

# RANI RASHMONI GREEN UNIVERSITY

TARAKESWAR, HOOGHLY  
(State Aided University)



**FIRST STATUTES**

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**RANI RASHMONI GREEN UNIVERSITY  
HOOGHLY**

**FIRST STATUTES**

No. RRGU/493A/2022 Date 14-11-2022 In exercise of the powers conferred by sub-section (2) of Section 62 of the Rani Rashmoni Green University Act, 2017(West Bengal Act L of 2017) the first Vice-Chancellor of the University with the approval of the Chancellor and with the assistance of a committee constituted by the State Government in the Higher Education Department (Vide notification no. 1046-Edn (U)/1U (RRG)-02/19, dated 23.09.2019) hereby makes the following statutes namely:-

**Chapter I**

**Definitions and commencement**

**1.1. Short title and Commencement:-**

- (i) These Statutes may be called the First Statutes of the Rani Rashmoni Green University, 2021.
- (ii) They shall come into force at once.

**1.2. Definitions :-**

(1) In these statutes, unless the context otherwise requires,-

- (i) "Act" means the Rani Rashmoni Green University Act, 2017;
- (ii) "Chapter" means a Chapter of these Statutes;
- (iii) "Academic Session" means a period of twelve months commencing from a day as may be notified by the competent authority;
- (iv) "Faculty" means School for Post Graduate and Undergraduate Studies;
- (v) "Section" means a section of the Act,
- (vi) "Statute" means a statute of these Statutes;
- (vii) "Schedule" means the Schedule appended to these Statutes.
- (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**

**2. Officers of the University:-**

(1) The following shall be the Officers of the University mentioned under the Act:-

- (1) Vice-Chancellor;
- (2) Pro-Vice-Chancellor;
- (3) Registrar;
- (4) Deans of Schools;
- (5) Director of School of Studies;

- (6) Finance Officer;
- (7) Controller of Examinations;
- (8) University Librarian;
- (9) Dean of Students Welfare;
- (10) Inspector of Colleges;
- (11) Deputy Registrar;
- (12) Deputy Controller of Examinations;
- (13) Secretaries of various Schools;
- (14) Placement and Training Officer;
- (15) University Engineer;
- (16) Deputy Librarian;
- (17) Development Officer;
- (18) Assistant Registrar;
- (19) Assistant Controller of Examinations;
- (20) Law Officer;
- (21) Accounts Officer;
- (22) Audit Officer;
- (23) Assistant Librarian;
- (24) Sports Officer;
- (25) Public Relation & Hospitality Officer;
- (26) System Analyst;
- (27) Such other officer as may be created by the State Government from time to time.

### 3. Powers and Duties of the Vice-Chancellor:--

- (i) The Vice-Chancellor shall be the Principal Executive and Academic Officer of the University and shall, in the absence of the Chancellor, preside over the meeting of the Governing Board. He shall, by virtue of his office, be the member and the Chairman of all the Schools of Postgraduate and Undergraduate Studies and also the Chairman of any other authority or body of the University of which he may be a member. He shall also be entitled to be present at and to address any meeting of any other authority or body of the University of which he may not be a member, but shall not be entitled to vote thereat.
- (ii) The Vice-Chancellor shall have the power to convene meetings of the Governing Board, the Schools of Post-graduate and Undergraduate Studies, and of any other authority or body of the University.
- (iii) It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act and the Statutes, the Ordinances and the Regulations, are faithfully observed and to take such action as may be necessary for this purpose.
- (iv) The Vice-Chancellor shall have the power to exercise general control and supervision over all other officers of the University and over all teachers and employees of the University and generally over all the affairs of the University. The Vice-Chancellor shall exercise such other powers and discharge such other duties as may be delegated to him by any authority or body of the University or as may be provided by Statutes, Ordinances/Regulations and Rules.
- (v) The Vice-Chancellor may take on behalf of the University such action as he may deem expedient in any matter which, in his opinion, is either urgent or of an emergent nature and shall report the same for confirmation at the next meeting to the authority or body which, in the ordinary course, would have

- dealt with the matter. If the action taken by the Vice-Chancellor is not approved by the authority or body concerned, the matter shall immediately be referred to the Chancellor whose decision thereon shall be final.
- (vi) It shall be the duty and responsibility of the Vice-Chancellor to provide leadership and guide the University for attaining academic excellence to ensure efficient humane administration of the University.
  - (vii) In order to carry out the duties and responsibilities set out in Paragraphs (iv) and (v), the Vice-Chancellor, 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 School.
  - (viii) The Vice-Chancellor shall have the power to suggest to the Rani Rashmoni Green University Council/Governing Board to make any 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.
  - (ix) The Vice-Chancellor may ask a teacher to take part in interdisciplinary teaching or ask him to carry out any administrative job consistent with his/her designation. The Vice-Chancellor, in consultation with the Deans, shall arrange for such inter-faculty teaching as may be approved by the Schools.

#### **4. Powers and Duties of the Pro-Vice-Chancellor:-**

The Pro-Vice-Chancellor shall be an Administrative and Academic Officer of the University and shall, by virtue of his office, be a member of the Governing Board and the Academic Council and shall also be the member of any other authority or body of the University. As otherwise provided in the Act, the Pro-Vice-Chancellor shall exercise the following powers and perform the following duties:-

- (i) The Pro-Vice Chancellor shall assist the Vice Chancellor in the academic administration pertaining to the Postgraduate and Undergraduate studies, research;
- (ii) The Pro-Vice Chancellor shall suggest proper measures to be taken for efficient management of Postgraduate and Undergraduate studies and draw up specific schemes for its improvement and expansion;
- (iii) Where the Vice Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro-Vice Chancellor shall preside over such meeting;
- (iv) On being authorized by the Vice-Chancellor in that behalf, he shall be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote in such meeting unless he is a member of such body or authority or committee. Provided that if the Pro-Vice Chancellor is a member of such authority, body or committee, such Pro-Vice Chancellor shall have all the rights and privileges of a member thereof.

#### **5. Powers and Duties of the Registrar :-**

(1) Save as otherwise provided in the Act, the Registrar shall have the following powers and duties:-

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

- (ii) The Registrar may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (iii) If the Registrar is for any reason temporarily unable to exercise the powers or perform the duties of his office, the Vice-Chancellor may with the approval of the Governing Board appoint a teacher of the University or an officer of the University, temporarily for a period not exceeding six months, to exercise the powers and perform the duties of the Registrar;
- (iv) He shall be the custodian of the records and common seal of the University except in the matters relating to the examinations;
- (v) Subject to the supervision, direction and general control of the Vice-Chancellor, the Registrar shall act as the Secretary of the Governing Board and shall exercise such powers and perform such duties as may be provided in the Statutes, or delegated to him by or under this Act;
- (vi) He shall deal with the agenda and minutes of the meeting of the Governing Board and of such authorities and bodies of which he is the Secretary. He shall attend all the meetings of the Governing Board but he shall not be entitled to vote;
- (vii) He shall conduct all correspondence on behalf of the University and of the Rani Rashmoni Green University Council/Governing Board and such other authorities, bodies or committees as may be directed by the Vice-Chancellor except as otherwise provided by the Statutes or Ordinances;
- (viii) He shall issue all notices of meetings of the Rani Rashmoni Green University Council/Governing Board and such authorities and bodies of which he may be the Secretary, under the order of the Vice-Chancellor;
- (ix) 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;
  - (b) Any immovable property, stocks, funds, shares and other securities being the property of the University to be sold, assigned, transferred or otherwise disposed off or converted;
- (x) 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.

The register so maintained shall be corrected every year in the month of July and brought up-to-date. He may, if necessary, delegate his powers in this respect to any officer under his administrative control with the concurrence of the Vice-Chancellor.

- (xi) He shall make all arrangements for election of all the authorities or bodies of the University as may be prescribed by the Statutes or the Ordinances;
- (xii) He shall, under the direction of the Vice-Chancellor and the Rani Rashmoni Green University Council/Governing Board, 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;
- (xiii) 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;

- (xiv) He shall take necessary steps in respect to Recognition and equivalence of qualifications, i.e. diplomas, degrees and certificates;
- (xv) He shall perform such other duties as may be provided in the Statutes, Ordinances and Regulations.

