as Chairperson;

(vi) one person having knowledge of law to be nominated by the State Government;

(vii) one person to be nominated by the Executive Council.

93. Interpretation of the Statutes

Every disputes in relation to interpretation of the Statutes shall be referred to the State Government and the decision of the State Government shall thereon be final.

CHAPTER-VIII

PROVIDENT FUND

94. Provident Fund

Every whole-time teacher, whole time librarian, whole time officer, and permanent non-teaching staff of the University, shall subscribe to the Provident Fund, Gratuities and Pension subject to such rules as may be framed on this behalf by the State Government from time to time.

CHAPTER-IX

DEGREES, DIPLOMAS AND CERTIFICATE

97. Degrees Diplomas and Certificates

A. The degree, diplomas and certificates to be awarded at the convocation are listed in Schedule-A Statute.

B. 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. Master of Mass Communication and Convergent Journalism
15. Bachelor of Education.
16. Bachelor of Physical Education.
17. Bachelor of Science.
18. Bachelor of Arts.
19. Bachelor of Commerce.
20. Bachelor of Computer Applications.
21. Bachelor of Law.

22. Bachelor of Business Administration/Management.
23. Bachelor of Library & Information Science.
24. Certificate for distinguished teacher.
25. Various Diplomas and certificates to be approved by the Council.

Schedule – B



This.is to certify that 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 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 him/her 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 him/her at the Convocation held on .....(Month)…….(Year) with all the Rights and Privileges there to appertaining.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Doctor of Philosophy (Commerce) of the University on ..... (date of award) and that the degree was conferred on him/her 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 him/her 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 him/her 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 .....him/her 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 him/her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges there to 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 him/her at the Convocation held on.....(Month).....(Year)with all the Rights and Privileges there to 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 him/her 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 Master of Philosophy in Arts in.....(subject) of the University on..... (date of award) and that the degree was conferred on him/her 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 Master of Philosophy in Commerce of the University on ..... (date of award) and that the degree was conferred on him/her 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 Master of Philosophy in Business Administration of the University on.....(date of award) and that the degree was conferred on him/her 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 Master of Philosophy in Law of the University on ..... (date of award) and that the degree was conferred On him/her 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 Master of Philosophy in Physical Education of the University on.....(date of award) and that the degree was conferred on him/her 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 Master of Philosophy in Education of the University on.....(date of award) and that the degree was conferred on him/her 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 Master of Philosophy in Computer Application of the University on.....(date of award) and that the degree was conferred on him/her 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 Master of Business Administration from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Science from the University in the year 20..... under the Semester examination System in .....(subject) being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Education from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Library and Information from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Physical Education from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Computer Application from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Master of Law from the University in the year 20..... under the Semester examination System being placed in the ..... class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Education in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Physical Education in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Science in the University at the final Examination in the year 2..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Commerce in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Arts in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Computer Application in the University at the final Examination in the year 20..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Law in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Business Administration/Management in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor



Certified that .....was admitted to the Degree of Bachelor of Library and Information Science in the University at the final Examination in the year 20..... the branch in which he was examined having been ..... and that he was placed in the class.

Vice-Chancellor Chancellor

CHAPTER-X

HOLDING OF CONVOCATIONS TO CONFER DEGREES, TITLES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS, INCLUDING HONORARY DEGREES AND DISTINCTIONS

96. Convocation

(i) 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.

(ii) 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.

(iii) Degrees of the University shall be conferred and such medals and Post-Graduate Diplomas and certificates as may be specified on this behalf by the Executive Council shall be awarded at a Convocation of the University.

(iv) 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.

(v) All proposals for conferment of Honorary Degrees (Honoris Causa) shall be submitted to the Chancellor for approval.

(vi) 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.

(vii) 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 on this behalf;

(e) Medals, other than special Medals, are to be awarded in the order of Faculty Councils.

(viii) 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.

(ix) 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/her discretion, at such remarks as he/she may think fit regarding the achievements of the recipient which have led to his/her being chosen for the high honor;

(x) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon, say, "The Executive Council of the Murshidabad University is pleased to confer upon you the Degree of..... Honoris causa," and may, in his/her discretion, addsuch remarks as he/she may think fit regarding the achievements of the recipient which have led to his/her being chosen for the high honor;

(xi) 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.

