

**DIAMOND HARBOUR WOMEN'S UNIVERSITY**  
**SOUTH 24 PARGANAS,**  
**WEST BENGAL- 743368**

**NOTIFICATION**

**No. 374-Edn (U)/1U (DH)-01/2015 Date 20.05.2016;** In exercise of the powers conferred by sub-section (2) of Section 55 of the Diamond Harbour Women's University Act, 2012 (West Ben. Act XXXVII of 2012), the First Vice Chancellor of the University, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government in terms of Notification No. 212-Edn (U)/DHWU-05/13, dated 19<sup>th</sup> February 2014, hereby frames the First Statutes of the Diamond Harbour Women's University as follows:–

**CHAPTER I**  
**PRELIMINARY**

**1. Short title and commencement:–**

(1) These Statutes may be called the Diamond Harbour Women's University First Statutes, 2016.

(2) These shall come into effect on the date as the State Government may appoint under the Act.

**2. Definitions: –**

(1) In these Statutes, unless there is anything repugnant in the subject or Context;–

(i) "Act" means the Diamond Harbour Women's University Act, 2012;

(ii) "Chapter" means a Chapter of these Statutes;

(iii) "Academic Session" means a period of twelve months commencing on the first day of July;

(iv) "Faculty" means Faculty Council for Postgraduate and Undergraduate Studies;

(v) "Section" means the section of the Act;

(vi) "Schedule" provides the specific format or procedure for the implementation of certain provision/s of these Statutes which can be amended from time to time for ease of implementation with the approval of the Executive Council;

(vii) "Student Council" means General Body of the Students formed in accordance with the provisions of the Statutes, the Ordinances, the Regulations or the Rules;

(viii) "Quorum" means presence of minimum number of members necessary for holding a meeting of any authority/body/committee of the University.

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

**CHAPTER II**  
**OFFICERS OF THE UNIVERSITY**

**3. Officers of the University:–**

(1) The following posts in the University are hereby declared to be the posts of officers of the University: –

- (i) Vice Chancellor;
- (ii) Registrar;
- (iii) Law Officer;
- (iv) Finance Officer;
- (v) Controller of Examinations;
- (vi) University Librarian;
- (vii) University Engineer;
- (viii) Medical Officer;
- (ix) Sports Officer;
- (x) Publication Officer;
- (xi) Dean, Students Welfare;
- (xii) Estate Officer;
- (xiii) System and Support Officer;
- (xiv) Deputy Registrar;
- (xv) Assistant Registrar;
- (xvi) Deputy Controller of Examinations;
- (xvii) Assistant Controller of Examinations (Post Graduate);
- (xviii) Assistant Controller of Examinations (Under Graduate);
- (xix) Secretary, Faculty Council for Post Graduate and Under Graduate Studies in Arts;
- (xx) Secretary, Faculty Council for Post Graduate and Under Graduate Studies in Science;
- (xxi) Secretary, Faculty Council for Post Graduate and Under Graduate Studies in Education;
- (xxii) Secretary, Faculty Council for Post Graduate and Under Graduate Studies in Law and Commerce;
- (xxiii) Placement and Training Officer;
- (xxiv) Deputy Librarian;
- (xxv) Assistant Registrar (Establishment);
- (xxvi) Assistant Registrar (Development & Planning);
- (xxvii) Accounts Officer;
- (xxviii) Audit Officer;

- (xxix) Assistant Librarian;
- (xxx) Public Relations & Hospitality Officer;
- (xxxi) Youth Welfare Officer;
- (xxxii) Assistant Estate Officer (Security);
- (xxxiii) Superintendent, University Press.

(2) there shall be a full-time Officer of the university under direct control and supervision of the Vice Chancellor by the name of the Director, Research, Planning and Development with a view to achieve the University's objective of emerging as a leading Research and Innovation University, alongside guidelines envisioned by the University Grants Commission, and to enable comprehensive Research & Development facility of the University.

(3) The Executive Council may create and institute such other posts of officers as may be deemed necessary from time to time, with prior approval of State Government, with such duties as may be assigned to them.

**4. Powers and Duties of the Vice-Chancellor:–** Save as otherwise provided in the Act, the Vice-Chancellor shall exercise the following powers and perform the following duties:–

- (i) it shall be the duty and the responsibility of the Vice-Chancellor to see that the academic standards in the Postgraduate and Undergraduate Departments/ Schools/ Centres of the University are maintained and improved in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations;
- (ii) it shall be the duty and responsibility of the Vice-Chancellor to provide leadership and guide the University towards the attainment of academic excellence and to ensure a just, merit-based and human administration in all matters of the University;
- (iii) in order to carry out the duties and responsibilities set out in Paragraphs (i) and (ii), the Vice-Chancellor, or his nominee, shall have the right to inspect or visit any Department/School/Centre of the University and other institutions maintained or managed by the University and advise and take appropriate action in consultation with the relevant Faculty Council;
- (iv) the Vice-Chancellor shall have the power to suggest to the Executive Council changes in the infrastructure of administration of the University including abolition, re-designation and/or creation of new posts of officers and employees of the University;
- (v) the spheres of administrative authorities of officers of the University referred to in the Statutes and the assignment of their functions and responsibilities shall, from time to time, be determined by the Vice-Chancellor;

- (vi) all teachers of the University are under the general supervision of the Vice-Chancellor. The Vice-Chancellor may ask a teacher to take part in interdisciplinary teaching or ask his to carry out any administrative job;
- (vii) consistent with his designation. The Vice-Chancellor, in consultation with the Deans, shall arrange for such inter-faculty teaching as may be approved by the Faculty Councils.

**5. Powers and Duties of Registrar:** – Save as otherwise provided in the Act, the Registrar shall have the following powers and duties:–

- (a) the Registrar shall be the full time officer of the University directly under supervision and general control of the Vice-Chancellor. He may resign his office by writing under his hand addressed to the Vice-Chancellor. He shall be the custodian of the records and common seal of the University except in matters relating to examinations;
- (b) he shall conduct all correspondence on behalf of the University and of the Executive Council and such other authorities, bodies or committees as may be directed by the Vice-Chancellor except as otherwise provided by the Statutes or the Ordinances;
- (c) he shall deal with the agenda and minutes of the meetings of the Executive Council and of such authorities and bodies of which he is the Secretary. He shall attend all meetings of the Executive Council, but he shall not be entitled to vote;
- (d) he shall issue all notices of meetings of the Executive Council and such authorities and bodies of which he may be the Secretary, under the orders of the Vice Chancellor;
- (e) he shall exercise general control and supervision over such employees of the University as may be provided in the Statutes, Ordinances and Regulations. He shall generally deal with all matters relating to appointment, dismissal and conditions of service of all employees of the University, subject to the exercise of such powers by the Vice-Chancellor in respect of teachers and officers as stipulated in the Ordinances;
- (f) subject to the provisions in the Ordinances he shall sign all plaints and written statements and all other legal documents and instruments on behalf of the University in respect of the following–
  - (a) Borrowing money and investing funds, and
  - (b) Any immovable property, stocks, funds, shares and other securities being the property of the University to be sold, assigned, transferred or otherwise disposed of or converted;

- (g) the Registrar shall maintain and keep in his custody a register of–
- (a) Professors of the University,
  - (b) Teachers other than Professors of the University,
  - (c) Officers, and non-teaching staff of the University,
  - (d) Students of the University,
  - (e) Research Scholars/Research Fellows of the University.

Note: – the Register so maintained shall be corrected every year in the month of July and brought up-to-date;

- (h) he shall make all arrangements for election of all the authorities or bodies of the University as may be provided by the Statutes or the Ordinances;
- (i) he shall, under the direction of the Vice-Chancellor and the Executive Council, take necessary steps for the execution of plans for development and improvement of higher education as may be recommended by the University Grants Commission from time to time;
- (j) he shall 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. He shall also deal with promotion of all categories of employees of the University in accordance with the provisions prescribed in the Ordinances for the purpose and present all such cases to the Vice-Chancellor for concurrence;
- (k) he shall take necessary steps in respect of recognition and equivalence of qualifications, i.e. diplomas, degrees and certificates;
- (l) he shall perform such other duties as may be provided in the Statutes, Ordinances and Regulations and as may be assigned to him by the Executive Council or the Vice Chancellor for carrying out the purposes of the Act.

**6. Powers and Duties of Finance Officer:** – Save as otherwise provided in the Act, the Finance Officer shall have the following powers and duties:–

- (a) the Finance Officer shall be a full time officer of the University directly under supervision and general control of the Vice-Chancellor;
- (b) he may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (c) he shall advise the Vice-Chancellor on financial affairs of the University;
- (d) he shall be responsible for the management of the invested funds of the University;
- (e) he shall be the Drawing & Disbursement Officer of the university;

- (f) he shall be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the University to the Executive Council with the approval of the Finance Committee;
- (g) he shall take steps for prompt realization and proper disbursement of grants;
- (h) he shall ensure that all moneys are expended for the purpose for which they have been granted or allotted;
- (i) he shall arrange for continuous internal audit of the University accounts;
- (j) he shall generally supervise and control and be responsible for the working of the following Sections of the University Office, viz. Pays & Accounts, Death-cum-Retirement Benefits (DCRB), Cash, Purchase, and Stores.
- (k) he shall draw all bills receivable by the University and give proper discharge thereof on behalf of the University to the institutions there under;
- (l) he shall 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. and except 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;
- (m) he shall exert general control and supervision over the ministerial and subordinate staff of the Sections mentioned in clause (j) above;
- (n) he shall have power of receiving rates and quotations other than building tenders which are to be accepted by the Vice-Chancellor within his competence;
- (o) he shall advise the Vice-Chancellor and the Registrar on any proposal having financial implication before any final decision is taken by the Vice-Chancellor/ Registrar;
- (p) he shall be responsible for all receipts and disbursements;
- (q) he shall ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purpose for which they have been granted or allotted;
- (r) he shall ensure 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 articles in all offices, Centers, laboratories and institutions maintained by the University;

- (s) he shall deal with the agenda and minutes of the meetings of such other authorities, bodies or committees related to financial matters of which he is the Member Secretary/ Convener;
- (t) he shall perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Executive Council or the Vice-Chancellor as per the provisions of the Act.

**7. Powers and Duties of the Controller of Examinations:** – Save as otherwise provided in the Act, the Controller of Examinations shall have the following powers and duties:–

- (a) the Controller of Examinations shall be a full time officer of the University directly under supervision and general control of the Vice-Chancellor;
- (b) he may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (c) he shall be the custodian of records of marks and common seal of the University for matters related to examinations;
- (d) he shall conduct correspondence on behalf of the University and of such other authorities, bodies or committees related to examinations and other related matters as directed by the Vice-Chancellor except as otherwise provided by the Statutes or the Ordinances;
- (e) he shall deal with the agenda and minutes of the meetings of such other authorities, bodies or committees related to examinations of which he is the Member Secretary/ Convener;
- (f) he shall be overall in-charge of the Examination Department of the University;
- (g) he shall exert general control and supervision over the ministerial and subordinate staff of his department;
- (h) he shall determine the eligibility of students to appear at any examination on the basis of statement of eligibility sent by the heads of Departments and examination regulations;
- (i) he shall be responsible for administrative arrangements in connection with the conduct of all examinations of the University and publication of the result of all such examinations.

Note: The mark-sheets/grade cards, transcripts and other academic consignments of all students appearing in any University examination would be prepared by the Controller of Examination's department and signed by him. The diplomas/certificates to be issued to the successful candidates in any examination are

- also to be prepared by the Controller of Examination's department and signed by appropriate persons as mentioned in the relevant Ordinances and Regulations;
- (j) he shall supervise the work of the examination and examination officials and staff and issue necessary notices and orders for smooth conduction of examinations;
  - (k) he shall ensure confidentiality regarding the setting and printing of question papers and examination records till publication of examination results;
  - (l) he shall be responsible for issuing appointment letters to all paper setters, moderators, reviewers and other personnel connected with examinations as per the provisions of relevant Ordinance and Regulations;
  - (m) he shall take all necessary steps relating to examinations as prescribed in the Ordinances and Regulations;
  - (n) he shall act as an ex-officio member of all Admissions Committees;
  - (o) he shall attend the Chancellor and the Vice Chancellor or his deputy at the University Convocation for presentation of degrees;
  - (p) he shall perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to his by the Vice- Chancellor for the purposes of the Act.

**8. Duties of the University Librarian:** – The University Librarian shall perform the following duties:

- (1) he shall be a full time officer of the University directly under supervision and general control of the Vice-Chancellor;
- (2) he may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (3) he shall be in charge of the Library (including digital library) and shall be responsible for procurement of books, journals, e-journals other reading materials, E-resources and library equipment on the recommendation of the heads or other competent authorities within the limits of Library grants;
- (4) he shall be responsible for the safe custody and maintenance of all types of documents, equipment and furniture in the Library;
- (5) he shall be responsible for accession of books, periodicals, journals and other reading materials;
- (6) he shall take necessary steps for processing of all kinds of documents procured in the library;
- (7) he shall be responsible for organizing all types of library services such as lending, reading room, reference, documentation and access to digital resources;



- (8) he shall report loss of documents and other library properties to the Library Committee;
- (9) he shall have the power, subject to prior sanction of the Vice-Chancellor, to withdraw library privileges of a member whenever necessary;
- (10) he shall ensure that the library rules are faithfully observed;
- (11) he shall place a report on the library activities at each meeting of the Library Committee;
- (12) he shall cause periodical verification of stock;
- (13) he shall be responsible for the development, modernization, upkeep and management of the University library or libraries;
- (14) he shall plan for the role of the Library in the information literacy needs of the students of the University and other end users;
- (15) he shall be responsible for the effective use of Library resources;
- (16) he shall liaise with the heads of the Departments regarding Library needs;
- (17) he shall ensure access of library materials for students and staff with special needs and disabilities;
- (18) he shall exercise general supervision and control over the officers, technical and subordinate staff in the different sections of library;
- (19) he shall act as an ex-officio Convener of Library Committee;
- (20) he shall be responsible for management of donations and gifts of documents in the library in accordance with the provision of relevant Ordinance;
- (21) he shall perform such other duties as may be assigned to his by the Vice- Chancellor for the purpose of the Act.

**9. University Engineer:—**

- (1) The University Engineer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government for such period and on such terms and conditions as per extant Government orders.
- (2) If the University Engineer is, for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the University Engineer.

- (3) In all matters he shall act under the direct supervision and control of the Vice-Chancellor.
- (4) The University Engineer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (5) the University Engineer shall,—
  - (i) act as the Convener of the Building Committee;
  - (ii) be responsible for the construction, repairs and maintenance of the buildings, grounds and all movable and immovable properties of the University;
  - (iii) preparation of estimates, drawings, verification of all bills for labour and contracts;
  - (iv) ensure the proper maintenance of the measurement books, log books and other related records of the department, and
  - (v) perform such other duties and functions as the Vice Chancellor may require him to do so under the Act.