#### **6. Powers and Duties of the Dean of Schools: -**

Save as otherwise provided in the Act, the Dean of Schools shall have the following powers and duties:-

- (1) There shall be a Dean for each School for Post-Graduate Studies/ Department of Post-graduate studies/ U.G Board of Studies, who shall be appointed in such manner and subject to such conditions as prescribed under the Act.
- (2) In addition to the powers and functions of the Dean as prescribed under the Act, the Dean shall be responsible to the Vice Chancellor and if situation requires, under the direction of the Vice Chancellor, shall maintain academic standard and discipline of the University.
- (3) In addition to those specified under sub clause (2), the Dean shall:—
  - (a) Play a leadership role in working as the Chairperson of School for Post-Graduate Studies/ Department of Post-graduate studies/ U.G Board of Studies, in order to accomplish the goals of the faculty;
  - (b) Advise on academic matters like strategic development proposals, research initiatives and research funding bids, research excellence framework submissions, etc, for Departments in their Faculty;
  - (c) Ensure the integrity, quality, and value of the academic degree(s) within his jurisdiction, thus assures the academic quality and relevance of programs in the departments within the faculty;
  - (d) Assist the Vice Chancellor in establishing and chairing Schools of Studies / Research Studies of the departments in their Faculty;
  - (e) Represent the University at academic, community, or other functions, as requested by the Vice Chancellor;
  - (f) Connect the University with national higher education institutions, national and international colleagues, as appropriate with consent from the Vice Chancellor;
  - (g) Connect the University, within one's field, to local educational institutions and local community and academic leaders with consent from the Vice Chancellor;
  - (h) Liaise with Departments on the preparation of annual departmental strategic plans and to produce a faculty strategic plan based on input from Heads of Department in the Faculty, drawing on available Departmental and other relevant strategic plans;
  - (i) Work with the Development Officer and concerned officer on Alumni Relations on corporate and Faculty campaign for fundraising projects for the University;
  - (j) 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;

- (k) 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;
- (l) Liaise with Under Graduate Faculty Councils on undergraduate admissions and on student academic matters;
- (m) Oversee the work of the Post Graduate Faculty Council on postgraduate academic matters;
- (n) Oversee examination matters at Post Graduate Faculty Council/ P.G. Board of Studies level, like read all reports of external examiners and annual reports of Chairs of Boards of Examiners, produce annual report and deal with any follow-up work, etc.;
- (o) Co-ordinate Faculty views on Library Services and library matters through chairing Faculty Library Committees;
- (p) Co-ordinate Faculty views, through appropriate Faculty consultative mechanisms, on Information Technology and other matters relating to education and information support;
- (q) Represent their faculties in various on-campus and off-campus functions/ activities;
- (r) Enhance the national stature, reputation, and visibility of their school and academic programs;
- (s) Develop academic partnerships internally and externally with consent from the Vice Chancellor;
- (t) Monitor academic progress of students, like retention rates, graduation rates, other indicators of success;
- (u) Advise the Vice Chancellor to put in place necessary/ desirable programs to support student achievement of academic excellence;
- (v) Advise the Vice Chancellor to develop various awards and events to honor graduating students for their exceptional performance;
- (w) Advise the Vice Chancellor to seek/ maintain national accreditation for departments or programs, as appropriate;
- (x) Advise the Vice Chancellor to develop new academic subjects/ programs, as appropriate;
- (y) 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;
- (z) 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;
- (aa) Advise on cases for promotions (due as per State Government rules) from their Faculties and present cases to the appropriate committee of the University;

- (ab) 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;
- (ac) Guide full-time faculty, in consultation with departmental Heads, in developing annual professional development goals for teaching, scholarship and service;
- (ad) Approve and forward internal and external grant proposals;
- (ae) Make recommendations to the Vice Chancellor regarding academic faculty travel;
- (af) Submit recommendations to the Vice Chancellor regarding faculty who apply for sabbatical, study, or leave for absence on duty;
- (ag) Make recommendations to the Vice Chancellor regarding issues of faculty contracts, Guest Faculty, Visiting Faculty, renewals and non-renewals;
- (ah) Make recommendations to the Vice Chancellor about faculty positions (new positions, hiring, restructuring);
- (ai) 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;
- (aj) Review credentials of prospective adjunct faculty in the absence of a Department Heads and/ or Course Coordinators;
- (ak) Approve appointments for Program and Area Coordinators, as appropriate;
- (al) Collaborate with department heads in their Faculty to identify opportunities for cross-disciplinary collaboration and shared professional interests;
- (am) Oversee the running of the Faculty Office and to undertake annual Appraisals, or oversee the annual Appraisals, of Faculty Office staff, Post Graduate Faculty teachers and in certain cases of complaint of Under Graduate Faculty teachers of affiliated colleges;
- (an) Hold regular meetings with department Heads and/or Course coordinators to facilitate communication and finalize policies;
- (ao) Approve class schedules of relevant departments and/ or programs;
- (ap) Provide leadership for systematic and timely syllabus review of all subjects within the faculty;
- (aq) Oversee admission to Ph. D & other Research Degrees and such related matters;
- (ar) Work with the Vice Chancellor to maintain public visibility for academic accomplishments of faculty and students;
- (as) 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 Governing Board;
- (at) 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;

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

(av) Try to get sponsored projects from DST, CSIR, AICTE, UGC, etc;

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

(ax) Represent the Vice Chancellor at any official functions, when asked from time to time;

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

#### **7. Powers and Duties of the Finance Officer:-**

Save as otherwise provided the Finance Officer shall have the following powers and duties:-

- (i) The Finance Officer shall be a whole-time officer of the University. He shall be appointed by the Governing Board on the recommendation of a committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Governing Board and a nominee of the State Government for such period and on such terms and conditions as may be prescribed;
- (ii) The Finance Officer may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (iii) If the Finance Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Finance Officer;
- (iv) Subject to the supervision, direction and general control of the Vice-Chancellor, the Finance Officer shall be in charge of the administration of the funds, the finances and the properties and assets of the University and of all trusts and endowments; and he shall take special interest in activities that aim at raising funds for the purposes of the University and for augmenting the resources of the University;
- (v) The Finance Officer shall exercise such other powers and perform such other duties as may be provided or delegated to him by or under the provisions of this Act, the Statutes, the Ordinances or the Regulations, as the case may be;
- (vi) He shall be responsible for the management of the invested funds of the University. He shall be the Drawing & Disbursing Officer of the University.
- (vii) He shall be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the University to the Rani Rashmoni Green University Council/Governing Board in consultation with academic and administrative Heads and with the approval of the Finance Committee;
- (viii) He shall take steps for prompt realization and proper disbursement of grants;
- (ix) He shall ensure that all monies are expended for the purpose for which they have been granted or allotted;
- (x) He shall arrange for continuous internal audit of the University accounts;
- (xi) He shall generally supervise and control and be responsible for the working of the following Sections of the University Office:-
  - (a) Pays & Accounts;
  - (b) Death-cum-Retirement Benefits (DCRB);

- (c) Cash;
  - (d) Purchase; and
  - (e) Stores.
- (xii) He shall draw all bills receivable by the University and give proper discharge thereof on behalf of the University to the institutions there under;
  - (xiii) 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;
  - (xiv) He shall exert general control and supervision over the ministerial and subordinate staff of his office;
  - (xv) 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;
  - (xvi) He shall advise the Vice-Chancellor/Registrar on any proposal having financial implication before any final decision is taken by the Vice-Chancellor/Registrar;
  - (xvii) He shall be responsible for all receipts and disbursements;
  - (xviii) He shall ensure that the limits fixed by Finance Committee for 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;
  - (xix) 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;
  - (xx) He shall deal with the agenda and minutes of the meetings of such other authorities, bodies or committees related to Finance matter of which he is the Member Secretary/Convenor;
  - (xxi) He shall perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Rani Rashmoni Green University Council/Governing Board or the Vice-Chancellor.
  - (xxii) The Finance Officer shall apprise the Governing body of financial matter of the University.

#### **8. Powers and Duties of the Controller of Examinations:-**

Save as otherwise provided the Controller of Examinations shall have the following powers and duties:-

- (i) The Controller of Examinations shall be a whole-time officer of the University, He shall be appointed by the Governing Board on the recommendation of a committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominees of the Governing Board and a nominee of the State Government for such period and on such terms and conditions as may be provided by or under this Act;
- (ii) He may resign his office by writing under his hand addressed to the Vice-Chancellor;
- (iii) If the Controller of Examinations is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Controller of Examinations;
- (iv) Subject to the supervision, direction and general control of the Vice-Chancellor, the Controller of Examinations shall be in charge of the conduct of examinations and tests of the University and

declarations of their results. He shall be the custodian of records of marks and common seal of the University for matters related to the examinations;

- (v) He shall exercise such other powers and perform such other duties as may be provided or delegated to him by or under the provisions of this Act, the Statutes, the Ordinances or the Regulations, as the case may be;
- (vi) 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;
- (vii) 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;
- (viii) He shall be over all in-charge of the Examination Department of the University. He shall exert general control and supervision over the ministerial and subordinate staff of his department;
- (ix) 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;
- (x) 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. 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 Examinations department and signed by appropriate persons as mentioned in the relevant Ordinances and Regulations;
- (xi) He shall supervise the work of the examination and examination officials and staff and issue necessary notices and orders for smooth conduction of examinations;
- (xii) He shall act as the convener of meetings of such Committees and Boards in connection with examinations as may be determined from time to time;
- (xiii) He shall ensure confidentiality regarding the setting and printing of question papers and examination records till publication of examination results;
- (xiv) 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;
- (xv) He shall take all necessary steps relating to the examinations as prescribed in the Ordinance and Regulations;
- (xvi) He shall act as an ex-officio member of all Admission Committees;
- (xvii) He shall perform such other duties as may be provided in Statutes, Ordinances and Regulations and as may be assigned to him by the Vice-Chancellor.