(xii) In presenting the recipient of a Special Medal, the senior most Dean of the Faculty Councils, shall identify him/her and briefly indicate the basis of the award using appropriate words of his/her own choice. The recipient of the Special Medal shall thereupon proceed to the Vice-Chancellor to receive the Medal from him/her.

(xiii) 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.

(xiv) Candidates for the Doctors' Degrees shall be presented Faculty Council wise in the order laid down in sub-section (1) of section 27 of the Act by the Deans of the appropriate Faculty Councils.

(xv) 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.

(xvi) 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."

(xvii) 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 Executive Council of the 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 and 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."

(xviii) Candidates for the Masters' Degrees and Post Graduate 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.

(xix) 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?"

(xx) 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/she shall thereafter say to the candidates, "Please be seated."

(xxi) 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?"

(xxii) 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/she shall then say to the external candidates, "Please be seated."

(xxiii) 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 .....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."

(xxiv) 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/her medals from him/her.

(xxv) 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.

(xxvi) There shall be an Academic Procession which shall include the following personnel, in the order specified as follows:--

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.

(xxvii) 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.

(xxviii) 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.

(xxix) The Chancellor or in his/her 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."

(xxx) 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 ....."

(xxxi) The Vice-Chancellor may invite a Chief Guest at a Convocation.

(xxxii) When a Chief Guest is invited at Convocation, the Vice-Chancellor shall present the Chief Guest and shall introduce him/her in appropriate words befitting the occasion.

(xxxiii) The address at Convocation by the Chief Guest and by the Vice-Chancellor, if he/she so chooses, shall be at such stages as the Vice-Chancellor may deem fit.

(xxxiv) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made before the conclusion of Convocation.

(xxxv) No person shall be admitted to Convocation unless he/she has an invitation card or an "admit" card issued to him/her by the Registrar.

(xxxvi) Academic Robe (design to be incorporated) to be worn by Dignitaries and recipients in the Convocation.

(xxxvii) Following shall be the Degree, Diploma, and Certificate to be issued by the University:-

(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 Executive Council.

(xxxviii) 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

(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

(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 him/her at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on.....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on.....(Month) .....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on .....(Month) .....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on .....(Month) ..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on .....(Month) .....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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

(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 him/her at the Convocation held on..... (Month)... (Year) with all the Rights and Privileges thereto appertaining.

ViceChancellor

(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 him/her at the Convocation held on..... (Month)... (Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

(xv) Certified that was admitted to the Degree of Master of Philosophy in Business Administration of the Universityon .....(date of award) and that the degree was conferred on him/her at the Convocation held on .....(Month) .....(Year) with all the Rights and Privileges thereto appertaining.

Vice 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/her at the Convocation held on..... (Month) .....(Year) with all the Rights and Privileges thereto appertaining.

Vice-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/her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-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 him/her at the Convocation held on .....(Month) .....(Year) with all the Rights and Privileges thereto appertaining

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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

(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/ she was examined having been..... and that he/she/ she was placed in the class.

Vice-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

(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/ she was examined having been..... and that he/she/ she was placed in the ..... class.

Vice-Chancellor

(xxxix) The format of all other certificates and diplomas shall be similar to the format given in Paragraph M1.

(xl) The University may provide any other form of certificate in addition to the certificate referred to above.

CHAPTER-XI

The Statutes Relating to The Affiliation of College

97. General :-

A. 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.

B. 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.

C. 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.

98. Affiliation of the Colleges: -

A. 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.

B. 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.

C. 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 (m) 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.

D. Every college applying for affiliation shall satisfy the Executive Council-

(i) 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;

(ii) 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;

(iii) that the college has made adequate provision for a properly equipped Library;

(iv) 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;

(v) 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 what so ever 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/her 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;

(vi) that the college has the financial resources so as to ensure its efficient maintenance;

(vii) that the college, when established, shall not be implicated in competition with neighbouring colleges as might adversely affect the interest of any of them; and

(viii) that the college shall not charge from the students fees other than those approved by the University.

E. Every college shall also undertake that;

(i) any transfer of management or change in the teaching staff affected after affiliation has been granted shall be reported forthwith to the Executive Council;

(ii) 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.