**10. Medical Officer:—**

- (1) Medical Officer of the University shall be appointed by the Executive Council on honorary consultation contracts on a consolidated monthly remuneration, as may be decided by the Executive Council from time to time.
- (2) Clinicians/ Doctors possessing MBBS or any other similar higher degree from a recognized University with at least 55% marks or its equivalent and those who are granted recognition by the Medical Council can apply for the post. Qualified doctors or retired doctors from services are also eligible for such appointments.
- (3) The duty time of the doctor will be for a minimum of two hours per day, and shall sit, in the University campus for at least three working days in a week.
- (4) He shall also have to be available on call at any time of the day or night for the Hostels.
- (5) The Medical officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (6) In all such matters he shall act under the supervision of the Vice-Chancellor.
- (7) The main functions of Medical Officer of the University shall be as follows:—
  - (i) he shall be expected to undertake outreach efforts which solicit, discuss, and address topics and issues of interest to students and staffs of the University to further improvement of health, safety, and security performance, as well as the sustainability of the University's two most vital assets, i.e. its students and staff;

- (ii) he shall attempt to identify and assess the priorities and activities within the University that will contribute to the advancing standard of health care and hygiene in the academic and occupational setting;
- (iii) he has all the right to engage in private practice in the hospitals/clinics in and around the University/campuses on condition that any private practice of that kind shall be undertaken only in the name of the individual clinician/doctor concerned; and shall be subject to the arrangements specified by the Executive Council from time to time under regulation for review and extension of honorary consultant contracts.

**11. Sports Office:–**

- (1) The Sports Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government.
- (2) He shall act under the supervision, direction and general control of the Vice-Chancellor.
- (3) The Sports Officer shall be the Convener of the Sports Board/ Committee of the University.
- (4) If the Sports Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Sports Officer.
- (5) Sports Officer will have the aim to provide opportunities for participation in sport for all sections of the students of the University. He has to distribute information and organize sport-related projects, classes, programmes, coaching, games development and training for those who want to participate and are interested in competing at all levels, from local to national and international, and also for mere fun and health.
- (6) The job description and profile of Sports Officer is also to address issues of health, crime and social inclusion, often working with organizations such as the National Health Scheme, Colleges and Universities, Civil Societies, Sport's National Governing Bodies (NGBs) and regeneration initiatives. He has to work in partnership with government bodies to deliver government sports initiatives.

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

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

- (i) identify sports, recreation and health initiatives and overseeing strategic planning and implementation;
- (ii) coordinate, deliver and promote relevant sports activities, classes and events, often within a specific class of students or to targeted groups;
- (iii) raise public awareness of health and fitness issues and promoting participation in sports, particularly amongst underrepresented groups of students;
- (iv) evaluate and monitor activities and projects of students using performance indicators;
- (v) maintain records and producing written reports (every six months) about sports and games initiative of the University;
- (vi) arrange local, regional and national meetings, seminars and conferences in the field of sports, games and related fields;
- (vii) arrange local, zonal, state-level, regional, national and international (as and when available) sports and games meet;
- (viii) check venues and managing facilities;
- (ix) liaise with clubs and state/national associations to develop best practice in coaching, youth development and such issues;
- (x) work with National Governing Bodies (NGBs) for specific sports in relation to events;
- (xi) develop a range of partnerships with organizations and initiatives focused on health education, criminal justice and community regeneration;
- (xii) manage resources, drawing annual budget and identifying potential opportunities for external funding;
- (xiii) maintain links with county, regional and national sporting representatives and organizations;
- (xiv) work within specific guidelines, e.g. equal opportunities, health and safety, youth protection;
- (xv) train and educate coaches, volunteers and facilities staff about disability; experts in disability awareness may also be called on, where appropriate;
- (xvi) use information and publicity to ensure people with disabilities are more aware of the sporting opportunities available to them;

- (xvii) work in partnership with appropriate organizations to deliver a programme of activities for people with disabilities;
- (xviii) organize sport-specific activities and make sports inclusive;
- (xix) perform such other functions as may be required under the Act.

## **12. Publication Officer:–**

- (1) The Publication Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government.
- (2) He shall act under the supervision, direction and general control 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 Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Publication Officer.
- (6) The Publication Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (7) The Publications Officer of the University shall:–
  - (i) be responsible for publicizing the Universities' policies and activities to postgraduate and under-graduate students and the University community in accordance with policies established for specific publications;
  - (ii) solicit copy in accordance with policies for specific publications or instructions of the Publications Committee, and is responsible for ensuring that office bearers and students who are allocated responsibilities under specific policies, or who undertake to provide copy for a publication, meet applicable requirements and deadlines;
  - (iii) define what constitutes appropriate material for a publication and identify potential contributors in accordance with this;

- (iv) work to ensure that all of activities and events of the University are represented in the publications;
- (v) ensure that all publications, including electronic publications, comply with the policy of the University and that the policy positions of Council and Court are adequately expressed;
- (vi) in consultation with the Communications group, be responsible for developing a yearly publications plan and setting appropriate deadlines;
- (vii) ensure to the best of his ability that deadlines are met and budget guidelines are adhered to;
- (viii) ensure that a thorough written report of tasks undertaken and completed in every quarter of the year to the Council through the Vice Chancellor;
- (ix) plan, manage, review and evaluate, within delegated authority, the operation of all the functional areas in Pre-Production (Front Desk, Desktop Publishing and Pre-Press), supervise the workflow between the various areas and, by fostering comprehensive quality management, ensures the highest degree of efficiency, effectiveness and satisfaction in the coordination of requests by all the stakeholders of the University, and the production of documents, publications, and other materials submitted for desktop publishing, digital content production and printing services;
- (x) provide guidance and managerial support to the pre-production team, and plans allocation of resources with a view to achieving efficient and effective results;
- (xi) ensure the timely and efficient provision of the services offered by the areas in pre-production, while establishing and implementing the optimal workflow between the various functional areas within Pre-Production as well as other areas of the Publishing Section;
- (xii) perform such other functions as may be required under the Act.

### **13. Dean, Students Welfare:–**

The Dean of Students shall perform the following duties:

- (1) He shall be a full time officer of the University directly under the direction, supervision and general control of the Vice-Chancellor. He may resign his office by writing under his hand addressed to the Vice-Chancellor. He shall be in overall charge of the following co-curricular activities related to students and shall report to the Vice-Chancellor for administration for following activities: –

- (i) Students' residence and health;
  - (ii) Students' aid;
  - (iii) Students' Council activities and election;
  - (iv) Counseling, guidance and monitoring anti-ragging measures.
- (2) he shall be in overall charge of the sections dealing with the above activities and shall be responsible for proper running of the sections. He shall exert general control and supervision over the ministerial and subordinate staff of his department;
- (3) he shall be in charge of tracking students' progression after placement;
- (4) he shall also have the following powers and duties:–
- (i) to co-ordinate the activities of the different sections under him;
  - (ii) to act as the Chairperson of the different committees that may be formed for the management of different co-curricular activities of the students;
  - (iii) to act as an ex-officio member of the Students' Welfare Board, the Sports Board and the Admission Committee;
  - (iv) to prepare lists of different co-curricular activities and budget thereof.
- (5) he shall perform such other duties as may be assigned to his by the Vice-Chancellor for the purpose of the Act.

**14. Estate Officer:–**

- (1) The Estate Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Executive Council and a nominee of the State Government.
- (2) Unless it is bound by the terms of an express trust in relation to any particular property, the University as a civil corporation holds all property belonging to it not on charitable trusts but as a beneficial owner; shall have the management of all the property comprised in them, and has all the powers of a natural person to manage, deal with, and dispose of its property, subject to the provisions of any other law for the time being in force, including the power to invest, borrow, and charge its property as security, as it thinks fit. The Estate Officer shall act as the care taker of all such property, sites and buildings etc. of the University.
- (3) If the Estate Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the University Estate Officer.

- (4) In all such matters he shall act under the supervision of the Vice-Chancellor.
- (5) The Estate Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (6) The Estate Officer of the University shall:–
- (i) be responsible for the administration and management of the office buildings of the University as well as residential accommodation (if any) for the University employees;
  - (ii) be a member of the Building Committee and the Purchase Committee of the University;
  - (iii) be responsible for the maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same;
  - (iv) be responsible for the periodical painting of office buildings and employee residential quarters (if any);
  - (v) undertake day to day repairs and maintenance works in the University as per the complaints received from the users that shall be entered in the complaint register maintained by him;
  - (vi) be responsible for maintenance of all electrical, electronic and mechanical equipments pertaining to the Office and maintaining the inventory of the same;
  - (vii) be responsible for maintenance of all office furniture;
  - (viii) be responsible for providing necessary physical arrangements during training programmes, seminars and workshops of the University;
  - (ix) be responsible for water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, monitoring water yield in the bores, obtaining water from Municipal/Panchayat board during water crisis, conservation of water by implementing rain harvesting systems, drip irrigation system etc.;
  - (x) be responsible for power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the University;
  - (xi) be responsible for liaison works with local statutory bodies like Municipal Corporation, Zilla Parishad, Panchayat Samity, District Magistrates Office, statutory boards, etc.;
  - (xii) be responsible for to supervise implementation of all Annual Maintenance Contracts (AMCs pertaining to the above works) i.e., (i) AMC for cleaning



- services, (ii) AMC for Horticulture, Electrical, Plumbing, Carpentry, (iii) AMC for Catering services, (iv) AMC for Air conditioners, (v) AMC for water purifiers/coolers and air conditioners in office, (vi) AMC for Fire extinguishers, (vii) AMC for telephone instruments and lines, (viii) AMC for Internet/Broad-band connection, and (ix) AMC for pest control;
- (xiii) be responsible for submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works by the approved agency;
- (xiv) be responsible for to supervise, control and allotment of University office vehicles and their maintenance;
- (xv) be responsible for to procure the materials in connection with the maintenance works and to supervise and control proper usage of the materials procured;
- (xvi) be responsible for to ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.;
- (xvii) be responsible for ensuring that all the works mentioned above under his jurisdiction shall be awarded after calling for open tenders by issuing of Kolkata, West Bengal editions) in two languages (one Bengali and one English).
- (xviii) 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;
- (xix) Upkeep, repairs, and regular maintenance shall be done as per the work schedule prepared by the Estate Officer;
- (xx) Perform such other functions as may be required under the Act.

**15. Systems and Support Officer:–**

- (1) The Systems and Support Officer shall be a whole-time salaried officer of the University. He shall be appointed by the Executive Council on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Executive Council and a nominee of the State Government.
- (2) If the Systems and Support Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Executive Council, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Systems and Support Officer.

- (3) In all such matters he shall act under the supervision of the Vice-Chancellor.
- (4) The Systems and Support Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (5) The Systems and Support Officer shall:-
- (i) install and configure computer hardware, software, systems, networks, printers and scanners;
  - (ii) plan and undertake scheduled maintenance upgrades;
  - (iii) talk to clients and computer users to determine the nature of problems;
  - (iv) responding to breakdowns;
  - (v) investigate, diagnose and solve computer software and hardware faults;
  - (vi) repair equipment and replacing parts;
  - (vii) coordinate and support all system requirement of the University Library in coordination and requirement of the Librarian;
  - (viii) be responsible for maintenance of the University website(s), and shall be the convener of the University Website Committee;
  - (ix) supervise junior engineering and technical staff;
  - (x) agreeing call-out timescales;
  - (xi) obtain replacement or specialist components, fixtures or fittings;
  - (xii) ensure compliance with health and safety legislation;
  - (xiii) check computer equipment for electrical safety;
  - (xiv) maintain records of software licenses;
  - (xv) meet/liaise with clients to discuss requirements and/or project progress;
  - (xvi) create web site designs;
  - (xvii) produce sample sites;
  - (xviii) demonstrate and receiving feedback about draft sites;
  - (xix) keep up-to-date with recent technological and software developments;
  - (xx) develop skills and expertise in appropriate software/programming languages including html, Java-script and others;
  - (xxi) produce products that are user-friendly, effective and appealing;
  - (xxii) work as part of a multi-disciplinary team;
  - (xxiii) manage stocks of equipment, consumables and other supplies;
  - (xxiv) perform such other functions as may be necessary for this purpose under the provisions of the Act.

**16. Duties of the Deputy Registrar:**—The Deputy Registrar shall be a full time officer of the University under supervision and general control of the Vice-Chancellor. The Deputy Registrar will carry on the routine duties of the office of the Registrar relating to the following activities:—

- (1) correspondence with Governments, University Grants Commission, other Universities and Institutions on matters relating to the courses of study (including questionnaire), admission and other matters of academic nature;
- (2) seminars, symposia, extension lectures. summer institutes;
- (3) admission, re-admission, dues of students, prospectus, calendar, etc;
- (4) acquaintance with rules relating to admission and courses of study, incorporation of amendments as and when necessary;
- (5) general supervision of office, disposition of personnel transfer and leave to ministerial and technical staff;
- (6) annual report of the University and other non-academic publications;
- (7) implementation of resolutions of the Executive Council as per direction of the Registrar;
- (8) preparation of agenda and minutes with the approval of appropriate authority of the Planning and Development Committees and other non-academic bodies or Committees;
- (9) maintenance of University vehicles;
- (10) such other duties as may be allotted by the Vice Chancellor from time to time.

**17. Duties of the Assistant Registrar:**—

The Assistant Registrar shall be a full time officer of the University under the general control of the Vice-Chancellor and the Registrar. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Assistant Registrar shall deal with the matters in respect of:

- (1) subordinate staff including forwarding of leave application;
- (2) selection procedure for teachers, officers and non-teaching staff;
- (3) visitors, excursion of students of other institutions;
- (4) arrangements of halls, auditorium; committee rooms, arrangements for meeting and functions;
- (5) such other duties as may be assigned to him by the Vice Chancellor.

**18. Deputy Controller of Examinations:**—The Deputy Controller of Examinations shall be a full time officer of the University under the general control and supervision of the Vice-Chancellor and the Controller of Examinations. Subject to the direct control and supervision of the Controller of Examinations and to the extent as may be directed by him, the Deputy Controller of Examinations will carry on the routine duties of the office of the Controller of Examinations relating, in general, to the following activities: –

- (1) correspondence with Governments, University Grants Commission, other Universities and Institutions on matters relating to examination and other matters of academic nature;
- (2) examination applications, re-examinations, examination related fees of students, calendar, etc;
- (3) implementation of resolutions of the Executive Council as per direction of the Controller of Examinations;
- (4) such other duties as may be allotted by the Vice-Chancellor from time to time for the purpose of the Act.

**19. Assistant Controllers of Examination (Post Graduate):**—The Assistant Controllers of Examinations (PG) shall work under the direct supervision and control 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.

**20. Assistant Controllers of Examination (Under Graduate):**—The Assistant Controllers of Examinations (UG) shall work under the direct supervision and general control 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.

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

the University under direct control of the Vice-Chancellor and the Executive Council of the University.

- (2) He shall convene meetings of the Faculty Council as and when required with the permission of the Vice-Chancellor. He shall prepare the agenda of these meetings under the direction of the Vice-Chancellor and the Dean of the Faculty. He shall also record and maintain the minutes of these meetings.
- (3) He shall be responsible for due observance of the Statutes, Ordinances, Regulations and Rules relating to the Faculty Council.
- (4) He shall take steps to implement the decisions of the Faculty Council. If some of the decisions have to be implemented by the academic departments, other officers or teachers, he shall communicate those decisions to them promptly.
- (5) He shall exert general control and supervision over the ministerial and subordinate staff of his department.
- (6) Under the supervision of the Dean of the respective Faculty Council, he shall assist the Vice Chancellor in the following Administrative Affairs-
  - (i) changes and improvements in undergraduate and postgraduate studies and research and training in interdisciplinary/multidisciplinary studies;
  - (ii) admission matters of different departments of the Faculty Councils;
  - (iii) matters related to Ph. D degrees in respective Faculty Councils;
  - (iv) draft agenda and minutes of Doctorate Committee and other academic Committees of the faculty.
- (7) He shall perform any other duty assigned to him by the Vice-Chancellor under the Act.

