Registered No. WB/SC-247

No. WB(Part-III)/2020/SAR-3

The Kolkata Gazette

सत्यमेव जयते

Extraordinary
Published by Authority

PAUSA 20] FRIDAY, JANUARY 10, 2020 [SAKA 1941

PART III—Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 31-L.—10th January, 2020.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information:—

West Bengal Act XXI of 2019

THE HINDI UNIVERSITY, WEST BENGAL ACT, 2019.

[*Passed by the West Bengal Legislature.*]

[Assent of the Governor was first published in the *Kolkata Gazette, Extraordinary,* of the 10th January, 2020.]

An Act to provide for constitution and incorporation of the Hindi University in the State of West Bengal and for certain matters incidental thereto and connected therewith.

WHEREAS it is expedient to establish and incorporate a State-aided University by the name of the Hindi University, West Bengal with the view to provide higher education and to establish a Centre of Excellence devoted to the teaching, learning and research in various branches of studies including Hindi language and literature, Humanities, Social and Basic Sciences, Management studies and promoting advancement and dissemination of knowledge and learning, and extending higher education, to meet the requirements of higher education and research in the subjects and to serve the society and the nation;

It is hereby enacted in the Seventieth Year of the Republic of India, by the Legislature of West Bengal, as follows:—

CHAPTER I

Preliminary

Short title and commencement.

1. (1) This Act may be called the Hindi University, West Bengal Act, 2019.

(2) This section and sections 60, 61 and 62 shall come into force at once; and the remaining provisions of this Act shall come into force on such date or dates as the State Government may, by notification in the *Official Gazette,* appoint, and different dates may be appointed for different provisions of this Act.

Definitions.

2. In this Act, unless the context otherwise requires,—

(1) "appointed day" means the date referred to in sub-section (5) of section 60;

(2) "college" means the constituent or affiliated college of the University;

(3) "convocation" means a meeting of the Governing Board for the purposes of conferring degrees, titles, diplomas, certificates or other academic distinctions;

(4) "distance education" means instruction imparted through correspondence or distance mode as recognized by the appropriate authority;

(5) "employee" in relation to the University means a person employed in the University;

(6) "financial year" means the year ending on the 31st day of March;

(7) "Governor" means the Governor of the State of West Bengal;

(8) "Librarian" means a Librarian or any other person holding a post of Librarian, by whatever name called appointed or recognized as such by the University;

(9) "Minister" means the Minister-in-Charge of the Higher Education Department, Government of West Bengal;

(10) "non-teaching staff" means the non-teaching staff appointed or recognized as such by the University and not holding any teaching, officer or the post of Librarian, by whatever name called;

(11) "officer" means an officer of the University;

(12) "prescribed" means prescribed by rules made under this Act;

(13) "registered graduate" means a graduate registered under this Act on making an application in the prescribed form and on payment of such fees as may be determined by the University from time to time;

(14) "State Government" means Government of West Bengal in the Higher Education Department;

(15) "Statutes", "Ordinances" and "Regulations" mean, respectively, the Statutes, Ordinances , Regulations of the University made under this Act;

(16) "Student" means a student of the University and includes any person enrolled by the University for pursuing any Undergraduate or Post-graduate course of study or in research works of the University;

(17) "Students' Council" means the Students' Council of the University constituted in the manner prescribed;

(18) "Teacher of the University" means a Professor, Associate Professor, Assistant Professor, or any other person, holding a whole-time permanent, substantive teaching post, appointed or recognized as such by the University for the purposes of imparting instruction and conduction of research in the University;

(19) "University" means the Hindi University, West Bengal constituted under this Act;

(20) "University Laboratory", "University Library", "University Museum", or "University Institution" means a laboratory, a library, a museum or an institution, as the case may be, maintained and managed by the University, whether established by it or not;

(21) "University Professor", "University Associate Professor" or "University Assistant Professor" means a Professor including Distinguished Professor, Chair Professor, Adjunct Professor, Associate Professor and Assistant Professor respectively, appointed or recognized as such by the University;

(22) "Vice-Chancellor" means the Vice-Chancellor of the University.

CHAPTER II

The University and its Officers

The University.

3. (1) There shall be constituted and incorporated a State-aided University by the name of the Hindi University, West Bengal in the district of Howrah.

(2) The Vice-Chancellor and the members of the Governing Board, so long as they continue to hold such office or membership, shall constitute a body corporate by the name of the Hindi University, West Bengal.

(3) The University shall be a body corporate and shall have perpetual succession and common seal and shall have power to sue and be sued by the name of the Hindi University, West Bengal.

(4) The Headquarter of the University shall be located at Howrah.

(5) The territorial jurisdiction of the University shall extend to the whole of the State of West Bengal.

Objects of the University.

4. The following shall be the objects of the University, namely to:—

(1) promote, propagate and cause further development of study and research on all and allied branches of studies;

(2) act as an optimum blend of the modern system of learning and modern research methodology from occidental point of view;

(3) provide facilities for the advanced studies in various mode of studies aiming to empowering higher education;

(4) pursuing studies in various branches of studies in Hindi language and literature, Science, Humanities, Commerce, Law, Social studies and other related branches of study.

The Hindi University, West Bengal Act, 2019.

(Chapter II.— The University and its Officers.— Section 5.)

Powers of the University.

5. The University shall have the following powers, namely:—

(1) to provide for instruction, teaching, training and research in, and to promote extension of higher education with special emphasis on Hindi speaking people of West Bengal and in such other allied branches of study and such other subject of studies at the Undergraduate, Post-graduate and higher levels;

(2) to establish, maintain and manage libraries, laboratories, workshops, museums, Faculties, centres and such other institutions for study and research as it may deem necessary;

(3) to provide for study and research in specialized and emerging areas in such Faculties and centres and to take all necessary steps in this regard;

(4) to establish, maintain linkage and enter into collaborative agreement with other Universities, research institutions, societies and organizations within as well as outside India in matters that relate to the furtherance of the objectives of the University;

(5) to take measures for maintenance of standards and enhancement of quality in higher education in the fields relevant to the University;

(6) to confer degrees, titles, diplomas, certificates and other academic distinctions;

(7) to hold examinations and to confer degrees, titles, diplomas, certificates and other academic distinctions on persons who shall have pursued an approved course of study in the University, unless exempted therefrom in the manner provided and shall have passed the prescribed examinations of the University, or shall have carried on research under conditions provided;

(8) to withdraw or to cancel degrees, titles, diplomas, certificates or other academic distinctions under such conditions as may be provided by Statutes and after giving the person affected a reasonable opportunity to present his case;

(9) to confer honorary degrees or other academic distinctions under conditions provided;

(10) to institute Professorships including Distinguished Professorship, Chair Professorship, Adjunct Professorship, Associate Professorship, Assistant Professorship and other teaching posts required by the University with prior approval of the State Government and to appoint persons to such posts or to recognize persons as Professors, Associate Professors, Assistant Professors of the University, or as holders of other teaching posts of the University for the purpose of imparting instruction and for conducting research in the University;

(11) to create posts, as and when required, of officers and employees of the University besides those provided for in this Act subject to the concurrence and prior approval by the State Government;

(12) to provide, subject to the provisions of this Act, the constitution, powers and duties of the Boards of Studies, the Finance Committee, and other bodies as may be constituted;

(13) to provide, subject to the provisions of this Act, the terms and conditions of service, duties and responsibilities including the rules of conduct and discipline and the emoluments for all categories of posts of the University;

(14) to make provisions for Provident and other funds for all categories of the employees of the University;

(15) to provide fees and other charges for admission, registration and examinations and such other purposes, and to demand and receive the fees or other charges so provided;

(16) to enter into an agreement with the Government or with any person, body or authority for taking over by the University of the management of any college or institution, including its assets and liabilities, or for any other purpose not repugnant to the provisions of this Act, and with prior approval of the State Government;

(17) to acquire, hold and dispose of property, movable and immovable and to make grants and advances for furthering any of its objectives;

(18) to accept and administer gifts, endowments and benefactions, for the furtherance of any of its objectives for the University or for or on behalf of any Faculty or centre established by or recognized by the University, and to institute awards, fellowships, traveling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes;

(19) to accept grants and to raise loans or to accept loans from the Central or any State Government or the University Grants Commission, and with the prior approval of the State Government also from the other sources;

(20) to co-operate and collaborate with other Universities, institutions and educational authorities in matters that relate to and furtherance of the academic objectives of the University;

(21) generally to do all such acts and things as may be necessary or desirable for, or incidental to, the advancement of the objectives or purposes of the University;

(22) to introduce interdisciplinary and multidisciplinary integrated courses in selected subjects;

(23) to initiate collaborative teaching and research programme with other Universities, institutions and to provide modalities for Credit Transfer and Award of Joint Degrees if deemed necessary;

(24) to take care of the learning of the Hindi Literature from the Secondary and Higher Secondary School level to the highest level;

(25) to do such other act and perform such other functions in consonance with the objectives of the University.

Teaching in the University.

6. (1) All recognized teachings in connection with the degrees, diplomas and certificates of the University shall be conducted by the teachers of the University or of any affiliated or constituted institution, as the case may be, under the general control of the Governing Board.

(2) The courses of study, the curricula and the authorities responsible for organizing such teaching shall be such as may be provided by regulations.

University to be open to all classes, castes and creeds.

7. The University shall be open for all irrespective of their race, creed, caste or class, and it shall not be lawful for the University to adopt or impose on any person any test whatsoever of religious belief or profession in order to entitle him to be appointed as a Teacher of the University or to hold any office therein or to be admitted as a student in the University, or to enjoy or exercise any privilege thereof.

The Hindi University, West Bengal Act, 2019.

(Chapter II.— The University and its Officers.— Section 8.)

Jurisdiction.

8. (1) The University shall primarily be a non-affiliating State-aided Unitary University.

(2) Notwithstanding contained in sub-section (1) or in any other law for the time being in force, the State Government, may by notification in the *Official Gazette* allow the University to affiliate colleges and institution imparting course of studies similar or closely connected with the academic principles of the University and with effect from such date as the State Government may, appoint in this behalf,—

(A) all colleges and educational institutions, whether Government administered or Government-aided or self-financed, imparting education specially in Hindi language and literature, sciences, social sciences, cognitive science, and such other branches of studies, as the State Government may from time to time determine, for the advancement of learning and dissemination of knowledge in such branches and affiliated to any other University in the State—

(i) shall be deemed to be affiliated to the University for such period and subject to such terms and conditions, as may be imposed by the University, not inconsistent with the provisions of this Act or any other law for the time being in force, and

(ii) shall cease to be affiliated to the University to which any such college or institution may have been affiliated before the said date;

(B) any Principal, teacher, or other employee, or any member of the Governing Body, by whatever name called, or any student, of any such affiliated college or institution, holding, by virtue of his being such Principal, teacher, or other employee, or member or student, any office in or under any University or any of the authorities of such University to which such college or institution was affiliated before the said date, shall cease to hold such office and the vacancy so caused shall be deemed to be a casual vacancy for the purposes of any law under which that University was established;

(C) whenever the University issues directions in addition to the requirements stipulated in sub-clause (i) of clause (A), the affiliated institution shall be bound to comply with such terms and conditions as may be incorporated in the directions of the University within such reasonable time as may be determined by the University;

(D) the University shall have power to alter or withdraw the affiliation deemed to have been granted under this section, if the affiliated institution does not comply with all the terms and conditions of such affiliation;

(E) for the purpose of deemed affiliation under this sub-section, it shall be competent for the University to satisfy itself in such manner as it may decide, if an affiliated institution was validly affiliated to any University established before the said date.

(3) Notwithstanding anything contained in any other law for the time being in force, no college or institution providing courses of study or programmes of education, research or training in the field of engineering, technology, Management or teachers' training, education planning and administration and situated in West Bengal, but not

admitted to the privileges of the University, shall be admitted to the privileges of any other University except with the prior approval of the State Government:

Provided that nothing in this sub-section shall, save as otherwise provided in this Act, apply to—

(a) any constituent college, institution, Faculty or Department of any other University or of any institution for higher education deemed to be a University under section 3 of the University Grants Commission Act, 1956, directly managed, controlled and financed by such University or such institution for higher education deemed to be a University under section 3 of that Act, or 3 of 1956.

(b) any other college or institution affiliated to any other University mainly providing courses of study in subjects other than literature, dance, drama, sculpture, humanities, science, commerce, cognitive science and such branches of study as the State Government deems appropriate for the advancement of learning and dissemination of knowledge in such branches.

Explanation.— For the avoidance of doubt it is hereby declared that the State Government shall have powers to decide whether a college or institution provides mainly the courses of study in subjects other than mentioned under clause (b) of sub-section (3) will be admitted to the privileges of the University or not.

Delegation of Powers.

9. The University may delegate such of its powers as it may deem expedient to any of its authorities referred to in section 22 or to any of its officers, and may, at any time, withdraw at its discretion any power so delegated.

The Chancellor.

10. (1) The Governor shall, by virtue of his office, be the Chancellor of the University. He shall be the head of the University and the President of the Governing Board and shall, when present, preside over the meetings of the Governing Board.

(2) The Chancellor shall exercise such powers as may be conferred on him by or under the provisions of this Act and shall exercise such other powers as may be prescribed.

(3) Where power is conferred upon the Chancellor to make nominations to any authority or body of the University, the Chancellor shall, to the extent necessary, nominate persons in consultation with the Minister to represent interests not otherwise adequately represented.

(4) Every proposal to confer any honorary degree shall be subject to confirmation by the Chancellor.

(5) The Chancellor can issue any direction upon the University not inconsistent with the provisions of this Act, to which the University shall comply.

Officers of the University.

11. The following shall be the officers of the University :—

(1) the Vice-Chancellor;

(2) the Registrar;

(3) the Deans of Faculties;

(4) the Finance Officer;

(5) the Law Officer;

(6) the Controller of Examinations;

(7) the University Librarian; and

(8) such other persons holding such other posts as may be declared by Statutes to be the posts of officers of the University.

The Vice-Chancellor.

12. (1) (a) The Vice-Chancellor shall be a distinguished academic with proven competence and integrity, and having a minimum of ten years of experience in a University system of which at least five years shall be as professor or ten years of experience in a reputed research or academic administrative organization of which at least five years shall be in an equivalent position of professor.

(b) The Vice-Chancellor shall be appointed by the Chancellor out of the panel of three names recommended in order of preference by the Search Committee constituted by the State Government. While preparing the panel, the Search Committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad and adequate experience in academic and administrative governance and reflect the same in writing while submitting the panel to the Chancellor.

(c) The Search Committee shall be constituted in the following manner:—

(i) an academician, not below the rank of the Vice-Chancellor of a Central or State-aided University or the Director of a National institute of higher learning, to be nominated by the Chancellor in consultation with the Minister, who shall be the Chairperson of the Committee;

(ii) an academician, not below the rank of a Professor of a Central or State aided University or National institute of higher learning, to be nominated by the State Government;

(iii) an academician not below the rank of a Professor of a Central or State aided University or National institute of higher learning, to be nominated by the Governing Board:

Provided that the nominees, as mentioned under sub-clause (i), (ii) and (iii) shall not be the persons associated with the concerned University for which the Search Committee is constituted.

(2) (a) The Vice-Chancellor shall hold office for a period of four years appointed as such in terms of the provisions of sub-section (1), and shall be eligible for reappointment for another term of four years subject to the satisfaction of the State Government and on the basis of his past academic excellence and administrative success established during his term of office in the capacity of Vice-Chancellor, or till he attains the age of seventy years, whichever is earlier.

(b) The Chancellor may, notwithstanding the expiration of the term of office of the Vice-Chancellor, allow him to continue in office for a period not more than two-years at a time, in consultation with the Minister, which shall under no circumstances be extended beyond the age of seventy years, subject to the satisfaction of the State Government and on the basis of his past academic excellence and administrative success established during his term of office in the capacity of Vice-Chancellor.

(3) The Vice-Chancellor shall be a whole-time officer of the University and shall be paid from the University Fund such salary and allowances as the Chancellor may decide in consultation with the State Government.

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

(5) If—

(a) the Vice-Chancellor is, by reasons of leave, illness or other cause, temporarily unable to exercise the powers and perform the duties of his office, or

(b) a vacancy occurs in the office of the Vice-Chancellor by reason of death, resignation, removal, expiry of term of his office or otherwise,

then, during the period of such temporary inability or pending the appointment of a Vice-Chancellor, as the case may be, the Chancellor in consultation with the Minister may appoint a person to exercise the powers and perform the duties of the Vice-Chancellor.

(6) The vacancy in the office of the Vice-Chancellor occurring by reason of death, resignation or expiry of the term of his office, removal or otherwise shall be filled up by appointment of a Vice-Chancellor in accordance with the provisions of sub-section (1) within a period of six months from the date of occurrence of the vacancy, and such period shall be held to include any period for which a Vice-Chancellor is allowed to continue in office under clause (b) of sub-section (2), or a person is appointed by the Chancellor in consultation with the Minister to exercise the powers and perform the duties of the Vice-Chancellor under sub-section (5).

(7) The Vice-Chancellor may be removed from his office by the Chancellor if he is satisfied that the incumbent,—

(a) has become insane and adjudged by a competent Court to be of unsound mind; or

(b) has become an undischarged insolvent and stands so declared by a competent Court; or

(c) has been physically unfit and incapable of discharging function due to protracted illness or physical disability; or

(d) has wilfully omitted or refused to carry out the provisions of this Act or has committed breach of any of the terms and conditions of the service contract or has abused or misused the powers vested in him or if his continuance in the office of the Vice-Chancellor is detrimental to the interest of the University; or

(e) has been proved to be guilty of criminal breach of trust or criminal negligence or gross financial irregularity or impropriety or gross negligence of duty; or

(f) has shown incompetence to perform or has persistently made default in the performance of the duties imposed on him by or under this Act; or

(g) has been convicted by a Court for any offence within the concept and meaning of the Code of Criminal Procedure, 1973; or 2 of 1974.

(h) is a member of, or otherwise associated with, any political party or acts in any partisan manner while in office:

Provided that the Vice-Chancellor shall be given a reasonable opportunity to show cause by the Chancellor before taking recourse for his removal under clauses (d), (e), (f), (g) and (h).

Explanation.— For the purpose of this sub-clause, whether any party is a political party or any association is a political association or any act of the Vice-Chancellor is partisan, the decision of the Chancellor thereon shall be final.

Powers and duties of the Vice-Chancellor.

13. (1) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall, in the absence of the Chancellor, preside over the meeting of the Governing Board. He shall, by virtue of his office, be a member and the Chairman of all the Faculties of Post-graduate and Undergraduate Studies and also the Chairman of any other authority or body of the University of which he may be a member. He shall also be entitled to be present at and to address any meeting of any other authority or body of the University of which he may not be a member, but shall not be entitled to vote thereat.

(2) The Vice-Chancellor shall have the power to convene meetings of the Governing Board, the Faculties of Post-graduate and Undergraduate Studies and of any other authority or body of the University.

(3) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act, and the Statutes, the Ordinances and the Regulations, are faithfully observed and to take such action as may be necessary for this purpose.