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

- (i) He shall be a full time officer of the University directly under the Vice-Chancellor and under the general control of the Governing Board of the University. He may resign his office by writing under his hand addressed to the Vice-Chancellor. 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;

- (ii) He shall be responsible for the safe custody and maintenance of all types of documents, equipment and furniture in the Library;
- (iii) He shall be responsible for accession of books, periodicals, journals and other reading materials;
- (iv) He shall take necessary steps for processing of all kinds of documents procured in the library;
- (v) He shall be responsible for organizing all types or library services such as lending, reading room, reference, documentation and access to digital resources.
- (vi) He shall report loss of documents and other library properties to the Library Committee;
- (vii) He shall have the power, subject to prior sanction of the Vice-Chancellor, to withdraw library privileges of a member whenever necessary;
- (viii) He shall ensure that the library rules are faithfully observed;
- (ix) He shall place a report on the library activities at each meeting of the Library Committee;
- (x) He shall cause periodical verification of stock;
- (xi) He shall be responsible for the development, modernization, upkeep and management of the University library or libraries;
- (xii) He shall plan for the role of the Library in the information literacy needs of the students of the University and other end users;
- (xiii) He shall be responsible for the effective use of Library resources;
- (xiv) He shall liaise with the Heads of the Departments regarding Library needs;
- (xv) He shall ensure access of library materials for students and staff with special needs and disabilities.
- (xvi) He shall exercise general supervision and control over the officers, technical and subordinate staff in the different sections of library;
- (xvii) He shall act as an ex-officio Convener of Library Committee;
- (xviii) He shall be responsible for management of donations and gifts of documents in the library in accordance with the provision of relevant Ordinance;
- (xix) He shall perform such other duties as may be assigned to him by the Vice-Chancellor.

**10. Duties of the Dean of Students Welfare: The Dean of Students welfare shall perform the following duties:-**

- (i) He shall be a full time officer of the University directly under the Vice-Chancellor and under the general control of the Governing Board of the University. 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:
  - (a) Students' residence and health;
  - (b) Students' aid;
  - (c) Youth Welfare Activities, Cultural activities and hobbies including student societies;
  - (d) Students' Council activities and election;
  - (e) National Cadet Corps, National Service Scheme and other co-curricular activities;
  - (f) Counseling, guidance and monitoring anti-ragging measures.
- (ii) 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;
- (iii) He shall be in-charge of tracking students' progression after placement;
- (iv) He shall also have the following powers and duties:-
  - (a) To co-ordinate the activities of the different sections under him;

- (b) To act as the Chairman of the different Committees that may be formed for the management of different co-curricular activities of the students;
- (c) To act as an ex-officio member of the Students' Welfare Board, the Sports Board and the Admission Committee;
- (d) To prepare the list of different co-curricular activities and budget thereof.
- (v) He shall perform such other duties as may be assigned to him/her by the Vice-Chancellor under the Act.

**11. Secretaries of Various Schools: -**

- (i) There shall be one Secretary for each School referred to these Statutes. However, in the absence of Secretary for any particular School for Postgraduate Studies, the Secretary of any other School for Postgraduate Studies may additionally officiate, on approval of Governing Board, that particular School 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 School and/or the Vice-Chancellor. Respective Dean shall be the Vice-Chairperson of the Schools. The Registrar shall perform the duties of Returning Officer during the elections in the Schools. The Secretary of a School shall be a full time officer of the University under direct control of the Vice-Chancellor and the Governing Board of the University.
- (ii) He shall convene meetings of the School 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.
- (iii) He shall be responsible for due observance of the Statutes, Ordinances, Regulations and Rules relating to the School.
- (iv) He shall take steps to implement the decisions of the School. If some of the decisions have to be implemented by the academic departments, he shall communicate those decisions to the concerning officers or teachers, promptly.
- (v) He shall exert general control and supervision over the ministerial and subordinate staff of his department.
- (vi) Under the supervision of the Dean of the respective School, he shall assist the Vice Chancellor in the following Administrative Affairs-
  - (a) Changes and improvements in undergraduate and postgraduate studies and research and training in interdisciplinary/multidisciplinary studies;
  - (b) Admission matters of different departments of the Schools;
  - (c) Matters related to Ph. D degrees in respective Schools;
  - (d) Draft agenda and minutes of Doctorate Committee and other academic Committees of the faculty.
- (vii) He shall perform any other duty assigned to him by the Vice-Chancellor under the Act.

**12. Duties of the Development Officer:-**

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

- (ii) If the Development Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Development Officer.
- (iii) In all such matters he shall act under the supervision of the Vice-Chancellor.
- (iv) The Development Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (v) The main functions of Development Officer shall be to:—
  - (a) Look after the developmental needs of the University and move the University Grants Commission and other funding/ sponsoring agencies for implementation of the plans, programmes and schemes as may be submitted by the University;
  - (b) Assist the Registrar in preparing budgetary plans and estimates of projects and related academic activities;
  - (c) Act as convener of the Development and Planning Committee and to assist the Registrar in the matter of preparation and execution of different developmental schemes of the University;
  - (d) Assist the Finance officer in dealing with matters relating to financial assistance from the University Grants Commission and other funding agencies and to assist the Registrar in the matter of holding conferences, symposia, and the like in the University;
  - (e) Prepare statistical reports concerning development proposals, undertake evaluation of plans, programs and technical reports for consideration by the Vice Chancellor and appropriate authorities of the University;
  - (f) Receive and utilize the UGC Grant sanctioned for specific items such as construction of building, purchase of equipments, Books and Journals, Payment of Salary to teachers appointed during the plan period;
  - (g) Send Progress Report, Statement of Expenditure, Utilization certificate, completion report etc.,
  - (h) Sanction of estimates in respect of Building works undertaken with the assistance of UGC;
  - (i) Send plan of action to the State Government and get released the development grant from the Government every year and send Progress report regularly;
  - (j) Sanction the estimates in respect of building works undertaken out State Development Grant;
  - (k) Prepare proposals and oversee Correspondence for the creation of teaching posts sanctioned by the UGC during a particular plan period and correspondence with the Government;
  - (l) Prepare proposals and oversee Correspondence for institution of courses sanctioned by the UGC;
  - (m) Prepare proposals for and oversee Correspondence for Awards of Pre- and Post-Doctoral Fellowship, /like: UGC/CSIR/URF/Commonwealth Fellowship/ Shastri Indo Canadian Fellowships/ Rajiv Gandhi National Fellowship for SC/ ST students/ Full bright Fellowships, SAP, etc.;
  - (n) Oversee Correspondence for Major and Minor Research projects sanctioned to the University teachers including retired teachers by the UGC;
  - (o) Oversee Correspondence for Research Project sanctioned by other Funding Agencies like DST/ DBT/ CSIR/ FF/ State Government/ MHRD/ NBHM/ ISRO/ DANIDA/ DRDO/ Central Silk Board/ BARC/ DAE/ GOI Forest and Environment/ AICTE/ ICMR/ ICAR/ NATP, etc.;
  - (p) Oversee Correspondence for FIP sanctioned by UGC to University teachers;
  - (q) Oversee Correspondence for Financial Assistance to teachers to attend conferences, seminars, workshops in and outside India with the financial aid from UGC and other Agencies;
  - (r) Oversee Correspondence with UGC relating to publication grants and Special Assistance;



- (s) Oversee Correspondence relating to Centre for Women studies project and other Research and Extension Centre proposal of UGC;
- (t) Prepare proposals and oversee Correspondence for the creation of Establishment of chairs and appointment of Visiting Professors in various academic departments;
- (u) Prepare proposals and oversee Correspondence for Award of Emeritus Professorship;
- (v) Prepare proposals and oversee Correspondence for Establishment of Regional Science Park in the University with the assistance of State and Central Government.