**22. Placement and Training Officer:** – The Placement and Training Officer shall be the whole-time Officer of the University and shall be appointed by the Executive Council on such terms and conditions as may be decided by it. He shall be under the direct control of the Registrar and shall remain in-charge of the University Employment, Information and Guidance Bureau, and shall help the graduates of the University in obtaining suitable training and employment and to contact employers for the purpose and shall assist the Registrar in preparing plans and in the matter of implementation of programme relating to welfare activities of the students. He shall also perform such other duties and functions as may be assigned to him by the Registrar, time to time.

### **23. 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 under the Act.
- (2) In addition to those specified under clause (1), the Deputy Librarian shall:–
  - (i) be responsible, with the advice and direction of the Librarian, for the selection, requisition and cataloguing of books, publications, electronic content and audio-video content;
  - (ii) be responsible for ensuring the effective use of library facilities and materials and help the Librarian in making of a digitized library;
  - (iii) be responsible for execution of the Library regulations for Library usage and implementation of the same on direction from the Librarian;
  - (iv) keep record of publishers and/or book, software, hardware, or electronic service vendors, both foreign or domestic, license and service agreements, discounts, subscriptions, standing orders.
  - (v) advise the Librarian to make necessary arrangements to resolve problems that may crop up from time to time;
  - (vi) keep vigil for compliance of copyright law, licenses, and Library and University policies for specified products and services;
  - (vii) oversee the maintenance of automated systems and other technologies to support library services and staff;
  - (viii) assist the Librarian in finding aids, service guide, usage instructions, and research tools;
  - (ix) 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;
  - (x) assist the Librarian to perform curatorial duties;
  - (xi) assist the Librarian to provide assistance to users in a variety of settings in the library;
  - (xii) train and assist library users in the use of electronic and print research tools, at point of need.
  - (xiii) provide administrative or technical leadership for a specific service, collection, project, or library unit;

- (xiv) assist the Librarian in the preparation and monitoring of grants, budgets, reports, long-term plans, and statistical data related to library operations;
- (xv) 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;
- (xvi) assist the Librarian to arrange library hours that will permit maximum library usage;
- (xvii) be responsible for annual physical verification of books/ periodicals/ stocks and stores of the library;
- (xviii) perform such other duties as may be conferred or imposed or delegated on him by the Statutes or Regulations or by the Vice-Chancellor and by the Librarian.

**24. Assistant Registrar (Establishment):**– The Assistant Registrars (Establishment) 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 Deputy Registrar and/or Registrar under the Act.

**25. Assistant Registrar (Development and Planning):**– The Assistant Registrar (Development and Planning) 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 under the Act.

**26. Duties of the Accounts Officer:–**

The Accounts Officer shall be a full time officer of the University under the general control of the Vice-Chancellor and the Executive Council of the University and under the direct supervision of the Finance Officer. Subject to the direct control and supervision of the Finance Officer and to the extent as may be directed by him, the Accounts Officer shall deal with the matters in respect of the followings:–

- (1) he shall be under the direct administrative supervision of the Finance Officer;
- (2) he shall be responsible for the checking of the daily cash balance of the University;
- (3) he shall prepare financial estimates of schemes as may be referred to him;
- (4) he shall take necessary follow-up action for realization of sanctioned grants and see to proper disbursement thereof in terms of sanction;
- (5) he shall perform such other duties as may be assigned to him by the Vice Chancellor from time to time.

**27. Duties of the Audit Officer:–** The Audit Officer shall be a full time officer of the University under the general control of the Vice-Chancellor and the Executive Council of the University and under the direct supervision of the Finance Officer. Subject to the direct control and supervision of the Finance Officer and to the extent as may be directed by him, the Accounts Officer shall deal with the matters in respect of the following:

- (1) he shall be responsible for all internal audits including the Annual Internal Audit and submit the Audit Report with his observations to the Finance Committee through the Finance Officer;
- (2) he shall oversee whether budgetary allocations are being exceeded or are being misused;
- (3) he shall be responsible for adjustment of advances;
- (4) he shall perform such other duties as may be assigned to him by the Vice Chancellor from time to time under the Act.

**28. Duties of the Assistant Librarian:–**

- (1) The Assistant Librarian shall be a full time officer of the University under the general control of the Vice-Chancellor and the Executive Council of the University and under the direct supervision of the Librarian.
- (2) He shall assist the Librarian in the performance of his duties and also carry out any specific duty assigned to him by the Librarian for the purposes of the Act.

**29. Duties of the Public Relations & Hospitality Officer:–** The Public Relations & Hospitality Officer shall be a full time officer of the University under the general control of the Vice-Chancellor and the Executive Council of the University and under the direct supervision of the Registrar. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Public Relations and Hospitality Officer shall deal with the matters in respect of the following:

- (1) he shall be responsible for liaising with the media as directed by the Vice Chancellor and organizing publicity for University events;
- (2) for drafting and ensuring adequate circulation for public notifications;
- (3) he shall be responsible for relocation arrangements of new faculty;
- (4) he shall be responsible for arrangements for travel and other logistics of different faculty members;
- (5) he shall be responsible for all arrangements of official national and international visitors;
- (6) he shall be responsible for all arrangements of guest house or hostels for foreign



students and faculty;

(7) he shall perform such other duties as may be assigned to him by the Vice-Chancellor.

**30. Law Officer:** – The Law Officer shall be a full-time officer of the University under the general control of the Vice Chancellor and the Executive Council of the University and under the direct supervision of the Registrar. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Law Officer shall deal with the matters in respect of the following:

(1) he shall deal with all legal matters arising in respect of the University's administration;

(2) he shall supervise all matters including liaison with senior lawyers in respect of any litigation involving the University;

(3) he shall supervise and guide other members of the University in the execution of contracts, memoranda of understanding and any other relevant legal documents or covenants;

(4) he shall perform such other duties as may be assigned to him by the Vice-Chancellor for the purpose of the Act.

**31. Youth Welfare Officer:** – The Youth Welfare Officer shall be a full-time officer of the University under the general control of the Vice Chancellor and the Executive Council of the University and under the direct supervision of the Registrar. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Youth Welfare Officer shall deal with the matters in respect of the following:

(1) he shall be responsible for the welfare of students and research fellows of the University;

(2) he shall be responsible for organizing study tours, encouraging activities promoting employment, providing career counseling;

(3) he shall be responsible for Youth Welfare Activities, Cultural Activities and hobbies including student societies and activity clubs;

(4) he shall be responsible for National Cadet Corps, National Service Scheme and other co-curricular activities;

(5) he shall perform such other duties as may be assigned to him by the Vice-Chancellor for the purpose of the Act.

**32. Assistant Estate Officer (Security):-**

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

(2) In addition to those specified under clause (1), the Assistant Estate Officer (Security) shall:–

- (i) be responsible 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;
- (ii) be responsible for the security arrangements of the Vice Chancellor;
- (iii) be responsible for security arrangements in case of any events organized by the University;
- (iv) assist the Estate officer to formulate regulations relating to the conduct of student members which are inconsistent with the statutes and regulations and exercise of this power shall be reported at once to the Rules Committee;
- (v) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly disrupt or attempt to disrupt teaching or study or research or the administrative, sports, social, cultural, or other activities of the University;
- (vi) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, students, and employees of the University or by visiting speakers;
- (vii) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly obstruct or attempt to obstruct any officer, employee, or agent of the University in the performance of his duties;
- (viii) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly deface, damage, or destroy or attempt to deface, damage or destroy any property of /or in the custody of the University or of any member, officer, employee, or agent of the University, or knowingly misappropriate such property;
- (ix) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly occupy or use or attempt to occupy or use any property or facilities of the University except as may be expressly or impliedly authorized by the University authorities concerned;

- (x) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly engage in action which is likely to cause injury or to impair safety;
- (xi) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal;
- (xii) be responsible to see that no member of the University or outsider shall in the University context intentionally or recklessly engage in the harassment of any member, visitor, employee, or agent of the University;
- (xiii) to enquire into any incident of ragging and to suggest punishments, if any, and also the FIR, if any with the police is to be lodged;
- (xiv) to design and get printed leaflets/posters that the ragging is banned and that strict disciplinary and other penal actions under the law of the land and the regulations of the University will be taken against those found indulging in the act of ragging;
- (xv) assist the Estate Officer in issuance of notice to show cause, subject to the prior permission of the Vice Chancellor, against order of eviction.

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

- (1) be responsible for the proper operation and maintenance of the Printing Press in all its aspects; and
- (2) perform such other duties and functions as the Vice-Chancellor may require him to do under the Act.

**34. Terms and conditions of Service of the 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 by the State Government from time to time.
- (2) Except as specifically prescribed by the Act and the Statutes, no member of the Court, the Executive Council, the Faculty Councils for Post-graduate Studies, the Councils for Under-graduate Studies, the Boards of Studies, the Finance Committee and such Authorities of the University as may be established under the Act, shall be an officer of the University and in case any such member is appointed as an officer,

he shall be deemed to have vacated his office as such member of the concerned Authority from the date on which he is so appointed.

- (3) Save as otherwise provided elsewhere in the Act, appointments to all posts of Officers of the University shall be made on the recommendation of the Standing Committee or Committees as may be constituted by the Executive Council and in accordance with such procedure and methods as may be prescribed under the Act.
- (4) Save as otherwise provided in the Act, in case a vacancy occurs in the post of any Officer of the University by reason of leave, illness, removal, resignation or otherwise, the Executive Council shall have the power to make an officiating appointment in such vacancy pending a permanent appointment, if necessary.
- (5) Unless the terms of contract in any particular case provide otherwise, an Officer of the University shall be entitled to such leave as may be admissible to him under the University Leave Rules as may be determined by the State Government from time to time.
- (6) The Executive Council shall be competent to suspend, discharge or otherwise punish an Officer of the University for gross misconduct or for the violation of the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Rules of the University or the terms of his appointment or any other indiscipline, as may call for such action, as provided by the Statutes or the Ordinances.
- (7) Every Officer of the University shall be entitled to pay and allowances conforming to the time-scale of pay and rates of allowances as provided or as may be determined by the Executive Council from time to time in terms of the relevant orders of the State Government on the subject.
- (8) Subject to the provisions of the Act and the terms of contract of service in any particular case and the orders as may be issued by the State Government from time to time, every Officer of the University shall retire from services from the afternoon of the last day of the month in which he completes the 60<sup>th</sup> year of age.
- (9) The Registrar shall maintain and keep an up-to-date age Register for all the Officers or the University in which he shall enter,
  - (i) the name and designation of every Officer of the University;
  - (ii) the date of his birth;
  - (iii) the date of his appointment as such Officer;
  - (iv) his age on the date of such appointment;
  - (v) the date on which he is due to retire; and
  - (vi) remarks, if any.

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

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

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

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

**CHAPTER III**  
**AUTHORITIES OF THE UNIVERSITY**

**35. Faculty Councils:** – There shall be a Faculty Council for Post-Graduate and Undergraduate Studies for each faculty in terms of section 22 of the Act.

**36. Deans:** –

- (1) There shall be a Dean for each Faculty Council who shall be appointed in such manner and subject to such conditions as prescribed under the Act.
- (2) The Dean shall be responsible to the Vice Chancellor and if situation requires, under the direction of the Vice Chancellor, shall assist him to maintain academic standard and discipline of the University.
- (3) In addition to those specified under sub paragraph (2), the Dean shall:–
  - (i) play a leadership role in working as a Chairperson of Board of Studies, Chairperson of Board of Research Studies, Program Coordinators in order to accomplish the goals of the faculty;
  - (ii) advise on academic matters like strategic development proposals, research initiatives and research funding bids, research excellence framework submissions, etc, for Departments in their Faculty;
  - (iii) represent the University at academic, community, or other functions, as requested by the Vice Chancellor;
  - (iv) connect the University with national higher education institutions, national and international colleagues, as appropriate with consent from the Vice Chancellor;
  - (v) connect the University, within one's field, to local educational institutions and local community and academic leaders with consent from the Vice Chancellor;
  - (vi) 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;
  - (vii) work with the Development Officer and concerned officer on Alumni Relations on corporate and Faculty campaign for fundraising projects for the University;
  - (viii) 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;
- (ix) 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;
  - (x) oversee the under graduate and post graduate admissions;
  - (xi) oversee the work of the Faculty Council on postgraduate and under graduate academic matters;
  - (xii) co-ordinate Faculty views on Library Services and library matters through chairing Faculty Library Committees;
  - (xiii) represent their faculties in various on-campus and off-campus functions/activities;
  - (xiv) develop academic partnerships internally and externally with consent from the Vice Chancellor;
  - (xv) monitor academic progress of students, like retention rates, graduation rates, other indicators of success;
  - (xvi) advise the Vice Chancellor to put in place necessary/desirable programs to support student achievement of academic excellence;
  - (xvii) advise the Vice Chancellor to develop various awards and events to honor graduating students for their exceptional performance;
  - (xviii) advise the Vice Chancellor to seek or maintain national accreditation for departments or programs, as appropriate;
  - (xix) advise the Vice Chancellor to develop new academic subjects/programs, as appropriate;
  - (xx) 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;
  - (xxi) 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;
  - (xxii) advise on cases for Promotions (due as per State Government rules) from their Faculties and present cases to the appropriate committee of the University;

- (xxiii) 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;
- (xxiv) guide full-time faculty, in consultation with departmental Heads, in developing annual professional development goals for teaching, scholarship and service;
- (xxv) approve and forward internal and external grant proposals;
- (xxvi) submit recommendations to the Vice Chancellor regarding faculty who apply for sabbatical, study, or leave for absence on duty;
- (xxvii) 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;
- (xxviii) review credentials of prospective adjunct faculty in the absence of a Department Heads and/or Course Coordinators;
- (xxix) approve appointments for Program and Area Coordinators, as appropriate;
- (xxx) hold regular meetings with department Heads and/or Course coordinators to facilitate communication and finalize policies;
- (xxxi) approve class schedules of relevant departments and/or programs;
- (xxxii) provide leadership for systematic and timely syllabus review of all subjects within the faculty;
- (xxxiii) oversee admission to Ph. D & other Research Degrees and such related matters;
- (xxxiv) represent the Faculty on the various University Committees as given in the University Regulation apart from all other Committees formed by the Vice Chancellor or University Court/Executive Council;
- (xxxv) 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;
- (xxxvi) maintain good Industry-University interaction and to carry out different projects sponsored by the industries;



(xxxvii) Undertake such other duties as the Vice Chancellor may assign from time to time.

**37. Board of Studies:** – Each department of the University attached to the concerned Faculty Councils shall have a Board of Research Studies and Board of Studies which will oversee the functioning of all academic pursuits.