(4) The Vice-Chancellor shall have the power to exercise general control and supervision over all other officers of the University and over all teachers and employees of the University and generally over all the affairs of the University.

(5) The Vice-Chancellor shall exercise such other powers and discharge such other duties as may be delegated to him by any authority or body of the University or as may be provided by Statutes, Ordinances or Regulations.

(6) The Vice-Chancellor may take on behalf of the University such action as he may deem expedient in any matter which, in his opinion, is either urgent or of an emergent nature and shall report the same for confirmation at the next meeting to the authority or body 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 or body concerned, the matter shall immediately be referred to the Chancellor whose decision thereon shall be final.

(7) The Vice-Chancellor may, with the approval of the Governing Board, delegate any of his powers, to any other officer subordinate to him.

The Registrar.

14. (1) The Registrar shall be a whole-time officer of the University and shall be appointed by the Governing Board on the recommendation of a Committee consisting of the Vice-Chancellor as Chairman, a nominee of the Chancellor, two nominees of the Governing Board and a nominee of the State Government, and on such terms and conditions, as may be prescribed.

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

(3) If the Registrar is for any reason temporarily unable to exercise the powers or perform the duties of his office, the Vice-Chancellor may with the approval of the Governing Board 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.

Powers and duties of the Registrar.

15. Subject to the supervision, direction and general control of the Vice-Chancellor, the Registrar shall act as the Secretary of the Governing Board and shall exercise such powers and perform such duties as may be provided in the Statutes, or delegated to him by or under this Act.

The Law Officer.

16. (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 State 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.

(3) The Law Officer shall have such powers and functions as may be provided by the Statues.

The Finance Officer.

17. (1) The Finance Officer shall be a whole-time officer of the University. He shall be appointed by the Governing Board on the recommendation of a committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Governing Board and a nominee of the State Government for such period and on such terms and conditions as may be prescribed.

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

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

Powers and duties of the Finance Officer.

18. (1) Subject to the supervision, direction and general control of the Vice-Chancellor, the Finance Officer shall be in charge of the administration of the funds, the finances and the properties and assets of the University and of all trusts and endowments; and he shall take special interest in activities that aims at raising funds for the purposes of the University and for augmenting the resources of the University.

(2) The Finance Officer shall exercise such other powers and perform such other duties as may be provided or delegated to him by or under the provisions of this Act, the Statutes, the Ordinances or the Regulations, as the case may be.

Controller of Examinations.

19. (1) The Controller of Examinations shall be a whole-time officer of the University. He shall be appointed by the Governing Board on the recommendation of a Committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Governing Board and a nominee of the State Government for such period and on such terms and conditions as may be provided by or under this Act.

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

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

Powers and duties of the Controller of Examinations.

20. (1) Subject to the supervision, direction and general control of the Vice-Chancellor, the Controller of Examinations shall be in charge of the conduct of examinations and tests of the University and declarations of their results.

(2) The Controller of Examinations shall exercise such other powers and perform such other duties as may be provided or delegated to him by or under the provisions of this Act, the Statutes, the Ordinances or the Regulations, as the case may be.

The Hindi University, West Bengal Act, 2019.

(Chapter II.— The University and its Officers.— Section 21.—
Chapter III.— Authorities of the University.— Sections 22, 23.)

Supervisory powers of the Registrar, Law Officer, Finance Officer and Controller of Examinations.

21. In their respective spheres of duties, the Registrar, the Law Officer, the Finance Officer and the Controller of Examinations shall, subject to the provisions of this Act, have the power of supervision and control over all officers and employees serving in departments under their charge and shall exercise such disciplinary power as may be conferred on them by or under this Act or by the Statutes or the Ordinances or the Regulations, as the case may be.

CHAPTER III

Authorities of the University

Authorities.

22. The following shall be the authorities of the University :—

(i) the Governing Board;

(ii) the Faculties for Post-graduate and Undergraduate Studies;

(iii) the Boards of Studies;

(iv) the Finance Committee;

(v) such other authorities as may be declared and established under the Statutes.

The Governing Board.

23. (1) The Governing Board shall consist of the following members :—

(a) *Ex officio* members—

(i) the Chancellor;

(ii) the Vice-Chancellor;

(iii) the Secretary, Higher Education Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal;

(iv) the Secretary, Finance Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal;

(v) the Chairman, West Bengal State Council of Higher Education or his nominee;

(vi) a nominee of the Chairman of the University Grants Commission; and

(vii) the Law Officer of the University;

(b) Representatives of Departments and Teachers -

(viii) two Deans of the Faculties of Post-graduate and Undergraduate Studies;

(ix) three Heads of Departments by rotation for one year in alphabetical order of the Department to be selected by the Vice-Chancellor;

(x) two teachers from each Faculty Council for Post-graduate and Undergraduate Studies of whom atleast one shall be a Professor and they shall be elected by the teachers of concerned Faculty from amongst themselves in the manner as may be provided by Statutes;

The Hindi University, West Bengal Act, 2019.

(Chapter III.— Authorities of the University.— Section 24.)

(c) Nominated Members—

(xi) (1) two members to be nominated by the Chancellor from amongst the persons interested in the University education;

(2) three members to be nominated by the State Government from amongst the persons interested in the University education;

(3) four members to be nominated by the outgoing University Council or outgoing Governing Board, as the case may be, of whom at least two shall be eminent scholars:

Provided that no such member shall be nominated for more than two terms in the Governing Board:

Provided further that in all the cases no employee of the University or of a College or institution being managed by the University shall be eligible to be a member;

(d) Special Invitee—

(xii) any official or expert in any field or eminent educationist, alumnus whom the Governing Board may require for advice, consultation or assistance, may be invited to attend the meeting without any power to caste vote;

(xiii) one student representative and one Research Scholar to be nominated by the Vice-Chancellor from amongst the members of the Student Council of the University without any power to cast vote:

Provided that the student representative or the research scholar referred to under this clause shall not be permitted to take part in any meeting of the Governing Board in which, in the opinion of the Board, any of the minutes of any such meeting may prejudicially affect the general interest of the students or the research scholars, as the case may be.

(2) A member of the Governing Board shall hold office for a period of four years, if not expressly provided otherwise in this Act. Any vacancy among the members of the Governing Board shall be filled up immediately by the concerned authority.

(3) The Registrar shall act as the Secretary of the Governing Board.

(4) No act or proceedings of the Governing Board or of any body constituted by the Governing Board shall be invalid or called in question by reason of the existence of any vacancy, initial or subsequent, in the Governing Board or in any body constituted by the Governing Board, as the case may be.

Powers and duties of the Governing Board.

24. Subject to such condition as may be provided by or under the provisions of this Act, the Governing Board shall exercise the following duties and responsibilities and perform the following functions, namely to:—

(i) establish University departments, institutions, centres, libraries, laboratories and museums for study and research;

(ii) create, with the approval of the State Government, posts of officers, teachers and other employees as may be necessary for the establishment of the University departments, institutions, centres, libraries, laboratories etc.;

The Hindi University, West Bengal Act, 2019.

(Chapter III.— Authorities of the University.— Section 24.)

(iii) institute degrees, titles, diplomas, certificates and other academic distinctions;

(iv) institute fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes to be awarded out of the University fund after consulting the respective Faculties of Post-graduate and Undergraduate studies;

(v) confer degrees, titles, diplomas, certificates and other academic distinctions on persons who—

(a) pursue prescribed courses of studies;

(b) carry on research in accordance with such conditions as may be prescribed;

(vi) withdraw or cancel degrees, titles, diplomas, certificates or other academic distinctions under such conditions as may be provided by Statues and after giving the person affected a reasonable opportunity to present his case;

(vii) confer honorary degrees or other academic distinctions;

(viii) initiate proposals for the making of Statutes and Ordinances including proposals for amendment or repeal thereof, in the manner hereinafter provided;

(ix) maintain University Departments, University Institutions, University libraries, University laboratories and University museums;

(x) establish, maintain, manage and recognize halls and hostels;

(xi) direct the inspection of University libraries, University laboratories, and hostels;

(xii) appoint officers, teachers and other employees of the University and define their duties and other terms and conditions of service in accordance with the Statutes and the Ordinances and suspend, discharge or otherwise punish such teachers, officers and other employees in accordance with the Statutes and the Ordinances;

(xiii) determine and collect fees or charges for the registration of students and their admission to courses of studies organized by the University, for holding examinations, for the grant of degrees, diplomas and certificates, and for other like purposes;

(xiv) approve the constitution or reconstitution of the respective department of teaching in the University on the recommendation of the respective Faculties of Post-graduate and Undergraduate studies;

(xv) make regulations regarding the courses of studies and the division of subjects after obtaining and considering the recommendation of the Faculties of Post-graduate and Undergraduate studies in this regard;

(xvi) make regulations regarding the examinations which shall be recognized as the equivalent examinations held by the University;

(xvii) make regulations regarding the conduct of examinations held by the University and the condition under which students may be admitted to the different courses of studies held by the University;

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(Chapter III.— Authorities of the University.— Section 25.)

(xviii) make regulations regarding all other matters which may be or are required to be provided for by regulations;

(xix) give directions regarding the form, custody and use of the common seal of the University;

(xx) acquire, hold and dispose of property, movable and immovable, with the approval of the State Government, and administer all assets, properties, and funds of the University, and undertake all measures necessary or desirable for the conservation or augmentation of the resources of the University;

(xxi) accept and administer grants, gifts, donations, endowments and benefactions for the furtherance of the purposes of this Act;

(xxii) with the approval of the State Government, raise or accept loans on behalf of the University and make grants or advances from the University fund or other special funds maintained by the University;

(xxiii) enter into an agreement with the State Government, or with the approval of the State Government, with any other Government or with any person, body or authority for the taking over by the University of the management of any institution, including its assets and liabilities, or for any other purpose not repugnant to the provisions of this Act on the recommendation of the Faculties of Post-graduate and Undergraduate studies concerned;

(xxiv) exercise general supervision over Students' Council, University Sports Board and other bodies instituted by the University;

(xxv) approve the Annual Statement of Accounts, the Audit Report in respect of the Annual Statement of Accounts, the Internal Audit Report and the Annual Budget of the University;

(xxvi) make due provision for the welfare and discipline of students and their relationship with the University and provide for such other training of students as may be considered desirable;

(xxvii) make provision for research, advisory services and exchange programme and for that purpose enter into agreement with other Universities, institutions, associations, societies or bodies on such terms and for such purposes, not inconsistent with the purposes of this Act, as it may determine;

(xxviii) make rules for the transaction of its own business;

(xxix) exercise all other powers and perform all other functions conferred by or under this Act;

(xxx) exercise general supervision over the Faculties of Post-graduate and Undergraduate studies and give such directions to these Faculties for the due discharge of their respective duties as it may consider necessary.

Meetings of the Governing Board.

25. (1) The Governing Board shall meet at least once in a quarter, other than for convocation on such 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 Governing Board may also meet at such other times as it may decide.

(2) One-third of the total number of members shall be a quorum for a meeting of the Governing Board. Such quorum shall not be required at the convocation.

(3) The Vice-Chancellor may, whenever thinks fit, and shall upon a requisition in writing signed by not less than fifty *percent* of the total number of members of the Governing Board, convene a meeting of the Governing Board. A meeting on such requisition shall be held within fifteen days of the receipt of the requisition by the Vice-Chancellor.

The Faculties of Post-graduate and Undergraduate Studies.

26. (1) There shall be the following Faculties of Post-graduate and Undergraduate Studies :—

(a) the Faculty of Post-graduate and Undergraduate Studies in Hindi language and Literature;

(b) the Faculty of Post-graduate and Undergraduate Studies in Humanities, Social Sciences and Legal Studies;

(c) the Faculty of Post-graduate and Undergraduate Studies in Journalism and Library Sciences;

(d) the Faculty of Post-graduate and Undergraduate Studies in Computational Sciences and Economics;

(e) the Faculty of Post-graduate and Undergraduate studies in Commerce and Business Studies;

(f) any other Faculty which may be established by the competent authority in this regard in the manner as provided in the Statutes.

(2) Each Faculty of Post-graduate and Undergraduate Studies shall consist of the following members:—

(i) the Vice-Chancellor — Chairman;

(ii) the Dean of the Faculty concerned;

(iii) the Head or Heads of the Department or Departments concerned, if any;

(iv) the Professor or Professors of the Department or Departments concerned, if any;

(v) five teachers of the University, other than Professors belonging to the Faculty concerned, to be elected by such teachers from amongst themselves;

(vi) not more than three persons having special knowledge in the subject or subjects concerned nominated by the Vice-Chancellor from a panel of six persons recommended by the Governing Board;

(vii) the Faculty concerned may co-opt such Dean or Deans from any other Faculty as it may considered necessary.

(3) Each Faculty for Post-graduate and Undergraduate Studies shall have a Secretary. The Secretary shall be a member of the Faculty:

Provided that in the absence of the Secretary, the Registrar or a Deputy Registrar or an Assistant Registrar, as may be nominated by him, shall act as the Secretary of the Faculty.

(4) One-third of the total number of members of a Faculty for Post-graduate and Undergraduate studies shall be a quorum for a meeting of the Faculty.

The Hindi University, West Bengal Act, 2019.

(Chapter III.— Authorities of the University.— Section 27.)

Powers and duties of the Faculties of Post-graduate and Undergraduate Studies.

27. Subject to the provisions of this Act, and the Statutes, the Ordinances and the Regulations, a Faculty of Post-graduate and Undergraduate Studies shall exercise the following powers and perform the following duties, namely :—

(i) to make proposals to the Governing Board for the establishment of University Departments, Faculties, Centres, any such institutions, libraries, laboratories and museums for study and research to be maintained by the University;

(ii) to recommend to the Governing Board the creation and institution of Professorships including Distinguished Professorship, Chair Professorship, Adjunct Professorship, Associate Professorship, Assistant Professorship, and other teaching posts and the duties and emoluments thereof;

(iii) to make proposals to the Governing Board for the promotion of research and, through special committees, if any constituted for the purpose, to call for reports on such research work from persons engaged therein, and to make recommendations to the Governing Board thereon;

(iv) to prescribe after consulting the Governing Board the minimum qualifications for posts of Teachers of the University, as per guidelines of the State Government;

(v) to make proposals to the Governing Board regarding provisions to be made for enabling the University to undertake specialization of studies and for organization of common laboratories, libraries, museums, institutes of research and other institutions, maintained by the University;

(vi) to make proposal to the Governing Board for constituting or reconstituting the Departments of teaching in the University;

(vii) to make provisions for lectures and instructions for students of University Departments, Faculties and Centres and University Laboratories and also for other persons who are not such students;

(viii) to advise the Governing Board on the institution of degrees, titles, diplomas, certificates and other academic distinctions;

(ix) to fix the date of commencement of, and to hold and conduct, subject to general supervision by the Governing Board, University Examinations at the Post-graduate and Undergraduate stages and publish the results thereof in accordance with the Regulations made in this behalf;

(x) to consider and approve results of examinations leading to Post-graduate and Undergraduate degrees, diplomas and certificates;

(xi) to recommend to the Governing Board the conferment of Post-graduate and Undergraduate degrees, diplomas and certificates;

(xii) to delegate to the teaching Departments, research units, and Boards of Studies attached to it the responsibility for such academic matters as may concern such Departments, units and Boards;

(xiii) to provide for the inspection or the investigation into the affairs of any University Departments, Faculties, Centres and any such institution and submit report to the Governing Board;

(xiv) to have general supervision over the Boards of Studies attached to the Faculty in accordance with the rules framed for this purpose;

(xv) to frame rules relating to the courses of Post-graduate and Undergraduate Studies and the division of subjects in regard thereto including interdisciplinary and multidisciplinary integrated courses in selected subjects and to recommend to the Governing Board for making of Regulations in this behalf;

(xvi) to appoint, if required by the Governing Board, after considering the views of the Boards of Studies attached to the Faculty, Boards of Examiners in the subject or subjects relating to Post-graduate and Undergraduate Studies, the subject for doctoral thesis and for prizes and medals;

(xvii) to call for such reports or information as the Faculty may consider necessary for efficient discharge of its duties from the teaching Departments, research units or Boards of Studies;

(xviii) to consider any academic matter relating to the Faculty and to arrive at decisions or make recommendations pertaining thereto to the appropriate authority or officer;

(xix) to maintain contact with other Faculties for the purpose of sharing ideas and ensuring co-ordination;

(xx) to submit each year its Annual Report to the Governing Board;

(xxi) to make rules for the transaction of its own business;

(xxii) to exercise all other powers and perform all other functions conferred and imposed on it by or under this Act;

(xxiii) to abide by, and implement promptly, the decisions that may be arrived at the Governing Board from time to time in regard to the Faculty;

(xxiv) to supply promptly such information, returns, reports and other materials as may be required by the University;

(xxv) to have general responsibility for maintenance of standard and enhancement of quality in relation to Post-graduate and Undergraduate studies with which the Faculty is concerned.

Dean.

28. (1) There shall be a Dean for each and every Faculty of Post-graduate and Undergraduate Studies in the University who shall be appointed by the Vice-Chancellor of the University on recommendation of the Selection Committee duly constituted for this purpose.

(2) The Selection Committee shall be constituted by the State Government for each and every occasion of selection of Dean of the University:

Provided that every such committee shall select Deans for all or any Faculty of Post-graduate and Undergraduate Studies in the University.

(3) The Selection Committee shall consist of the following members:—

(a) nominee of the Chancellor, who shall be the Vice-Chancellor of a State aided University other than the concerned University and who shall be the head of the Committee;

(b) nominee of the State Government, who shall be an eminent academician and who is not related with the concerned University in any manner;

(c) nominee of the Vice-Chancellor, who shall not be below the rank of a Professor of any other University.

(4) The Selection Committee shall consider the names of eligible professors of that University for the post of Dean and give proper weightage of academic excellence and adequate experience in academic and administrative governance while preparing the panel of two Professors in order of their preference for each and every Faculty of Post-graduate and Undergraduate Studies:

Provided that no person shall be eligible for the post of Dean for more than one term in his service tenure in the same University.

(5) The Registrar of the University shall provide secretariat assistance to the Selection Committee for preparing the panel and the Committee shall have power to call for any record of the University relating to any Professor for the purpose of such selection.

(6) The Selection Committee shall finalize the panel within such time as may be directed by the State Government, and immediately thereafter the Committee shall send its recommendations in writing to the State Government, along with reasoned record of assessment of the persons so considered:

Provided that the State Government may, for reasons to be recorded in writing, extend the said period of selection in case of exigencies.

(7) The State Government shall thereafter forward the panel to the Vice-Chancellor of the University for appointment of Dean.

(8) Every Dean appointed as per provisions of this Act shall hold the office for three years or until he retires or vacates his office for any other reasons, whichever is earlier:

Provided that a Professor shall only be eligible for empanelment for the post of Dean who has at least three years of service left in his account before the age of superannuation.

(9) The Vice-Chancellor shall, in the event of any temporary vacancy of the office of Dean, select a seniormost Professor of that University according to the date of their joining in the same University for a period not more than six months:

Provided that such selection of Dean on temporary vacancy shall be communicated forthwith to the State Government for the purpose of re-constitution of Selection Committee.