(iii) the appointment of teachers shall be made in accordance with the provisions of;

a. The West Bengal College Service Commission Act, 2012 (West Ben. Act XXIX of 2012),

b. The West Bengal College Teachers (Security of Service) Act, 1975 (West Ben. Act XLIV of1975), and

c. the provisions made on this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(iv) There shall be a Teachers' Council in the college constituted in accordance with the provisions made on this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(v) there shall be a Students' Union, by whatever name called, in the college constituted in accordance with the provisions made on this behalf by the Statutes, the Ordinances or the Regulations, as the case may be; and

99. Procedure of affiliation :

A. 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.

B. An application for affiliation may be withdrawn at any time by an order passed by the Executive Council: Provided that a college shall not be permitted to apply for withdrawal of affiliation after it has started functioning and within three years of its non-functioning as a college.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

100. Obligations of the college :-

A. Every lecture or tutorial class shall cover a period of not less than forty-five minutes.

B. For the purpose of the Statutes under this Chapter, a period of practical work or class exercises of not less than fortyfive minutes duration shall be deemed to be a tutorial class.

C. 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.

D. 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.

E. 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.

F. 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.

G. In the event of failure of the college to comply with the direction given by the Executive Council under paragraph (1), it shall be taken appropriate action accordingly.

H. 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.

I. 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.

J. 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.

101.Withdrawal of affiliation:-

A. 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.

B. 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.

C. 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.

D. 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/she may consider proper and shall report the matter to the Executive Council forthwith.

Chapter XII

RECOGNITION OF COLLEGES AS PROFESSIONAL OR AUTONOMOUS COLLEGES

102. Eligibility of Recognition of Professional College :-

A. 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.

B. 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.

103. Conditions for recognition as Professional College :-

For the purpose of recognition as a Professional College an affiliated College shall satisfy the following conditions, namely;

A. That there are adequate financial resources for the continued and efficient working of the college;

B. 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;

C. 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;

i. That the strength and qualification of the teaching staff and the conditions governing tenure of office areas prescribed by the Government of West Bengal or U.G.C. or such other Govt. Professional bodies;

ii. 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;

D That adequate vision has been made for as properly equipped library;

E. 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

F. 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 XIII

CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODIES OF AFFILIATED COLLEGES OTHER THAN GOVERNMENT COLLEGES

104. Definitions:-

In this Chapter, unless the context otherwise requires: -

(2) "college" means a college affiliated to the University but shall not include a Government College;

(3) "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.

(4) The Government-Aided Colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing bodies with the approval of the state Government.

(5) The State Government shall have the power to dissolve the Governing Body of any affiliated colleges except run by minorities, if the Governing Body of any college is unable to perform its functions as per the provisions of the statutes of the University. In such cases with the recommendation of the state Government an Administrator in place of the Governing Body may be appointed, who shall discharge all functions for such period as may be determined by the state Government or until constitution of a new Governing Body, whichever is earlier. In such cases University will take steps to constitute new Governing Body.

105. Constitution of the Governing Body:-

A. 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 nominated by the state Government from amongst the members of the Governing Body or from outside. The employees or the students of the concerned college shall not be eligible for nomination as president.

(ii) The Principal or the Vice-Principal or Teacher-In-Charge, as the case may beof the concerned college, who shall act as the Ex officio Secretary to the Governing Body, 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 including librarians and Graduate Laboratory Instructors of the college from amongst themselves at a meeting of all such teachers convened for the purpose by the Principal or the Vice-Principal or Teacher-In-Charge, as the case may, of the college in the manner as may be determined by him/her:

Provided that the meeting shall be presided over by the Principal, or the Vice-Principal or Teacher-In-Charge, as the case may be but he/she shall not have right to 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, or the Vice-Principal or Teacher In-Charge, as the case may be;

(iv) One non-teaching employee to be elected from amongst them;

(v) Two persons to be nominated by the state Government and one person to be nominated by the West Bengal State Council of Higher Education.

(vi) One representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college.

(vii) Two persons to be nominated by the Vice-Chancellor of the affiliating University from amongst eminent educationists, of whom at least one shall be a woman.

(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.

B. The tenure of the Governing Body shall be such as may be determined by the state Government from time to time.

C. Every meeting of the Governing Body shall be convened in the name of the President. Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed.

D. One third of the total number of the members 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.

E. 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.

F. Any dispute arising in connection with the election or nomination of members of Governing Body of a college shall be referred to by the Principal to the Inspector of 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.

G. 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/her absence, the President of the Governing Body shall take necessary steps for filling up of the said vacancy.

H. 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.

I. 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.

J. If a member of the Governing Body ceases to hold the position by virtue of which he/she was elected or nominated on the Governing Body, he/she 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/she ceases to hold such position.