### 13. Duties of the Deputy Registrar:-

The Deputy Registrar shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board 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 Deputy Registrar will carry on the routine duties of the Registrar relating to the following activities:

- (i) 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.
- (ii) Seminars, symposia, extension lectures, Summer institutes;
- (iii) Admission, re-admission, dues of students, prospectus, calendar, etc.
- (iv) Acquaintance with rules relating to admission and courses of study, incorporation of amendments as and when necessary;
- (v) General supervision of office, disposition of personnel transfer and leave to ministerial and technical staff;
- (vi) Annual report of the University and other non-academic publications;
- (vii) Implementation of resolutions of the Rani Rashmoni Green University Council/Governing Board as per direction of the Registrar;
- (viii) Preparation of agenda and minutes with the approval of appropriate authority of the Planning and Development Committees and other non-academic bodies or Committees;
- (ix) University vehicles;
- (x) Such other duties as may be allotted by the Vice Chancellor under the Act.

### 14. Duties of the Deputy Controller of Examinations:-

The Deputy Controller of Examinations shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board of the University and under the direct supervision of 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/her, the Deputy Controller of Examinations will carry on the routine duties of the Controller of Examinations relating, in general, to the following activities:-

- (i) Correspondence with Governments, University Grants Commission, other Universities and Institutions on matters relating to examination and other matters of academic nature.
- (ii) Examination Applications, re-examinations, examination related fees of students, calendar, etc.
- (iii) Implementation of resolutions of the Rani Rashmoni Green University Council/Governing Board as per direction of the Controller of Examinations;
- (iv) Such other duties as may be allotted by the Vice-Chancellor under the Act.

#### **5. Duties of the System Analyst:-**

He shall be under the direct control of the Vice-Chancellor. S/he shall be responsible for managing the University Computer and Technology resources in both the administrative and academic areas, and shall be specifically responsible for:-

- (i) University data network including Library automation and network;
- (ii) Management and procurement of the University Computer inventory;
- (iii) Effective deployment of technology personnel in the Office of Computer and Information Technology Service with the concurrence of the Vice-Chancellor. S/he shall be over all in-charge of the Examination Department of the University. He shall exert general control and supervision over the ministerial and subordinate staff of his department.
- (iv) Preparation of an annual technology budget in consultation with the Finance Officer/ Vice-Chancellor;
- (v) University e-mail system;
- (vi) University computer laboratories;
- (vii) University telephone system;
- (viii) Approval of all technology related equipment that will be connected to the data or telephone network;
- (ix) Maintaining and approving the software inventory of the University;
- (x) Maintaining the University administrative information system;
- (xi) Security of network resources;
- (xii) Acquisition of appropriate media software;
- (xiii) Maintenance and operation of the multimedia laboratory;
- (xiv) Training of campus constituencies in the use of various educational software systems;
- (xv) Design, maintenance and support of Electronic Classrooms;
- (xvi) Recommendation and consultation with the campus community regarding digitally enhanced teaching resources;
- (xvii) He shall be responsible for suggesting appropriate E-governance and system management necessary for planning and development and/or any other matter of the University.
- (xviii) He shall exert general control and supervision over the ministerial and subordinate staff of his/her department.
- (xix) He shall perform any other duty assigned to him/her by the Vice-Chancellor under the Act.

#### **16. Duties of Placement and Training Officer:-**

The Placement and Training Officer shall be a full time officer of the University under direct control of the Vice-Chancellor and the Governing Board of the University. He shall perform the following duties:-

- (i) To arrange for visits of the students of the University to the corporate offices and industry as required by the different departments;
- (ii) To keep a record of the graduates of the University for purpose of training and employment;
- (iii) To help the graduates of the University in obtaining suitable training and placement and to contact employers for the purpose;
- (iv) He shall exert general control and supervision over the ministerial and subordinate staff of his department.
- (v) To perform such other duties as may be assigned to him by the Vice-Chancellor under the Act under the Act.

#### **17. Duties of the University Engineer:--**

The University Engineer shall be a full time officer of the University under direct control of the Vice-Chancellor and the Governing Board of the University. The University Engineer shall perform following Duties:-

- (i) She/he shall be responsible for preparation of designs, specifications and estimates for works and for supervision of all repairs and construction and also verification of bills pertaining thereto;
- (ii) She/he shall be responsible for the repair and maintenance of buildings, roads and drainage as well as of electric installations and gas plants;
- (iii) She/he shall be responsible for completion of any project within stipulated time;
- (iv) She/he shall maintain drawings of construction, layouts of electrical and plumbing connections, measurement books, log books etc. for work connected with his department;
- (v) arrangement of Fire Safety measures and Construction Safety measures;
- (vi) She/he shall exert general control and supervision over the ministerial and subordinate staff of his department;
- (vii) She/he shall perform such other duties as may be assigned by the Vice Chancellor;

#### **18. Duties of the Deputy Librarian:--**

- (i) The Deputy Librarian shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board of the University and under the direct supervision of the Librarian.
- (ii) He shall assist the Librarian in the performance of his/her duties and also carry out any specific duty assigned to him by the Librarian.

#### **19. 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 Governing Board 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/her, the Assistant Registrar shall deal with the matters in respect of:-

- (i) Subordinate staff including forwarding of leave application;
- (ii) Selection procedure for teachers, officers and non-teaching staff.
- (iii) Visitors, excursion of students of other institutions.
- (iv) Arrangements of Halls, auditorium; committee rooms, arrangements for meeting and functions;
- (v) Such other duties as may be assigned to him by the Vice Chancellor under the Act.

#### **20. Duties of the Assistant Controller of Examinations:--**

The Assistant Controller of Examinations shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board of the University and under the direct supervision of 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 Assistant Controller of Examinations shall deal with the matters in respect of:-

- (i) Handling subordinate staff including forwarding leave applications;
- (ii) Handling records of examiners, payment of remunerations and other related matters;

- (iii) Visitors, booking of Hall, Meeting Rooms for the functions of office of the Controller of Examinations etc;
- (iv) Such other duties as may be assigned to him by the Vice Chancellor from time to time.

**21. 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 Governing Board 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:

- (i) He shall be under the direct administrative supervision of the Finance Officer;
- (ii) He shall be responsible for the checking of the daily cash balance of the University,
- (iii) He shall prepare financial estimates of the schemes as may be referred to him/her;
- (iv) He shall take necessary follow-up action for realization of sanctioned grants and see to proper disbursement thereof in terms of sanction;
- (v) He shall perform such other duties as may be assigned to him by the Vice Chancellor from time to time under the Act.

**22. 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 Governing Board 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:-

- (i) 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;
- (ii) He shall oversee whether budgetary allocations are being exceeded or are being misused;
- (iii) He shall be responsible for adjustment of advances;
- (iv) He shall perform such other duties as may be assigned to him by the Vice Chancellor from time to time;

**23. Duties of the Assistant Librarian:-**

- (i) The Assistant Librarian shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board of the University and under the direct supervision of the Librarian.
- (ii) He shall assist the Librarian in the performance of his duties and also carry out any specific duty assigned to him by the Librarian.

**24. Duties of the Public Relations & Hospitality Officer :-**

- (1) The Public Relations & Hospitality Officer shall be a full time officer of the University under the general control of the Vice-Chancellor and the Governing Board of the University and under the direct supervision of the Registrar. Subject to the supervision of the Registrar and to the extent as may be directed by him/her, the Assistant Registrar shall deal with the matters in respect of
  - (i) He shall be responsible for relocation arrangements of new faculty;

- (ii) He shall be responsible for arrangements for travel and other logistics of different faculty members;
- (iii) He shall be responsible for all arrangements of official national and international visitors;
- (iv) He shall be responsible for all arrangements of guest house or hostels for foreign students and faculty;
- (v) He shall perform such other duties as may be assigned to him by the Vice-Chancellor under the Act.

**25. Duties of the Sports Officer:-**

(1) The Sports Officer shall be a whole-time salaried officer of the University. S/he shall be appointed by the Governing Board on the recommendation of a Selection committee consisting of the Vice-Chancellor as the Chairman, a nominee of the Chancellor, two nominee of the Governing Board and a nominee of the State Government.