(10) Every Dean shall be the Vice-Chairman of the respective Faculty of Post-graduate and Undergraduate Studies and shall have such powers and functions as may be provided for by Regulations.

(11) The Dean of every Faculty of Post-graduate and Undergraduate Studies may be removed from his office for such reasons and in such manner as may be provided for by Regulations.

The Boards of Studies.

29. There shall be Boards of Studies attached to every Faculty of Post-graduate and Undergraduate Studies. The constitution, powers and functions of the Boards of Studies shall be provided by Statutes.

The Finance Committee.

30. There shall be a Finance Committee with the Vice-Chancellor as the Chairman. The constitution, powers and functions of the Finance Committee including the procedure in financial matters and delegation of its powers shall be provided by Statutes.

Selection Committee for Teachers of the University.

31. (1) A University Professor or a University Associate Professor or a University Assistant Professor shall be appointed by the Vice-Chancellor, upon prior ratification by the Governing Board, on the recommendation of a Selection Committee, and the constitution of such Selection Committee as well as the procedure for holding its meetings shall be in consonance with the Recruitment Rules framed by the State Government from time to time.

(2) The nominee of the Vice-Chancellor shall be the head of the Selection Committee, which shall send its recommendations in writing to the Vice-Chancellor along with reasoned record of assessment of the persons appeared before it for selection.

(3) Notwithstanding anything contained in sub-section (1), the Governing Board shall hold the powers of punishment to any teachers of the University in prescribed manner.

Procedure for holding meetings of Selection Committee.

32. (1) At least five members, including two outside subject experts, shall constitute the quorum for a meeting of the Selection Committee.

(2) If the Vice-Chancellor does not accept the recommendation of Selection Committee, it shall refer the recommendation back to the Selection Committee with reasons for reconsideration and if the Vice-Chancellor does not accept the reconsidered views of the Selection Committee, the matter shall be referred to the Chancellor with reasons and views, and the decision of the Chancellor shall thereon be final.

Appointment of teachers by the Hindi University, West Bengal Council.

33. (1) Notwithstanding anything contained in section 31, until the constitution of a Selection Committee referred to therein, a University Assistant Professor, Associate Professor or Professor shall be appointed by the Hindi University, West Bengal Council, referred to in sub-section (1) of section 61 on the recommendation of a Selection Committee constituted by the State Government and consisting of the Vice-Chancellor as Chairman, a nominee of the Chancellor, two nominees of the State Government, and a nominee of the Council, who shall be the subject expert having special knowledge of the subject which the Professor or the Associate Professor or the Assistant Professor, as the case may be, will teach.

(2) If the Hindi University, West Bengal Council does not accept the recommendation of the Selection Committee the provision of sub-section (2) of section 32 shall apply *mutatis mutandis*.

Letter of appointment of Teachers, officers and employees.

34. (1) Every Teacher, every officer and every employee of the University shall, on appointment as such, be provided with a letter of appointment containing such terms and conditions of appointment and duties and responsibilities as may be provided by Ordinances.

(2) A Teacher or an officer or an employee 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.

(3) If, at any time during the period of probation, the probationer's performance is not considered satisfactory, the probationer shall, in consultation with the State Government, be discharged by the concerned appointing authority.

(4) On satisfactory completion of the period of probation, a Teacher or an officer or an employee, as the case may be, shall be confirmed with effect from the date of his appointment on probation by an order in writing made by the University in this behalf and the fact of such confirmation shall be communicated to the person concerned:

Provided that if, on completion of the period of probation, no such order of confirmation is made and communicated to the person concerned within a period of two months of the completion of the period of probation, the person concerned shall be deemed to have been confirmed with effect from the date of his appointment on probation:

Provided further that if, prior to the completion of the period of probation, a Teacher or an officer or an employee, as the case may be, desires to extend the period of probation, the Governing Board may extend it further by any period depending on the circumstances of the case.

Termination of services of temporary Teacher, officer or employee.

35. The services of a temporary Teacher or officer or employee shall not be terminated before the expiration of the period for which he is appointed except after serving one month's notice or paying him one month's salary in lieu thereof.

Standing committee for selection of officers and non-teaching employees.

36. The Governing Board may, subject to the provisions of this Act, provided by Statutes the constitution of a standing committee or standing committees for selection of persons for appointment to the posts of officers and to the other non-teaching posts of the University and the procedure and the method of such selection.

Tribunal.

37. (1) If in the case of any dispute between the University and any Teacher, officer or employee of the University, no final order has been passed within a period of one year from the date on which the dispute was referred to the University by such Teacher, officer or employee, such dispute shall on the request of such Teacher, officer or employee, be referred to a Tribunal consisting of the following members, namely:—

(i) a Chairman, to be nominated by the Chancellor in consultation with the Minister;

(ii) one person to be nominated by the Governing Board;

(iii) one person to be nominated by the Teacher, officer or employee concerned.

(2) An appeal from an employee of the University in a disciplinary matter shall be referred to the Tribunal and shall be decided and disposed of by the Tribunal.

(3) The Tribunal may call for any record, report or other information from the University if, in its opinion, such record, report or other information is necessary for efficient discharge of its functions, and the University shall furnish such record, report or other information to the Tribunal.

(4) The decision of the Tribunal shall be final and no suit or proceeding shall lie in any civil court in respect of the matters decided by the Tribunal.

(5) Every request under sub-section (1) shall be deemed to be a submission to arbitration upon the terms of this section, within the meaning of the Arbitration and Conciliation Act, 1996, and all the provisions of that Act with the exception of section 2 thereof shall apply accordingly. 26 of 1996.

The Hindi University, West Bengal Act, 2019.

(Chapter IV.— General Provisions Governing All Authorities or Other Bodies of the University.— Sections 38-40.)

CHAPTER IV

General Provisions Governing All Authorities or Other Bodies of the University

Disqualifications.

38. (1) No person shall be qualified for election or nomination as a member of any authority or body of the University or shall continue as such member if he:—

(i) is of unsound mind, or

(ii) is an undischarged insolvent, or

(iii) has been convicted by a court of law for an offence involving moral turpitude.

(2) In case of any doubt or dispute the Chancellor's decision whether a person is disqualified under the provisions of sub-section (1) shall be final.

(3) No person shall be entitled to stand as a candidate for election to any authority or body of the University from more than one constituency.

(4) No person shall be entitled to be enrolled as a voter for, or to cast his vote at an election to any authority or body of the University from more than one constituency:

Provided that this sub-section shall not apply in the case of an election of members of the Governing Board and the Faculties of Post-graduate and Undergraduate Studies.

Part-time Teachers or part-time non-teaching staff not to be entitled to be enrolled as voters or to be nominated.

39. Notwithstanding anything contained elsewhere in this Act, no person shall,—

(a) if he is a teacher, not holding any whole-time teaching post, or appointed for a specified period, or

(b) if he is a member of the non-teaching staff, not appointed on a regular scale of pay, or not holding any whole-time non-teaching post,

be entitled to be enrolled as a voter for, or to cast his vote at, an election to any authority or body of the University.

Explanation.— "Regular scale of pay" shall mean pay which, subject to any condition prescribed by the University, rises by periodical increment from a minimum to a maximum.

Term of office of members.

40. (1) Save as otherwise provided in sub-section (4), an elected or nominated member of any authority or body of the University shall hold office for a period of four years from the date of his election or nomination, as the case may be:

Provided that in respect of the first elections and nominations under this Act, the said period of four years shall commence from the date of the first meeting of the authority or body held after such elections and nominations.

(2) The term of office of members other than *ex officio* members of any authority or body of the University shall be held to include any period which may elapse between the expiry of the said term and the date of election of new members to such authority or body to fill vacancies arising by efflux of time.

(3) When elections are held on more than one date, the last of such dates shall be taken to be the date of election for the purposes of this section.

(4) Any member elected or nominated to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the member in whose seat he is so elected or nominated.

Cessation of membership in certain cases.

41. (1) When a person is qualified to be a member of any authority or body of the University by virtue of his membership of any other authority or body, he shall cease to be a member of the authority or body of the University when he ceases to be a member of the other.

(2) When a person is elected or nominated as a member of any authority or body of the University from any constituency, he shall cease to be such a member when he ceases to belong to that constituency.

Filling up of vacancies.

42. (1) Any casual vacancy among the elected members of any authority or body of the University shall be filled, in such manner and within such time as may be prescribed, by election by such authority or body of a person representing the interest which the member, whose seat has become vacant, represented.

(2) Any vacancy among the nominated members of any authority or body of the University shall be filled, within such time as may be prescribed, by nomination by the person or authority that nominated the member whose seat has become vacant.

(3) Vacancies arising by efflux of time in the seats of elected members of any authority or body of the University shall be filled by election to be held on such date or dates, not later than six months or such extended period as the Chancellor may, by order made in this behalf, specify, from the date on which the vacancies arise, as the Vice-Chancellor may fix.

Proceedings of the University or the authorities or bodies of the University not invalidated by vacancies.

43. No act or proceedings of the University or of any authority or body of the University shall be deemed to be invalid merely by reason of the existence of a vacancy or vacancies among its members or the invalidity of the election of any of the members.

Explanation.— For the removal of doubt, it is hereby declared that where the office of any member of any authority or body of the University cannot be filled up, when such authority or body is constituted for the first time, on account of any election or appointment not being for any reason feasible, there shall be deemed to be a vacancy in the office of such member until such election takes place or such appointment is made.

Election Tribunal.

44. (1) There shall be an Election Tribunal to which shall be referred any question as to whether any person is eligible under this Act for election or nomination or has been duly elected or nominated, or is entitled to be, a member of any authority or body of the University, and the decision of the Election Tribunal on such question shall be final.

(2) The constitution of the Election Tribunal shall be provided by Statutes.

(3) If, during the progress of any election of members to any authority or body of the University, the Election Tribunal is satisfied that such election is vitiated by fraud or corrupt practice, the Election Tribunal may make an order annulling the proceedings in respect of such election or any part thereof and direct fresh proceedings to be started, in accordance with the provisions of this Act and the Statutes, the Ordinances and the Regulations, from such stage as may be specified in the order and such order of the Election Tribunal shall be final.

(4) No suit or proceeding shall lie in any civil court against a decision or an order of the Election Tribunal under sub-section (1) or sub-section (3) as the case may be.

The Hindi University, West Bengal Act, 2019.

(Chapter IV.— General Provisions Governing All Authorities or Other Bodies of the University.— Section 45. — Chapter V.— Funds of the University, Accounts, Audit and Inspection.— Sections 46-49.)

Casting the vote by the Chirman.

45. At a meeting of the Governing Board, the Faculties of Post-graduate and Undergraduate Studies or any other authority or body of the University, the person presiding at the meeting shall not vote in the first instance, but shall have and exercise a casting vote in the case of an equality of votes.

CHAPTER V

Funds of the University, Accounts, Audit and Inspection

The University Fund.

46. The University shall have a fund to be known as the University Fund to which shall be credited all its income from fees, fines, contributions, grants, donations, loans and advances and from any other source whatsoever. The University may also create, by Ordinances made in this behalf, separate special funds for the administration of Students' Welfare, Endowments, Donations and Gifts, Trust or specific grants or grants for other special purposes.

General limitations on financial powers of the University.

47. (1) The budget of the University showing the receipt and expenditure of the University on different accounts shall be submitted to the State Government at least three months before the end of the financial year for approval.

(2) The State Government may, from time to time, release grants to the University to incur expenditure till the budget is approved.

(3) Notwithstanding anything to the contrary contained in this Act, the University shall not, except with the prior approval of the State Government, incur any expenditure on any amount in excess of amount specified in the budget on that account:

Provided that no such prior approval shall be necessary in respect of any expenditure on any scheme not provided in the budget, if such expenditure is met by the University out of its own resources.

Provident Fund.

48. Any provident fund instituted by the University for the benefit of its Teachers, officers, or employees shall be governed by the provisions of Provident Funds Act, 1925, as if such fund were a Government Provident Fund and such fund shall have to be maintained in the Government Treasury, and the Governing Board shall have power to frame Ordinances, not inconsistent with the provisions of that Act, for the administration of the fund. 19 of 1925.

Annual Accounts and Audit.

49. (1) The Annual Statement of Accounts shall, after examination by the Executive Council, be subjected to such audit as the State Government may direct.

(2) Such Annual Statement of Accounts shall, together with copies of the audit report thereon, be submitted to the Governing Board and to the State Government and shall thereupon be published by the Governing Board.

(3) The University shall have a continuous internal audit, and the report of such audit shall be submitted to the State Government as soon as possible after the end of every financial year.

(4) The State Government may require the University to supply to it any information in regard to the accounts and the budget and the University shall comply with such requisition.

The Hindi University, West Bengal Act, 2019.

(Chapter V.— Funds of the University, Accounts, Audit and Inspection.— Section 50. —Chapter VI.— Statutes, Ordinances and Regulations.— Section 51.)

Inspection.

50. (1) The State Government shall have the right—

(a) to cause an inspection to be made, by such person or persons as it may direct,—

(i) of the University, its buildings, laboratories, libraries, museums, press establishment, workshops and equipment,

(ii) of any institution maintained by the University, and

(iii) into all affairs of the University and of such institution including examination and other work conducted or done by the University or such institution; and

(b) to cause an enquiry to be made into the income, expenditure, properties, assets and liabilities of the University and of any such institution maintained by the University.

(2) The State Government shall, in every such case of inspection or enquiry, give previous notice to the University of its intention to cause such inspection or enquiry.

(3) The State Government shall communicate to the Governing Board its views on the results of such inspection or enquiry and may, after considering the opinion of the Governing Board thereon, advise the University regarding the action which the State Government considers fit to be taken by the University in the matters concerned and the University shall report to the State Government, within such time as the State Government may direct, the action which is proposed to be taken or has been taken by the University to give effect to such advice of the State Government.

(4) The State Government may, after considering the report referred to in sub-section (3), advise the University to take such further action in the matters concerned, as may, in the opinion of the State Government, be necessary, and the University shall take or cause to be taken such further action within such time as may be specified in that behalf by the State Government.

CHAPTER VI

Statutes, Ordinances and Regulations

Statutes.

51. Subject to the provisions of this Act, Statutes may be made to provide for all or any of the following matters:—

(a) the declaration of posts as posts of officers of the University referred to in Clause (8) of section 10;

(b) the establishment of authorities of the University referred to in clause (v) in section 22;

(c) the powers, duties, and terms and conditions of service of the officers of the University in so far as these have not been specifically provided for in this Act;

(d) the constitution, powers and duties of the authorities of the University in so far as these have not been specifically provided for in this Act;

(e) the rules and procedure for holding elections to the Governing Board and other authorities and bodies of the University;

(f) the holding of convocations to confer degrees, titles, diplomas, certificates and other academic distinctions, including honorary degrees and distinctions;

(g) the conditions for the registration of graduates of the University and for the maintenance of a register for registered graduates;

(h) the minimum qualifications for teachers and officers of the University;

(i) all other matters which under this Act are required to be or may be provided by Statutes.

How to make Statutes.

52. (1) The Governing Board shall take into consideration the draft Statutes proposed to be passed, after notice thereof has been given to the members of the Governing Board at least three weeks in advance of the date fixed for consideration of the same by the Governing Board. The Vice-Chancellor may direct a shorter notice in a matter which in his opinion is of an emergent nature. The Statutes shall be deemed to have been passed by the Governing Board if it is agreed to by a majority of total number of members of the Governing Board at the time.

(2) A Statute, passed in the manner provided in sub-section (1), shall be presented to the Chancellor for assent and shall come into force on being assented to by the Chancellor in consultation with the Minister.

(3) A Statute shall remain in force until repealed or amended by a new Statute similarly passed and assented to by the Chancellor.

Ordinances.

53. Subject to the provisions of this Act and the Statutes, Ordinances may be made to provide for all or any of the following matters:—

(a) the admission of students to the University and their enrolment;

(b) the levy or fees in University Departments, Faculties, Centres and in University Laboratories;

(c) the conditions of residence and rules of discipline of the students of the University and the levy of fees for residence in halls and hostels;

(d) the appointment of Teachers, officers and employees of the University, their emoluments, their duties and other terms and conditions of their service, in so far as these have not been specifically provided for in this Act or in the Statutes;

(e) rules for the institution of Provident Fund or other funds for the benefit of the Teachers, officers and employees of the University;

(f) rules for the establishment, maintenance and management of University Libraries, University Museums, halls and other University institutions, for study, research and residence;

(g) rules for the recognition of libraries, laboratories, museums, hostels, and institutions for study, research and residence, other than those established, maintained and managed by the University;

(h) rules for the imposition and collection of fees, fines and other dues payable to the University;

(i) the duties and functions of the Teachers of the University including the Heads of Departments;

(j) rules for the registration of students;

(k) the appointment, duties and remuneration of examiners;

(l) rules for the administration of gifts, endowments and benefactions, and for the institution and award of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes;

(m) rules and procedure for accepting grants and for raising or accepting loans other than loans from the central or any State Government or the University Grants Commission;

(n) all other matters which under this Act or the Statutes are required to be or may be provided by Ordinances.

How to make Ordinances.

54. (1) The Governing Board shall take into consideration drafts of Ordinances proposed to be passed, after notice thereof has been given to the members of the Governing Board at least three weeks in advance of the date fixed for consideration of the same by the Governing Board. The Vice-Chancellor may direct a shorter notice in a matter which in his opinion is of an emergent nature.

(2) An Ordinance shall be deemed to be passed by the Governing Board if it is agreed to by a majority of the total number of members of the Governing Board existing at the time.

(3) An Ordinance passed by the Governing Board in the manner provided hereinbefore in this section shall be submitted to the Chancellor for assent and shall come into force on being assented to by the Chancellor.

(4) An Ordinance shall, unless cancelled or modified by the Chancellor, remain in force until repealed or amended by a new Ordinance similarly passed and brought into force.

Regulations.

55. Subject to the provisions of this Act and the Statutes and the Ordinances, Regulations may be made to provide for all or any of the following matters:—

(a) the powers and functions of the Boards of Studies;

(b) the functions and duties of Teachers' Councils in Universities;

(c) the conditions for admission to the different courses of study and examinations of students;

(d) the rules for the conduct of University examinations;

(e) the courses of study and the division of subjects upon the recommendations of the Faculty of Post-graduate and Undergraduate Studies concerned;

(f) the minimum qualifications for the Teachers of the University as per guidelines of the University Grants Commission or any other appropriate authority;

(g) all other matters which under this Act or the Statutes or the Ordinances are required to be or may be provided by Regulations.

The Hindi University, West Bengal Act, 2019.

(Chapter VI.— Statutes, Ordinances and Regulations.— Sections 56, 57.— Chapter VII.— Miscellaneous and Transitory Provisions.— Section 58.)

How to make Regulations.

56. (1) The Governing Board or a Committee appointed by it shall take into consideration drafts Regulations, consistent with this Act and the Statutes and the Ordinances after notice of the proposed Regulations has been given to the members of the Governing Board at least three weeks in advance of the date fixed for consideration of the same by the Governing Board or the Committee appointed by it. The Vice-Chancellor may direct a shorter notice in a matter which in his opinion is of an emergent nature.