K. 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.

106. Functions of the Governing Body:-

A. 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.

B. In particular, and without prejudice to the generality of the foregoing provision, the Governing Body of every college shall be responsible for ensuring;

(i) 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;

(ii) That the number of teachers, their qualifications and the method of recruitment and also the conditions of their services shall be in

accordance with the relevant law and/or the Statutes, the Ordinances and the Regulations of the University along with UGC Regulation and State Government norms in force from time to time;

(iii) That the laboratory and other instructional facilities available are adequate for the instructional programme;

(iv) 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;

(v) That the library is properly equipped with text and reference books so as to cater to the requirements of the teachers and the taught;

(vi) That efforts are made to procure adequate financial resources of the college necessary for efficient and effective operation of the college;

(vii) 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;

(viii) That all ledgers, books of account, registers and all other records required to be maintained are always kept up-to-date;

(ix) That due provision is made for the well-being of the students;

(x) that discipline and cordial relation are maintained among the students, teachers and non-teaching employees;

(xi) 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 inquiry or while collecting information and data as may be required;

(xii) That the directions issued by the University from time to time are carried out and compliance therewith is reported speedily to the University;

(xiii) That all properties and funds of the college and those donated for the benefit of the college are properly controlled and administered; and

(xiv) 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.

C. 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 Chairperson of such Sub-committee or Advisory Committees.

107. Meetings of the Governing Body: -

A. A meeting of the Governing Body shall ordinarily be held in the college premises.

B. The Governing Body shall ordinarily meet at least six times in a year.

C. One third of the total number of members shall form a quorum provided that no quorum shall be required for an adjourned meeting.

D. 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.

E. The Secretary shall send copies of minutes of the previous meeting to the members along with the notice.

F. 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.

108. Governing Body of certain colleges:-

A. 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.

B. 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.

C. 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.

D. Any notice in writing on 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.

E. 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/her appointment in accordance with the provisions of paragraph (3).

F. 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.

109. 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 maybe authorised by the Governing Body of the college.

110. General:-

A. Notwithstanding the special provisions in regard to the composition of Governing Bodies in the case of certain colleges as envisaged in Statute 105 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.

B. Notwithstanding anything contained in the Statutes under this Chapter, in the event of failure on the part of the State Government or the Executive Council, 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 this Statute Statute 99 the Governing Body or the concerned college shall be deemed to have been duly constituted under the provisions of this Statute.

C. 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 XIV

REGISTER FOR REGISTERED GRADUATES OF THE UNIVERSITY

111. Maintenance of Register of Graduates: -

The Registrar shall maintain and keep in his/her custody a register of graduates which will contain the names of all graduates of the University:-

A. Registered under the relevant provisions of University Act, 2018, 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 106, whose registration has not been discontinued under the provision of the same Statute;

C. The terms and conditions of Registration and Migration of all Under Graduate students and Research Scholars of the University shall be guided by the rules that will be notified in the University Regulations.

112. Conditions for Registration of Graduates:-

A graduate holding for not less than three years a degree of the University may, on application made on 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/her name registered as Registered Graduate;

Provided that a graduate for the purpose of election to the Post Graduate Faculty Councils shall include graduates of other Universities who have enrolled him/ herself 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.

113. 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/her 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.

114. Discontinuance of Registration:-

If any graduate registered under this Statute fails to pay within thirty days from the expiry of the period of his/her registration such annual fee for continuation of his/her registration from year to year, his/her registration shall be discontinued and his/her name shall be removed from the register of the Registered Graduates referred to in Statute; Provided that,-

A. 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;

B. if any graduate whose registration has been discontinued under the provisions hereinbefore referred to subsequently intends to have his/her name registered as a registered graduate, he/she may apply for a fresh registration shall commence on date on which he/she makes payment of the necessary fee thereof.

C. The terms and conditions of Migration of all registered graduates of the University shall be guided by the rules laid down and notified in the University Regulations.

115. 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 XV

TERMS AND CONDITIONS OF SERVICE OF TEACHERS, LIBRARIANS AND OTHER NON-TEACHING STAFF OF THE AFFILIATED COLLEGES OTHER THAN GOVERNMENT COLLEGES

116. General:-

A. Teacher, on a substantive post, of the affiliated colleges for the purpose of this Statutes shall mean and include the definition of "Teacher of a college" as laid down in clause (xxi) of section 3 of the West Bengal Universities and Colleges (Administration and Regulations) Act, 2017.