**38. Constitution of Board of Research Studies attached to the Faculty Councils:–**

- (1) Save as hereinafter otherwise provided, there shall be a Board of Research Studies for M. Phil / Ph. D Programme for each academic department, with tenure of four years and Dean as its Chairperson, attached to a Faculty Council for and managed by Ph. D Section of Registrars Department, shall be formed and function as per notification in the University Regulations from time to time. Details about procedures for calling meeting and quorum will also be notified in the University Regulations from time to time.
- (2) On the recommendation of the Board of Research Studies and in consultation with Dean of Faculty, the Vice Chancellor shall permit candidature, evaluation and award of Doctor of Science and Doctor of Literature on approval from Executive Council; the procedure and functioning shall be as per separate notification regarding the same in the University Regulations from time to time.

**39. Constitution of Board of Studies attached to the Faculty Councils:–**

- (1) Save as hereinafter otherwise provided, there shall be a Board of Studies for each academic department, for a term of four years and Dean as its Chairperson, attached to a Faculty Council. It shall be constituted and shall perform such function as may be provided in the University's Regulations from time to time. Procedures for holding meeting and the quorum thereat shall also be provided in the University's Regulations from time to time.
- (2) The Board of Studies shall consist of:–
  - (i) the Head of the concerned Department of the University shall be the Chairperson (*Ex-officio*) of the Board,
  - (ii) all whole-time teachers in substantive posts of the concerned University department of studies,
  - (ii) three external experts in the subject or subjects concerned to be nominated by the Vice Chancellor on the recommendation from a panel of five such experts by the concerned Departmental Committee.

#### **40. Finance Committee:–**

The Finance Committee under the provisions of the Act shall consist of the following members:–

- (1) the Vice-Chancellor, Chairperson;
- (2) Director, Research Planning & Development;
- (3) the Deans of the Faculty Councils;
- (4) the Secretary, Higher Education Department, Government of West Bengal or his nominee not below the rank of Deputy Secretary when the Secretary cannot be personally present;
- (5) the Secretary, Finance Department, Government of West Bengal or his nominee not below the rank of Deputy Secretary when the Finance Secretary cannot be personally present;
- (6) one member to be nominated by the Executive Council and one member to be nominated by the Vice Chancellor;
- (7) two heads of the Departments one from each faculty to be nominated by the Vice-Chancellor;
- (8) three teachers nominated by the Vice Chancellor one from each faculty;
- (9) the Registrar;
- (10) the Finance Officer, Convener;
- (11) Audit Officer;
- (12) Accounts Officer.

**41. The Powers and Functions of the Finance Committee: –** The powers and functions of the Finance Committee shall be as follows:–

- (i) by 31<sup>st</sup> August each year, the Finance Committee shall prepare an Annual Statement of Accounts, including Receipts and Payments account, Income and Expenditure account and Statement of Assets and Liabilities for the previous financial year. The Finance Committee shall arrange for internal audit of these accounts. After internal audit, the Finance Committee shall consider the Audit report and then forward it to the Executive Council with its observations. The Executive Council would then take any appropriate steps if considered necessary in view of the Audit report;
- (ii) by 31<sup>st</sup> October every year, the Finance Officer shall prepare the annual budget estimates for the next financial year and the revised budget estimates for the current financial year, after consulting all the heads of Departments, both academic and administrative, the heads/ Directors of Centres and other such establishments in the

University. The budget estimates shall be considered by the Finance Committee by 30 November at the latest and then forwarded with its observations to the Executive Council for examination and approval. The Executive Council shall submit it to the State Government after consideration and approval by 31 December at the latest;

- (iii) the Finance Committee shall periodically review during the financial year whether the income, expenditure, receipts and payments are following the budget estimates. If there are reasons to suppose at any stage that there will be considerable deviation from budget estimates, a revised estimate is to be submitted by the Finance Officer to the Finance Committee, which will forward it to the Executive Council with observations and recommendations for approval;
- (iv) no expenditure which is not covered by budget grants can be undertaken without the consideration of the Finance Committee and the approval of the Executive Council;
- (v) the Finance Committee shall give its opinion on any financial matter that may appropriately be referred to it by any authority or body of the university;
- (vi) the Finance Committee may call for such papers and information relating to any financial matter as it may require in the discharge of its duties;
- (vii) the Finance Committee shall consider the reports of all audits carried out by the State Government, the Comptroller and Auditor General of the Union Government and different funding authorities and take appropriate steps regarding these reports. The Finance Committee shall also forward to the Executive Council all the Audit and subsequent action taken reports for further action, if necessary;
- (viii) subject to the provisions of the Act, Statutes, Ordinances and Regulations, the Finance Committee can formulate Rules for Purchase, Advance Adjustment and any other matter for the purpose of duly exercising the powers delegated to it or for discharging the duties imposed on it and to amend or repeal such Rules, provided that every such Rule or amendment must be forwarded to the Executive Council for approval and ratification.

#### **42. 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) Director, Research Planning & Development;
  - (iii) the Deans of Faculty Councils;
  - (iv) the Registrar;

- (v) heads of all Academic and Administrative Departments;
- (vi) the Finance Officer;
- (vii) the University Engineer;
- (viii) Senior System Analyst;
- (ix) two representative nominated by the Executive Council; and
- (x) the Deputy Registrar, who shall be the Convener.

(2) The Planning and Development Committee shall have the power to co-opt not more than three additional members to serve as specialists on the Committee.

**43. The Powers and Functions of the Planning and Development Committee: –**

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

- (i) formulation of proposals for development under Five-year Plans or any new schemes submitted from different Faculty Councils or Departments of the University or called for by Central and/ or State Government or by the University Grants Commission and such other agencies;
- (ii) formulation of departmental plans covering periods longer than five years and drawing up advance programs two or three years ahead of implementation of projects, provided that the departmental plan should be routed through Board of Studies.;
- (iii) recommendation of expenditure of capital grants from the University Grants Commission, Central or State Government or any other source;
- (iv) selection of suitable architects;
- (v) finalization of the Report on implementation of capital projects;
- (vi) any other matter that may be referred to the Planning and Development Committee by the Executive Council for carrying out the provisions of the Act.

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

(3) One-third of the total number of members plus one shall be a quorum.

**44. Admission Committee:–**

(1) There shall be an Admission Committee for each Faculty Council with the following members: –

- (a) the Dean of the Faculty Council concerned, Chairperson;
- (b) Registrar;
- (c) Controller of Examinations;
- (d) the heads of Departments;

(e) the Dean of Students ;

(f) the Secretary to the Faculty Council who will be the non-member Secretary.

(2) Powers and duties of the Admission Committee shall be as follows:–

(a) It shall suggest guidelines and norms for admission to undergraduate and postgraduate courses and submit these to the Executive Council for approval.

(b) It shall be in general control of all admissions and coordinate all admission activity with the Faculty Councils, Academic and the Administrative Departments.

(c) It can delegate some of its duties and powers to different sub-committees.

(3) One third of the total number of members shall constitute the quorum.

**45. Students' Welfare Board:–**

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

(i) the Vice Chancellor, Chairperson;

(ii) the Deans of the Faculty Councils;

(iii) the Placement & Training Officer;

(iv) the teachers who are Superintendents of Hostels/Halls/Residences;

(v) three teachers, one from each Faculty Council, nominated by the Executive Council;

(vi) two members of the Students' Council to be nominated by the Vice Chancellor out of which one must be a Research Student;

(vii) the Dean of Students, Convener.

(2) The duties and functions of the Students' Welfare Board shall be as follows: –

(i) to frame draft rules for the running of Hostels including disciplinary rules and amend them as required and forward these to the Executive Council for consideration and approval;

(ii) to set up guidelines for admitting students to the hostels of the University;

(iii) to frame policies and general rules regarding discipline of students in the University campus;

(iv) to arrange for providing guidance to students regarding avenues of higher education and opportunities for employment;

(v) to make provision for professional psychological counseling to students as and when required;

(vi) to advise the Executive Council to frame policy regarding various scholarships, grants etc. as are available to them;

- (vii) to arrange for medical assistance for students as required as far as practicable;
  - (viii) to finalize the schedule of co-curricular activities in consultation with student bodies in their faculty as far as practicable;
  - (ix) to organize training in games and sports;
  - (x) to carry out such duties in connection with the general welfare of students as may be assigned to it by the Executive Council and the Vice-Chancellor under the provisions of the Act.
- (3) The Students' Welfare Board shall meet as and when necessary and at least once in three months with at least three days' notice period (called by the Dean of Students). In the absence of the Vice-Chancellor, the senior-most Dean of the Faculty Council 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.
- (4) One third of the total number of members of the Students' Welfare Board shall form the quorum for holding a meeting.

#### **46. Library Committee:–**

- (1) There shall be a Library Committee of the University with the following members:
- (i) the Vice-Chancellor, Chairperson;
  - (ii) Director, Research Planning & Development, Vice Chairperson;
  - (iii) the Deans of Faculty Councils;
  - (iv) all Heads of Departments;
  - (v) one expert in the field of Library Science to be nominated by the Vice Chancellor;
  - (vi) System and Support Officer;
  - (vii) three teachers, one from each faculty nominated by the Vice Chancellor;
  - (viii) one Deputy Librarian and one Assistant Librarian, nominated by the Vice Chancellor for four years according to seniority;
  - (ix) two members of Students' Council (one must be a Research Student) to be nominated by the Vice Chancellor;
  - (x) the University Librarian, who will be the Convener.
- (2) Powers and duties of the Library Committee shall be,–
- (i) to formulate general policies for selection, requisition, procurement, purchase and preservation of books, manuscripts, journals, publications, records and other related documents and materials for the Library (both the Central Library and its constituent units);

- (ii) to formulate policies for the receipt of gifts of books, manuscripts, periodicals, journals and other materials;
- (iii) to assist the Librarian by advising him on developing procedures and rules for the efficient use of library facilities by the University community;
- (iv) to explore ways to obtain resources for the Library and to formulate plans for its continuous development;
- (v) to advise on the annual and plan budget estimates for the Library to be placed before the appropriate bodies for consideration;
- (vi) to advise the University Librarian on such matters as may be referred to the Committee.

(3) The Library Committee shall meet at least four times in a year and also at other times as and when necessary as convened by the University Librarian (under the direction of its Chairperson), or till the University Librarian is appointed, by the Registrar.

(4) One third of the members shall constitute a quorum for any meeting. A meeting adjourned for want of quorum shall require no quorum when reconvened.

#### **47. Committees Related to Examinations:–**

(1) To conduct the Examinations there will be the following three Committees:–

- (a) Departmental Examinations Committee;
- (b) Post-Graduate Examinations Committee;
- (c) Undergraduate Examinations Committee.

(2) The constitution, powers and functions of the respective committees shall be provided in the Regulations.

#### **48. Sports Board:–**

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

- (i) the Vice-Chancellor – Chairman;
- (ii) the Registrar – Secretary;
- (iii) the Sports Officer – Assistant Secretary;
- (iv) the Placement and Students Welfare Officer;
- (v) four teachers, one from each Faculty Council of whom at least one shall be a lady teacher, nominated by the Executive Council;
- (vi) three University Blues nominated by the Executive Council;
- (vii) two non-teaching employees of the University nominated by the Executive Council;
- (viii) the Vice-Chairman and the General Secretary of each Students Union;

- (2) The Sports Board shall advise the Executive Council on the following Matters:–
- (i) rules relating to different functions of the Sports Board;
  - (ii) provision in the Budget for allocation of fund for different purposes;
  - (iii) opening of Clubs for different games and sports of the University;
  - (iv) disciplinary action against any student for misconduct in the field of sports or for infringement of the rules of the Sports Board;
  - (v) suspension and disciplinary action against any sports club;
  - (vi) recognition and affiliation of any educational institution which is not under the University but is recognized by the State Government only for the purpose of organizing tournaments and competitions.
- (3) The Sports Board shall perform the following functions:–
- (i) to organize training in games and sports and to test physical fitness of students;
  - (ii) to arrange for ground, building and other accessories relating to games and sports, both indoor and outdoor;
  - (iii) to award at its discretion prizes, certificates etc. of different tournaments and competitions;
  - (iv) to constitute committees and delegate powers to any of its Clubs or Committees;
  - (v) to deal with any other matter as may be referred by the Executive Council.
- (4) The Sports Board shall meet as often as necessary. In the absence of the Vice-Chancellor, the members present shall elect a chairman from amongst themselves for the meeting. One third of the total number of members of the Sports Board plus one shall constitute the quorum.
- (5) The Secretary of the Sports Board shall have the following powers and duties:–
- (i) to convene meeting of the Sports Board giving three clear days notice. Chairman may direct a meeting to be held at a shorter notice;
  - (ii) to implement decision of the Sports board and to exercise necessary powers in this behalf;
  - (iii) to perform such other acts as may be assigned by the Sports Board under the Act;
  - (iv) to draw money for authorized expenditure from the University;
  - (v) to send entries to inter university and other tournaments and competition; and
  - (vi) to delegate any of his powers and duties to the Assistant Secretary of the Sports Board.



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

- (1) There shall be an Authority called Departmental Committee in every department of the University.
- (2) The membership of the Departmental Committee shall be confined only to the full-time faculty members working in the department with the Heads of the Department as the Chairperson.
- (3) Full-time faculty member working in the department, not below the rank of Associate Professor will be the Head of the Department for a period of two years, and will rotate thereafter on the basis of station and rank seniority.
- (4) Superannuated faculty members under extension may remain non-voting invitee member in the Departmental Committee.
- (5) The rules and procedures for its working shall be framed by the Faculty Council with the approval of the Executive Council and shall be notified in the University Regulation from time to time.
- (6) Subject to the general supervision and control of the Vice-Chancellor, the Departmental Committee shall have the following powers and functions:–
  - (i) curriculum development;
  - (ii) identification of the academic areas which need to be strengthened and recommendation of the suitable measures towards that end;
  - (iii) rolling review of existing courses and modules, and course and module documentation;
  - (iv) production of documentary material for Faculty, University and other teaching review exercises;
  - (v) preparation of class routine;
  - (vi) programming for co-ordination and completion of courses on schedule;
  - (vii) suggesting annual estimates for inclusion in the annual budget of the University;
  - (viii) recommending to the authority for recruitment of academic-related staff (part-time/ Contractual/ Guest teachers);
  - (ix) consideration of any other matter regarding departmental activities or any such matter as may be referred to it by the appropriate authorities.

## **50. 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 shall hold office for a period of two years on rotational basis, and shall be directly responsible to the concerned Dean of Faculty.