(2) A Regulation shall be deemed to be passed by the Governing Board if it is agreed to at a meeting of the Governing Board by a majority of the total number of members of the Governing Board existing at the time. A Regulation shall come into force immediately on being passed unless otherwise directed by the Chancellor.

(3) A Regulation brought in force under sub-section (2) shall remain in force until repealed or amended by a new Regulation similarly passed and brought into force.

Rules.

57. (1) The State Government may make rules for the purpose of carrying out any of the provisions of this Act.

(2) Every rules made under this section shall, as soon they are made, be laid before the State Legislature while it is in session.

CHAPTER VII

Miscellaneous and Transitory Provisions

Delegation.

58. (1) The Vice-Chancellor or, with the approval of the Vice-Chancellor, the Registrar, may, subject to the provisions of this Act, delegate such of his powers or duties conferred or imposed by or under this Act as may be provided by the Statutes to an officer of the University under his direct administrative control.

(2) Subject to the provisions of this Act—

(a) the Governing Board may delegate any of its powers or duties, conferred or imposed by or under this Act, to—

(i) the Vice-Chancellor,

(ii) a committee constituted from among its own members, or

(iii) a committee appointed in accordance with the Statutes;

(b) the Faculties of Post-graduate and Undergraduate Studies may delegate any of its powers or duties, conferred or imposed by or under this Act, to—

(i) the Vice-Chancellor,

(ii) a committee constituted from among its own members,

(iii) a committee constituted in accordance with the Regulations, or

(iv) any of the Board of Studies;

(c) the Finance committee may delegate any of its powers or duties, conferred or imposed by or under this Act, to—

(i) the Vice-Chancellor, or

(ii) a committee constituted from among its own members.

The Hindi University, West Bengal Act, 2019.

(Chapter VII.— Miscellaneous and Transitory Provisions.— Sections 59, 60.)

Completion of courses for students formerly registered to other University.

59. Notwithstanding anything contained in this Act, the Statutes, the Ordinances and the Regulations, any student of any college or institution affiliated formerly to the any other University, who was studying for any examination of such University, shall upon entering into the privileges of this University be permitted to complete his course and in preparation thereof and appear for examinations conducted by the such other former University or this University shall hold for such students, examinations in accordance with the curricula of study in force in the former University for such period as may be notified.

Transitory Provisions and repeal.

60. (1) The Chancellor shall, within three months from the date of publication of this Act in the *Official Gazette*, appoint a person to be the Vice-Chancellor under sub-section (4) of section 61, and he shall be the first Vice-Chancellor of the University and shall hold office for a period of one year, which may be extended by one year by the Chancellor in consultation with the Minister. The first Vice-Chancellor shall exercise all the powers and perform all the duties of the Vice-Chancellor under this Act.

(2) The first Vice-Chancellor shall, with the approval of the Chancellor and with the assistance of a committee consisting of not less than nine members nominated by the State Government, cause the first Statutes, the first Ordinances and the first Regulations of the University to be framed.

(3) The first Vice-Chancellor shall within one year from the date of his appointment or within such longer period, not exceeding two years from the date of his appointment, as the State Government may, by notification in the *Official Gazette*, direct, cause arrangements to be made for constituting the Governing Board, the Faculties of Post-graduate and Undergraduate Studies and the Boards of Studies in accordance with the provisions of the first Statutes, the first Ordinances and the first Regulations of the University as framed under sub-section (2), as if they had already come into force.

(4) If, for any reason,—

(a) the Constitution of the Governing Board and other bodies referred to in sub-section (3) cannot be completed within the period of office of the first Vice-Chancellor appointed under sub-section (1), then on the expiry of such period, the Chancellor may in consultation with the Minister, on such terms and conditions as he thinks fit, appoint the first Vice-Chancellor whose period of office has expired or another person to be the Vice-Chancellor for the purpose of this section for such period not exceeding two years as the Chancellor thinks fit, or

(b) a vacancy occurs in the office of the first Vice-Chancellor before the expiry of the period of his office, then, the Chancellor may, in consultation with the Minister, on such terms and conditions as he thinks fit, appoint another person to be the Vice-Chancellor for the purposes of this section for the unexpired portion of such period or such further period not exceeding three years as the Chancellor thinks fit, and references in this Act to the first Vice-Chancellor shall be deemed to include references to the Vice-Chancellor appointed under this sub-section.

(5) The State Government shall, by notification in the *Official Gazette*, appoint a date and on and from such date the Governing Board, the Faculties of Post-graduate and Undergraduate Studies and the Boards of Studies shall commence to exercise their respective functions and the first Statutes, the first Ordinances and the first Regulations of the University as framed under sub-section (2) shall come into force and shall be the first Statutes, the first Ordinances and the first Regulations of the University.

(6) The first Statutes, the first Ordinances and the first Regulations of the University shall remain in force until new Statutes, new Ordinances and new Regulations are made under the provisions of this Act.

(7) The first Vice-Chancellor may, subject to the approval of the State Government, and until constitution of the Hindi University, West Bengal Council, appoint such administrative, clerical and other teaching staff as he deems necessary for giving effect to the provisions of this section.

(9) On and from the appointed day—

(a) section 61 shall stand repealed and thereupon the Hindi University, West Bengal Council referred in sub-section (1) of the said section, and all bodies and all committees constituted by the said Council, shall stand dissolved;

(b) all affairs, functions or activities of the University, including studies and examinations, commenced and in progress before the appointed day, shall be deemed to be in progress as if they had been commenced by the University under this Act;

(c) all things done or deemed to have been done, and all actions taken or deemed to have been taken under any law in force for the time being, shall be deemed to be things done or actions taken by the University under this Act as if this Act had been in force when such things were done or actions taken provided that until the appointed day references to the Vice-Chancellor under any such law shall be deemed to be references to the first Vice-Chancellor under this Act.

(10) In construing the provision of section 23 and section 26, and in construing the provisions of the first Statutes, the first Ordinances and the Regulations of the University in relation to the constitution, under this section, of the Governing Board, the Faculties of Post-graduate and Undergraduate studies, and the Boards of Studies, references to the Heads of departments of teaching of the University, the University Professors, University Associate Professors, University Assistant Professors, and teachers of the University shall be deemed to be references to the persons holding offices respectively as the Heads of teaching Departments, Professors, Readers or Associate Professors, Lecturers or Assistant Professors and teachers of the College, if any, immediately before the date of appointment of the first Vice-Chancellor.

(11) The provisions of this section shall have effect notwithstanding anything to the contrary contained elsewhere in this Act or in any other law.

The Hindi University, West Bengal Council.

61. (1) With effect from such date as the State Government may, by notification in the *Official Gazette*, appoint, and until the appointed day all the powers and functions of the University, the Governing Board, the Faculties of Post-graduate and Undergraduate Studies, the Boards of Studies, the Finance Committee and all other authorities to be constituted under this Act or the Statutes or the Ordinances shall, respectively, be exercised and performed by a Council to be known as the Hindi University, West Bengal Council.

(2) The following shall be the members of the Council:—

(i) the Chancellor,

(ii) the Vice-Chancellor,

The Hindi University, West Bengal Act, 2019.

(Chapter VII.— Miscellaneous and Transitory Provisions.— Section 61.)

(iii) the Secretary, Higher Education Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal,

(iv) the Secretary, Finance Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal,

(v) Chairman, West Bengal State Council of Higher Education or his nominee,

(vi) the President, West Bengal Board of Secondary Education,

(vii) the President, West Bengal Council of Higher Secondary Education,

(viii) not less than ten and not more than fifteen persons nominated by the Chancellor in consultation with the Minister from amongst the persons interested in University education, Principals and teachers of colleges affiliated to other Universities and teachers of the University.

(3) The Registrar of the University shall act as the Secretary of the Council.

(4) The first Vice-Chancellor shall be appointed by the Chancellor in consultation with the Minister on the basis of recommendation made by a Search Committee comprising three eminent educationists constituted for this purpose by the State Government.

(5) The first Registrar, the first Finance Officer and such other officers of the University (including technical personnel) as may be required to be appointed from time to time shall be appointed by the Council on the recommendation of a committee consisting of the Vice-Chancellor as Chairman, a nominee of the Council, a nominee of the Chancellor and two nominees of the State Government, and subject to the supervision, direction and general control of the Vice-Chancellor, they shall exercise all the powers and perform all the duties conferred and imposed on them by or under this Act, or delegated to them by the Vice-Chancellor.

(6) The Council may, subject to the approval of the State Government, appoint such administrative, clerical and other staff (including technical staff) as it deems necessary for giving effect to the provisions of this section.

(7) The Council may, with the approval of the Chancellor, delegate any of its powers and functions to such body or bodies as may be constituted by it to carry on the functions of the Governing Board, the Faculties of Post-graduate and Undergraduate Studies, the Boards of Studies, the Finance Committee and all other authorities to be constituted under this Act or the Statutes or the Ordinances:

Provided that such delegation shall not prevent the exercise of any such power or discharge of any such functions by the Council.

(8) (a) (i) The Chancellor, or in his absence the Vice-Chancellor, shall preside over the meetings of the Council;

(ii) twenty-five *percent* of the members of the Council shall be a quorum for a meeting of the Council;

(b) twenty-five *percent* of the members of any Body constituted by the Council shall be a quorum for a meeting of such body.

(9) No act or proceeding of the Council or of any Body constituted by it shall be invalid or called in question by reason of the existence of any vacancy , initial or subsequent, in the Council or in any body constituted by the Council, as the case may be.

(10) The other provisions of this Act shall, if in conflict with the provisions of this section, stand modified to the extent provided in this section:

Provided that nothing in this sub-section shall affect the power of the Chancellor or the Vice-Chancellor under this Act.

(11) If a vacancy occurs in the office of the Vice-Chancellor by reason of death, resignation or expiry of his office or otherwise, the same shall be filled up by the Chancellor in consultation with the Minister.

(12) Any vacancy in the Council occurring by reason of death, resignation or otherwise shall be filled up by the Chancellor in consultation with the Minister, in so far as such filling up is not inconsistent with the provisions of this section.

(13) If, by reason of the other provisions of this Act, any difficulty arises in giving effect to the provisions of this section, the Council shall refer such difficulty to the State Government which may make such order or do such thing, not inconsistent with the provisions of this section, as appears to it to be necessary or expedient for removing the difficulty.

Removal of Difficulties.

62. If on account of any lacuna or omission in the provisions of this Act, or for any other reason whatsoever, any difficulties arises as to the first constitutions of any authority of the University under this Act, or otherwise in giving effect to the provision of this Act, the State Government, as occasion may require, may by order or notification do anything which appears to it to be necessary for the purpose of removing the difficulty notwithstanding anything to the contrary contained elsewhere in this Act or in any other law for the time being in force.

By order of the Governor,

SANDIP KUMAR RAY CHAUDHURI,
Secy. to the Govt. of West Bengal,
Law Department.

Published by Law Department, Government of West Bengal and
Printed at Saraswaty Press Ltd.(Government of West Bengal Enterprise), Kolkata 700 056.

1st STATUTES OF

HINDI UNIVERSITY OF

WEST BENGAL

Notification

In exercise of the power conferred by sub-section(2) of Section 60 of the Hindi University, West Bengal Act, 2019 (West Bengal Act XXI of 2019), the first Vice-Chancellor, with the assistance of the committee under that sub-section hereby frames the first statutes of the Hindi University, West Bengal, namely :-

CHAPTER- I

PRELIMINARY

1. Short title and commencement: —

(1) These Statutes may be called the Hindi University First Statutes 2023.

(2) They shall come into effect on the date of receiving approval from the Chancellor.

2. Definitions:—

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

(i) 'Academic year' means a period of twelve months commencing on the first day of July, every year;
(ii) 'Act' means the Hindi University Act, 2019 (West Ben Act XXI of 2019);
(iii) 'Chapter' means a chapter of these Statutes;
(iv) 'Undergraduate School' for the purpose of this Statute means the Schools for Under-Graduate Studies;
(v) 'School' for the purpose of this Statute means the School for Post-Graduate Studies;
(vi) 'Section' means the section of the Act;
(vii) 'Statute' means a statute of these Statutes;

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

CHAPTER- II

OFFICERS OF THE UNIVERSITY, THEIR POWERS AND FUNCTIONS

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

(i) Vice-Chancellor;
(ii) Registrar;
(iii) Finance Officer;
(iv) Law Officer;
(v) Controller of Examinations;
(vi) University Librarian;
(vii) Dean, Students Welfare;
(viii) University Engineer;
(ix) Medical Officer;
(x) Sports Officer;
(xi) Publication Officer;
(xii) Estate & Trust Officer;
(xiii) Development Officer;
(xiv) Systems and Support Officer (IT Cell);
(xv) Security Officer;
(xvi) Public Information Officer;
(xvii) Deputy Registrar;
(xviii) Deputy Controller of Examinations;
(xix) Deputy Librarian;
(xx) Assistant Registrars (P.G);
(xxi) Assistant Registrars (U.G);
(xxii) Audit and Accounts Officer;
(xxiii) Assistant Controllers of Examinations (P.G);
(xxiv) Assistant Controllers of Examinations (U.G);

(xxv) Assistant Librarians;

(xxvi) Assistant Engineer (Civil);

(xxvii) Assistant Engineer (Electrical);

(xxviii) Assistant Systems and Support Officer (IT Cell);

(xxix) Assistant Estate Officer;

(xxx) Assistant Security Officer;

(xxxi) Secretary, School of Post-graduate Studies in Humanities, Literature, Philology and Linguistic;

(xxxii) Secretary, School of Post-graduate and Under-graduate Studies in Indian Philosophy, Social Sciences, Cognitive Science and Comparative Literature;

(xxxiii) Secretary, School of Post-graduate and Under-graduate Studies in Science;

(xxxiv) Secretary, School of Post-graduate Studies in Education, Teacher's Training, Physical Education and sports;

(xxxv) Secretary, School of Post-graduate and Under-graduate Studies in Professional Studies;

(xxxvi) Secretary, School of Post-graduate and Under-graduate Studies in Fine Arts and Sculpture;

(xxxvii) Training and Placement Officer;

(xxxviii) Curator;

(xxxix) Superintendent, University Press.

4. Vice-Chancellor:—

(1) The Vice-Chancellor shall be a whole-time salaried Academic & Administrative 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:—

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

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

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

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

(e) if, in the opinion of the Vice-Chancellor, any emergency arises which, requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for approval at the next meeting to the Governing Board 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 Governing Board concerned, he may refer the matter to the Chancellor, whose decision thereon shall be final:

Provided further that, where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the Tribunal;

(f) it shall be the duty and the responsibility of the Vice-Chancellor to see that the academic standards in the post-graduate departments of the University as well as the undergraduate studies are maintained and improved in accordance with the provisions of the Act, the Statutes, Ordinances, Regulations and the Rules;

(g) in order to carry out the duties and the responsibilities, the Vice-Chancellor shall have the right to inspect or visit any academic department of the University and other institutions maintained or managed by, or affiliated to the University, or constitute a body to be deputed for the same purpose, and to instruct the Registrar

to prepare the report and submit the same to the relevant Schools for Post-Graduate Studies/ relevant School for the Undergraduate Studies;

(h) 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, as per the extant Rules of the State Government**;**

(i) 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 as per the extant Rules of the State Government;

(j) 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 Schools for Post-Graduate Studies/ relevant School for the Undergraduate Studies;

(k) the Vice-Chancellor shall have the power to suggest the Governing Board 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;

(l) 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**;**

(m) the Vice-Chancellor shall exercise such other powers as may be provided for by the Statutes, Ordinances, Regulations and Rules.

5. Registrar: —

(1) The Registrar shall be a whole-time salaried officer of the University. He shall be appointed by the Governing Board on the recommendation of a committee consisting of the Vice Chancellor as Chairperson, a nominee of the Chancellor, two nominees of

the Governing Board and a nominee of the State Government.

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

(3) The emoluments and 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) When the office of the Registrar is vacant or If the Registrar is for any reason temporarily unable to exercise the powers or perform the duties of his office, Vice-Chancellor may with the approval of the Governing Board appoint any Officer of the University, temporarily for a period not exceeding 6months or until the Registrar assumes the charge of his office again; whichever is earlier, to excise the power and perform the duties of the Registrar.

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

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

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

(a) be under the direct control of the Vice-Chancellor and the Governing Board;

(b) 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;

(c) 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;

(d) be the Secretary of the Governing Board;

(e) 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;

(f) be the member-secretary of any committee constituted by the Governing Board except as otherwise specifically provided;

(g) keep the minutes of the meeting;

(h) supply to the Vice 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;

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

(j) 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;

(k) 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;

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

(m) 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;

(n) 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;

(o) in case of issuance of work order(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 Governing Board, the Registrar shall countersign. Work done certificate(s)may be issued by the respective head of the department/branches with the counter signature of the Registrar;

(p) 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;

(q) 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 representative for the purpose;

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

(s) have such other powers and duties and perform such other functions as may be assigned to him 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. He shall be appointed by the Syndicate on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Syndicate and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.

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

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

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

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

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

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

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

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

(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 Vice Chancellor 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 Centres, Specialized Laboratories maintained by the University;

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

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

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

(xix) perform such other duties as may be provided in the Statutes, the Ordinances, the Regulations, the Rules and as may be assigned to him by the Governing Board 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 may consider necessary to discharge his financial responsibilities;

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

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

7. Controller of Examinations:—

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

(2) The Controller of Examinations shall be in-charge of the Examination office of the University and shall be responsible for the administrative arrangements, scheduling, evaluation and reporting of examinations, both Post-Graduate and Undergraduate and publication of the results of all such examinations and all other matters connected with such examinations. In all such matters hehe shall act under the supervision of the Vice- Chancellor.

(3) If the Controller of Examinations is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board may appoint an officer temporarily for a period not exceeding

six months to exercise the powers and perform the duties of the Controller of Examination.

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

(5) The Controller of Examinations shall:—

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

(ii) be present, if necessary, in the meetings of the Schools 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 shall not have the right to vote (unless a member of the committee), nor shall he send the papers of any committee of which he is not a member unless he is so requested;

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

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

(ix) attend the Chancellor and Vice Chancellor 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 School, and may investigate complaints relating to Examination matters, subject to the approval of the Vice Chancellor, in accordance with regulations made by Governing Board;

(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 or rule.

8.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 office, the Vice-Chancellor, with the approval of the Governing Board, may appoint a teacher or any officer temporarily for a period not exceeding six months or until the concerned officer assumes the charge of his office again; whichever is earlier, to exercise the powers and perform the duties of the University Librarian.

(3) He 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 to do.

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

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

(6) The University Librarian shall:—

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

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

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

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

(e) assume responsibility for compliance with copyright law, licenses, and Library

and University policies for specified products and services, explain related issues to library users;

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

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

(h) have the ability to interpret 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;

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

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

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

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

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

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

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

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

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

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

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

9. 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 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 Council Election as notified from time to time in the Regulations or the Rules;

(vii) be responsible, under the Chair of the Vice Chancellor, and as Member-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' Council in respect of matters involving administration (including, e.g., discipline, publicity, security, and academic programs etc);

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

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

(xiii) Chair the Students' Welfare Working Committee;

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

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

(xvi) ;

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

(xviii) 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;

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

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

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

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

(xxiii) be responsible through its office, in collaboration with the Librarian of the University, to make special provisions for the purchase or procurement of text books for the Book Bank to help the needy students;

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

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

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

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

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

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

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

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

10. 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 office, the Vice-Chancellor, with the approval of the Governing Board, may appoint any officer temporarily for a period not exceeding six months or until the concerned officer assumes the charge of his office again; whichever is earlier, to exercise the powers and perform the duties of the University Engineer.