B. Non-Teaching employee, on a substantive post, of the affiliated colleges for the purpose of this Statutes shall mean and include the definition of "non-Teaching employee" as laid down in clause (xv) of section 3 of the West Bengal Universities and Colleges (Administration and Regulations) Act, 2017.

C. Terms and conditions of services of Teachers, other than the Teacher as defined in foregoing provisions laid down in sub-clause 1 of clause 115 and non-Teaching Employees other than the Non-Teaching Employee as defined in foregoing provisions laid down in sub-clause 2 of clause 115, shall be governed by the Regulations to be framed by the University in conformity with extant State Government Orders issued from time to time.

D. Appointment of teachers, as per UGC norms, 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 Ben. Act XXIX of 2012), and the West Bengal Universities and Colleges (Administration and Regulations) Act, 2017.

E. In the matter of prescribing pay and allowances of Teachers of Affiliated Colleges, the orders of the State Government, as may be issued from time to time, shall be followed.

F. A teacher appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of such appointment and such period of probation may, at the discretion of the appropriate authority of the University, be extended for a further period not exceeding one year.

G. A Non-Teaching employee appointed against a permanent vacancy shall be on probation ordinarily for a period of two years from the date of such appointment and if the service of the appointee is not found satisfactory to the Governing Body/Administrator, the appointee shall be discharged after giving him/her one month's notice or one month's salary in lieu of notice and also an opportunity of being heard, with information to the DPI [vide G.O. No. 940-Edn.(CS)/4E-25/2010(part), dated 25.08.2017] or as per extant Government Order issued from time to time.

H. In calculating the period of service of a teacher of college in any post for any purpose including the operation of a time scale of pay, services shall be counted from the date of his/her joining the post on his/her first appointment as a probationer: Provided that if the teacher began his/her service for the same or any other post in the same cadre, his/her services shall be counted from the date of his/her joining the appointment as a temporary appointee, if there is no break in service during the period preceding his/her permanent appointment.

Explanation: The following shall be treated as 'break' in service:

(a) unauthorized leave of absence;

(b) unauthorized absence in continuation of authorized leave of absence.

117. Duties, rights and obligations of Teacher:-

A. A teacher shall be required to take classes, subject to the rules as are in vogue and as may be framed on this behalf by the University from time to time.

B. Teachers of a college shall effectively co-operate and assist, whenever required, in carrying out the functions relating to the educational responsibilities of the college (such as assisting in appraising applications for admission, advising or counselling the students and assisting in University and College examinations including supervision thereof).

Explanation : The expression "shall effectively co-operate and assist" in relation to University examinations shall for the purpose of these Statutes, mean to include compulsory' and effective participation of Teachers, including Principals, of all affiliated colleges in all matters relating to such examinations if and when their services are requisitioned by the University for any purpose relating to such examinations.

C. Every teacher and Principal of a college shall sign a daily attendance register of the teacher maintained for the purpose. Such daily attendance of the teacher(s) shall be countersigned by the Principal.

D. In particular and without prejudice to the foregoing provisions, a teacher shall perform the following duties, namely-

(a) to perform invigilation work in any examination conducted by the college and or by the University and held in the college

(b) to draw routines;

(c) to carry out assignment for such field work as may be necessary for the courses taught in the college;

(d) to assist the Principal with regard to admission of students;

(e) to participate in N.C.C., N.S.S., Sports and Games for the well-being of the students;

(f) to assist the Principal in the management of Hostels and Messes attached to the college or recognized by it;

(g) to undertake the internal assessment of students;

(h) and to evaluate answer scripts of students for any examination conducted by the colleges and the University.

E. The Principal of a college shall ordinarily take not less than four periods of class work in a week in a subject of his/her relevance, taught in the college.

F. A whole-time teacher of college enjoying University Grants Commission scale of pay as approved by the State Government and introduced since 1st January 1973 or any other scale of pay introduced by the State Government after 1st January, 1973, shall retire from service with effect from the afternoon of the last day of the month in which he/she attains the age of superannuation.

G. The salaries and scales of pay for whole-time teachers in a college, shall in no case, be lower than the minimum salaries and scales of pay as the State Government may by order specify in respect of such teachers.