(2) The head of a department shall:–

- (i) assume responsibility for the quality, effectiveness, and progress of the department;
- (ii) lead to formulate and help to execute departmental policies and University statutes/regulations/policies as these affect the department, with due regard for the prerogatives and responsibilities of the faculty;
- (iii) recommend, after appropriate scrutiny (consistent with University norms and regulations) and approval of the Departmental Committee for appointment of guest faculty for the department, leave of the faculty members of the department, any other matter that the departmental committee may resolve, or any other matter under the direction of appropriate University Authorities;
- (iv) provide leadership, motivation, and management toward the achievement of excellence in teaching, research, continuing education and service activities of the department;
- (v) prepare and submit to the Dean an annual budget for his department and be responsible for the administration of allocated budgets;
- (vi) provide for the control, maintenance and general supervision of movable and fixed property, and all official records assigned or delegated to the department;
- (vii) recommend improvements in the efficiency of operation of organizational units within the department assigned to his responsibility;
- (viii) plan and manage departmental functions, seek the counsel of the department faculty, and delegate duties when possible;
- (ix) be expected to participate in the teaching, research, service and extension activities of the department;
- (x) call and preside over all meetings of the department;
- (xi) receive and permit joining of new permanent faculty members in the department on approval of the University and satisfactory scrutiny of

- supporting documents for the same;
- (xii) serve as a member of the various councils/ committees/ boards as necessary and/or given in the Act/ Statutes/ Regulations;
  - (xiii) annually update and submit to the Dean a departmental five-year plan for the department's missions of teaching, research, service and extension;
  - (xiv) prepare annual appraisal and development reports on members of the department as per the input given by them;
  - (xv) take emergency action which he deems appropriate to avoid accidents or damage to departmental students or departmental personnel or property of the University, pending investigation by the Dean and appropriate authorities;
  - (xvi) serve as communication node for all official business within the department and with the dean of the faculty;
  - (xvii) be alert to promote the public image of the department, faculty and the University.

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

- (i) the office of the Head of the Department shall rotate among the Professors of the Department. The senior-most of the teachers belonging to the cadre of Professor in the department (except superannuated Professor) who has not so far served as Head of the Department on a regular basis, shall be appointed as the Head of the Department in order of seniority;
- (ii) after all the Professors have completed their terms of office of the Head of the Department , the said office shall rotate among the teachers belonging to the cadre of Associate Professor (except superannuated Associate Professor) in order of seniority and in the same manner as in the case of Professor;
- (iii) in absence of a Professor or Associate Professor in a department, the said department can have Coordinator from the cadre of Assistant Professor which shall also be rotational in the same principle as delineated above. In such cases, the Coordinator shall act as Convener in the concerned Board of Studies with a Chairperson nominated by the Vice Chancellor on recommendation from the Dean of concerned Studies, and ratified by the Executive Council.

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

Explanation-II: – ‘Seniority’ of a teacher in a particular cadre shall be determined by the length of service rendered in that particular cadre at the Diamond Harbour Women’s University. When the length of service as such in respect of two or more teachers is the same, the seniority shall be determined on the basis of the total length of service rendered at Diamond Harbour Women’s University in the capacity of a teacher. If seniority cannot be determined even then, it shall be determined on the basis of calculation of past service elsewhere, and/or seniority of age.

#### **51. Other Statutory Committees:–**

- (1) There will be four other important committees namely,–
  - (a) Institutional Ethics Committee;
  - (b) Intellectual Property Rights Cell;
  - (c) Doctorate Committee;
  - (d) Departmental Ph. D Committee.
- (2) The constitution, powers and functions of the respective committees shall be provided in the Regulations.

#### **52. University Committees:–**

- (1) There shall be an Authority called University Committee under the following heads with respective conveners for efficient, transparent, participatory, distributive, and timely execution of various aims and goals of the University, namely:
  - (i) Academic Events, Convener: Development Officer,
  - (ii) Adult, Continuing Education and Extension Cell, Convener: Any Professor of the University nominated by the Executive Council,
  - (iii) Anti-Ragging, Convener: Dean, Students’ Welfare,
  - (iv) Building, Convener: University Engineer,
  - (v) Canteen, Convener: Public Relation & Hospitality Officer,
  - (vi) Development and Planning, Convener: Development Officer,
  - (vii) Disciplinary Committee for Students, Convener: Any Dean of Faculty of the University nominated by the Executive Council,
  - (viii) Examination Monitoring, Convener: Controller of Examinations,
  - (ix) Grievance Reddressal, Convener: Registrar,
  - (x) Hostel, Convener: Estate Officer,
  - (xi) Internal Quality Assurance Cell, Convener: Any Professor of the University nominated by the Executive Council,

- (xii) National Cadet Corps, Convener: Any Professor of the University nominated by the Executive Council,
  - (xiii) National Social Service Cell, Convener: Any Professor of the University nominated by the Executive Council,
  - (xiv) Publication Committee, Convener: Publication Officer,
  - (xv) Purchase and Tender, Convener: Registrar,
  - (xvi) Sexual Harassment, Convener: Senior-most female Professor or an Associate Professor, if Professor not available,
  - (xvii) Sports, Convener: Sports Officer,
  - (xviii) Students Welfare, Convener: Dean, Students' Welfare,
  - (xix) Website Committee, Convener: Systems and Support Officer,
  - (xx) Welfare of Backward Classes, Schedule Caste and Scheduled Tribes, Convener: Deputy Registrar.
- (2) The committees referred to 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 from time to time.

**CHAPTER IV**  
**MEETINGS OF THE EXECUTIVE COUNCIL**

**53. Meetings of the Executive Council:** – Save and as otherwise provided in the Act, the meeting of the Executive Council shall be held in the following manner:–

- (i) the Registrar shall under the direction of the Vice-Chancellor give not less than ten days' notice in writing to the members for a meeting of the Executive Council. Not less than seven days before the date of a meeting of the Executive Council, the Registrar shall send to each member the Agenda papers. However, the Vice-Chancellor may shorten the time for giving notice and circulating the agenda papers for any such meeting;
- (ii) the Vice-Chancellor shall preside over any meeting of the Executive Council;
- (iii) if there is no quorum within thirty minutes of the time fixed for the meeting, the meeting shall be adjourned;
- (iv) the Chairperson, for reasons which he may consider sufficient, may adjourn a meeting;
- (v) no quorum shall be necessary at an adjourned meeting. No matter shall be considered at an adjourned meeting other than matters left over at the meeting from which the adjournment took place. Adjourned meeting may be called within seven working days. No meeting can be adjourned more than once;
- (vi) any point of order raised at a meeting shall be decided by the Chairperson and his decision shall be final and binding;
- (vii) every member shall have one vote;
- (viii) all matters placed before a meeting shall be decided by a simple majority of votes of the members present and voting unless a particular majority is required under the Act. On putting any matter to vote the Chairperson of the meeting shall call for an opinion of the members by show of hands, first in the affirmative and then in the negative, and shall declare the result accordingly except in the case of elections where the voting shall be by secret ballot;
- (ix) the Chairperson at any meeting may direct any member of the Executive Council, whose conduct at the meeting is in his opinion is disorderly, to withdraw. Any such member so ordered shall be deemed to have withdrawn from the meeting even though in fact he may not leave the meeting;
- (x) any member who wishes to move a motion at any meeting of the Executive Council

shall give notice of such motion by forwarding a copy to the Registrar so as to reach him not less than five days before the date of the meeting, provided that any matter on which a decision has already been taken and recorded in resolution one hundred twenty days earlier or less shall not be the subject matter of any motion by a member. However, a motion may be withdrawn by a mover at any time before it is moved;

- (xi) except for an Emergency Meeting of the Executive Council, within 21 days of a meeting of the Executive Council or as soon as possible thereafter, the draft minutes of such meeting duly approved by the Chairperson of the meeting concerned shall be circulated to all members. The draft minutes and the exceptions taken, if any, shall be laid before a subsequent meeting of the Executive Council for consideration and the minutes in their final form shall then be confirmed. However for an Emergency Meeting of Executive Council the minutes of the meeting shall be confirmed on the table;
- (xii) an Emergency Meeting of Executive Council may be called with a notice period as decided by the Vice Chancellor depending on the situation and it is to be called for a single agenda;
- (xiii) in cases not expressly provided for in the Act or in the Ordinance or in the Statute, the decision of the Chairperson of the meeting on all matters relating to the conduct of the meeting shall be final and binding. He may change the order of business at a meeting if he deems it necessary;
- (xiv) unless otherwise directed by the Chairperson, all meetings shall be held on the University Campus.

**CHAPTER V**  
**MEETINGS OF THE COURT**

**54. Meetings of the Court:** – Save and as otherwise provided in the Act, the meeting of the Court shall be held in the following manner:

(1) (a) The Court shall meet at least thrice in a financial year, other than for Convocation, on dates to be fixed by the Vice-Chancellor. One of such meetings shall be held before March and shall be called the annual meeting. The Court may also meet at such other times as it may, from time to time, decide.

(b) not less than ten days' notice in writing shall be given to the members for every meeting of the Court;

(c) not less than seven days before the date fixed for meeting, the Registrar shall send to each member the agenda paper;

(d) 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.

(2) (a) The Vice-Chancellor may, whenever he thinks fit and proper, and shall, upon a requisition in writing signed by not less than one-third of the members of the Court, convene a meeting of the Court. A meeting on such requisition shall be held within ten days of the receipt of the requisition by the Vice-Chancellor;

(b) not less than 7 days' notice in writing shall be given to the members for a special meeting;

(c) an agenda paper shall be sent to each member along with such notice;

(d) no matter other than that included in the agenda papers and the supplementary agenda papers, if any, shall be considered at the meeting.

(3) Any member who wishes to move a motion at a meeting of the Court shall give notice of such motion by forwarding a copy thereof to the Registrar so as to reach him not less than five days before the date of the meeting.

(4) No motion shall be admitted by the Chairperson or allowed to be moved at a meeting of the Court unless it complies with the following conditions:–

(a) due notice has been given as prescribed in this Statute;

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



- (c) it shall not raise any issue which does not come wholly within the purview of the Court;
  - (d) it shall not contain any arguments, inferences or defamatory statements;
  - (e) it shall not refer to the character or conduct of any person except in his capacity as an Officer, a Teacher or a Non-teaching Staff of the University;
  - (f) it shall not refer to any matter which is pending before a Court of law 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 .
- (5) If a motion fails to comply with any of the conditions referred to in clause (4), the Chairperson shall refuse to admit it or to allow it to be moved in a meeting.
- (6) Every motion which complies with the conditions referred to in Clause (4), shall be admitted and allowed to be moved in the meeting for which the motion has been tabled. The decision of the Chairperson in admitting any motion, or refusing to admit it, or allowing it to be moved, or disallowing it to be moved shall be final. 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.
- (7) When the Chairperson refuses to admit a motion under Clause (5), 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.
- (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 Clause (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 clause (4).
- (9) 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.
- (10) The Registrar shall send to each member supplementary agenda papers containing such of the motions or for amendments as have been admitted under clause (8).

- (11) 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 provisions of this Statute shall apply to all amendments.
- (12) The Chancellor, or, in his absence, the Vice-Chancellor, shall preside at meetings of the Court. If both the Chancellor and the Vice-Chancellor are absent at any meeting, the members present at the meeting shall elect one from amongst themselves to be the Chairperson of the meeting.
- (13) One-third of the total number of members of the Court plus one shall be a quorum for a meeting of the Court:  
Provided that such quorum shall not be required at Convocation of the Court:  
Provided further that no quorum shall be required for an adjourned meeting.
- (14) If there is no quorum within thirty minutes of the time appointed for the meeting, the meeting shall be adjourned.
- (15) 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.
- (16) 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.
- (17) Save as aforesaid, it shall not be necessary to give notice in respect of an adjourned meeting.
- (18) At every meeting of the Court, matters shall be taken up for consideration in the following order:
- (a) election of Chairperson (if necessary);
  - (b) confirmation of the minutes of the previous meeting;
  - (c) matters proposed-
    - (i) by the Executive Council,
    - (ii) by the Vice-Chancellor,
    - (iii) by the Faculty Councils for Post-graduate and Undergraduate Studies by alphabetic order,

(iv) by the members of the Court, and

(v) any other matter.

(19) 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; or

(j) any other motion exempted as such under these Statutes, except a motion relating to the conferment of honorary degree.

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

(21) A motion to appoint a Committee under clause (h) of paragraph (19) may include directions to the Committee and shall specify a date within which a report shall be submitted by the Committee to the University. Whenever any such Committee is appointed, the Court shall also appoint its Chairperson. Half of the total number of members of such Committee plus one shall be a quorum for a meeting of the Committee and its Chairperson must be present at every meeting.

(22) 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 19 (h);

(b) an amendment to a motion brought before the meeting by the Vice-Chancellor under Clause (1) (d); and

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

(23) 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.

(24) The Chairperson may without a formal motion make any correction of clerical or accidental mistake or slip in any paper relating to any matter placed before a meeting.

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- (a) A member who desires to speak shall rise in his place and address the Chairperson only.
- (b) 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.
- (c) If more members than one raise at the same time, only the member whose name is called out by the Chairperson shall be entitled to speak.
- (d) Every speech must be relevant to the matter under consideration.
- (e) The Chairperson may direct any member to discontinue his speech if the speaker's argument becomes offensive, embarrassing, scandalous or irrelevant.
- (f) Save in exercise of a right of reply, a member shall not be entitled to speak more than once on the same matter.
- (g) A member may, with the permission of the Chair, make a statement on any matter arising out of the debate.
- (h) No member shall rise to speak while another member is speaking: Provided that a member may, with the permission of the Chair rise even while another member is speaking to explain any expression used by him, which may have been misunderstood by the Speaker but in every such case, shall confine him strictly to such explanation.
- (i) If the Chairperson rises to speak, any member speaking or about to speak, shall sit down at once.
- (j) 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.
- (k) Any member may call the Chairperson's attention to a point of order, even while another member is speaking but no speech shall be made on such point of order. 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.
- (l) 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.

- (m) 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.
  - (n) Every motion which is moved must be seconded. In case it is not seconded, it shall lapse.
  - (o) 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.
  - (p) 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.
  - (q) 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.
  - (r) 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.
  - (s) Every amendment which is moved must be seconded. In case it is not seconded, it shall lapse.
  - (t) An amendment may be withdrawn by the mover at any time before it is moved.
  - (u) After the amendment or amendments have been moved and seconded, a general debate shall follow on the motion and the amendments.
  - (v) 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.
  - (w) If no amendment is carried, the original motion shall be put to vote.
- (26) (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.
- (27) (a) After putting any question to vote the Chairperson shall call for an indication of the opinion of the Court by show of hands, first in the affirmative and then in the negative, and shall declare the result accordingly.
- (b) 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.

(c) If any member demands, the voting shall be by secret ballot and not by showing of hands.

(28) Any member who intends to protest against a motion passed at a meeting of the Court to which the assent of the Chancellor is required shall give notice in writing of such intention to the Registrar within two days from the date of the meeting and shall within fourteen days from such date lodge with the Registrar a memorandum setting out the grounds of protest. The Registrar shall forward a copy of the memorandum to the mover of the motion. The mover of the motion shall within fourteen days from the date on which the memorandum was so forwarded, send to the Vice Chancellor a reply to the grounds of the protest. The memorandum of protest and the reply, together with the copy of the minutes of the meeting, shall then be submitted for the consideration and order of the Vice-Chancellor.

(29) (1) within ten days after every meeting of the Court, a draft of the minutes of such meeting shall be submitted by the Registrar to the Chairperson. After the Chairperson has approved and attested the same a copy of the draft minutes shall be forwarded to each member. Any member who was present at the meeting may, within seven days of the issue of the draft minutes, communicate to the Registrar any exceptions he may take to the correctness thereof. The draft minutes and the exceptions taken, if any, shall be laid for consideration before the next meeting of the Court and the minutes in their final form shall then be confirmed.

(2) The Chairperson shall have the right to expunge from the minutes any expression which he considers objectionable or the publication of which is, in his opinion, not in the interest of the University.