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

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

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

(i) act as the Member-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 to do so under the Act.

11. Medical Officer:–

(1) Medical Officer(s) of the University shall be engaged by the Governing Board on honorary consultation contract on a consolidated honorarium, as may be decided by the Governing Board 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 recognized University and those who are granted recognition by the Medical Council can apply for the post. Qualified, experienced and 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/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 office by writing under his hand addressed to the Vice-Chancellor.

(7) In all such matters the medical officer shall act under the supervision of the Vice-Chancellor.

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

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

(b) 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;

(c) 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 the name of the individual clinician/doctor concerned.

12. Sports Officer:–

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

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

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

(4) If the Sports Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board may appoint any officer temporarily for a period not exceeding six months or until the concerned officer assumes the charge of his office again; whichever is earlier, to exercise the powers and perform the duties of the Sports Officer.

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

(6) The job description and profile of Sports Officer shall also be to address issues of health, crime and social inclusion, such as the National Health Scheme, Universities, Civil Societies, Sport's National Governing Bodies (NGBs) and regeneration initiatives. He has to work in partnership with government bodies to deliver government sports initiatives.

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

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

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

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

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

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

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

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

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

(h) check venues and managing facilities;

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

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

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

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

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

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

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

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

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

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

13. 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 Convener of the Publication Committee of the University**.**

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

(5) If the Publication Officer is for any reason temporarily unable to exercise the powers

and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board, may appoint Librarian or Deputy Librarian or any other officer temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Publication Officer.

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

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

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

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

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

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

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

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

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

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

(i) plan, manage, review and evaluate, within delegated authority, the operation of all the functional areas in Pre-Production (Front Desk, Desktop Publishing and Pre-Press), supervise the workflow between the various areas and, by fostering

comprehensive quality management, ensures the highest degree of efficiency, effectiveness and satisfaction in the coordination of requests by all the stakeholders of the University, and the production of documents, publications, and other materials submitted for desktop publishing, digital content production and printing services;

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

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

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

14. 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 office, the Vice-Chancellor, with the approval of the Governing Board, may appoint any officer 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 shall act under the supervision of the Vice-Chancellor.

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

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

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

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

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

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

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

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

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

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

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

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

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

(l) 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;

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

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

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

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

(q) ensure that all the works mentioned above under his jurisdiction shall be awarded after calling for open tenders by issuing advertisement in local news papers in two languages (one Bengali and one English).

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

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

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

15. 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 office, the Vice-Chancellor, with the approval of the Governing Board, may assign the Registrar temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Development Officer.

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

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

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

(a) 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;

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

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

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

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

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

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

(h) sanction of estimates in respect of Building works;

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

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

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

(l) prepare proposals and oversee Correspondence for institution of courses;

(m) prepare proposals for and oversee Correspondence for Awards of Post-Doctoral

Fellowship, Commonwealth Fellowship, INSA, Shastri Indo Canadian Fellowships, Rajiv Gandhi National Fellowship for SC/ ST students, Full bright Fellowships, SAP, etc.;

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

(o) 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.;

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

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

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

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

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

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

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

16. Systems and Support Officer (IT Cell):—

(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 Governing Board, may appoint any teacher have adequate

knowledge in IT and computer system, temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Systems and Support Officer.

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

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

(5) The Systems and Support Officer shall:—

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

(ii) plan and undertake scheduled maintenance upgrades;

(iii) plan and undertake establishing smart class rooms as and when required;

(iv) plan and undertake scheduled maintenance of smart class rooms;

(v) plan and undertake establishing studios for performing arts as and when required;

(vi) plan and undertake scheduled maintenance of studios for performing arts;

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

(viii) be responsible for breakdown of computers;

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

(x) repair equipment and replace parts of the computer software and hardware;

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

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

(xiii) supervise junior engineering and technical staff;

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

(xv) check computer equipment for electrical safety;

(xvi) maintain records of software licenses;

(xvii) meet/liaise with stakeholders to discuss requirements and/or project progress;

(xviii) create web site designs;

(xix) produce sample sites;

(xx) demonstrate and receive feedback about draft sites;

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

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

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

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

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

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

17. 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 office, the Vice-Chancellor, with the approval of the Governing Board, may appoint an officer temporarily for a period not exceeding six months or until the concerned officer resume his charge, whichever is earlier, 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 Security Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.

(5) The Security Officer shall:-

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

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

(c) 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;

(d) 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;

(e) 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;

(f) 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, or knowingly misappropriate such property;

(g) 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;

(h) 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;

(i) 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;

(j) 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;

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

(l) 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.

18. Public Information 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 Governing Board, may appoint any officer temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Systems and Support Officer.

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

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

(5) The 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 appellate authority, as the case may be specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be.

19. 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 assist the counsel representing the University in all legal proceedings before the Court of Law.

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

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

(5) In addition to give advice to the University on all legal matters, the Law Officer shall also advise the University for amending the University laws Statutes, Regulations or

Ordinances, as and when deem necessary.

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

20. Deputy Registrar: —

(1) The Deputy Registrar shall work under the supervision of the Registrar and shall assist him in the performance of his functions and shall also perform such other functions as may be assigned to him by the Registrar and/or Vice Chancellor from time to time.

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

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

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

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

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

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

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

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

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

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

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

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

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

(m) assist in preparing papers for creation of Teaching & Non-Teaching posts;

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

(o) 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, DAAD fellowship 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 by the UGC;

21. Deputy Controller of Examinations: —

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

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

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

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

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

(iv) assist the Controller of Examinations in arrangement for conducting the examinations of the University properly accordance with the provisions of statutes

and regulations concerning them;

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

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

(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 Government;

(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.

22. Deputy Librarian: —

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

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

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

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

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

(d) keep record of publishers and book, software, hardware, or electronic service vendors, both foreign and 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;

(e) keep vigil for compliance of copyright law and University policies.

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

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

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

(i) assist the Librarian to perform curatorial duties;

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

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

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

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

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

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

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

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

23. Assistant Registrars (P.G):—

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

24. Assistant Registrars (U.G):—

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

25. Audit and Accounts Officer: —

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

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

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

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

(c) be responsible for preparation and presentation of Annual Audited Accounts of the University and place it to the Finance officer for submission to the Finance Committee for recommendation to the Governing Board;

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

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

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

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

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

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

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

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

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

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

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

26. Assistant Controllers of Examination (P.G):—

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

27. Assistant Controllers of Examination (U.G):—

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

or the Vice-Chancellor.

28. Assistant Librarian: —

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

29. 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 by the Engineer. The Assistant Engineer (Civil)shall also assist the Estate officer and Trust Officer with permission from the Engineer.

30. 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 by the Engineer. The Assistant Engineer (Electrical)shall also assist the Estate officer and Trust Officer with permission from the Engineer.

31. Assistant Systems and Support Officer (IT Cell):**—**

The Assistant Systems and Support Officer shall work under the direct supervision of the Systems and Support Officer, and shall perform such functions with regard to the technological and software developments of the University and as may be assigned to him by the Systems and Support Officer.

32. Assistant Estate Officer:—

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

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

(a) 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;

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

33. Assistant Security Officer: —

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

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

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

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

34. Secretaries:—

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

(2) There shall be Secretaries for each Schools of Undergraduate Studies, referred to these Statutes. However, in the absence of Secretary for any particular School for Undergraduate Studies, the Secretary of any other School for Undergraduate Studies may additionally officiate, on approval of Governing Board, that particular School 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 Schools for Undergraduate Studies. The Registrar shall perform the duties of Returning Officer during the elections in the Schools.

35. Training and Placement Officer: —

(1)Training and Placement Officer shall be the whole-time Officer of the University and shall be appointed by the Governing Board on such terms and conditions as may be decided by it.

(2)He shall be under the direct control of the Registrar and shall remain in-charge of the University Employment, Information and Guidance Bureau, and shall help the graduates of the University in obtaining suitable training and employment and to contact employers for the purpose and shall assist the Registrar in preparing plans and in the matter of implementation of programme relating to welfare activities of the students.

(3)He shall also perform such other duties and functions as may be assigned to him by the Registrar, time to time.

36. Curator: —

(1) The Curator shall be a whole time Officer of the University and shall be appointed by the Governing Board 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 establishment, maintenance and development of Museum & Art Gallery;

(ii) be responsible for the proper maintenance of the Stock Register which shall contain entries of all materials in possession of the Museum & Art Gallery and in

getting the entries duly authenticated by such person or persons as may be authorised in this behalf by the Governing Board;

(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 Governing Board, through a Committee as may be constituted by it in this behalf;

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

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

37. Superintendent, University Press:—

(1) The Superintendent, University Press shall be a whole time Officer of the University and shall be appointed by the Governing Board on such terms and conditions as may be decided by it.

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

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

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

38. Other Officers:—

All other Officers under the Act shall be whole-time salaried officers of the University. 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.

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

a. Teachers:

(1) 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 State Government from time to time.

(2) Any teacher of Hindi University 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.

(3) 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.

(4) 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.

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

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

b. Officers:-

(1) 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.

(2) Except as specifically prescribed by the Act and the Statutes, no member of the Governing Board, the Schools of Post-graduate and Undergraduate 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 office as such member of the concerned authority from the date on which he is so appointed.

(3) Save as otherwise in the Act, appointments to all posts of Officers of the University shall be made on the recommendation of the Selection Committee as may be

constituted by the Governing Board from time to time, and in accordance with such procedure and methods as prescribed under the Act.

(4) Unless the terms of contract in any particular case provided otherwise, an Officer of the University shall be entitled to such leave as may be admissible to him as the State Government may, by order, determined from time to time.

(5) The Governing Board shall be competent to initiate disciplinary proceedings against an Officer of the University for gross misconduct or for the violation of the provisions of the Act, the Statutes, Ordnances, Regulations, and Rules of the University or the terms of his appointment or any other indiscipline.

(6) 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 State Government from time to time.

(7) Terms of service of every officer shall be as per extant Government Orders.

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

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

(b) the date of his birth;

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

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

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

(f) remarks: if any.

Explanation I:– Entries relating to the age of an Officer of the University shall be made on the basis of his age as recorded in his Matriculation, Higher Secondary, Madhyamik Examination Certificate, School Leaving 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 without, remuneration, other than that of his 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 Governing Board.

(a) Any officer of Hindi University 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.

(c) Overtime Allowances will be provided to the officer of University with the concurrence of Finance department, Govt. of West Bengal.

c. Non-Teaching staff:-

(1) Any non-teaching staff of University **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.

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

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

(4) Each non-teaching staff be responsible to complete their University assignments. In case of exigency if beyond office hours duties are required, no extra remuneration shall be paid for that extra duties.

(5) Each non-teaching staff be responsible to maintain punctuality, sincerity and honesty in his work.

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

(7) Disciplinary action be taken in the case of any kind of misconduct or violation of provision of law, negligence in pursuing duties and responsibilities of the university.

(8) Each non-teaching staff be responsible to update himself if required to pursue assigned duties.

(9) The daily attendance register of the non-teaching staff of 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 Governing Board, may, in the interest of the University take such action as he deems fit.

CHAPTER- III

AUTHORITIES OF THE UNIVERSITY

40. The Deans: —

(1) There shall be a Dean for each School for Post-Graduate Studies/ / U.G Council 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 School for Post-Graduate 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 in their Faculty;

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

(iv) assist the Vice Chancellor in establishing P.G/ U.G Board of Studies / Research Studies of the departments in their Faculty;

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

(vi) connect the University with national higher education institutions, national and international colleges, 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; 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;

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

(ix) 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;

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

(xi) liaise with Under Graduate Schools on undergraduate admissions and on student academic matters;

(xii) oversee the work of the Post Graduate School on academic matters;

(xiii) oversee examination matters at Post Graduate School/ 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.;

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

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

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

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

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

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

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

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

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

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

(xxiv) 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;

(xxv) 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;

(xxvi) advise on cases of promotions (due as per State Government rules) of the Faculties of the University;

(xxvii) 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;

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

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

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

(xxxi) submit recommendations to the Vice Chancellor regarding faculty who applies for study leave;

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

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

(xxxiv) 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;

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

(xxxvi) approve appointments for Program and Area Coordinators;

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

(xxxviii) 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;

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

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

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

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

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

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

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

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

(xlvii) represent the Vice Chancellor at any official functions, when asked so to do by Vice-Chancellor.

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

41. Board of Studies: —

Each Department of the University attached to the concerned Schools shall have a P.G Board of Studies and U.G Board of Studies for both Postgraduate and Undergraduate levels, which will oversee the functioning of all academic pursuits.

42. Constitution of Board of Research Studies attached to the Schools for Postgraduate Studies: —

(1) Save as hereinafter otherwise provided**,** there shall be a Board of Research Studies for M. Phil / Ph. D Programme for each academic department, with tenure of four years with Vice Chancellor as its Chairperson, attached to a School for Postgraduate Studies and managed by Ph. D Section of Controller of Examination, 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, the Vice Chancellor shall select the Examiners of Ph D candidates and permit candidature, evaluation and award Doctor of Science and Doctor of Literature based on the recommendation of the Examiners and report to the Governing Board. The procedure and function of Board of studies shall be prescribed by notification in the University Regulations.

43. Constitution of Board of Studies attached to the Schools for Postgraduate Studies: —

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

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

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

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

department of studies,

(c) at least one 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.

44. Constitution of Board of Studies attached to the Schools for Undergraduate Studies: —

(1) Save as hereinafter otherwise provided, there shall be a Board of Studies, for a term of four years attached to a School for Undergraduate 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) at least one external experts, 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.

45. 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 Registrar;

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

(iv) One member of the Governing Board nominated by the Governing Board

(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.

46. Powers and Functions of the Finance Committee:—

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

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

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

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

(5) Five 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 Governing Board 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 Governing Board for examination and approval prior to its transmission to the Governing Board;

(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 Governing Board for examinations and approval; and

(iv) Prepare financial and accounts rules with the approval of the Governing Board.

(11) The Finance Committee may call for any paper bearing on any financial proposal or any item of accounts under its consideration or in making its recommendations on the annual accounts or the budgetary financial estimates referred to in sub clause (ii) and (iii) of clause 10.

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

(13) The Finance Committee shall maintain watch over the progress of income and expenditure provided for in the Budget and shall make such reports to the Governing Board, 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 School of studies.

(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) Governing Board 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 School meetings. The non-confidential 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 tele-conference facilities where their physical attendance is precluded.

47. The Library Committee: —

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

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

(ii) Registrar (ex-officio);

(iii) the Deans of the Schools for Post-graduate Studies (ex-officio);

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

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

(vi) all the Deans of the respective Schools for Post-Graduate Studies; the Heads/ Director or his representative of the Department/Centre/School of the respective Post-graduate and Undergraduate Studies;

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

(viii) one member to be nominated be the Governing Board from amongst its members;

(ix) one member of the Governing Board to be nominated by the Vice-Chancellor; and

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

(2) The term of office of the members, other than ex-officio members, shall be as specified in the Act or four years in absence of the provision in the Act. One third of the total number of members shall form the quorum for a meeting of the Committee.

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

(4) The Member-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 Governing Board on general policies in terms of which the University library may be used and to make recommendations in regard to such use;

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

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

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

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

(vii) to frame rules from time to time in respect of,-

(a) the use of the library by the members of the, the Governing Board and other Authorities of the University, the University teachers and students, 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 Governing Board, the Schools 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 Governing Board for confirmation. The Governing Board 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.

48. 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 Registrar;

(iii) the Deans of the Schools for Post-Graduate Studies;

(iv) three members of the Governing Board nominated by the Vice Chancellor;

(v) four members from the Schools for Post-Graduate Studies one from each School nominated by the respective School;

(vi) the Finance Officer;

(vii) the University Engineer;

(viii) the Development Officer – Convener.

(2) The Planning and Development Committee shall advise the Governing Board on the following matters:—

(i) formulation of development proposal under five-year plan for any new schemes submitted from different Schools 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 Governing Board.

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

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

49. Students Welfare Board:—

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

(i) the Vice-Chancellor – Chairperson;

(ii) the Registrar;

(iii) the Deans of the Schools for Post-Graduate Studies;

(iv) the Medical Officer;

(v) the Sports Officer;

(vi) Superintendants of the hostels;

(vii) General Secretary, Student Council of the University;

(viii) four teachers- one from each School nominated by the respective School;

(ix) One non-teaching staff nominated by the Governing Board;

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

(2) The Students Welfare Board shall advise the Governing Board 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 Governing Board.

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

50. Sports Board:—

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

(i) the Vice-Chancellor – Chairperson;

(ii) the Registrar – Secretary;

(iii) the Sports Officer – Assistant Secretary;

(iv) the Placement and Students Welfare Officer;

(v) Medical Officer (Whole time as Member or Part time as Invitee)

(vi) four teachers, one from each School for Post-Graduate Studies of whom at least one shall be a lady teacher, nominated by the Governing Board;

(vii) three University Blues nominated by the Governing Board;

(viii) two non-teaching employees of the University nominated by the Governing Board;

(ix) the General Secretary of the Students Council;

(2) The Sports Board shall advise the Governing Board 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 Governing Board.

(4)The Sports Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the Registrar 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 in 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.

51. 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 his 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.

(4) The rules and procedures for its working shall be framed by the School with the approval of the Governing Board 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.

52. 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 and in absence of both the Assistant Professor shall hold office for a period of two years preferably on rotational basis approved by the Vice Chancellor, 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 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 Schools/ committees/ boards as necessary and/or given in the Act/ Statutes/ Ordinances/Regulations/Rules;

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

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

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

(xvi) serve as communication 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 of Studies is enunciated hereunder:—

(i) the office of the Head of the Department of 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 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 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 Governing Board:

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 Assistant Professors in the substantive post in the Department, until another Professor or Associate Professor joins the Department.

(a) Every teacher holding-a 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 thinks fit, exempt a teacher from accepting the office of the Head of the Department on receipt of an application from him in this behalf.

(b) If the Head of a Department of Studies is on leave for a period more than 7 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 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 does not resume his duty on the expiry of the said period, he 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 place would continue as such automatically, and shall hold the said office for two years excluding the period he 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 7 days or less, the period for which the latter served as Head of the Department shall not count towards his two years' tenure when appointed Head of the Department on his regular turn.

(c) In order that no difficulty arises in the handing over of the charges of the office of the Head of a Department of Studies to his 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.