H. The salary of a part-time teacher shall, in no case, be lower than the minimum salary as the State Government may by order specify. Such a teacher shall take classes as the State Government may by order specify from time to time.

I. When a teacher joins college after resigning his/her post in another college, initial pay of such a teacher in the college which he/she so joins shall be fixed so as not to be less than what he/she was receiving in the former college.

J. A temporary teacher who has worked in a college for a period of not less than ten months continuously shall be entitled to draw his/her salary for the periods of Puja holiday, summer recess and winter recess, included within this period or immediately following it.

K. A Service Book, in such form as may be determined, shall be maintained for every teacher in a college.

L. In a college, a Service Book, in such form as may be determined with the approval of the State Government, shall be maintained for State-Aided College Teachers (SACT). This provision may be extended to such Teachers as shall be recognized by the Government from time to time.

M. Any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the Governing Body of the college where he/she is a whole-time teacher, may deem fit subject to the provision of these Statutes.

N. Subject to the terms and conditions of any existing contract, no permanent teacher of a college shall be entitled to terminate his/her services by voluntary resignation unless he/she submits in writing to the Principal a notice of his/her intention to resign and such notice shall be 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. Provided that no teacher holding an appointment either on temporary basis or on probation shall be entitled to terminate his/her services by voluntary resignation unless he/she submits in writing to the Principal a similar notice at least one month in advance:

Provided further that in special circumstances the Governing Body, on the recommendation of the Principal, may shorten the period and accept a notice of intention to resign.

O. In contravention of the provisions of these Statutes 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 (N).

P. Every teacher of a college shall be subject to such "Disciplinary Rules" as the Executive Council may determine, with the approval of the State Government.

Q. Every whole-time teacher of a college shall subscribe to the college Provident Fund subject to such rules as may be framed on this behalf by the State Government from time to time.

118. Appointment and terms and conditions of service of Non-teaching staff of the affiliated Colleges:-

1. Subject to the order made by the State Government in this regard from time to time, the Librarians and Non-teaching employees of the affiliated colleges shall be appointed on recommendation of the West Bengal College Service Commission in accordance with the provisions of the West Bengal College Service Commission Act, 2012 (West Beng. Act XXIX of 2012).

2. In this Statute, the Appointing Authority means, the Governing Body/ Adhoc Governing Body/ Administrator of affiliated colleges empowered to make appointment to the posts referred to Paragraph (1) or such other posts as may be created from time to time in accordance with the rules or orders as may be made and/or issued by the State Government on this behalf:

Provided that the Principal/ Teacher-in-charge/ Secretary to the Governing Body/Administrator of affiliated colleges shall sign and issue all letters of appointment on behalf of the college on the recommendation of the West Bengal College Service Commission. Whenever a vacancy of Librarian or

the non-teaching post occurs in the college, the Principal or the Teacher-in-charge or the President of the Governing Body of the College shall report to the Director of Public Instruction, West Bengal about the vacancy.

3. Promotional post shall also be reported to the Director of Public Instruction, West Bengal and prior approval of the State Government shall invariably be obtain before giving promotion to such post in accordance with the provisions of the relevant Government's order as may be issued from time to time.

4. The necessary qualifications required for appointment to different non-teaching posts shall be such as may he/she determined by the State Government from time to time.

5. A Non-Teaching employee appointed against a permanent vacancy shall be on probation ordinarily for a period of two years from the date of such appointment and if the service of the appointee is not found satisfactory to the Governing Body/Administrator, the appointee shall be discharged after giving him/her one month's notice or one month's salary in lieu of notice and also an opportunity of being heard, with information to the DPI [vide G.O. No. 940-Edn.(CS)/4E-25/2010(part), dated 25.08.2017] or as per extant Government Order issued from time to time.

6. A non-Teaching employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

7. Subject to the order of the State Government as may be made on this behalf, an employee shall begin to draw the pay and allowances attached to a post to which he/she has been appointed with effect from the date he/she assumes the duties of that post and shall cease to draw the same when he/she ceases to discharge the duties.

8. Subject to the order of the State Government as may be made on this behalf and unless otherwise provided in a contract, in the case of first appointment to a post, the pay shall be fixed at the minimum of the time-scale applicable to that post: Provided that an employee of the colleges who, while having a lien on a permanent post, is appointed to officiate to a higher post in that college, shall be eligible to draw in that higher post as initial pay, the pay at the stage of the time-scale of pay of the higher post next above his/her substantive pay in his/her substantive post:

   Provided further that if he/she has on any previous occasion held substantively or officiated to the same post or to a post in the same or identical time scale, his/her initial pay shall not be less than the pay, other than Special Pay or Personal Pay, which he/she drew on last such occasion.