(3) Once every 12 months or at such other intervals as the Court may determine, the final minutes of the meeting of the Court held within the period shall be circulated to each member of the Court.

(30) (1) No matter which has been decided by the Court shall be reconsidered within a period of 12 months from the date of such decision except at a special meeting convened for purpose prescribed under the provisions of Statute 56(2)(a) and unless three-fourths of the members present at such a meeting signify their assent in favour of such reconsideration.

(2) The decision of the Chancellor in every matter which requires such decision shall be reported to the Court and recorded in its minutes.

(31) (1) The Chairperson may direct any member whose *conduct* is, in his opinion, disorderly

to withdraw immediately from the meeting, and any member so ordered shall be deemed to have withdrawn from the meeting.

(2) 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.

(32) If the Vice-Chancellor considers it necessary or expedient, he may obtain a decision of the Court on any matter by circulation. In every such case a notice of the motion or proposal on which the decision of the Court is sought, shall be circulated to every member of the Court along with an explanatory memorandum. A member may within 15 days of such notice communicate to the Registrar his acceptance or otherwise of the motion or proposal. Such motion or proposal will be deemed to have been adopted by the Court if the majority of members have expressed their acceptance of the motion or proposal.

(33) (a) 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.

(b) 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.

(34) No proceedings of a meeting of the Court shall be invalidated merely by reason that any member has not received a notice or agenda papers provided it has been duly issued.

**CHAPTER VI**  
**ELECTIONS TO THE COURT, THE EXECUTIVE COUNCIL**  
**AND FACULTY COUNCILS**

**55. Preliminary:–**

(1) ‘Form’ shall mean a form as may be notified by the Vice-Chancellor for realising the objects of these Statutes.

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

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

- (i) “Constituency” in relation to any election of a member or members of any Authority means the body of electors who are required by the Act, the Statutes, the Ordinances, the Regulations or the Rules to elect such member or members to the Authority;
- (ii) “Contesting Candidate” at any election means a candidate whose nomination paper has been found valid on scrutiny by the Returning Officer and who has not withdrawn his candidature in accordance with the provisions of these Statutes;
- (iii) “Election” means an election held under the Act, the Statutes, the Ordinances, the Regulations or the Rules;
- (iv) “Elector” of a constituency means a person whose name has been included in the electoral roll of the constituency;
- (v) “Electoral roll” of a constituency means the Register of electors of the Constituency, prepared and authenticated in accordance with the provisions of the Statutes, the Ordinances, the Regulations or the Rules;
- (vi) “Polling day” in relation to a polling station means the date fixed under these Statutes for taking the poll at that polling station;
- (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.

**56. Maintenance of Registers:–**

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



- (i) Register of Professors of the University Departments of Studies belonging to-
  - (a) the Faculty Councils for Post-Graduate and Undergraduate Studies in Arts, Science and Education;
  - (b) such other Faculty Councils for Post-Graduate and Undergraduate Studies as may be constituted by the University;
- (ii) Register of Teachers other than Professors of the University Departments of Studies belonging to-
  - (a) the Faculty Council for Post-Graduate and Undergraduate Studies in Arts, Science and Education;
  - (b) Such other Faculty Councils for Post-Graduate and Undergraduate Studies as may be constituted by the University;
- (iii) Register of Regular Post-Graduate and Undergraduate Students of the University;
- (iv) Register of Research Scholars and Research Fellows of the University;
- (v) Register of Librarians of the University;
- (vi) Register of Non-Teaching Staff of the University;
- (vii) Register of the Officers of the University; and
- (viii) Such other Registers as may be required to be maintained for the purpose of carrying out the provisions of the Act.

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

(3) As soon as any of the draft Registers have been prepared under paragraph (2), the Registering Authority shall notify the matter in the University Notice Board and in such manner as he may deem necessary and send a copy of the relevant draft Register along with the notice to the heads of the Departments concerned indicating the constituency to which it relates.

(4) While doing so, the Registering Authority shall specify the last date by which every objection which may be preferred under paragraph (3) shall reach him within the specified period.

(5) Any person belonging to the category to which the relevant draft Register relates, may prefer an objection or suggestion, if any, 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.
- (6) Every such objection of suggestion, 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 under paragraph (1).
  - (7) An objection which fails to comply with any of the requirements prescribed under paragraphs (3) and (4) shall be dismissed by the Vice-Chancellor.
  - (8) Whenever an objection has not been dismissed under paragraph (7), a copy thereof shall forthwith be forwarded by the Registering Authority to the person to whom the objection relates, unless he himself is the objector. While doing so, the Registering Authority shall specify the last date by which such person may send his reply to the objection if he wishes to do so. Any reply that such person may send shall be addressed to the Registering Authority in duplicate and shall reach him within 10 (ten) days from the date on which the copy of the objection was forwarded to him by the Registering Authority. A copy of such reply shall be sent by the Registering Authority to the objector.
  - (9) The Registering Authority shall make such enquiry as he considers necessary in respect of any objection which has not been dismissed under paragraph (7) 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. The Vice-Chancellor shall then give his decision on each such objection after taking into consideration-
    - (a) the grounds on which the objector relies;
    - (b) the reply, if any, submitted by the person objected against; and
    - (c) the report on the enquiry made by the Registering Authority.
  - (10) The decision given by the Vice-Chancellor shall be final.
  - (11) Every such decision or orders shall forthwith be communicated to the objector and the person objected against, if any.
  - (12) 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 (9).

- (13) Such Registers as prepared under paragraph (12) 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 duly authenticated by the Vice-Chancellor.
- (14) The Registers as authenticated under paragraph (13) 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.
- (15) The Vice-Chancellor may at any time direct the Registering Authority to amend or correct an entry in any Register authenticated under paragraph (13) in order to rectify any clerical or formal error or defect therein.
- (16) The Heads of Departments or Institutions managed by or affiliated to the University shall report from time to time the fact of any fresh appointment, death, resignation, transfer, retirement or termination of service and such other facts as may require an amendment or correction in respect of entries to be made in the Registers. The Registering Authority shall, on receipt of any such information, make necessary amendment or correction in the entries in the Registers to ensure a constant process of keeping the Registers up-to-date:
- Provided that in the event of any fresh appointment, for the purpose of inclusion in the relevant Register of the name of the elector concerned, the procedure laid down in paragraphs (1) to (13) shall be observed *mutatis mutandis*; whereas in other events the Registering Authority shall make necessary amendment or correction *moto perpetuo*.
- (17) The Vice-Chancellor may at any time direct the revision of any Register referred to in these Statutes if he considers such revision necessary. For the purpose of such revision, the Registering Authority shall notify to the members of the relevant category that the existing Register will be revised and that the same will be treated as the Draft Register for the purpose of such revision; and the provisions under paragraphs (1) to (10) 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.

- (18) 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.

**57. Elections to the Court:–** For the purpose of constitution of the Court in terms of section 17 of the Act, elections will be held to elect a member or members as the case may be, namely,

- (1) the Teachers from the Councils of Post-graduate and Undergraduate Studies as referred to in sub-clauses (xiii), (xiv) and (xv) of clause (b) of sub-section (1);
- (2) The Officers of the University as referred to in sub-clause (xvi) of clause (b) of sub-section (1); and
- (3) The Non-Teaching employees of the University as referred to in the sub-clause (xvii) of clause (b) of sub-section (1).

**58. Elections:–**

(1) Whenever an election is required to be held in the constituencies under para (1) of Statute 57, for the purpose of constituting the Court, the Returning Officer shall call upon the appropriate constituency to elect a member or members as the case may be.

(2) 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.

(3) Unless the Vice-Chancellor or the Executive Council directs otherwise, the Registrar shall be the Registering Authority.

(4) 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.

(5) An elector may obtain a copy of the electoral roll on payment of such price 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 enumerated in Section 37 of the Act.

(8) On or before the date fixed for filing nominations, every candidate for election shall deliver or cause to be delivered to the Returning Officer in his office a nomination paper in the prescribed form between such hours as may be specified by the Returning Officer. The Returning Officer shall give a serial number to every nomination paper delivered to him and hand over to the person delivering the nomination paper a certificate of such delivery:

Provided that no nomination paper sent by post shall be accepted.

(9) Every nomination paper shall be duly filled in and proposed by a person qualified to vote in the constituency concerned.

(10) A nomination paper shall not be valid unless it is signed by the candidate signifying his assent to the nomination.

(11) (a) On the day fixed and duly notified for the scrutiny of nomination papers, the Returning Officer shall, in the presence of such candidates or their authorised agents as may be present, scrutinizes all nomination papers which have been delivered to his under paragraph (8). A candidate who is absent at the scrutiny may authorise 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.

(b) 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 provisions of paragraphs (8) to (10) 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 paragraph

(7).

(c) The Returning Officer shall declare every nomination paper to be valid and shall accept it if it has not been rejected under clause (b).

(12) Any candidate whose name appears in the list of candidates referred to in clause (a) of paragraph (11) 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 contesting candidates is equal to 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; or

(b)(i) if the number of contesting candidates 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;

(ii) 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.

(15) 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 decide.

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.

(16) A person whose name is not included in the electoral roll of a constituency shall not be entitled to vote in that constituency.

(17) Every person whose name is included in the electoral roll of a constituency shall be entitled to vote in that constituency only.

(18) 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.

(19) 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.

(20) For every polling station the Returning Officer shall appoint a Presiding Officer from among the employees of the University or of the affiliated Colleges or Institutions, affiliated to the university, who shall make all necessary arrangements for taking the poll at that polling station and shall conduct the poll there on the polling day. The Returning Officer shall provide the Presiding Officer of every polling station with-

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

(b) all necessary forms,

(c) ballot papers,

(d) envelopes,

(e) a specified 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.

(21) The Returning Officer may appoint such persons as he may decide to assist the Presiding Officer in taking the poll at the polling station, from among the employees of the University or of the affiliated Colleges or Institutions, affiliated to the university.

(22) 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.

(23) 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.

(24) 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.

(25) 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.

(26) 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 subject to the provisions of paragraphs (23) and (24).



(27) All the envelopes received from the electors and sealed in accordance with the provisions of paragraph (25) shall be kept in a packet by the Presiding Officer, excepting in the cases where Ballot Boxes are provided.

(28) 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.

(29) (a) If an elector has inadvertently torn, defaced or otherwise spoiled 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 spoiled 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 spoiled the second ballot paper so issued to him.

(b) All spoiled ballot papers returned to the Presiding Officer under clause (a) shall be endorsed by him as 'Cancelled' and kept in a separate packet.

(30) (a) Immediately after the close of the poll, the packets or the ballot boxes, as the case may be referred to in Items (i) and (iii) of clause (c) of the paragraph shall be sealed and the papers and other materials referred to in items (ii), (iv), (v) and (vii) of the said sub-clause (c) shall be placed in separate covers or packets which shall also be sealed.

(b) On each cover or packet containing the papers and other materials referred to in items (i) to (vii) of sub-paragraph (c) 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.

(c) 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 spoiled 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 referred to in paragraph (30) except after the counting of votes has been completed.

**Suspension of election:-**

(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 referred to in items (i) to (v) & (vii) of paragraph (30) as if the poll had been completed and shall retain them for disposal in accordance with the provisions of clause(b) or clause (c) of paragraph (33) hereafter.

**Resumption and completion of suspended elections:-**

(33) (a) 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 under the provisions of paragraph (32) 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.

provided that, 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.

(b) When the Vice-Chancellor has directed a fresh poll at a polling station under item (i) of sub-clause (a) of this paragraph, the procedure prescribed in paragraphs (20) to (32) shall be followed for such poll.

All sealed covers and packets relating to the adjourned poll in terms of paragraph (32) shall, be forwarded by the Presiding Officer to the Returning Officer for safe custody and shall not be opened.

(c) 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 sub-clause (c) 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 and which contain the papers mentioned in items (i), (iii) and (iv) of sub-clause (c) of paragraph (30). Except as otherwise provided in this paragraph, the procedure prescribed in paragraphs (20) to (32) shall be followed in such resumed poll. 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 and which contained the papers mentioned in items (i), (iii) and (iv) of sub-clause (c) of paragraph (30).

(34) 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.

(35) 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. 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.

(36) In every case of election by postal ballot, the last date fixed under paragraph (35) 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.

(37) 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 in pursuance of paragraph (35).

### **Counting of votes:-**

(38) (a) On the date and at the time and place fixed for the counting of votes, the Returning Officer shall open the sealed packets referred to in items (i) and (iv) of sub-clause (c) of paragraph (30) and sub-clauses (b) and (c) of paragraph (33) 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 referred to in any of the items (ii), (iii), (v), (vi) and (vii) of paragraph (30), 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.

(b) As the envelopes or the sealed ballot boxes are opened under sub-paragraph (a) of this paragraph 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.

(c) 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 seats 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.

(d) 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,

(e) 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.

(f) The decision of the Returning Officer as to the validity of a ballot paper or a vote shall be final.

(39) In case the poll could not be completed before the date fixed for counting of votes, or in the event the papers referred to in paragraph (30) or paragraph (33) were not received by the Returning Officer from all the polling stations before the commencement of 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 his for the counting of votes.

**Declaration of results:-**

(40) When the counting of votes has been completed, the following steps shall be taken:—

(a) In a case where the number of seat to be filled is one, the Returning Officer shall declare forthwith the candidate, in whose favour the highest number of valid votes have been cast, to be duly elected. When two or more candidates secure an equal number of votes, the question as to which of them shall be declared to have been elected shall be decided by the Returning Officer by the drawing of lots in such manner as he deems fit;

(b) In a case where the number of seats to be filled exceeds one, the Returning Officer shall prepare a list of candidates arranged in the descending order of the number of valid votes secured by each, mentioning the number of votes against each. He shall declare such number of candidates from the top of the said list as the number of seats is to be filled, to have been duly elected;

Provided that when two or more candidates secure an equal number of votes and when both or all of them cannot be declared elected, the question as to which of them shall be declared to have been elected shall be decided by the Returning Officer by the drawing of lots in such manner as he deems fit.

(c) After the result of the election is declared, the Returning Officer shall seal up in separate packets the valid and the invalid ballot papers. He shall mark each such packet with a description of its contents, the particulars of the election, the name of the constituency and the date of the counting. He shall also replace in sealed covers or packets the contents of such covers or packets, if any, referred to in items (ii), (iii), (iv), (v) and (vii) of sub-paragraph (c) of paragraph (30) as well as paragraph (33) as he may have opened under clause (a) of paragraph 38. 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.

(41) The following persons, and no others, shall be allowed by the Presiding Officer to stay inside polling station during the poll-

- (i) the Vice-Chancellor;
- (ii) any person authorised in writing in this behalf by the Vice- Chancellor;
- (iii) any person or persons appointed by the Returning Officer to assist the Presiding Officer in taking the poll; and
- (iv) every contesting candidate and/or an agent from the respective constituency of such contesting candidate, authorised by him in writing in this behalf.

(42) The following persons, and no others, shall be allowed by the Returning Officer to be present at the counting of votes-

- (i) the Vice-Chancellor;
- (ii) any person authorised in writing in this behalf by the Vice-Chancellor;
- (iii) any person or persons appointed by the Returning Officer to assist him in counting the votes; and
- (iv) every contesting candidate and/or an agent from the respective constituency of such contesting candidate, authorised by him in writing in this behalf.