(2) He shall discharge these following duties:-

- (i) He shall act under the supervision, direction and general control of the Vice-Chancellor.
- (ii) The Sports Officer shall be the Convener of the Sports Board/ Committee of the University.
- (iii) If the Sports Officer is for any reason temporarily unable to exercise the powers and perform the duties of his office, the Vice-Chancellor, with the approval of the Governing Board, may appoint a person temporarily for a period not exceeding six months to exercise the powers and perform the duties of the Sports Officer.
- (iv) 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.
- (v) 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.
- (vi) The Sports Officer may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (vii) In addition to those specified above, the Sports Officer shall:-
  - (a) Identify sports, recreation and health initiatives and overseeing strategic planning and implementation;
  - (b) Coordinate, deliver and promote relevant sports activities, classes and events, often within a specific class of students or to targeted groups;
  - (c) Raise public awareness of health and fitness issues and promoting participation in sports, particularly amongst underrepresented groups of students;
  - (d) Evaluate and monitor activities and projects of students using performance indicators;
  - (e) Maintain records and producing written reports (every six months) about sports and games initiative of the University;
  - (f) Arrange local, regional and national meetings, seminars and conferences in the field of sports, games and related fields;
  - (g) Arrange local, zonal, state-level, regional, national and international (as and when available) sports and games meet;
  - (h) Check venues and managing facilities;

- (i) Liaise with clubs and state/national associations to develop best practice in coaching, youth development and such issues;
- (j) Work with National Governing Bodies (NGBs) for specific sports in relation to events;
- (k) Develop a range of partnerships with organizations and initiatives focused on health education, criminal justice and community regeneration;
- (l) Manage resources, drawing annual budget and identifying potential opportunities for external funding;
- (m) Maintain links with county, regional and national sporting representatives and organizations;
- (n) Work within specific guidelines, e.g. equal opportunities, health and safety, youth protection;
- (o) Train and educate coaches, volunteers and facilities staff about disability; experts in disability awareness may also be called on, where appropriate;
- (p) Use information and publicity to ensure people with disabilities are more aware of the sporting opportunities available to them;
- (q) Work in partnership with appropriate organizations to deliver a programme of activities for people with disabilities;
- (r) Organize sport-specific activities and make sports inclusive;
- (s) Perform such other functions as may be required under the Act.

26. **Duties of Law Officer:--**

- (1) The Law Officer shall be appointed on deputation from the cadre of West Bengal Legal Service and shall be under the direct control of the Vice-chancellor.
- (2) The other terms and conditions of service of the Law Officer shall be equivalent to the corresponding post of Law Officer with West Bengal Legal Service.
- (3) The Law Officer shall be responsible to deal with the legal matters of the University.

27. **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 Governing Board, 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 Governing Board 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 Vice Chancellor 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 Governing Board 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 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 Governing Board 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 attains his retirement 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 Governing Board.
- (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 Governing Board, may, in the interest of the University take such action as he deems fit.

### Chapter III

#### Authorities/Bodies of the University

#### 28. Board of Studies:-

- (1) There shall be a Board of Studies for every academic department under the provisions of the Act consisting of the following members:-
  - (a) The Vice Chancellor, Chairperson (however, in absence of the Vice-Chancellor, Pro Vice-Chancellor shall act as the Chairperson);
  - (b) The Head of the Department, Convener of the Board of Studies;
  - (c) All full time teachers of the Department, and
  - (d) Not exceeding three external experts in the subject nominated by the Vice Chancellor for four years.
  - (e) Dean of respective faculty may be invited

- (2) Meetings of a Board of Studies shall be convened whenever necessary and at least four times in an academic year under the direction of its Chairman.
- (3) One half of the members of the Board of Studies shall be the quorum for any meeting, provided at least one external member must be present.
- (4) The powers and functions of the Board of Studies would be defined in the Regulations according to Section 31 of the Act.

**29. Finance Committee:—**

- (1) The Finance Committee under the provisions of the Act shall consist of the following members:
  - (a) The Vice-Chancellor – Chairperson
  - (b) Pro Vice-Chancellor (in absence of the Vice Chancellor, he shall act as the Chairperson)
  - (c) The Deans of the Schools,
  - (d) The Finance Secretary, Government of West Bengal or his nominee not below the rank of Deputy Secretary when the Finance Secretary cannot be personally present
  - (e) One member to be nominated by the Governing Board and one member to be nominated by the Vice Chancellor
  - (f) Two Heads of the Departments one from each faculty to be nominated by the Vice-Chancellor
  - (g) Two teachers nominated by the Vice Chancellor one from two different schools
  - (h) The Registrar
  - (i) The Finance Officer, Convener
  - (j) Audit Officer
  - (k) Accounts Officer
- (2) Following shall be the powers and functions of the Finance Committee:
  - (i) By August 31 every year, the Finance department 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 Governing Board with its observations. The Governing Board would then take any appropriate steps if considered necessary in view of the Audit report.
  - (ii) By October 31 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 would be considered by the Finance Committee by November 30 at the latest and then forwarded with its observations to the Governing Board for examination and approval. The Governing Board would submit it to the State Government after consideration and approval by December 31 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 would be considerable deviation from budget estimates, a revised estimate would be submitted by the Finance Officer to the Finance Committee which would forward it to the Governing Board 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 Governing Board.
- (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 Governing Board all the Audit and subsequent action taken reports for further action, if necessary.
- (viii) Financial procedures to be followed by the Finance Department and enforced by the Finance Committee and the Governing Board would be defined separately according to Section 55 of the Act.
- (ix) 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 Governing Board for approval and ratification.
- (x) The Finance Committee may form sub-committees if required to assist it.

**30. Planning and Development Committee: -**

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

- (i) The Vice-Chancellor ——— Chairperson;
- (ii) Pro Vice-Chancellor;
- (iii) The Deans of Schools;
- (iv) The Registrar;
- (v) Heads of all Academic and Administrative Departments;
- (vi) The Finance Officer;
- (vii) The University Engineer;
- (viii) System Analyst;
- (ix) Two representative nominated by Governing Board;
- (x) Development Officer who shall be the Convenor.

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

(c) The powers and functions of the Planning and Development Committee:-

(d) The Planning and Development Committee shall advise the Governing Board on the following matters:-

(i) Formulation of Development proposal 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 Governing Board.
- (d) The Planning and Development Committee shall meet as often as necessary but at least once in every two months.
- (e) One-third of the total number of members plus one shall be a quorum.

**31. Admission Committee:-**

- (1) There shall be an Admission Committee for each School with the following members:-
- (a) Vice Chancellor----- Chairperson;
  - (b) Pro Vice-Chancellor;
  - (c) The Dean of the School concerned;
  - (d) Registrar;
  - (e) Controller of Examinations;
  - (f) The Heads of the Departments;
  - (g) The Dean of Students;
  - (h) The Secretary to the School concerned- who will be the Convenor.
- (2) Powers and duties of the Admission Committee:-
- (a) It shall suggest guidelines and norms for admission to undergraduate and postgraduate courses and submit these to the Governing Board for approval.
  - (b) It shall be in general control of all admissions and coordinate all admission activity with the Schools, 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.

**32. Students' Welfare Board: -**

- (i) There shall be a Students' Welfare Board of the University consisting of the following members:-
- (a) The Vice-Chancellor – Chairperson (however, in absence of the Vice-Chancellor, Pro Vice-Chancellor shall act as the Chairperson),
  - (b) Pro Vice-Chancellor,
  - (c) The Deans of the Schools,
  - (d) The Officer of Placement & Training,
  - (e) The teachers who are Superintendents of Hostels/Halls/Residences,
  - (f) Two teachers from two different schools - nominated by the Governing Board,
  - (g) Two members of Students' Council to be nominated by the Vice Chancellor, out of which one must be Research Student,
  - (h) The Dean of Students, Convenor.
- (ii) The duties and functions of the Students' Welfare Board shall be as follows:
- (a) To frame draft rules for the running of Hostels including disciplinary rules and amend them as required and forward these to the Governing Board for consideration and approval.
  - (b) To set up guidelines for admitting students to the hostels of the University
  - (c) To frame policies and general rules regarding discipline of students in the University campus

- (d) To arrange for providing guidance to students regarding avenues of higher education and opportunities for employment
- (e) To advise the Governing Board to frame the policy regarding various scholarships, grants etc. as are available to them
- (f) To arrange for medical assistance for students as required as far as practicable.
- (g) To finalize the schedule of co-curricular activities in consultation with student bodies in their faculty as far as practicable
- (h) To organize training in games and sports
- (i) To carry out such duties in connection with the general welfare of students as may be assigned to it by the Governing Board and the Vice-Chancellor.
- (j) To form sub-committees for carrying out its duties and functions.

(iii) 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 Schools present shall preside over the meeting and in the absence of the Vice-Chancellor and the Deans the members present shall elect a Chairman from amongst themselves for the meeting. One third of the total number of members of the Students' Welfare Board shall form the quorum for holding the meeting.

### 33. Library Committee: -

(i) There shall be a Library Committee of the University with the following members:-

- (a) The Vice-Chancellor - Chairperson (however, in absence of the Vice Chancellor, Pro Vice-Chancellor shall act as the Chairperson),
- (b) Pro Vice-Chancellor,
- (c) The Deans of Schools,
- (d) All Heads of Departments,
- (e) One expert in the field of Library Science to be nominated by the Vice Chancellor,
- (f) System Analyst,
- (g) Two teachers, one from each faculty nominated by the Vice Chancellor,
- (h) One Deputy Librarian and One Assistant Librarian,
- (i) Two members of Students' Council (one must be Research Student) to be nominated by the Vice Chancellor,
- (j) The University Librarian who will be the Convenor.