9. An employee promoted to a post either substantively or in an officiating capacity may, at his/her option, retain his/her old pay until the date on which he/she has earned his/her next or any subsequent increment in the old scale and until he/she vacates his/her post or ceases to draw pay in that time scale. The option once exercised shall be final and binding.

10. An increment shall ordinarily be drawn unless withheld as a penal measure. When an efficiency bar has been prescribed in a time scale, the increment next above the said bar shall not be allowed without the specific sanction of the Appointing Authority.

11. Officiating or temporary service in another post including leave, other than extraordinary leave without pay, shall count towards increment in the time scale applicable to the post on which the person concerned holds a lien.

12. All kinds of leave with pay (full pay or half-pay) will count towards increment in the time-scale applicable to a post which an employee holds in a substantive, officiating or temporary capacity.

13. When an employee carries on, in addition to his/her own duties, the duties of a post belonging to a category higher than that on which he/she holds a substantive appointment, he/she shall draw an additional 1/5th of pay of the minimum of the scale of pay of that higher post, provided he/she carries on such duties for a period of not less than one month.

14. Other service terms and conditions including the entitlement of various kinds of leave to the employees of the college shall be such as may be determined by the State Government by order, from time to time.

15. No whole-time salaried employee of the college shall accept any employment with or without remuneration other than that of his/her office.

    Explanation: If any question arises whether any arrangement entered into by an employee amount to employment within the meaning of this Statute, the matter shall be decided by the Governing Body of the College.

119. Register of Employees :-

1) The Principal shall maintain and keep an up-to-date Age Register in respect of all employees of the college in which he/she shall enter -

   (a) the name and designation of every employee,

   (b) the date of his/her birth,

   (c) the date of his/her first appointment under the college,

   (d) his/her age on the date of such appointment,

   (e) the date on which he/she is due to retire, and

   (f) remarks, if any.

Explanation: All entries relating to the age of an employee of the college shall be made on the basis of his/her age as recorded in his/her Matriculation, School Final, Higher Secondary or Madhyamik Examination Certificate or the certificate of any such First Public Examination, as the case may be, passed by him/her:

Provided that where an employee has not passed any of the aforesaid examinations, the Governing Body of the college shall decide in each particular case the basis on which the date of birth of the concerned employee is to be recorded.

2) With a view to maintaining uniformity, the Executive Council shall prescribe the annual list of holidays to be followed by the colleges, other than the Government colleges.

3) Service records of every employee of the college shall be maintained in such form as may be provided by the University and the Principal of the college shall be responsible for its up-dating and proper maintenance.

120. Duties, disciplines and obligations of the employees:-

1) The normal working period shall be of seven hours' duration with recess for half an hour on all working days. The commencement of duty hours is normally to be based on fixed routine, subject to such variations as may be made in case of exigencies.

2) Every employee, while reporting for duty, shall sign the Attendance Register. No employee shall he/she allowed to attend duties if he/she is late by one hour or more, unless permitted to do so by the appropriate authority.

3) No employee shall leave the place of work during working hours without permission from the person incharge of the office or Department concerned except on official business.

4) If an employee, being present at the place of his/her duties, abstains or absents him/herself from work without permission of the appropriate authority or refuses to work at any time during the prescribed hours of work on any day, he/she shall, in addition to being liable to such disciplinary action as may be taken against him/her for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowances for such day.

5) Every employee of the college shall be subject to disciplinary measures for reason of-

   (a) violation of any term or condition of service;

   (b) neglect of duty;

   (c) violation of orders regarding attendance and office discipline;

   (d) misappropriation and defalcation of funds;

(e) Insubordination or disregard or violation of the orders of the superior authority;

(f) conviction by a court of law for an offence involving moral turpitude;

(g) taking of illegal gratification;

(h) tampering with official records and

(i) any other misconduct which, in the opinion of the Governing Body of the college, calls for disciplinary action.