(43) 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.

(44) 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.

(45) (a) The membership of an elected person to fill a vacancy, shall take effect – (i) In the case of an anticipatory election, from the date of occurrence of the vacancy, and (ii) in every other case, from the date of declaration of the result of the election.

(b)(i) 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.

(ii) 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.

(iii) 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 are 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 under Section 41 of the Act.

(iv) 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.

- (46) An election shall not be invalidated by reason merely of any vacancy existing among the persons entitled to vote at such election.
- (47) 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.
- (48) 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.
- (49) In an election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the Act, these Statutes or any law for the time being in force as he may consider necessary for the proper holding of the election and subject to the decision given by the Election Tribunal on a reference made to it, if any, under section 40 of the Act, such directions shall be given effect to.
- (50) 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.

**59. Election to the Executive Council:** – For the purpose of elections to the Executive Council in terms of Section 20 of the Act, the Registrar shall convene meetings of the members concerned of the relevant Authorities, namely, the Faculty Councils for Post-graduate and Undergraduate Studies in Arts, Science and Education and any other faculty which may be established by the University as referred to in clauses (vii), (viii) and (ix), of sub-section (1) section 20.

**60. Election meetings:–**

- (1) 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.
- (2) No other business shall be transacted in such meetings and the election of members from the respective bodies to the Executive Council shall constitute the single item for the said meetings.
- (3) 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. Elections to the Executive Council shall be completed within three months excluding intervening vacations if any from the date on which (i) the Court, (ii) the Faculty Councils for Post-graduate and Undergraduate Studies have been finally constituted by elections and nominations.

**61. Procedures of Elections:–**

- (1) The Vice-Chancellor shall be the Chairperson at the meetings, but he shall have no right to vote.
- (2) 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,
- (3) 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.
- (4) If the number of candidates remaining after such withdrawal is equal to or less than the number of seats 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.

(5) 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.

(6) The Chairperson shall determine whether the votes are valid or not and shall count all valid votes after the completion of the voting.

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

(i) in a case where the number of seat 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.

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

## **62. Election to Faculty Councils:—**

(1) For the purposes of constitution of and elections to the Faculty Councils for Post-graduate and Undergraduate Studies in Arts, Science and Education and any other faculty which may be established by the University as envisaged in clause (iv) of sub-section (2)

of section 22 of the Act, the Registrar shall convene a meeting of the Boards of Studies pertaining to the subject or subjects concerned.

(2) Notwithstanding anything contained in these Statutes, the procedure laid down in Statutes 59 to 61 shall *mutatis mutandis* apply to every such election:

Provided that all objections relating thereto shall be raised at the meeting and decided by the Vice-Chancellor, who shall be the Chairperson at such meetings.

**63. Election Tribunal:–** In accordance with the provisions of section 40 of the Act, an Election Tribunal shall be formed for each election by the Vice Chancellor and shall be notified by the Returning Officer with the following three members:–

(1) (a) One Retired Judge of the High Court nominated by the Executive Council, Chairperson,

(b) One Professor from outside the University nominated by the Executive Council;  
and

(c) One Professor from outside the University nominated by the Vice Chancellor.

(2) One Officer of the University, nominated by the Vice Chancellor, will be the Secretary.

**CHAPTER-VII**  
**LEAVE RULES OF THE TEACHERS OF THE UNIVERSITY**

**64. Classification of employees:–**

(1) For purpose of calculation of leave the employees shall be classified as follows:

- (i) Teachers of the University
- (ii) Officers;
- (iii) Non-teaching staff.

(2) The terms and conditions of Service and Leave of all Officers and Non-Teaching Staff of the University shall be guided by the rules laid down by the Government orders, *mutatis mutandis*, and be notified in the University Regulations.

**65. Leave rules and Leave Salary for Teachers of the University:–**

(1) These rules may be called "Leave Rules" in respect of whole-time teachers of the University.

(2) These rules are applicable to all whole-time teachers of the University.

(3) Subject to the provisions of the order of the State Government as may be issued from time to time the term "leave" shall mean:

- (i) Casual Leave;
- (ii) Earned Leave;
- (iii) On Duty Absence;
- (iv) Study Leave;
- (v) Special Study Leave;
- (vi) Maternity Leave and Child Adoption Leave;
- (vii) Quarantine Leave;
- (viii) Medical Leave/ Half Pay Leave;
- (ix) Commuted Leave;
- (x) Extraordinary Leave;
- (xi) Compensatory Leave;
- (xii) Leave Not Due;
- (xiii) Special Disability Leave;
- (xiv) Child Care Leave.

(4) Leave of any description 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.

- (5) Leave shall be calculated on the basis of calendar year, and not academic year.
- (6) Leave ordinarily shall claim on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot be both affixed and prefixed to holidays; when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
- (7) A teacher on leave shall not return to duty before the expiry of leave granted to him without permission of the authority, which sanctioned the leave.
- (8) A teacher who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a registered medical practitioner.
- (9) A teacher who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited to leave, as though it were leave on full pay.
- (10) All applications for leave of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be placed before appropriate bodies.
- (11) For a teacher during "appointment on probation", which means appointment on trial before confirmation and shall be confirmed and made permanent only on satisfactory completion of the period of probation, will be eligible during the period of probation for Casual Leave (maximum 14 days in a year and which shall not be combined with any other kind of leave) and Extraordinary Leave (on any occasions in excess of three months in a year, and with no leave salary/leave with pay is admissible for this period, and accordingly for this period the date of confirmation will get deferred).
- (12) A female employee, subject to the Government Order, if any, to this effect, of the University will get benefit of 180 days Maternity Leave for maximum two surviving children.
- (13) In adoption of the Memorandum of Finance Department, Government of West Bengal, No. 9728-F (P) dated 24<sup>th</sup> October 2011, a female employee of the University with less than two surviving children, adopts a child of less than one year and subject to the provisions of the Hindu Adoption and Maintenance Act, 1956 or in any other law or custom, prevail in this regard, shall be entitled to 135 days 'Child

Adoption Leave', independent and over and above of any other form of leave. In continuation of the same, he may avail leave of any kind due and admissible, for a period of up to one year or till the child is one year old, whichever is earlier. Herein, leave not due and commuted leave up to sixty days without production of Medical certificate is admissible. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in this Statute by vide notification in the University Regulation from time to time.

- (14) Special causal leave not exceeding ten days may be granted to a teacher: (a) to conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/institutions; and (b) to inspect academic institutions attached to the University, etc.

*Note:* (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. (ii) In addition, special casual leave to the extent mentioned below may also be granted: (a) to undergo sterilization operation under family welfare programme. Leave in this case will be restricted to six working days; and (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days. (iii) Special casual leave cannot be accumulated, nor-can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

- (15) Earned Leave admissible to a teacher shall be one third of the period during which he is required to perform duties during vacation/ recess subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall not exceed three hundred days. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in this Statute by vide notification in the University Regulation from time to time.

- (16) Every teacher shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retirement on superannuation, voluntary retirement or death in harness provided number of accumulated leave and maximum encashable shall be three hundred days.

- (17) Absence from duty of a teacher with the approval of the Registrar on account of duties assigned by the Government or any constitutional authority or the University or the Public Service Commission or the College Service Commission or the School Service Commission etc.; or on account of obligations in regard to the NCC or the

Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave. Similar leave can be availed on account of attending Orientation Programme, Refresher Course, Participation and Presentation of Paper in a seminar/workshop/ symposium/ conference at state/ national/ international level for seminar presentation/ appearance in viva-voce in connection with M. Phil/ Ph. D Course Work, M. Phil/ Ph. D Registration, M. Phil/ Ph. D Dissertation, and receipt of M. Phil/Ph. D degree in convocation, or for acting as an expert in any recognized University in connection with recruitment of M. Phil/ Ph. D programme. On duty absence shall not exceed more than thirty working days in an academic year, notwithstanding the additional claim for the same may be admissible under the above clauses. In cases of such additional claim, the teacher shall be granted due and admissible leave as far as possible by the Vice Chancellor/Executive Council, as the case be. On duty absence is admissible with full pay and allowances.

- (18) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher be granted only when satisfactory grounds have been shown. No teacher who is under suspension shall be granted any leave.
- (19) A permanent female employee of the University appointed in a substantive post shall be eligible for Child Care Leave as per extant Government Order.
- (20) Study leave with full pay for advanced study and research directly related to his work in the University may be granted to a teacher by the Executive Council of the University provided the concerned teacher has put in at least three years of service and is not due to retire there-from within five years of his return from such leave. There shall be a gap of at least three years between two periods of such leave. The amount of scholarship, fellowship or other financial assistance that a teacher, has been awarded will not preclude his being granted study leave with pay and allowances provided the scholarships etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. An application of study leave with particulars of international assignments, Scholarship/Fellowship or financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- (21) Study leave on full pay (without allowances in India and with Dearness Allowance outside India) may be granted for a maximum period of twelve months at any one

time and twenty four months in all during the entire service period. However, such leave may not be granted by the Executive Council, unless proposed with justification by the Vice Chancellor for relaxation as special case without precedent, in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

- (22) A teacher granted study leave shall on his return and re-joining the service of the University may be eligible for the benefit of the annual increment (s) which he would have earned in course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments. Study leave shall count as service for Pension / Contributory Provident Fund, provided the teacher joins the University on the expiry of his study leave. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (23) A teacher availing himself of study leave shall submit a written undertaking that he shall serve the University for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave failing which he shall have to refund the emoluments received from the Government/University/UGC during the period of study leave. If such undertaking is not provided and the incumbent leaves the service after availing the leave, the Registrar of the University will be responsible to get the refund or recompense the University for the same; After the leave has been sanctioned, the teacher shall before availing himself of the leave execute a bond in favour of the University binding himself for the due fulfillment of the conditions laid down in sub-clause above:  
Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the University while on study leave, leave salary shall be reduced to the extent as per extant Government Order notified in the Regulation from time to time.
- (24) A whole-time teacher of University may be granted special study leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Executive Council as suitable for the purpose for such period ordinarily not exceeding twelve months during the whole period of his service, provided that the concerned teacher has put in at least three years of continuous service and not to retire there from within five years of his return from such leave:

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive of travel grants, if any, with supporting documents should be submitted to the Executive Council through the Registrar at least one month before the start of the leave applied for.

(25) A teacher appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the University or post outside, his lien on the permanent post held earlier in the University shall be terminated, unless he indicates in writing his refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher shall immediately report back to duty in the post on which he held lien.

(26) A teacher in the University may be granted lien on his permanent post if he applies for the grant of lien consequent upon his obtaining an appointment offer either in another University or in any other establishment. The period of lien shall initially be for a period of one year which may be renewed or extended in two parts of six months each, thus for maximum one year if the teacher concerned is not confirmed in his services in the new establishment within that period. Provided that the total period of lien, so granted to a teacher holding substantive appointment, shall not exceed 2 years under any circumstances:

Provided that a teacher is appointed by the Chancellor of any University or by the Government (central or state) to any post like Vice Chancellor/Pro-Vice Chancellor of any University, Chairman/ Vice Chairman/ Deputy Chairman/ President/ Secretary/ Joint Secretary/ Deputy Secretary of any government body in the interest of public service, the period of lien is flexible and can be granted for the number of years as per requirement on the basis of the appointment letter for this particular assignment/post.

Provided that the period of lien is also flexible if a teacher is elected as a people's representative in the Parliament or state Legislative Assembly, and/or for similar types of cases.

(27) Absence without leave may render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

(28) A leave account shall be maintained under the statutory heads by the Registrars' office for every teacher thereof. The leave of every teacher will be calculated as per calendar year starting from the 1<sup>st</sup> day of January and end on 31<sup>st</sup> December of every year.

(29) The Teachers of the University annually shall have total number of 48 days of



holidays and Vacations as notified every year in the University Regulation from time to time. The working days, class-load, teaching recess etc will be as per extant Government Order notified in the University Regulation from time to time.

- (30) Notwithstanding the above, with the extant Government Orders appropriate changes can be made in these Statutes by vide notification in the University Regulation from time to time.

**CHAPTER-VIII**  
**LEAVE RULES FOR OFFICERS AND NON-TEACHING EMPLOYEES OF THE**  
**UNIVERSITY**

**66. Attendance:**— Every 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 am to 5-30 pm on all working days with half an hour recess with provision for late marking for arriving late after 10-15 am and for marking absent at 10-45 am. Attendance register for marking time for departure should not be placed before the employee before 5-15 pm. Any employee leaving office before that time 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 the employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.

**67. Leave in general:** – Subject to the general principles of leave wherever applicable, made under these Statutes, and subject to the order of the State Government made in this regard from time to time, leave shall mean:

(i) Casual Leave                      (ii) Earned Leave

(iii) Medical Leave/ Half-Pay 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

**68. Casual Leave: –**

(1) Casual leave for short period, not exceeding 4 days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency which may arise.

- (2) Casual leave cannot be combined with any other kind of leave or Puja holidays but can be prefixed and/or suffixed to Sundays and holidays provided such leave shall not exceed seven days at a time including Sundays and/or holidays.
- (3) 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.
- (4) An employee on casual leave shall be treated as on duty.
- (5) In no case casual leave and half day casual leave taken together shall exceed fourteen days in a year.
- (6) Casual leave, if not taken within the calendar year will lapse.

**69. Earned Leave: –**

- (1) 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 exigency 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 or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.
- (2) Earned leave shall be credited to the leave account at the rate of two and a half days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed. In the event of death, resignation, 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 two and a half 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 as may be determined by the State Government from time to time. While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.
- (3) Whole time permanent Officer/ employee of the University shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retirement on superannuation, voluntary retirement or death in harness provided that the maximum number of accumulated leave and maximum leave encashable shall be limited to three hundred days.

- (4) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

**70. Medical Leave/ Half-Pay Leave: –**

- (1) An employee may be granted leave on half pay for 20 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 half pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

- (2) Half-pay Leave may be combined with any other kind of leave except casual and quarantine leave.

**71. Commuted Leave: –**

- (1) An employee will be entitled to commute the half-pay leave that he has earned to full pay leave for half the 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 10 days at a time.

- (2) Commuted Leave can be combined with any other kind of leave except casual and quarantine leave.

**72. Compensatory Leave:–**

- (1) An employee of the University may be granted compensatory leave on full pay and allowance in lieu of full work done on 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.

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

- (3) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.
- (4) Compensatory Leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

**73. Study Leave: –**

- (1) Study leave for advanced study and training which are not taught in a regular or semi academic course directly related to his work in the University may be granted to a permanent employee by the University Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire 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
- (2) The Executive Council may grant any allowance during study leave as per rule 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 extend.

- (3) 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.

**74. Quarantine Leave: –**

- (1) Quarantine Leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of public or municipal health officer for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.
- (2) 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 grant of such leave.

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

- (i) Scarlet Fever
- (ii) Plague (Bubonic or Bubonic)
- (iii) Typhus
- (iv) Cerebro-spinal Meningitis

(4) 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

(5) An employee himself suffering from the infectious diseases as mentioned will be granted such leave.

**75. Maternity Leave:** – Maternity Leave with full pay and allowances may be granted to a whole-time permanent female employee of the University for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner for a maximum of two surviving children.