53. University Committees:—

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

(i) Academic Events, Convener: Development Officer;

(ii) Adult Continuing Education and Extension Cell, Convener: Any Professor or Associate Professor of the University nominated by the Governing Board, if required;

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

(iv) Building, Convener: University Engineer;

(v) Canteen, Convener: Dean, Student Welfare;

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

(vii) Disciplinary Committee for Students, Convener: Any Dean of Faculty of the University nominated by the Governing Board;

(viii) Equivalence, Convener: Registrar;

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

(x) Grievance Redressal, Convener: Registrar;

(xi) Hostel, Convener: Dean, Student Welfare;

(xii) Internal Quality Assurance Cell, Convener: Any Professor or Associate Professor or Assistant Professor of the University nominated by the Governing Board;

(xiii) Library, Convener: Librarian;

(xiv) National Cadet Corps, Convener: Any Professor or Associate Professor or Assistant Professor of the University nominated by the Governing Board;

(xv) National Social Service Cell, Convener: Any Professor of the University nominated by the Governing Board;

(xvi) Publication Committee, Convener: Publication Officer;

(xvii) Purchase and Tender, Convener: Registrar;

(xviii) Committee Against Sexual Harassment, Convener: Senior-most female Professor/ Associate Professor/ Assistant 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: Registrar.

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

CHAPTER- IV

PROCEDURES OF ELECTIONS OF VARIOUS AUTHORITIES OF THE UNIVERSITY

54. General:—

(1) Except as may be specifically provided otherwise, all elections to the Governing Board 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 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;

(ii) Register of Associate Professors of the University Departments;

(iii) Register of Assistant Professors of the University Departments;

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

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

(vi) Register of Librarians of the University;

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

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

(ix) 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 (3) the Registering Authority shall, in the first instance, prepare or cause to be prepared a draft Register relating to every constituency in such manner as he may deem necessary:

Explanation-I:— ‘‘Regular Post-Graduate Student” shall mean a student who has been prosecuting his studies in a Post-Graduate Department of the University, and who is not in default of payment of the prescribed tuition fees and other dues of the University till such date as may be notified by the University 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 election or till such time he ceases to be a regular Post-Graduate student of the University, whichever is earlier.

Explanation III:— A Regular Undergraduate student elected under any clause shall hold office for a period of three years from the date of his election or till he ceases to be a regular student, whichever is earlier;

Explanation IV:— ‘‘Research Scholar and Research Fellow of the University’’ shall mean a whole-time/part-time Research Scholar or Research Fellow of the University;

Explanation V:— 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.

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 University Librarian;

(iii) the Development Officer;

(iv) the University Engineer;

(v) the Security Officer; and

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

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

(ii) the non-inclusion of his name in the draft Register, or

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

(7) 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.

(8) 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.

(9) Whenever an objection has not been dismissed under paragraph (8), a copy thereof shall forthwith be forwarded by the Registering Authority to the person to whom the objection relates, unless he himself is the objector. While doing so, the Registering Authority shall specify the last date by which such person may send his reply to the

objection if he wishes to do so. Any reply that such person may send shall be addressed to the Registering Authority in duplicate and shall reach him within ten days from the date on which the copy of the objection was forwarded to him by the Registering Authority. A copy of such reply shall be sent by the Registering Authority to the objector.

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

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

(i) the grounds on which the objector relies;

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

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

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

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

(14) 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 (11).

(15) Registers as prepared under paragraph (14) 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.

(16) The Registers as authenticated under paragraph (15) 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.

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

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

Provided that in the event of any fresh appointment, for the purpose of inclusion in the relevant Register of the name of the elector concerned, the procedure laid down in paragraphs (1) to (18) shall be observed *mutatis mutandis;* whereas in other events the Registering Authority shall make necessary amendment or correction *moto perpectuo.*

(19) The Vice-Chancellor may at any time direct the revision of any Register referred to in these Statutes if he 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 (18) 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.

(20) 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.

(21) 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.

(22) The Returning Officer shall thereupon prepare a consolidated list of such electors with such particulars relating to them as he may consider necessary, which shall constitute the Electoral Roll for the purpose of electing specified number of regular student representatives to the Schools for Post-graduate Studies and the Schools for Undergraduate Studies, respectively:

(23) Forthwith upon compilation of the list under clause ((22) 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 Governing Board from this constituency, only the electors constituting the Electoral College shall be entitled to be nominated as candidates.

(24) In holding the elections for constituting the Electoral College and in the process of election of specified number of regular student representatives to the Schools for Post-graduate Studies and the Schools for Undergraduate Studies, respectively, by the Electoral College, the procedure laid down in this Statute, shall be followed.

55. Elections to the Governing Board: —

(1)For the purpose of constitution of the Governing Board elections will be held to elect a member or members as the case may be, namely—

(i) the Teachers from the Schools of Post-graduate and Under-Graduate Studies;

(ii) the Officers of the University; and

(iii) the Non-Teaching employees of the University.

(2) Whenever an election is required to be held in the above-mentioned constituencies for the purpose of constituting the Governing Board, the Returning Officer shall call upon the appropriate constituency to elect a member or members as the case may be.

(3) When calling upon a constituency to elect a member or members, the Returning Officer shall give notice, in such manner as he deems fit, of the intended election, inviting nominations of candidates for election and specifying the last date(s) fixed

for filing nominations, the date, time and place for scrutiny of nomination papers, the last date for withdrawal of candidature, the date of poll and the time and place at which, and the person to whom, the nomination papers are to be delivered and also the date(s) on which the votes shall be counted, if necessary.

(4) Unless the Vice-Chancellor or the Governing Board directs otherwise, the Registrar shall be the Registering Authority in respect of the electoral roll of every constituency.

(5) For the purpose of election to a particular Authority of the University, no person shall be entitled to have his name included in the electoral rolls of more constituencies than one in respect of that Authority. If a person is qualified to have his name included in the electoral rolls of more than one constituency, he shall have the option to have his name enrolled in one only of such constituencies, at his choice:

Provided that every elector who is eligible for having his name included in the electoral rolls of more constituencies than one, shall give a declaration indicating such choice during the preparation of the draft electoral rolls. An elector may obtain a copy of the electoral roll on payment of such fees as may be fixed by the Registering Authority in this behalf:

(6) For the purpose of an election, the Registering Authority or such other person as the Vice-Chancellor may appoint in this behalf, shall be the Returning Officer. He shall be responsible for the proper conduct of the election and shall perform the duties assigned to him under these Statutes.

(7) Any person may be nominated as a candidate at an election if his name is included in the electoral roll of the constituency concerned, provided that he is not subject to any of the disqualifications under the Act.

(8) On or before the date fixed for filing nominations, every candidate for election shall deliver or cause to be delivered to the Returning Officer in his office a nomination paper in the prescribed form between such hours as may be specified by the Returning Officer. The Returning Officer shall give a serial number to every nomination paper delivered to him and hand over to the person delivering the nomination paper a certificate of such delivery:

Provided that 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 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 authorized agents as may be present, scrutinizes all nomination papers which have been delivered to him. A candidate who is absent at the scrutiny may authorize only one agent to represent him at the scrutiny. After such scrutiny, the Returning Officer shall display in his Notice Board a list of all the candidates, whose nomination papers have been accepted by him as valid, specifying therein the last date for withdrawal as may have been fixed. At the scrutiny, the Returning Officer shall declare a nomination paper to be invalid and reject it, if—

(i) it has been delivered in a manner which contravenes any of the foregoing provisions or;

(ii) it has not been duly filled in and signed; or

(iii) the candidate's and the proposer's names are not included in the relevant electoral roll; or

(iv) the candidate is subject to any of the disqualifications referred to in the foregoing paragraph.

(11) The Returning Officer shall declare every nomination paper to be valid and shall accept it if it has not been rejected.

(12) Any candidate whose name appears in the list of candidates may withdraw his candidature by a notice in writing in the prescribed form. Every such notice shall be signed by the candidate and delivered personally by him to the Returning Officer in his office between such hours as may be specified by the latter for the purpose, on or before the date fixed. The Returning Officer shall hand over to the person delivering a notice of withdrawal a certificate of such delivery.

(13) In an election—

(a) if the number of 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

(b) if the number of contesting candidate is less than the number of seats to be filled at the election, the Returning Officer shall, on expiry of the time limit fixed for withdrawal of candidature, declare all such candidates to have been duly elected. The Returning Officer shall, as soon as possible thereafter, call upon the constituency concerned to elect a person or persons to fill the remaining seat or seats in the manner prescribed; or

(c) if the number of contesting candidates exceeds the number of seats to be filled at the election, the Returning Officer shall display in his Notice Board a list of the contesting candidates in alphabetical order of their first names in English spelling and a poll shall be taken on the date or dates fixed.

(14) At an election, the poll shall be taken (by Secret personal ballot) at such polling station or stations as may be specified by the Returning Officer. Ballot papers to be used at every election shall be serially numbered and the names of the contesting candidates shall be printed on each ballot paper in English and/or in Bengali as the Returning Officer may decided:

Provided that while determining the serial order of the names to be printed on the ballot paper, the alphabetical order of the first names of the contesting candidates in English spelling shall be maintained.

(15) A person whose name is not included in the electoral roll of a constituency shall not be entitled to vote in that constituency.

(16) At an election, an elector shall have as many votes as there are persons to be elected but shall not have the right to record more than one vote in favour of anyone candidate.

(17) At every election excepting in the case of an election by postal ballot, the Returning Officer shall, by an order in writing, allot one or more polling stations as he may consider necessary. Where more polling stations than one have been allotted by the Returning Officer, he shall, by an order, specify which of the electors are assigned by him to each such polling station. Every elector shall be given notice of the date

and hours fixed for taking the poll and the polling station to which the elector has been assigned, in such manner as may be decided by the Returning Officer. An elector whose name appears in the list of voters assigned to a particular polling station shall be entitled to vote at that polling station only.

(18) For every polling station the Returning Officer shall appoint a Presiding Officer from among the employees of the University, who shall make all necessary arrangements for taking the poll at that polling station and shall conduct the poll there on the polling day. The Returning Officer shall provide the Presiding Officer of every polling station with-

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

(b) all necessary forms,

(c) ballot papers,

(d) envelopes,

(e) a brass seal,

(f) sealing materials,

(g) ballot box, if necessary,

(h) specific marker, and

(i) an amount as may be determined by the Returning Officer to enable the Presiding Officer to meet contingent expenses as may be necessary for conducting the poll.

(19) The Returning Officer may appoint such person as he may decide to assist the Presiding Officer in taking the poll at the polling station, from among the employees of the University.

(20) The poll shall be taken at each polling station on the polling day between such hours as the Returning Officer may have fixed in this behalf for that polling station.

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

(a) that the name of the person who makes the request for the issue of a ballot paper is included in the copy of that part of the electoral roll which relates to the polling station;

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

(22) When the Presiding Officer is so satisfied, he shall issue a ballot paper and an envelope to the elector. While doing so, he shall place a mark on his copy of the electoral roll against the name of the elector to indicate that a ballot paper has been issued to the latter. The serial number of the ballot paper issued to an elector shall not be recorded on the electoral roll or anywhere else by any person:

Provided that in the cases of elections from constituencies in which Ballot Boxes are provided, no envelope shall be issued to an elector along with the ballot paper:

Provided further that in case an elector is physically handicapped or incapacitated to the extent that he cannot record his vote or votes on the ballot paper himself, he may request the Presiding Officer to record his vote or votes in his presence and on his behalf.

(23) On receiving the ballot paper, the elector shall proceed to one of the places set apart for voting and shall secretly record his vote or votes on the ballot paper by placing a tick (√) mark with the supplied specific marker against the name or names of contesting candidates, as the case may be, in whose favour he desires to vote. The Presiding Officer shall make such arrangements as may be necessary to ensure that the elector is enabled to record his vote or votes secretly. An elector shall not sign or initial his ballot paper or make any other mark thereon which may disclose his identity. After he has recorded his vote or votes, the elector shall fold the ballot paper so as to conceal his vote or votes and shall place it inside the envelope supplied to him. He shall then deliver the envelope to the Presiding Officer. The envelope shall forthwith be closed and sealed by the Presiding Officer:

Provided that at elections from such other constituencies as the Returning Officer may determine, an elector shall, after recording his vote or votes on the ballot paper, drop the same into a Ballot Box kept for the purpose.

(24) An elector shall have no right to vote after the hour fixed for the close of the poll:

Provided that all electors who are present at the polling station at that hour shall be allowed to vote.

(25) All the envelopes received from the electors and sealed shall be kept in a packet by the Presiding Officer, excepting in the cases where Ballot Boxes are provided. The Presiding Officer shall keep an account in the prescribed form of all ballot papers supplied to him by the Returning Officer. He shall complete and sign the account after the close of the poll.

(26) If an elector has inadvertently torn, defaced or otherwise spoilt his ballot paper in such a way that it cannot be used as a ballot paper he shall instantly report the fact and return the spoilt ballot paper to the Presiding Officer who shall thereupon issue another ballot paper to the elector:

Provided that no other ballot paper shall be issued to an elector who has also spoilt the second ballot paper so issued to him.

(27) All spoilt ballot papers returned to the Presiding Officer shall be endorsed by him as 'Cancelled' and kept in a separate packet.

(28) Immediately after the close of the poll, the packets or the ballot boxes, as the case may be, shall be sealed and the papers and other materials shall be placed in separate covers or packets which shall also be sealed.

(29) On each cover or packet containing the papers and other materials the Presiding Officer shall clearly indicate-

(i) the particulars of the election;

(ii) the name of the polling station;

(iii) the date of the poll; and

(iv) the nature of the contents of the cover or packet.

(30) The Presiding Officer shall then forward to the Returning Officer the following by special messenger, so as to reach him before the date fixed for counting of votes-

(i) the packet of used ballot papers or the ballot box used, as the case may be:

(ii) the unused ballot papers and the unused ballot box, if any;

(iii) the packet of spoilt ballot papers;

(iv) the Ballot Paper Account;

(v) the copy of the electoral roll marked in accordance with the provisions of these Statutes;

(vi) the Seal; and

(vii) any other papers, or statements relating to the election as the Returning Officer may direct.

(31) At an election when the Returning Officer counts the votes immediately after the close of the poll, it may not be necessary to seal any of the covers or packets except after the counting of votes have been completed.

(32) During the poll at any polling station, if it becomes impossible to complete such poll by reason of any disturbance or natural calamity or for any other reason, the Presiding Officer shall adjourn the poll and shall immediately report to the Returning Officer the full facts of the case and the reasons for such adjournment. As soon as he adjourns the poll, he shall close and seal the covers and packets as if the poll had been completed and shall retain them for disposal.

(33) On receipt of such report, the Returning Officer shall forthwith place the matter before the Vice-Chancellor who may give such directions, as he considers fit, to the effect that-

(i) the poll which was adjourned be cancelled in respect of the polling station and a fresh poll be taken at the polling station on another date; or

(ii) the adjourned poll be resumed and completed at the polling station on another date.

(34) In either case, the Returning Officer shall fix a date and the polling hours for taking such fresh poll or for resuming such adjourned poll at the polling station, as the case may be, and shall give notice to the electors in such manner as he may deem fit of such date and the polling hours. When the Vice-Chancellor has directed a fresh poll at a polling station the procedure provided in this Statute shall be followed for such poll. All sealed covers and packets relating to the adjourned poll shall, be forwarded by the Presiding Officer to the Returning Officer for safe custody and shall not be opened.

(35) When the Vice-Chancellor has directed the resumption and completion of a poll which was adjourned, such adjourned poll shall be resumed and completed on the

date fixed for the purpose by the Returning Officer. The Presiding Officer shall, at the commencement of such resumed poll, open the covers or packets which relate to the poll that had been adjourned and which contain the papers mentioned in items (ii), (v), (vi) and (vii) of paragraph (30) and shall use the contents of such covers or packets for the purpose of completing the poll. He shall not open any of the other covers or packets which relate to the poll that was adjourned. A fresh form of ballot paper account shall be used by the Presiding Officer at such resumed poll. Only such electors who did not vote on the day the poll was adjourned shall be entitled to vote during such resumed poll. At the close of the resumed poll, the Presiding Officer shall forward to the Returning Officer, along with the covers and packets relating to the resumed poll, the unopened sealed covers and packets which related to the poll that had been adjourned.

(36) For the purposes of elections from any other constituencies as may be determined from time to time by the Vice-Chancellor, the poll shall be taken by secret postal ballot.

(37) In every case of an election, where the poll shall be taken by secret postal ballot, the Returning Officer shall, within twenty days from the date of publication of the list of contesting candidates, send by Registered Post, to each elector of the constituency concerned, a ballot paper along with an envelope and an outer cover addressed to the Returning Officer for the return of the ballot paper.

(38) Every voter on receipt of the ballot paper shall record his vote or votes thereon in the manner indicated on the ballot paper. The voter shall then place the ballot paper inside the envelope, close it and the closed cover containing the ballot paper shall be placed inside the outer cover addressed to the Returning Officer. The voter shall thereafter send the cover to the Returning Officer by Registered Post or deliver the same to him in person or through messenger at his own cost, but in either event the cover containing the ballot paper shall reach the Returning Officer within 5 p.m. of the last date as may be fixed by the Returning Officer in this behalf.

(39) In every case of election by postal ballot, the last date fixed under paragraph (38) shall be treated as the date of poll in respect of the constituency concerned and no cover containing the ballot paper received thereafter shall be taken into account for

the purpose of the election. The Returning Officer shall be responsible for the safe custody of the covers containing ballot Papers delivered to him daily either by post or in person.

(40) On the date and at the time and place fixed for the counting of votes, the Returning Officer shall open the sealed packets and the envelopes contained therein or the sealed ballot boxes, as the case may be, and then proceed to count the votes in the manner prescribed in this paragraph. He may also open the covers or packets, but shall do so only if he considers it to be necessary for enabling him to count the votes or to dispose of any objections relating to the election satisfactorily.

(41) As the envelopes or the sealed ballot boxes are opened the ballot papers contained therein shall be arranged in a bundle or bundles. The Returning Officer shall thereafter proceed to scrutinize the ballot papers one by one and shall reject every ballot paper or vote which he finds to be invalid. He shall record in a statement the total number of valid votes given to each contesting candidate.

(42) A ballot paper or a particular vote, as the case may be, shall be invalid if-

(i) the ballot paper is spurious; or

(ii) the ballot paper contains no record of voting; or

(iii) the ballot paper has been marked in such a manner that it cannot be ascertained in favour of which candidate the vote has been recorded; or

(iv) any mark has been made upon the ballot paper which discloses the identity of the elector; or

(v) the number of votes recorded thereon exceeds the number of scats to be filled at the relevant election; or

(vi) there is an erasing of voting mark on the ballot paper; or

(vii) if a ballot paper contains any mark other than a tick (√), or if the markings is made at a place other than the place indicated in the ballot paper.

(43) If more- tick (√) marks than one have been made on a ballot paper against any candidate's name, they shall be counted as one vote only, provided the total number of markings thus made does not exceed the total number of seats to be filled at the election,

(44) When a tick (√) mark has been so made on a ballot paper as to render it doubtful to which candidate the vote has been cast, the ballot paper shall be rejected as invalid if one member only is to be elected; and if more members than one are to be elected, only the vote or votes recorded by such mark(s) shall be rejected as invalid while every other validly marked vote on the ballot paper shall be counted. The decision of the Returning Officer as to the validity of a ballot paper or a vote shall be final.