(ii) Powers and duties of the Library Committee:-

- (a) 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),
- (b) To formulate policies for the receipt of gifts of books, manuscripts, periodicals, journals and other materials,
- (c) To assist the Librarian by advising him on developing procedures and rules for the efficient use of library facilities by the University community,
- (d) To explore ways to obtain resources for the Library and to formulate plans for its continuous development,
- (e) To advise on the annual and plan budget estimates for the Library which would be placed before the appropriate bodies for consideration,

(f) To advise the University Librarian on such matters as may be referred to the Committee.

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

#### **34. Industry-Institute Partnership Cell:--**

(i) There shall be an Industry-Institute Partnership Committee of the University consisting of the following members:-

(a) The Vice-Chancellor-Chairperson (however, in absence of the Vice-Chancellor, Pro Vice-Chancellor shall act as the Chairperson);

(b) Pro Vice-Chancellor;

(d) The Deans of Schools;

(e) One member nominated by Governing Board;

(f) One Professor from each School nominated by Vice Chancellor;

(g) The Registrar;

(h) One Deputy/Assistant Registrar who is in charge of Research & Development Activity;

(i) The Finance Officer who will be the Convener;

(ii) Following shall be the powers and functions of the Industry-Institute Partnership Committee:--

The Industry-Institute Partnership Committee shall advise the Governing Board on the following matters:

(a) Formulation of industry-institute partnership plan for the development in fields of teaching, research and industrial extension activities;

(b) Formulation of schemes of collaborative research programs with Industry;

(c) Organizing collaborative seminars/conference/workshop sessions;

(d) Formulation of collaborative research programs between industry-institute;

(e) Resource mobilization through interactive partnership between industry and institution;

(f) The Committee shall recommend to the Governing Board for resource mobilization plan through industry-institute partnership;

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

#### **35. Committees Related to Examinations:--**

(i) To conduct the Examinations there will be following two Committees:

(a) University Examinations Committee;

(b) Departmental Examinations Committee;

(c) Board of Discipline;

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

#### **3.9. Other Statutory Committees:--**

(i) There will be three other statutory committees namely,--

- (a) Committees for Gender Awareness & Prevention of Sexual Harassment;
  - (b) Anti-Ragging Committee;
  - (c) Building Committee;
  - (d) Equal Opportunity Cell;
  - (e) Institutional Ethics Committee;
  - (f) Intellectual Property Right Cell;
  - (g) Research Advisory Committee;
  - (h) Departmental Ph. D Committee;
  - (i) Departmental Committee, and,
  - (j) Any Committee as suggested by competent authority.
- (ii) The constitution, powers and functions of the respective committees shall be prescribed in the Regulations.

#### CHAPTER -IV

#### Procedure of Meetings of the Governing Board

##### 37. Establishment of the Governing Board:-

The Governing Board shall be established in accordance with the provisions laid down in Section 25 of the Act.

##### 38. Meetings of the Governing Board: -

Save and otherwise provided in the Act, the meeting of the Governing Board shall be held in the following manner:

- (a) The Registrar shall under the direction of the Vice-Chancellor with the concurrence of the Chancellor give not less than 15 days' notice in writing to the members for a meeting of the Governing Board. Not less than 7 days before the date of a meeting of the Governing Board 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.
- (b) In the absence of the Chancellor, the Vice-Chancellor shall preside over any meeting of the Governing Board.
- (c) If there is no quorum within 45 minutes of the time fixed for the meeting, the meeting shall be adjourned.
- (d) The Chairperson, for reasons which he may consider sufficient, may adjourn a meeting.
- (e) 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.
- (f) Any point of order raised at a meeting shall be decided by the Chairperson and his decision shall be final.
- (g) Every member shall have one vote.
- (h) 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 indication of the 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 ballot.

- (i) The Chairperson at any meeting may direct any member of the Governing Board, whose conduct at the meeting is in his opinion 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.
- (j) Any member who wishes to move a motion at any meeting of the Governing Board shall give notice of such motion by forwarding a copy to the Registrar so as to reach him not less than 7 days before the date of the meeting, provided that any matter on which a decision has already been taken and recorded in resolution 120 days earlier or less shall not be the subject matter of any motion by a member. However, a motion may be withdrawn by a member at any time before it is moved.
- (k) Except for an Emergency Meeting of Governing Board, within 21 days of a meeting of the Governing Board or as soon as possible thereafter the draft minutes of such meeting duly approved by the Chairman 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 Governing Board for consideration and the minutes in their final form shall then be confirmed. However, for an Emergency Meeting of Governing Board the minutes of the meeting shall be confirmed on the table.
- (l) An Emergency Meeting of Governing Board 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.
- (m) 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. He may change the order of business at a meeting if he deems it necessary.
- (n) Unless otherwise directed by the Chairperson all meetings shall be held on the University Campus.

#### Chapter V

#### Rules and procedures for holding elections

39. Following shall be the procedure for election of teacher representatives to the Governing Board and the various Schools of Studies of the University:-
- (1) The Vice-Chancellor shall fix dates and timings for application for nominations, scrutiny of nominations, withdrawal of candidature, poll, counting of votes and declaration of results. The Vice-Chancellor shall, in connection with any election, by order or orders in writing appoint the Returning Officer for holding the election. Vice Chancellor shall have the power to reschedule the election. Registrar shall maintain file of approved forms and other necessary papers regarding the election.
  - (2) **Preliminary Electoral Rolls:** Not later than fifteen days after the date of notification fixed under clause (A) The Returning Officer shall prepare a preliminary electoral roll for the constituency of the Governing Board and the Faculty Councils containing the names of all eligible teachers.
  - (3) **Claims and objections & Final Electoral Roll:** Within seven days from the date of publication of a preliminary electoral roll, any claim or objection to the roll may be made in writing signed by the person making it, stating specifically the grounds on which it is made and submitted to the Returning Officer either in person or by registered post. The Returning Officer shall, after summary enquiry, dispose of all claims or objections submitted and amend the electoral roll where necessary. The final electoral roll so prepared shall be kept in the office of the Registrar and shall, not later than seven days from the last date

for filing claims and objections. The decision of the Returning Officer on any claim or objection shall be final.

- (4) The final electoral roll shall remain in force until a fresh electoral roll is prepared for that constituency in connection with the next election on the expiry of the term of office of the members elected from that constituency, subject to such amendments, if any, as the Registrar may, from time to time, consider necessary for the purposes of filling casual vacancies.
- (5) If, at any time before the publication of the final electoral roll of any constituency, any person applies for withdrawal of his name from such roll, the Returning Officer shall permit his name to be so withdrawn.
- (6) The Returning Officer shall have the power to correct at any time any printing or clerical error in a final electoral roll.
- (7) The Registrar shall have the custody of the preliminary as well as the final electoral rolls.
- (8) Electors may obtain copies of the final electoral rolls from the office of the Registrar on payment of such price as may be fixed by the Registrar time to time.
- (9) **Notice calling for nominations:** Upon the publication of the final electoral roll for an election, the Returning Officer shall forthwith give notice in such manner as the Vice-Chancellor may direct, of the intended election inviting nominations of candidates for election and specifying the last date fixed for submission of nominations, the date for scrutiny of nominations and the last date for withdrawal of candidature as well as the date of poll and the time and place at which, and the person to whom, the nomination papers are to be submitted.
- (10) **Nomination:** Any person whose name appears in the final electoral roll of any constituency and who is not disqualified to be elected as a member of the authorities/ bodies of the University under the Act may be nominated as candidate for election from that constituency.
- (11) On or before the last date for submission of nominations of candidates for election fixed under clause (A). A candidate for election shall submit or cause to be submitted to the Returning Officer a nomination paper in a form approved for the purpose by the Vice-Chancellor which shall be obtainable from the Returning Officer.
- (12) No nomination paper shall be valid unless it is signed by the candidate as assenting to the nomination and by one other person qualified to vote in the constituency concerned as 'proposer'.
- (13) An elector may sign as proposer only one nomination paper and no more, and if an elector signs as proposer more nomination papers than one, all the nomination papers so signed by such elector shall be invalid.
- (14) On the day fixed for scrutiny of nominations, the Returning Officer shall scrutinize the nomination papers in the presence of candidates or their authorized agents, if they appear, and publish on the notice board in his office a list arranged alphabetically according to the surnames of the candidates whose nominations are found to be valid.
- (15) Any candidate whose name appears in the list may withdraw his candidature by a notice in writing signed by him and delivered to the Returning Officer within the time fixed under clause (1).