6) The Governing Body of the college shall be competent to impose such penalties upon the employee as it may deem fit in consideration of the gravity of the case mentioned in paragraph (5) with any or more of the following–

(i) suspension;

(ii) censure,

(iii) withholding of increment(s) or promotion,

(iv) recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee,

(v) reduction to a lower stage in the time scale of pay for a specified period with further direction whether or not the employee will earn increment(s) or pay during the period of such reduction,

(vi) reduction to a lower time-scale of pay grade, post or service with or without further directions regarding conditions of restoration including protection of his/her seniority and pay on such restoration to the grade, post or service from which the employee was reduced,

(vii) premature retirement,

(viii) removal or dismissal from service.

Explanation-I: The termination of employment shall not in the following cases be treated as removal or dismissal from service of-

(a) a person appointed on probation during or at the end period of probation in accordance with the terms of appointment, or

(b) a temporary employee on the expiry of the period of his/her appointment, or

(c) a person engaged on contract in accordance with the terms of his/her contract.

Explanation-II : Premature retirement means that the Appointing Authority may get the employee retired compulsorily as a measure of punishment before he/she has attained the age of sixty years.

Explanation-III : Stoppage of any increment of an employee next above the efficiency bar in the time-scale of his/her pay on the ground of his/her unfitness to cross the bar shall not amount withholding of increments or promotion within the meaning of this Statute.

7) In all cases of imposition of penalties, the grounds on which proposed shall be reduced in the form of definite charge or charges and communicated to the employee concerned together with a statement of the facts considered while passing orders on the cases. The employee charged may put in a written statement of his/her defence for which he/she shall be given thirty days' time from the date of receipt of charge-sheet along with documentary evidence, if any. Upon receipt of the statement of defence from the employee or at the expiry of the period allowed for submission of his/her statement of defence, the authority concerned may, after examination of relevant facts and on consideration of the circumstances, either, drop the case or decide to proceed further. If it is decided to proceed further, a formal inquiry shall be held informing the employee concerned of the penalty provisionally proposed to be taken against him/her and asking him/her to be present at the inquiry thereof, if he/she so desires, to produce further evidence in support of his/her defence. The authority concerned shall thereafter take decision on the findings of the inquiry. If, however, it is decided to impose the penalty, other than what was communicated to the employee at the stage of the formal inquiry, another opportunity shall be given to him/her to submit a written statement against imposition of the other penalty/penalties within fifteen days from the date of receipt of the above communication by him/her in this respect and if considered necessary, a fresh inquiry shall he/she made and the evidence of such inquiry shall be taken into account before final orders are passed. In all cases principles of natural justice shall he/she followed and the employee shall be given adequate opportunities to defend his/her case:

   Provided that no pleader or agent shall be allowed to appear at the inquiry on behalf of the college or the employee concerned.

8) An employee who is removed or dismissed from service shall not draw any pay or allowances from the date of such removal or dismissal is ordered to be effective.

9) The order of removal or dismissal from service shall not be given retrospective effect with reference to the date of the orders.

10) An employee under suspension shall be entitled to get subsistence grant as prescribed by the State Government on this behalf for their employees.

11) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been suspended, removed or dismissed from service is reinstated, the competent authority shall grant to him/her for the period of his/her absence from duty-

   (i) if he/she is honourably acquitted, all financial benefit including promotion due, if any, as if he/she had not bolo) suspended, dismissed or removed.

(ii) if otherwise, such proportion of pay and allowances as the authority concerned may prescribe.

12) In a case falling under clause (i) of paragraph (11), the entire period of absence from duty shall be treated as the period spent on duty. In a case falling under clause (ii) of that paragraph, the relevant period may be treated as on duty or leave as the authority concerned may direct,

13) The amount of subsistence grant or proportion thereof if any, already drawn shall be deducted from the pay and allowances which may be granted under this Statute.

14) An employee aggrieved by an order imposing upon him/her any penalty or penalties may prefer an appeal to the Governing Body of the college within thirty days from the date of receipt of the order imposing the penalty or penalties. The Governing Body shall, on receipt of the appeal, examine it threadbare and take a decision in the matter:

Provided that if the concerned employee is not satisfied with the decision taken by the Governing Body, he/she may prefer an appeal to the Vice-Chancellor of the University within thirty days from the date of communication to him/her of the decision taken by the Governing Body.

15) The appeal shall be decided and disposed of by the Executive Council of the University within ninety days in the manner as it may consider expedient and the decision taken by it shall be final.

121. Interpretation of the Statutes :-

1. Every dispute in relation to interpretation of the statutes shall be referred to the State Government and the decision of the State Government shall thereon be final.

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