(45) In case the poll could not be completed before the date fixed for counting of votes, the Returning Officer shall forthwith defer the counting to another date and time. He shall give notice to every contesting candidate of the date, time and place which have been appointed by him for the counting of votes.

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

(a) In a case where the number of 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 deems fit;

(b) In a case where the number of seats to be filled exceeds one, the Returning Officer shall prepare a list of candidates arranged in the descending order of the number of valid votes secured by each, mentioning the number of votes against each. He shall declare such number of candidates from the top of the said list as the number of seats is to be filled, to have been duly elected;

Provided that when two or more candidates secure an equal number of votes and when both or all of them cannot be declared elected, the question as to which of them shall be declared to have been elected shall be decided by the Returning Officer by the drawing of lots in such manner as he deems fit.

(c) After the result of the election is declared, the Returning Officer shall seal up in separate packets the valid and the invalid ballot papers. He shall mark each such packet with a description of its contents, the particulars of the election, the name of the constituency and the date of the counting. He shall also replace in sealed

covers or packets the contents of such covers or packets, if any, as he may have opened. He shall keep all such sealed covers and packets in his safe custody for a period of three months after the date of the counting, or if any dispute arises regarding the election, until such disputes are finally disposed of. All such covers and packets shall be destroyed after the expiry of such period.

(47) The following persons, and no others, shall be allowed by the Presiding Officer to stay inside polling station during the poll—

(i) the Vice-Chancellor;

(ii) the Returning Officer and or any officer authorised in writing in this behalf by the Vice- Chancellor;

(iii) the Returning Officer and or any officer or persons appointed by the Returning Officer to assist the Presiding Officer in taking the poll; and

(iv) every contesting candidate and/or an agent from the respective constituency of such contesting candidate, authorised by him in writing in this behalf.

(48) The following persons, and no others, shall be allowed by the Returning Officer to be present at the counting of votes—

(i) the Vice-Chancellor;

(ii) the Returning Officer and or any officer authorised in writing in this behalf by the Vice-Chancellor;

(iii) the Returning Officer and 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 in writing in this behalf.

(49) Except as otherwise provided in these Statutes, the Vice- Chancellor shall have the power to prescribe and determine the forms of notice, letters of intimation, ballot paper and all other forms and papers necessary for holding an election.

(50) The Vice-Chancellor shall have the power to direct the holding of an election in anticipation of any vacancy that is due to occur within three months.

(51) The membership of an elected person to fill a vacancy, shall take effect in the case of an anticipatory election, from the date of occurrence of the vacancy, and in every other case, from the date of declaration of the result of the election. A casual

vacancy in the office of an elected member of any authority of the University shall be filled by that Authority by election at a meeting to be convened for the purpose by the Registrar on such date (being not later than three months from the date of occurrence of the vacancy) and at such time and place as may be appointed by the Vice-Chancellor in this behalf, provided that at least seven days' notice of such meeting shall be given to the members of the Authority concerned. At the meeting of the Authority so convened, the members thereof may propose names of persons representing the interest which the member whose seat has become vacant represented. If the number of persons proposed for election to the Authority be less than or equal to the number of the members to be elected, the 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 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 casting vote. Any casual vacancy in the office of a nominated member of any Authority of the University shall be filled within a period of not later than three months from the date of occurrence of such vacancy.

(52) An election shall not be invalidated by reason merely of any vacancy existing among the persons entitled to vote at such election.

(53) An election otherwise valid shall not be invalidated merely by reason of loss or delay during transmission or non- receipt of any notice or information meant for electors or a candidate which was duly sent by the Returning Officer.

(54) Any notice, intimation or information which is required to be given or sent or notified to any person under these Statutes shall be sent or notified in such manner as the Registering Authority or the Returning Officer, as the case may be, may

consider expeditious or appropriate, unless otherwise specified under these Statutes in any particular case.

(55) In an election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the Act, these Statutes or any law for the time being in force as he may consider necessary for the proper holding of the election and subject to the decision given by the Election Tribunal on a reference made to it, if any, under 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 Governing Board in terms the Registrar shall convene meetings of the members concerned of the relevant Authorities namely Schools of undergraduate studies. Before convening meetings, the Registrar shall secure the concurrence of the Vice-Chancellor in writing and the dates for such meetings shall be fixed in consultation with him. No other business shall be transacted in such meetings and the election of members from the respective bodies to the Governing Board shall constitute the single item for the said meetings.

56. Procedure of Elections to Governing Board: —

(1) For the purpose of elections to the Governing Board, the Registrar shall convene meetings of the members concerned of the relevant Authorities, namely, —

(i) the Schools for Post-graduate Studies;

(ii)-the Schools for Undergraduate Studies.

(2) Before convening meetings, the Registrar shall secure the concurrence of the Vice-Chancellor in writing and the dates for such meetings shall be fixed in consultation with him. No other business shall be transacted in such meetings and the election of members from the respective bodies to the Governing Board 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 Governing Board shall be completed within three months excluding intervening vacations if any from the date on which (i) the, Governing Board (ii) the Schools for Post-graduate Studies and (iii) the Schools 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 shall have no right to vote.

(5) At such meetings a member from the appropriate constituency may propose, as candidates, the names of as many members or less including himself as there are seats to be filled at the election. A member who is absent at the meeting shall be entitled to propose in writing the names of candidates for election provided that every such proposal has been sent so as to reach the Registrar before the commencement of the meeting

(6) A list of the names of all the candidates who have been so proposed and who are eligible to seek election shall be prepared at the meeting by the 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 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 vote or votes secretly by entering on a slip of paper, to be supplied to him for the purpose, the serial numbers of the candidates in whose favour he wishes to vote. He shall fold the

slip of paper so as to conceal his vote or votes and deliver the same to the 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 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 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 deems fit.

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

(11) **Constitution of Election Tribuna**l: — There shall be an Election Tribunal comprising the following members:—

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

ii. (ii) one person having knowledge of law to be nominated by the State Government as member; and

iii. (iii) one person to be nominated by the Vice-Chancellor as member.

CHAPTER-V

MEETINGS OF THE GOVERNING BOARD

57. Meetings of the Governing Board: —

(1) The Governing Board 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 Governing Board may also meet at such other times as it may, from time to time, decide.

(2) Not less than 10 days' notice in writing shall be given to the members for every meeting of the Governing Board. Not less than 5 days before the date fixed for meeting, the Registrar shall send to each member agenda paper. No matter other than what is included in the agenda paper and the supplementary agenda paper, if any, shall be considered at the meeting:

Provided that the Vice-Chancellor shall have the power in case of urgency to bring any other matter before the meeting.

(3) The Vice-Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than one-third of the members of the Governing Board, convene a meeting of the Governing Board. A meeting on such requisition shall be held within 10 days of the receipt of the requisition by the Vice-Chancellor.

(4) Not less than seven days' notice in writing shall be given to the members for a special meeting. An agenda paper shall be sent to each member along with such notice. No matter other than that included in the agenda papers and the supplementary agenda papers, if any, shall be considered at the meeting.

58. Motions and Amendments: —

(1) Any member who wishes to move a motion at a meeting of the Governing Board shall give notice of such motion by forwarding a copy thereof to the Registrar so as to reach him not less than seven days before the date of the meeting.

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

(a) due notice has been given;

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

(c) it shall not raise any issue which does not come wholly within the purview of the Governing Board;

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

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

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

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

(3) If a motion fails to comply with any of the conditions referred to in paragraph (2), the Chairperson shall refuse to admit it or to allow it to be moved in a meeting.

(4) Every motion which complies with the conditions referred to in paragraph (2) shall be admitted and allowed to be moved in the meeting for which the motion has been tabled. The decision of the Chairperson in—

(a) admitting any motion, or

(b) refusing to admit it, or

(c) allowing it to be moved, or

(d) disallowing it to be moved shall be final.

(5) In case a motion is disallowed to be moved, the mover shall have the right to read out the motion with the permission of the Chairperson.

(6) When the Chairperson refuses to admit a motion under paragraph (3), the Registrar shall intimate the fact to the member who gave notice of the motion, but shall not be bound to intimate the reason for such refusal.

(7) Any member who desires to move an amendment to a motion included in the agenda papers relating to an ordinary meeting shall forward a copy of such amendment to the Registrar so as to reach him not less than 5 days before the date fixed for the meeting.

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

(a) of which due notice has not been given as prescribed in paragraph (1); or

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

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

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

(e) which fails to comply with any of the conditions referred to in paragraph (2).

(9) Every amendment which complies with the provisions of this Statute shall be admitted and allowed to be moved in the meeting. The decision of the 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 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.

59. Procedure in general: —

(1) The Chancellor, or, in his absence, the Vice-Chancellor shall preside at meetings of the. Governing Board. 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 Governing Board shall be a quorum for a meeting of the: Governing Board:

Provided that such quorum shall not be required at Convocation of the Governing Board:

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

(2) If there is no quorum within thirty 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 opinion is urgent. Save as aforesaid, it shall not be necessary to give notice in respect of an adjourned meeting.

60. Order of business:—

At every meeting of the Governing Board, matters shall be taken up for consideration in the following order:—

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

(b) matters proposed—

(i) by the Governing Board,

(ii) by the Vice-Chancellor,

(iii) by the Schools for Post-graduate Studies,

(iv) by the Schools for Under-graduate Studies,

(v) by the members of the Governing Board, and

(c) any other matter.

61. Motions and amendments that may be moved without notice: —

(1) Notwithstanding the provisions of the foregoing Statutes, no previous notice shall be required in respect of —

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

(b) a motion to adjourn the debate; or

(c) a motion to adjourn the meeting; or

(d) a motion to dissolve the meeting; or

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

(f) a motion to remit any matter to an authority for reconsideration of its decision, report or recommendation which has been placed before the meeting: or

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

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

(i) a motion that the question be put.

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

(3) A motion to appoint a Committee under clause (h) of paragraph (1) may include directions to the Committee and shall specify a date within which a report shall be submitted by the Committee to the University. Whenever any such Committee is appointed, the Governing Board 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.

(a) an amendment to a motion moved under clause (h) of paragraph (1);

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

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

(6) 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.

62. Procedures in meetings: —

(1) A member who desires to speak shall rise in his place and address the Chairperson only. When a member rises to speak, his name shall be called out by the Chairperson

and he shall not be entitled to speak until his name has been so called out. If more members than one rise at the same time, only the member whose name is called out by the 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 speech if the speaker's argument becomes offensive, embarrassing, scandalous or irrelevant. Save in exercise of a right of reply, a member shall not be entitled to speak more than once on the same matter. A member may, with the permission of the Chair make a statement on any matter arising out of the debate.

(3) No member shall rise to speak while another member is speaking:

Provided that a member may, with the permission of the Chair rise even while another member is speaking to explain any expression used by himself which may have been misunderstood by the Speaker but in every such case he shall confine himself strictly to such explanation.

(4) If the 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 decisions on all points of order. The Chairperson may at any stage of the proceedings, at his discretion, or at the request of a member, explain the scope or effect of any motion or amendment which is before the meeting.

(6) Any motion standing in the name of a member who is absent from the meeting may be moved by any other member present but only with the consent in writing from the mover:

Provided that, a motion that has been withdrawn cannot be so moved.

(7) Every motion which is moved must be seconded. In case it is not seconded, it shall lapse.

(8) A motion may be withdrawn by the mover at any time before it is moved; and when it has been withdrawn, all amendments to the motion shall lapse. After a motion has been seconded, any member may move an amendment thereto if the 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 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.

63. 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 shall cast the same.

(3) After putting any question to vote the Chairperson shall call for an indication of the opinion of the Governing Board 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.

64. Protest: —

Any member who intends to protest against a motion passed at a meeting of the Governing Board 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.

65. Minutes: —

(1) Within seven days after every meeting of the, Governing Board, 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 five days of the issue of the draft minutes, communicate to the Registrar any exceptions he may take to the correctness thereof. The draft minutes and the exceptions taken, if any, shall be laid for consideration before the next meeting of the Governing Board 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 considers objectionable or the publication of which is, in his opinion, not in the interest of the University.

(3) Once every 12 months or at such other intervals as the Governing Board may determine, the final minutes of the meeting of the Governing Board held within the period shall be circulated to each member of the Governing Board.

66. Miscellaneous:—

(1) No matter which has been decided by the Governing Board 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 Governing Board and recorded in its minutes.

(3) The Chairperson may direct any member whose *conduct* is, in his 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 may obtain a decision of the Governing Board on any matter by circulation. In every such case, a notice of the motion or proposal on which the decision of the Governing Board is sought, shall be circulated to every member of the Governing Board along with an explanatory memorandum. A member may within 15 days of such notice communicate to the Registrar his acceptance or otherwise of the motion or proposal. Such motion or proposal will be deemed to have been adopted by the Governing Board 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 Governing Board shall be invalidated merely by reason that any member has not received a notice or agenda papers provided it has been duly issued.

CHAPTER-VI

DISCIPLINE AND CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

67. 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 official duties or exercise of power conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.

(4) No employee shall, without express permission of the Vice-Chancellor, engage directly or indirectly in any trade or business whatsoever or any other work which in the opinion of the Vice-Chancellor may interfere with the proper discharge of his duties, provided, however, that this clause shall not apply to any work undertaken by any member of the staff in connection with the work of a University or a corporate body other than those engaged in trade and industries.

(5) No employee 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 by the Vice-Chancellor.

(7)An employee shall require doing extra work as may be assigned to him 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 public duties or carry on directly or indirectly any business or undertaking or use his position as a University employee to help such business or undertaking. However, he may undertake honorary work of a social or charitable nature or; work of a academic, literary, artistic' or scientific character, provided that his official duties do not suffer thereby but the appointing authority may, in its discretion, at any time, forbid him to undertake, or require him to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his time as to interfere with his official duties.

(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 Governing Board:—

(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 Tele Vision or Internet broadcast or in any document published/ electronically disseminated anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterances, make any statement of fact or opinion which brings disrepute to the University, and has the effect of any adverse criticism of any current or recent policy or action of University or of another University or of the Department of Higher Education, Government of West Bengal, or of the State Government and/ or which is capable of embarrassing the relations between Universities of the state or country, 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 may happen to be for the time being; not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug; refrain from consuming any intoxicating drink or drug in a public place; not appear in a public place in a state of intoxication; not use any intoxicating drink or drug to excess; be in the University premises with possession or use of weapons; and conduct in a fashion that can be construed as sexual harassment of a colleague(s).

(15) Every employee of the University shall not, except with the previous sanction of the appropriate authority, accept either directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family so to accept from any person any gift of more than trifling value:

Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions, when the making/ receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value should be reported to the appropriate authority and the gifts shall be disposed of in such a manner as the appropriate authority may direct; If a question arises whether any gift is of trifling value or not, or where the concerned employee is in any doubt whether a gift offered to

him is of a trifling value or not, a, reference shall be made to the appropriate authority and the decision of the Governing Board 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 in this behalf, instruct the University to start disciplinary proceeding against such earring employee, which the University shall comply.

68. 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 Governing Board 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 Governing Board be detrimental to the interest of the University or the institution he is serving;

(xviii) plagiarism;

(xix) commission of any offence involving moral turpitude;

(xx) engaging in any unauthorized work, gainful or otherwise;

(xxi) engage in sexual harassment of colleagues and students;

(xxii) Violation any/ all clauses given in Statute 69.

69. Disciplinary Action: —

Disciplinary action, including imposition of penalties, may be taken by the Governing Board 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.

70. Disciplinary Authority: —

Subject to the provisions hereinafter the Vice-Chancellor of the University shall be the disciplinary authority in respect of employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the Registrar of the University shall be disciplinary authority provided that the disciplinary authority shall not be entitled to impose any punishment other than "censure to be recorded in his Service Book for future reference" on any employee and in case the disciplinary authority is of opinion that the gravity of offence probed may warrant imposition of any punishment other than "censure to be recorded in his Service Book for future reference", it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Governing Board for passing the final order as the Governing Board may deem appropriate. It shall be for the Governing Board, with two-third majority, in such case to decide whether the finding of the disciplinary authority should be accepted or not.

71. Penalties: —

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter.

(i) Censure, recorded in his Service Book for future reference;

(ii) withholding of increment or promotion including the stoppage of increment and efficiency bar, if any;

(iii) reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing of the future increments of his pay;

(iv) reduction to a lower time-scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his seniority and pay on restoration to that grade, post or service;

(v) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;

(vi) compulsory retirement;

(vii) suspension from service, which shall not be disqualification for future employment under the University;

(viii) dismissal from service, which shall ordinarily be a disqualification for future employment under the University.

72. Preliminary Enquiry: —

Whenever a complaint is made against an employee of the University about the committing of an act of misconduct, it shall be competent for the disciplinary authority described hereinbefore, to carry out a preliminary inquiry before commencing the formal disciplinary proceedings referred to hereinabove. Such preliminary inquiry may be made either by the disciplinary authority himself or by some other person(s) authorised by the said authority to carry out the inquiry. Such person(s) need not be connected with the

University. This preliminary inquiry will be in the nature of a fact finding inquiry for the purpose of enabling the disciplinary authority to ascertain whether there is a prima facie case which will justify the commencement of formal disciplinary proceedings. The disciplinary authority, however, need not carry out such preliminary enquiry, if the said authority does not consider it to be necessary. It shall be competent for the Governing Board, 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.

73. Procedure for Imposing Penalties: —

(1) No order imposing of the penalties 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-

(a) a statement of relevant facts including any admission or confession made by the employee;

(b) 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 defence and to state whether he 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 (ii) (b) 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 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 written statement of defence appear before the disciplinary/ inquiring authority, such authority shall ask him whether he admits or pleads guilty to any of the articles of charge and shall record the plea, sign the record and obtain the signature of the employee thereon. Thereupon the disciplinary/ inquiring authority shall return the findings of guilt or otherwise in respect of these articles of charge to which the employee pleads guilty. The disciplinary/ inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty or claims to be tried, require the University or its representatives to produce the evidence by which it is proposed to prove the article(s) of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee needs such time for the purpose of preparing his defense;

(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 (ii) (b);

(b) submit a list of witnesses to be examined on his 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 (ii) (b);

(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;

(a) 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;

(b) The disciplinary/inquiring authority shall allow the employee an opportunity to cross examine the witnesses, if any, examined on behalf of the University in support of the charge and shall also allow the employee to examine such witnesses in support of his defence as may be considered relevant in the context of the charge;

(c) 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;

(d) in such a case where the disciplinary authority is not authorized to impose the required penalty upon the employee, he shall forward his report together with records of the disciplinary proceedings to the Governing Board for consideration

and necessary action. The Governing Board 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 Governing Board shall be entitled to pass a final order imposing any of the punishments upon the employee except those mentioned in the forgoing Statutes;

(e) if the inquiry has been conducted by an inquiring authority other than the disciplinary authority, then the inquiring authority shall forward the inquiry report together with the records of the inquiring proceedings to the disciplinary authority and the disciplinary authority shall consider the records of the inquiry and record its findings on each charge and thereafter the procedure mentioned in the sub-paragraph-(l) shall be followed;

(f) if the Governing Board, 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 Governing Board agreement, if any, with the findings of the disciplinary /inquiring authority;

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

(g) the Governing Board 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;

(h) an order passed by the Governing Board under clause-(o) shall be communicated to the employee in writing by the Registrar;

(i) 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.;

(j) 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.