- (16) **Conduct of election:** If the number of candidates in any constituency whose nominations are found to be valid and who have not withdrawn their candidatures is less than the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected and the seats remaining unfilled shall be deemed to be vacancies for the purposes of the Act. If the number of such candidates is equal to the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected.
- (17) If the number of such candidates exceeds the number of persons to be elected, the Returning Officer shall forthwith publish in his office a list of such candidates for election arranged alphabetically according to surnames and a poll be taken on the date and time fixed under clause (A). The Poll shall be conducted by the Presiding Officers as determined the Vice Chancellor and duly appointed by the Returning Officer.
- (18) **Vote:** No person whose name does not appear in the final electoral roll of a constituency shall be entitled to vote in that constituency. A person whose name appears in the final electoral roll of a constituency shall be entitled to vote in that constituency only and in no other.
- (19) No person shall be entitled to vote in any constituency if he is subject to any of the disqualifications mentioned in the Act.
- (20) Every elector shall have as many votes as there are persons to be elected in the constituency but shall not have the right to record more than one vote in favour of anyone candidate.
- (21) Physically challenged voters may authorize another voter of the same constituency, endorsed by the Returning Officer. The authorized person and the elector will be entitled to cast the vote.
- (22) The Returning Officer shall keep all Covers/Ballot Box duly sealed by the candidate(s) or his/her authorized agent received by him in safe custody until the commencement of counting of votes.
- (23) **Counting of votes:** On the day fixed under clause (A) for commencement of counting of votes, the Returning Officer shall arrange the counting of votes with the help of such person; as the Vice-Chancellor may appoint to assist the Returning Officer, in the counting of votes. The Returning Officer and other supporting official shall open the ballot boxes/covers and separate the ballot papers. After scrutiny for validity of ballot the Returning Officer and other supporting officials shall finally count the valid votes given to each candidate and to record in a statement, the total number of valid votes so given to each candidate, provided that the Returning Officer may adjourn at any stage the proceedings referred to in this paragraph until such time or date as he may consider fit and proper.
- (24) The Vice-Chancellor, the persons appointed to assist the Returning Officer in counting the votes and the candidates or in their absence, their agents duly authorized by them (in writing) shall have the right to be present at the counting of votes.
- (25) A ballot paper shall be invalid if – (a) It is not duly marked, or (b) it contains no record of voting, or (c) more than one mark is placed on it against any candidate's name, or (d) The identity of the voter is disclosed, or (e) the number of votes recorded therein exceeds the number of seats to be filled, or (f) the mark is so placed as to render it doubtful as to which candidate the vote has been given, or (g) there is an erasure of voting mark of such a nature that the intention of the elector is not clear.
- (26) **Declaration of Result:** After completing counting of votes, the Returning Officer declares the candidate or candidates to whom the largest number of valid votes has been given duly elected. When two



or more candidates receive equal number of votes and they cannot be declared elected, the final selection shall be made by the Returning Officer by drawing lots.

(27) The Returning Officer shall then keep the valid and invalid ballot papers in separate sealed packets, mark each packet with the description of its contents, the name of the constituency and the date of election and keep them in safe custody for a period of one month after the date of election in each case or if any dispute arises regarding an election until the dispute is disposed of.

(28) 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:

(i) One Retired Judge of High Court nominated by the Governing Board— Chairperson

(ii) One Professor from outside the university by the Governing Board

(iii) One Professor from outside the university nominated by Vice Chancellor.

(29) One Officer of the University nominated by the Vice Chancellor will be the Secretary. The powers and functions shall be in accordance with Section 39 of the Act.

## CHAPTER-VI LEAVE RULES FOR UNIVERSITY EMPLOYEES

### 40. 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.

### 41. Leave rules, Leave Salary and lien 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) Paternity Leave;
  - (viii) Child Care Leave;
  - (ix) Quarantine Leave;
  - (x) Medical Leave/ Half Pay Leave;
  - (xi) Commuted Leave;
  - (xii) Extraordinary Leave;
  - (xiii) Compensatory Leave;
  - (xiv) Leave Not Due;
  - (xv) Special Disability 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 who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a registered medical practitioner.
- (8) 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.
- (9) 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.
- (10) 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 without pay (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).
- (11) A female employee of the University will get benefit of Maternity Leave for maximum two surviving children as may be prescribed by the State Government from time to time.
  - (12) A female employee including an employee on probation shall be eligible for Child Care Leave for such period as the State Government from time to time decides.
  - (13) A male employee including an employee on probation shall be eligible for paternity leave for such period as the state Government may from time to time decides.
  - (14) 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, shall be entitled to 135 days 'Child Adoption Leave', independent and over and above of any other form of leave. In continuation of the same, she may avail leave of any kind due and admissible, for a period of up to one year or till the child became one year old, whichever is earlier. Herein, leave not due and commuted leave up to sixty days without production of Medical certificate is admissible.
  - (15) Special Casual Leave :— (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher: (a) To conduct examination of a University/ Public Service Commission/ board of examination or other similar bodies/ institutions; and (b) To inspect academic institutions attached to the University, etc.  
*Note:* (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.  
(ii) In addition, special casual leave to the extent mentioned below may also be granted: (a) to undergo sterilization operation under family welfare programme. Leave in this case will be restricted to six working days; and (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.  
(iii) Special casual leave cannot be accumulated, nor-can it be combined with any other kind of leave except casual leave it may be granted in combination with holidays or vacation.
  - (16) Earned Leave admissible to a teacher shall be one third of the period subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall not exceed three hundred days as determined in the extant Government Orders.
  - (17) 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.
  - (18) Absence from duty of a teacher with the approval of the Registrar on account of duties

assigned by the State Government or any constitutional authority 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, as the case be. On duty absence is admissible with full pay and allowances.

- (19) 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.
- (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 Governing Board 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 Governing Board, 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. Benefit under Career Advancement Scheme shall also not be deferred in case of approved study 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 not provided and the incumbent leaves the service after availing the leave, the Registrar of the University will be responsible to get the refund or recompense the University for the same; After the leave has been sanctioned, the teacher shall before availing herself of the leave execute a bond in favour of the University binding herself 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 leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Board 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 Governing Board 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 employees holding substantive appointment in the university, shall not exceed five years under any circumstances:  
Provided that that a teacher is appointed by the Chancellor of any University or by the Government (central or state) to any post like Vice Chancellor/ Pro-Vice Chancellor of any University, Chairman/ Vice Chairman/Deputy Chairman/ President/ Secretary/ Joint Secretary/ Deputy Secretary of any Government or Statutory 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 for this particular assignment/ post.  
Provided further that the period of lien is also flexible if a teacher is elected as a people's representative in the Parliament or state Legislative Assembly, or any local authorities 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 by the University from time to time.
- (30) Notwithstanding anything contained in the forgoing statutes, the rules regarding leave and lien shall be suitably changes by the State Government from time to time and all such changes shall be applicable to the employees of the University irrespective of

what have been mentioned in the Statutes.

42. **Leave rule for Officers and Non-teaching Employees of the University:--**

(1) **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. Instead of manual attendance register, the attendance may be recorded biometrically, if so desired by the University authority. 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<sup>0</sup>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.

(2) **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,
- (xii) Child Care Leave,
- (xiii) Paternity Leave.

(3) **Casual Leave: -**

- (i) 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.
- (ii) 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.

- (iii) 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.
- (iv) An employee on casual leave shall be treated as on duty.
- (v) In no case casual leave and half day casual leave taken together shall exceed fourteen days in a year.
- (vi) Casual leave, if not taken within the calendar year will lapse.
- (4) Earned Leave: –**
- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) Earned leave can be combined with any other kind of leave except casual and quarantine leave.
- (v) An employee appointed on substantive basis to any permanent post shall acquire a lien on that post. If the employee 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 and in such event the concerned employee shall immediately report back to duty in the post on which he held lien.
- (vi) An employee of 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 employee 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 employees holding substantive appointment in the university, shall not exceed five years under any circumstances:

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

**(5) Medical Leave/ Half-Pay Leave:—**

(i) 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.

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

**(6) Commuted Leave:—**

(i) 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.

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

**(7) 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.

**(8) Study Leave: –**

(i) 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 Governing Board provided the concerned employee has put in at least five years of continuous service and is not due to retire there from within three years of his return from such leave. There shall be a gap of at least three years between two periods of such leave

(ii) The Governing Board 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.

(iii) 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.

**(9) Quarantine Leave: –**

(i) 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.

(ii) 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.