**76. Extra Ordinary Leave:** – Extra Ordinary Leave without pay and allowances may be granted by the Executive Council to a whole-time permanent employee in special circumstances when no other leave is admissible to him for a period not exceeding three months.

**77. Special Disability Leave:** – A permanent full time employee who is disabled by injury accidentally incurred in consequence of due performance of his official duty or by illness incurred on the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave with full pay and allowances as per existing Government Order on the same terms and conditions as may be issued in this regard from time to time.

**78. Leave on duty:** – Absence from duty of an employee with the permission of the Registrar on account of duties assigned by the Government or any constitutional authority or the University or on account of obligation in regard to the NCC/ NSS and similar other

obligations shall be deemed to be on duty and such absence shall not be counted towards casual or earned leave. On duty absence with full pay and allowances shall not be exceeded more than thirty working days in an academic year.

**79. Child Care Leave (CCL):**– A full-time permanent female employee of the University appointed in a substantive vacancy shall be allowed to Child Care Leave for a maximum period of two years (730 days) during her whole service career on such terms and conditions as may be prescribed by the State Government from time to time.

**CHAPTER-IX**  
**CONVOCATION & AWARD OF DEGRESS**

**80. Convocation: –**

- (1) A convocation shall ordinarily be held once in a year on a date or dates and at such times and places as may be fixed by the Executive Council.
- (2) Not less than fourteen days' notice shall be given for the holding of a convocation; but in the case of a Convocation held for the purpose of conferring any honorary degree, such shorter notice as the Vice –Chancellor may consider fit and proper, may be given.
- (3) Degrees of the University shall be conferred and such medals and Post-Graduate Diplomas and certificates as may be specified in this behalf by the Executive Council shall be awarded at Convocation of the University;
- (4) The Court may, on the recommendation of the Executive Council, confer honorary Degrees (Honoris Causa) and other academic distinctions on such persons of eminence as may be determined from time to time;
- (5) All proposals for conferment of Honorary Degrees (Honoris Causa) shall be submitted to the Chancellor for approval;
- (6) All Degrees and Honorary Degrees (Honoris Causa) shall be conferred and the Medals, Diplomas and Certificates be awarded by the Court at a Convocation to the recipients present thereat or in absentia.
- (7) Ordinarily the Degrees shall be conferred and the Medals, Diplomas and Certificates awarded, on presentation at Convocation in the following order namely:
  - (a) Honorary Degrees in the order determined by the Vice-Chancellor;
  - (b) Special Medals in the order determined by the Vice-Chancellor;
  - (c) Doctors' Degrees in the order of Faculty Councils;
  - (d) Masters' Degrees , Post-Graduate Diplomas and Certificates, Bachelor's Degrees and Certificates and in the order of Faculty Councils and such other Post-Graduate Diplomas and Certificates as may be decided by the Vice-Chancellor in this behalf;
  - (e) Medals, other than special Medals, are to be awarded in the order of Faculty Councils.
- (8) For the purpose of the conferment of Honorary Degrees, the recipients of such Degrees shall be presented by the Vice-Chancellor to the Chancellor or, in the



absence of the Chancellor, by the senior most Dean of the faculty Council to the Vice-Chancellor.

- (9) The Officer so presenting the recipient of an Honorary Degree shall address the Chair and say ‘Sir, I am privileged to present to you..... for the conferment of the Degree of ..... *Honoris causa*, which has been recommended by the Executive Council and confirmed by the Chancellor’ and may, in his discretion, at such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;
- (10) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon, say, “The Court of the Diamond Harbour Women’s University is pleased to confer upon you the Degree of..... *Honoris causa*,” and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honor;
- (11) Following the conferment of honorary Degrees, Special Medals shall be awarded by the Vice-Chancellor, on presentation by the Senior most Dean of the Faculty Councils to those to be thus honored.
- (12) In presenting the recipient of a Special Medal, the senior most Dean of the Faculty Councils, shall identify him and briefly indicate the basis of the award using appropriate words of his own choice. The recipient of the Special Medal shall thereupon proceed to the Vice-Chancellor to receive the Medal from him.
- (13) After the conferment of Honorary Degrees and the award of Special medals, the Vice-Chancellor shall say, “Mr. Chancellor, Distinguished Guests, Members of the University community, Ladies and Gentlemen, - We now come to the significant and impressive ceremony of conferring Degrees and awarding Diplomas and Certificates to those students who have been examined and found qualified to receive them. All of those Degrees, Diplomas and Certificates have been recommended by the appropriate academic authority and by the Executive Council. The candidates for the Doctors’ and Masters’ Degrees, Bachelor’s Degrees, Diplomas and Certificates will be presented by the appropriate Dean.
- (14) Candidates for the Doctors’ Degrees shall be presented Faculty Council wise in the order laid down in sub-section (1) of section 22 of the Act by the Deans of the appropriate Faculty Councils.

- (15) The Dean of each Faculty Council shall say to the candidates for the Doctors' Degrees, "Will the candidates for the conferment of 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 mention the appropriate Degree) and I pray that the degrees for which they have been recommended may be conferred on them." Thereafter the Dean shall say to the candidates, "Please be seated."
- (17) When the candidates for the Doctors' Degrees have been so presented by the appropriate Deans, the Vice Chancellor shall say, "Will all the candidates who have been presented for Doctors' Degrees please stand up? (Pause). The Court of the Diamond Harbour Women's University is pleased to confirm upon you the Degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-chancellor of this university, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."
- (18) Candidates for the Masters' Degrees and Postgraduate Diplomas and Certificates shall be presented Faculty council wise, in the order laid down in the sub-section 1 of section 22 of the Act, by the Deans of the appropriate Faculty Councils.
- (19) The Dean of each faculty Council shall say to the candidates, " will the candidates who are to be presented for the degree of master of ...../ Diploma in ...../ Certificate in ..... from the University Departments please stand up and remain standing until I request them to resume their seats?"
- (20) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the degree of Master of ...../ Diploma in...../ Certificate in..... and I pray that the Degree/Diploma/Certificate for which they have been recommended may be conferred/ awarded on them." He shall thereafter say to the candidates, "Please be seated."
- (21) After the candidates for the Masters' Degrees and Post Graduate Diplomas and Certificates have been so presented the Dean of the respective Faculty Council shall say, to the candidates for Bachelor's Degrees "will the external candidates who are to be presented for the Bachelor's Degrees please stand up and remain standing until I request them to resume their seats?"

- (22) The Dean of the respective Faculty Councils shall then say to the Vice-Chancellor, “Sir, I present to you the candidates for the Degree of Bachelor of ..... and I pray that the Degrees for which they have been recommended, may be conferred on them.” He shall then say to the candidates, “Please be seated.”
- (23) When all the candidates for Bachelor’s Degrees and Diplomas and have been so presented, the Vice-Chancellor shall say, “Will all the candidates who have been presented for Bachelor’s Degrees and Diplomas and Certificates please stand up? (pause) The Court of the Diamond Harbour Women’s 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 Diplomas and Certificates, the Registrar shall call the names of recipients of medals to be awarded on the results of examinations and other competitions, whereupon each candidate, whose name is so called, shall proceed to the Vice-Chancellor to receive his medals from him.
- (25) In the absence of the Dean of any Faculty Council from a session of Convocation, the functions of such Dean at such session shall be performed by the Registrar.
- (26) There shall be an Academic Procession which shall include the following personnel, in the order specified below:
- (a) the Registrar,
  - (b) the Chancellor,
  - (c) the Vice-Chancellor,
  - (d) the Chief Guest, if any,
  - (e) the immediately preceding Vice-Chancellor,
  - (f) the Members of the Court,
- (27) Members of the Academic Procession shall, at the commencement of a session of Convocation, proceed to the dais in the order as specified above and take seats reserved for them. At the end of a session of a Convocation, whether on adjournment or on conclusion, the Members of the Academic Procession shall leave the dais in the same order.

- (28) When the Academic procession enters or leaves the pandal, as the case may be, at the beginning or end of a session of a Convocation, all members of the audience shall stand up and remain standing until the Members of the Academic Procession have taken their seats on the dais or until the Procession has left the pandal, as the case may be.
- (29) The Chancellor or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at a Convocation, shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open," and for the purpose of closing the Convocation, say, at the conclusion thereof, "I declare the Convocation closed."
- (30) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding thereat, shall say, at the end of each session other than the final session, "I declare this Convocation adjourned until ....."
- (31) The Vice-Chancellor may invite a Chief Guest at a Convocation.
- (32) When a Chief Guest is invited at Convocation, the Vice-Chancellor shall present the Chief Guest and shall introduce him in appropriate words befitting the occasion.
- (33) The address at Convocation by the Chief Guest and by the Vice-Chancellor, if he so chooses, shall be at such stages as the Vice-Chancellor may deem fit.
- (34) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made before the conclusion of Convocation.
- (35) No person shall be admitted to Convocation unless he has an invitation card or an "admit" card issued to him by the Registrar.
- (36) Costume for the Academic Procession and Awardees.  
The participants of the academic procession and awardees shall use white *sarees* with green borders, white blouse and with an *uttorio* for women and in case of men joining the procession; they shall use white dhoti or pajama with white or green shirt/*punjabil kurta* along with an *uttorio*. The *uttorio* will be of a standardized design to be issued by the University.
- (37) Following shall be the Degree, Diploma, and Certificate to be issued by the University:–
- (1) Doctor of Science.

- (2) Doctor of Literature.
  - (3) Doctor of Philosophy.
  - (4) Master of Philosophy.
  - (5) Master of Business Administration/Management.
  - (6) Master of Science.
  - (7) Master of Arts.
  - (8) Master of Commerce
  - (9) Master of Education
  - (10) Master of Law
  - (11) Master of Computer Applications
  - (12) Master of Library & Information Science.
  - (13) Master of Physical Education.
  - (14) Bachelor of Education.
  - (15) Bachelor of Physical Education.
  - (16) Bachelor of Science.
  - (17) Bachelor of Arts.
  - (18) Bachelor of Commerce.
  - (19) Bachelor of Computer Applications.
  - (20) Bachelor of Law.
  - (21) Bachelor of Business Administration/Management.
  - (22) Bachelor of Library & Information Science.
  - (23) Certificate for distinguished teacher.
  - (24) Various Diplomas and certificates to be approved by the Council.
- (38) Following shall be the form of certificates to be issued in respect of different Degrees, Diplomas and Certificates:
- (i) This is to Certify that the degree of Doctor of Science in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of .....20.....  
Vice-Chancellor Chancellor
  - (ii) This is to Certify that the degree of Doctor of Literature in this University was conferred Honoris Causa on..... at the Convocation of the University held on the .....day of .....20.....  
Vice-Chancellor Chancellor

(iii) Certified that .....was admitted to the Degree of Doctor of Philosophy (Science) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(iv) Certified that .....was admitted to the Degree of Doctor of Philosophy (Arts) in.....(Subject) of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(v) Certified that .....was admitted to the Degree of Doctor of Philosophy in Commerce) of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

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

Vice-Chancellor

Chancellor

(vii) Certified that .....was admitted to the Degree of Doctor of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(viii) Certified that .....was admitted to the Degree of Doctor of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(ix) Certified that .....was admitted to the Degree of Doctor of Philosophy in Computer Applications of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(x) Certified that .....was admitted to the Degree of Doctor of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on .....(Month).....(Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xi) This is to certify that the University is pleased honour ..... as a distinguished teacher for the year .....for outstanding contribution to teaching and research for over .....decades and for encouraging and nurturing students who have distinguished themselves by their scholastic achievements.

Vice-Chancellor

Chancellor

(xii) Certified that ..... was admitted to the Degree of Master of Philosophy in Science in .....(subject) of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor

Chancellor

(xiii) Certified that ..... was admitted to the Degree of Master of Philosophy in Arts in .....(subject) of the University on .....(date of award) and that the degree was conferred on her at

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

Vice-Chancellor Chancellor

(xiv) Certified that ..... was admitted to the Degree of Master of Philosophy in Commerce of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

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

Vice Chancellor Chancellor

(xvi) Certified that ..... was admitted to the Degree of Master of Philosophy in Law of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor

(xvii) Certified that ..... was admitted to the Degree of Master of Philosophy in Physical Education of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(xviii) Certified that ..... was admitted to the Degree of Master of Philosophy in Education of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining

Vice-Chancellor Chancellor



- (xix) Certified that ..... was admitted to the Degree of Master of Philosophy in Computer Applications of the University on .....(date of award) and that the degree was conferred on her at the Convocation held on..... (Month)..... (Year) with all the Rights and Privileges thereto appertaining
- Vice-Chancellor Chancellor
- (xx) This is to certify that ..... obtained the degree of Master of Business Administration from this University in the year 20..... under the Semester Examination System being placed in the ..... class.
- Vice-Chancellor Chancellor
- (xxi) This is to certify that ..... obtained the degree of Master of Science from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.
- Vice-Chancellor Chancellor
- (xxii) This is to certify that ..... obtained the degree of Master of Arts from this University in the year 20.....under the Semester Examination System in .....(Subject) being placed in the ..... class.
- Vice-Chancellor Chancellor
- (xxiii) This is to certify that ..... obtained the degree of Master of Commerce from this University in the year 20.....under the Semester Examination System being placed in the ..... class.
- Vice-Chancellor Chancellor
- (xxiv) This is to certify that ..... obtained the degree of Master of Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.
- Vice-Chancellor Chancellor
- (xxv) This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.
- Vice-Chancellor Chancellor

(xxvi) This is to certify that ..... obtained the degree of Master of Physical Education from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor

Chancellor

(xxvii) This is to certify that ..... obtained the degree of Master of Computer Applications from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor

Chancellor

(xxviii) This is to certify that ..... obtained the degree of Master of Law from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor

Chancellor

(xxix) This is to certify that ..... obtained the degree of Master of Library and Information Science from this University in the year 20.....under the Semester Examination System being placed in the ..... class.

Vice-Chancellor

Chancellor

(xxx) This is to Certify that ..... obtained the degree of Bachelor of Education in this University at the Final Examination of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxii) 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 she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxiii) 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 she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxiii) This is to Certify that ..... obtained the degree of Bachelor of Arts in this University at the Final Examination of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxiv) This is to Certify that ..... obtained the degree of Bachelor of Commerce in this University at the Final Examination of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxv) This is to Certify that ..... obtained the degree of Bachelor of Computer Applications in this University at the Final Examination of the year 20.....and she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxvi) This is to Certify that ..... obtained the degree of Bachelor of Law in this University at the Final Examination/under the Semester System of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

(xxxvii) This is to Certify that ..... obtained the degree of Bachelor of Business Administration/Management in this University at the Final Examination of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

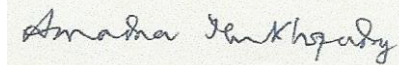
(xxxviii) This is to Certify that..... obtained the degree of Bachelor of Library & Information Science in this University at the Final Examination of the year 20.....the branch in which she was examined having been..... and that she was placed in the ..... class.

Vice-Chancellor

Chancellor

39. The format of all other certificates and diplomas shall be similar to the format given in Paragraph 38.
40. The University may provide any other form of certificate in addition to the certificate referred to in Paragraph 38.

By order of the Chancellor



(ANURADHA MUKHOPADHYAY)

Vice Chancellor

Diamond Harbour Women's University