74. Special Procedure in Certain Cases: —

Where the Governing Board imposes any penalty on an employee—

(i) on the ground of conduct which has led to his conviction on a criminal charge or on the strength of facts or conclusion arrived at in a judicial trial;

(ii) who has absconded or where for other reasons it is impracticable to communicate with him.

75. Suspension: —

(1)The Governing Board may place an employee under suspension on recommendation of the disciplinary authority, Vice-Chancellor or the Registrar, as the case may be;

(a) where the disciplinary proceedings against him is contemplated for/ pending or;

(b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority—

(a) with the effect from the date of detention, if he is detained in police custody on a criminal charge for a period exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/ duration of police custody' can be made by the Governing Board by vide notification in the University Regulation from time to time;

(b) with effect from the date of his conviction, if, upon such conviction, he is sentenced to a term of imprisonment exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/duration of police custody' can be made by the Governing Board 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 Governing Board of Law and the case is remitted for further enquiry or action with any other direction his suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

(4) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his basic pay and allowances in full.

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

(6) An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.

76. Pay and Allowances on Reinstatement: —

When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or Reviewing Authority, as the case may be, may grant him for the period of his absence from duty—

(i) if he is honorably acquitted, the full pay and allowances other than the travelling allowance to which he would have been entitled, if he had not been dismissed or removed or suspended, less the subsistence grant;

(ii) if otherwise, such proportion of pay and allowances as the Disciplinary, Appellate or Reviewing Authority may determine;

(iii) in a case falling under clause (i) the period of absence from duty will be treated as a period spent on duty;

(iv) in a case falling under clause (ii) the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.

77. Appeal against Order Imposing the Penalties: —

An appeal against the order imposing any of the penalties by the Governing Board 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 Governing Board. 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 Governing Board may determine by resolution.

78. 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.

79. Period of Limitation for Appeal: —

No appeal preferred shall be entertained unless such appeal is preferred within the period of ninety days from the date on which a copy of the order, appealed against, is delivered to the employee concerned.

Explanation: The word 'delivered' in this Statute shall mean and include sending of the order to the employee concerned by registered post with acknowledgement due for a lapse of period of thirty days from the date of posting of the order. If the employee concerned does not otherwise acknowledge in writing the receipt of the order or if he refuses to accept the order sent by registered post, his appeal shall not be entertained:

Provided that the tribunal or Appellate Authority, as the case may be, may entertain an appeal after the expiry of the said period if sufficient cause for not preferring the appeal in time is shown.

80. Procedure of Appeal: —

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

(2) The appeal shall be presented to the authority to whom the appeal lies and it shall contain all materials statements together with a copy of the order sought to be appealed against and documents on which the appellant wants to relay. The

language in the petition of appeal shall not be disrespectful or improper and shall be complete in itself.

(3) The authority which made the order appealed against, on receipt of a copy of the appeal shall forward its comments thereon, if any, together with the relevant records to the Tribunal or Appellate Authority without any avoidable delay.

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

81. Appellate Authority: —

The Governing Body shall constitute an Appellate Authority consisting of the following members, namely:—

(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;

(iii) one person to be nominated by the Governing Body.

82. 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.

CHAPTER-VII

LEAVE RULES FOR UNIVERSITY EMPLOYEES

83. Classification of employees of the University: —

(1) 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.

(2) 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) The Leave Rules laid down in the chapter, shall be subject to the Leave rules and conditions of the State Government, as may be amended from time-to-time.

(c) 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.

(3) The following kinds of leave shall be admissible to the 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, and

(xiii) Paternity-Cum-Child Leave.

(i) 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.

(ii) 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 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 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 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 be combined with any other kind of leave except casual and quarantine leave.

(iii) Sick Leave:

(a) An employee may be granted leave on full pay for ten 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 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.

(iv) Commuted Leave:

(a) An employee will be entitled to commute the half-pay leave that he 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.

(v) 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.

(vi) Study Leave:

(a) Subject to issuance of Govt. Orders. Study Leave for advanced study and training which are not taught in a regular or semi academic course directly related to a teacher's work in the university may be granted to a permanent employee by the University/Governing Board provided the concerned employee has put in at least five years of continuous service and is not due to retire there from within three years of his return from such leave. There shall be a gap of at least three years between two periods of such leave. Governing Board 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 furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him 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.

(vii) 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 twenty-one days or in exceptional circumstances for a period not exceeding thirty 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) Small Pox (Not Chicken Pox);

(ii) Scarlet Fever;

(iii) Plague (Bucokmenic or Bubonic);

(iv) Typhus;

(v) Cerobro-spinal meningitis; and

(vi) COVID-19.

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

(i) Dysentery;

(ii) Enteric Fever (Typhoid fever);

(iii) Malta fever;

(iv) Paratyphoid fever.

(e) Quarantine leave may be availed with other leave.

(viii) 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 addressed 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.

(ix) 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) Governing Board 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 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:

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

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

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

(4) 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 a University employee is granted extra-ordinary leave in terms of the provision contained in sub-clause (iii) of clause (b) he shall be required to execute a bond undertaking to refund to the University actual amount of expenditure incurred by the University having such leave in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three days 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.

(x) 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 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 is 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.

(xi) Leave On Duty:

An employee may be granted leave of absence on duty for a maximum period of thirty 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;

(d) 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:

Provided further that the date of annual increment in the time scale of pay shall not be deferred on account of an employee being on leave of absence on duty.

(xii) Child Care Leave:

As per the extant Government rules, the benefit of Child Care Leave (CCL) is extended for a maximum period of 2 (two) years, i.e.,730 days to the regular whole-time permanent female teaching and non-teaching 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.

(xiii) Paternity- Cum-Child Care Leave:

Paternity-Cum-Child Care Leave may be granted to the regular male employees with less than 2(two) surviving children, and 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 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.

(4) **Conditions of Leaves:**

(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 affected and end on the day preceding 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 both

affixed or prefixed to holidays. When leave is combined with a holiday, by both prefixing and affixing it, than such holidays shall be reckoned as leave in calculating the amount 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 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 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 and, in any case, within three days of such absence unless he 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 overstay of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his recorded address asking him 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. If during the course of disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him (unless he 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 over stayal 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 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 Governing Board, 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 attains the age of superannuation for retirement under the terms and conditions governing his 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 credit, earned leave shall be deducted from the accumulated earned leave of an employee;

(5) **Leave for Contractual Non-Teaching Staff Including Officer:**

He 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: 14 (Fourteen) days per year;

(b) Sick Leave: 10 (Ten) days per year.;

(c) Earned Leave: 15 (Fifteen) days per year;

(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 his service. Maternity leave can be combined with sick leave supported by a medical certificate;

(e) Quarantine Leave: As per 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 duty during vacations/holidays.

CHAPTER-VIII
PROVIDENT FUND

93. Provident Fund: — Every whole-time teacher, whole time librarian 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 in this behalf by the State Government from time to time.

CHAPTER IX
DEGREES, DIPLOMAS AND CERTIFICATE

84. Degrees Diplomas and Certificates: —

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

(2) The degree, diploma and certificate scrolls shall be in the forms given in Schedule B of this statute.

Schedule – A

List of Degrees/ Diplomas/ Certificates to be awarded by the University shall be as follows:—

(a) Doctor of Science.
(b) Doctor of Literature.
(c) Doctor of Philosophy.
(d) Master of Philosophy.
(e) Master of Business Administration/Management.
(f) Master of Science.
(g) Master of Arts.
(h) Master of Commerce.
(i) Master of Education.
(j) Master of Law.
(k) Master of Computer Applications.
(l) Master of Library & Information Science.
(m) Master of Physical Education.
(n) Bachelor of Education.
(o) Bachelor of Physical Education.
(p) Bachelor of Science.
(q) Bachelor of Arts.
(r) Bachelor of Commerce.
(s) Bachelor of Computer Applications.

(t) Bachelor of Law.

(u) Bachelor of Business Administration/Management.

(v) Bachelor of Library & Information Science.

(w) Certificate for distinguished teacher.

(x) Bachelor or Master of any other subject approved by the Governing Board, as per extant rules of the State Government.

(y) Various Diplomas and certificates to be approved by the respective School or Department.

Schedule – B

LOGO

This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor Chancellor

LOGO

This is to Certify that the degree of Doctor of Literature in this University was conferred Honoris Causa on ..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

Certified that ……..was admitted to the Degree of Doctor of Philosophy (Law) of the University on ……..(date of award) and that the

degree was conferred on him at the Convocation held on …….(Month)…….(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

LOGO

Certified that ……..was admitted to the Degree of Doctor of Philosophy (Computer Applications) of the University on ……..(date of award) and that the degree was conferred on him at the Convocation held on …….(Month)…….(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

LOGO

Certified that ……..was admitted to the Degree of Doctor of Philosophy (Education) of the University on ……..(date of award) and that the degree was conferred on him at the Convocation held on …….(Month)…….(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

LOGO

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

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Business Administration from this University in the year 20..... under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Science from this University in the year 20.....under the Semester Examination System in ……(Subject) being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Arts from this University in the year 20.....under the Semester Examination System in ……(Subject) being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Commerce from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

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

LOGO

This is to certify that ..... obtained the degree of Master of Physical Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Computer Applications from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Law from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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 was placed in the ..... class.

Vice-Chancellor

LOGO

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

Vice-Chancellor Chancellor

LOGO

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 was examined having been..... and that he was placed in the ..... Class.

Vice-Chancellor Chancellor

LOGO

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

Vice-Chancellor Chancellor

The format of all other certificates and diplomas shall be similar to the format given in Schedule B of this statute.

CHAPTER-X

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

85. Convocation:—

(1) A convocation shall ordinarily be held once in a year on a date or dates and at such times and places as may be fixed by the Governing Board.

(2) Not less than fourteen days' notice shall be given for the holding of a convocation; but in the case of a Convocation held for the purpose of conferring any honorary degree, such shorter notice as the Vice-Chancellor may consider fit and proper, may be given.

(3) Degrees of the University shall be conferred and such medals and Post-Graduate Diplomas and certificates as may be specified in this behalf by the Governing Board shall be awarded at a Convocation of the University.

(4) On the recommendation of the Governing Board, the university may confer honorary Degrees (Honoris Causa) and other academic distinctions on such persons of eminence as may be determined from time to time.

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

(6) All Degrees and Honorary Degrees (Honoris Causa) shall be conferred and the Medals, Diplomas and Certificates be awarded by the Governing Board at a Convocation to the recipients present thereat or in absentia.

(7) Ordinarily the Degrees shall be conferred and the Medals, Diplomas and Certificates awarded, on presentation at Convocation in the following order namely:

(a) Honorary Degrees in the order determined by the Vice-Chancellor;

(b) Special Medals in the order determined by the Vice-Chancellor;

(c) Doctors' Degrees in the order of Schools;

(d) Masters' Degrees and Post-Graduate Diplomas and Certificates in the order of Schools and such other Post-Graduate Diplomas and Certificates as may be decided by the Vice-Chancellor in this behalf;

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

(8) For the purpose of the conferment of Honorary Degrees, the recipients of such Degrees shall be presented by the Vice-Chancellor to the Chancellor or, in the absence of the Chancellor, by the senior most Dean of the School to the Vice-Chancellor.

(9) The Officer so presenting the recipient of an Honorary Degree shall address the Chair and say 'Sir, I am privileged to present to you……. for the conferment of the Degree of ……. *Honoris causa,* which has been recommended by the Governing Board and confirmed by the Chancellor' and may, in his discretion, at such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;

(10) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon, say, "The Governing Board of the Hindi University University is pleased to confer upon you the Degree of……. *Honoris causa*," and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;

(11) Following the conferment of honorary Degrees, Special Medals shall be awarded by the Vice-Chancellor, on presentation by the senior most Dean of the Schools to those to be thus honored.

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

(13) After the conferment of Honorary Degrees and the award of Special medals, the Vice-Chancellor shall say, "Mr. Chancellor, Distinguished Guests, Members of the University community, Ladies and Gentlemen, - We now come to the significant and impressive ceremony of conferring Degrees and awarding Diplomas and Certificates to those students who have been examined and found qualified to receive them. All of those Degrees, Diplomas and Certificates have been recommended by the appropriate

academic authority and by the Governing Board. The candidates for the Doctors' and Masters' Degrees, Diplomas and Certificates will be presented by the appropriate Dean.

(14) Candidates for the Doctors' Degrees shall be presented School wise in the order laid down in sub-section (1) of section 22 of the Act (Doubt wrt the provision mentioned; ought to be crossed checked) by the Deans of the appropriate Schools.

(15) The Dean of each School shall say to the candidates for the Doctors' Degrees, "Will the candidates for the conferment the Degree of …….. please stand up and remain standing until I request you to resume your seats.

(16) The Dean shall then say to the Vice- Chancellor, "Sir, I present to you the candidates for the Degree of Doctor of …….. (here mentioned the appropriate Degree) and I pray that the degrees for which they have been recommended may be conferred on them." Thereafter the Dean shall say to the candidates, "Please be seated."

(17) When the candidates for the Doctors' Degrees have been so presented by the appropriate Deans, the Vice-Chancellor shall say, "Will all the candidates who have been presented for Doctors' Degrees please stand up. (Pause). The Governing Board of the Hindi University is pleased to confirm upon you the Degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto ad I, by virtue of the authority vested in me as Vice-chancellor of this university, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

(18) Candidates for the Masters' Degrees and Postgraduate Diplomas and Certificates shall be presented School wise, in the order laid down in the sub-section (6) of section 5 of the Act.

(19)The Dean of each School 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 please stand up and remain standing until I request them to resume their seats?"

(20) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the degree of Master of ……/ Diploma in……./ Certificate in……. and I pray that the Degree/Diploma/Certificate for which they have been recommended

may be conferred/ awarded on them." He shall thereafter say to the candidates, "Please be seated."

(21) After the candidates for the Masters' Degrees and Post Graduate Diplomas and Certificates have been so presented the Dean of the respective School shall say, to the external candidates for Masters' Degrees "will the external candidates who are to be presented for the Masters' Degrees please stand up and remain standing until I request them to resume their seats?"

(22) The Dean of the respective Schools shall then say to the Vice-Chancellor, "Sir, I present to you the external candidates for the Degree of Master of ……. And I pray that the Degrees for which they have been recommended, may be conferred on them." He shall then say to the external candidates, "Please be seated."

(23) When all the candidates for Masters' Degrees and Post Graduate Diplomas and Certificates have been so presented, the Vice-Chancellor shall say, "Will all the candidates who have been presented for Masters' Degrees and Post graduate Diplomas and Certificates please stand up? (pause) The Governing Board of the Hindi University is pleased to confer upon you the Degrees, Diplomas and Certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining that to and I, by virtue of the authority vested in me as Vice-Chancellor of the University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

(24) After the conferment of the Degrees and the award of the Post Graduate Diplomas and Certificates, the Registrar shall call the names of recipients of medals to be awarded on the results of examinations and other competitions, whereupon each candidate, whose name is so called, shall proceed to the Vice-Chancellor to receive his medals from him.

(25) In the absence of the Dean of any School from a session of Convocation, the functions of such Dean at such session shall be performed by the Registrar.

(26) There shall be an Academic Procession which shall include the following personnel, in the order specified 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 Governing Board.

(27) Members of the Academic Procession shall, at the commencement of a session of Convocation, proceed to the dais in the order as specified above and take seats reserved for them. At the end of a session of a Convocation, whether on adjournment or on conclusion, the Members of the Academic Procession shall leave the dais in the same order.

(28) When the Academic procession enters or leaves the pandal, as the case may be, at the beginning or end of a session of a Convocation, all members of the audience shall stand up and remain standing until the Members of the Academic Procession have taken their seats on the dais or until the Procession has left the pandal, as the case may be.

(29) The Chancellor or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at a Convocation, shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open," and for the purpose of closing the Convocation, say, at the conclusion thereof, " I declare the Convocation closed."

(30) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding thereat, shall say, at the end of each session other than the final session, " I declare this Convocation adjourned until ……."

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

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

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

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

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

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

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

(a) Doctor of Science.
(b) Doctor of Literature.
(c) Doctor of Philosophy.
(d) Master of Philosophy.
(e) Master of Business Administration/Management.
(f) Master of Science.
(g) Master of Arts.
(h) Master of Commerce
(i) Master of Education
(j) Master of Law
(k) Master of Computer Applications
(l) Master of Library & Information Science.
(m) Master of Physical Education.
(n) Bachelor of Education.
(o) Bachelor of Physical Education.
(p) Bachelor of Science.
(q) Bachelor of Arts.
(r) Bachelor of Commerce.
(s) Bachelor of Computer Applications.
(t) Bachelor of Law.
(u) Bachelor of Business Administration/Management.
(v) Bachelor of Library & Information Science.
(w) Certificate for distinguished teacher.
(x) Doctor, Masters or Bachelor of any other subject approved by the Governing Board as per the extant Rules of the State Government.
(y) Various Diplomas and certificates to be approved by the Governing Board.

(38) Following shall be the form of certificates to be issued in respect of different Degrees, Diplomas and Certificates:—

(i) This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of .....,20.....

Vice-Chancellor

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

Vice-Chancellor

(xiii) Certified that …… was admitted to the Degree of Master of Philosophy in Arts in …….(subject) of the University on ……..(date of award) and that the degree was conferred on him 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 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 University on ……..(date of award) and that the degree was conferred on him 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 him 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 him 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 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 at the Convocation held on……. (Month)…… (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor

(xx) This is to certify that ..... obtained the degree of Master of Business Administration from this University in the year 20..... under the Semester Examination System being placed in the ..... class.

Vice-Chancellor

(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 inthe..... 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

(xxvi) 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

(xxvii) 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

(xxviii) 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

(xxix) 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 was examined having been..... and that he was placed in the ..... class.

Vice-Chancellor

(xxx) 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 was examined having been..... and that he was placed in the ..... class.

Vice-Chancellor

(xxxi) 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 was examined having been..... and that he was placed in the ..... class.

Vice-Chancellor

(xxxii) 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 was examined having been..... and that he was placed in the ..... class.

Vice-Chancellor

(xxxiii) 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 was examined having been..... and that he was placed in the ..... class.

Vice-Chancellor

(xxxiv) 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 was placed in the ..... class.

Vice-Chancellor

(xxxv) This is to Certify that ..... obtained the degree of Bachelor of Law in this University at the Final Examination/ under the Semester System of the year 20.....the branch in which he/ she was examined having been..... and that he/ she was placed in the ..... class.

Vice-Chancellor

(xxxvi) 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 was examined having been..... and that he was placed in the ..... Class.

Vice-Chancellor

(xxxvii) This is to Certify that..... obtained the degree of Bachelor of Library & Information Science in this University at the Final Examination of the year 20.....the branch in which he/ she was examined having been..... and that he/ she was placed in the ..... class.

Vice-Chancellor

(39). The format of all other certificates and diplomas shall be similar to the format given in Paragraph (38).

(40). The University may provide any other form of certificate in addition to the certificate referred to in Paragraph (38).

By Order,

Vice – Chancellor of the University