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

- (a) Scarlet Fever;
- (b) Plague (Pneumonic or Bubonic);
- (c) Typhus;

- (d) Cerebro-spinal Meningitis;
  - (e) COVID- 19;
- (iv) For persons employed in the preparation and distribution of food, the following additional diseases shall also be treated as infectious:-
- (a) Dysentery
  - (b) Enteric Fever (Typhoid Fever)
  - (c) Malta Fever
  - (d) Paratyphoid Fever
- (v) An employee himself suffering from the infectious diseases as mentioned will be granted such leave.
- (10) **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.
- (11) **Extra Ordinary Leave:** – Extra Ordinary Leave without pay and allowances may be granted by the Governing Board to a whole-time permanent employee in special circumstances when no other leave is admissible to him for a period not exceeding three months.
- (12) **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.
- (13) **Leave on duty:** – Absence from duty of an employee with the permission of the Registrar on account of duties assigned by the Government or ay 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.
- (14) **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.
- (15) **Paternity Leave:** – A fulltime permanent male employee is eligible for paternity leave for such period as the State Government may from time to time decides.

## CHAPTER-VII

### DISCIPLINE AND CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY

#### 43. Discipline and Conduct of the employees of the University:—

- (1) All employees of the University including teachers, officers and other non-teaching employees shall devote themselves to the duties of their office with utmost diligence and obedience and comply with orders and directions as may be issued by the Vice-Chancellor or any other competent authority.
- (2) Every employee of the University shall maintain absolute integrity, and do nothing which is unbecoming of an employee of the University.
- (3) No employee shall, in the performance of his official duties or exercise of power conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.
- (4) No employee shall, without express permission of the Vice-Chancellor, engage directly or indirectly in any trade or business whatsoever or any other work which in the opinion of the Vice-Chancellor may interfere with the proper discharge of his duties, provided, however, that this clause shall not apply to any work undertaken by any member of the staff in connection with the work of a University or a corporate body other than those engaged in trade and industries.
- (5) No employee of the University shall undertake private tuition.
- (7) In addition to the teaching work and research supervision, a teacher shall be liable to perform such extra-curricular duties, supervision and other work in connection with any examination held by the University as may be allotted to him by the Vice-Chancellor.
- (8) An employee shall require doing extra work as may be assigned to him by the Vice-Chancellor, as the case may be, commensurate to the status and duties of the employees.
- (9) No employee of the University shall join or continue to be a member of an association the objects of which are prejudicial to the interest of the University or public order or morality.
- (10) No employee shall, except with the previous sanction of the appropriate authority, engage in any trade or undertake any employment other than his public duties or carry on directly or indirectly any business or undertaking or use his position as a University employee to help such business or undertaking. However he may undertake honorary work of a social or charitable nature or, work of a academic, literary, artistic or scientific character, provided that his official duties do not suffer thereby but the appointing authority may, in its discretion, at anytime, forbid him to undertake, or

require him to abandon any such work, if it is in its opinion undesirable or likely to occupy so much of his time as to interfere with his official duties.

(11) Save in cases mentioned below no employee of the University shall serve in, or give evidence before, any Committee or Commission without obtaining prior permission of the Governing Board:-

- (a) Committee or Commission appointed by the Government, Central or state, the Parliament or the State Legislature;
- (b) A Judicial enquiry;
- (c) A departmental enquiry ordered by the Chancellor, the Vice-Chancellor or any appropriate authority of the University.

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

(13) No University employee shall, in any radio or Tele Vision or Internet broadcast or in any document published/ electronically disseminated anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterances, make any statement of fact or opinion which brings disrepute to the University, and has the effect of any adverse criticism of any current or recent policy or action of University or of another University or of the Department of Higher Education, Government of West Bengal, or of the State Government and/ or which is capable of embarrassing the relations between Universities of the state or country, between the University, and between the University and any department of the Central Government and/or the State Government.

(14) An University employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such employee save with the permission of the University and in accordance with such conditions as University may impose. If a question arises whether a University employee's duties involve the carrying out of scientific or technical research within the meaning of this rule, the decision of University shall be final.

(15) No University employee shall behave in a manner which is improper and unbecoming of a public servant and derogatory to the prestige of University. An University employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being; not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug; refrain from consuming any intoxicating drink or drug in a public place; not appear in a public place in a state of intoxication; not use any intoxicating drink or drug to excess; be in the University

premises with possession or use of weapons; and conduct in a fashion that can be construed as sexual harassment of a colleague(s).

(16) Every employee of the University shall not, except with the previous sanction of the appropriate authority, accept either directly or indirectly on his own behalf or on behalf of any other person or permit any member of his family so to accept from any person any gift of more than trifling value:

*Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions, when the making/ receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value should be reported to the appropriate authority and the gifts shall be disposed of in such a manner as the appropriate authority may direct; If a question arises whether any gift is of trifling value or not, or where the concerned employee is in any doubt whether a gift offered to him is of a trifling value or not, a reference shall be made to the appropriate authority and the decision of the Governing Board thereon shall be final.*

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

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

**44. Act of Misconduct: —** Any of the following acts of an employee shall be construed as an act of misconduct:

- (i) Gross negligence in the discharge of duties;
- (ii) Willful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline;
- (iii) Theft, fraud or dishonesty in connection with the property of the University;
- (iv) Misappropriation of University funds;
- (v) Tampering with official records;
- (vi) Giving false information regarding one's name, father's name, age, qualifications, previous service etc. at the time of employment;
- (vii) Habitual late attendance or willful absence from duty without leave or sufficient causes;
- (viii) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
- (ix) Indecent behavior or any other act subversive of discipline;
- (x) Assaulting or intimidating any employee of the University;

- (xi) Sabotage or willful damage to or causing loss of goods or properties of the University;
  - (xii) Spreading false information with a view to causing disruption of the normal work of the University;
  - (xiii) Unauthorized use of land and building of the University;
  - (xiv) Conviction in a Court of Law for offence involving moral turpitude;
  - (xv) Breach of rules and regulations, orders and circulars of the University or of any of the higher authorities;
  - (xvi) Abetment or attempt to commit any of the acts of misconduct;
  - (xvii) Any other ground which may be considered by the Governing Board to be detrimental to the interest of the University or the institution he is serving;
  - (xviii) Plagiarism;
  - (xix) Commission of any offence involving moral turpitude;
  - (xx) Engaging in any unauthorized work, gainful or otherwise;
  - (xxi) Engage in sexual harassment of colleagues and students;
  - (xxii) Violation any/ all clauses given in this Statutes.
45. **Disciplinary Action:**— Disciplinary action, including imposition of penalties, may be taken by the Governing Board on being forwarded by the Vice Chancellor against an employee for any of the reasons enumerated under the heading of discipline and act of misconduct.
46. **Disciplinary Authority:**— Subject to the provisions hereinafter the Vice-Chancellor of the University shall be the disciplinary authority in respect of employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the Registrar of the University shall be disciplinary authority provided that the disciplinary authority shall not be entitled to impose any punishment other than "censure to be recorded in his Service Book for future reference" on any employee and in case the disciplinary authority is of opinion that the gravity of offence probed may warrant imposition of any punishment other than "censure to be recorded in his Service Book for future reference", it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Governing Board for passing the final order as the Governing Board may deem appropriate. It shall be for the Governing Board, with two-third majority, in such case to decide whether the finding of the disciplinary authority should be accepted or not.
47. **Penalties :—** The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter.

- (i) Censure, recorded in his Service Book for future reference;
- (ii) Withholding of increment or promotion including the stoppage of increment and efficiency bar, if any;
- (iii) Reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing of the future increments of his pay;
- (iv) Reduction to a lower time-scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his seniority and pay on restoration to that grade, post or service;
- (v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order;
- (vi) Compulsory retirement;
- (vii) Removal from service, which shall not be disqualification for future employment under the University;
- (viii) Dismissal from service, which shall ordinarily be a disqualification for future employment under the University.

**48. Preliminary Enquiry: —** Whenever a complaint is made against an employee of the University about the committing of an act of misconduct, it shall be competent for the disciplinary authority described hereinbefore, to carry out a preliminary inquiry before commencing the formal disciplinary proceedings referred to hereinabove. Such preliminary inquiry may be made either by the disciplinary authority himself or by some other person(s) authorized by the said authority to carry out the inquiry. Such person(s) need not be connected with the University. This preliminary inquiry will be in the nature of a fact finding inquiry for the purpose of enabling the disciplinary authority to ascertain whether there is a prima facie case which will justify the commencement of formal disciplinary proceedings. The disciplinary authority, however, need not carry out such preliminary enquiry, if the said authority does not consider it to be necessary. It shall be competent for the Governing Board, for good and sufficient reason, to direct the Vice-Chancellor or the Registrar to initiate either a preliminary inquiry or formal disciplinary proceedings against any of the employees of the University.



**9. Procedure for Imposing Penalties:—**

(1) No order imposing of the penalties specified in this Statute shall be made except after an enquiry held in the manner provided in the Statute.

(2) The disciplinary authority shall draw or cause to be drawn up-

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

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

(i) A statement of relevant facts including any admission or confession made by the employee;

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

(c) The disciplinary authority shall deliver or cause to be delivered to the employee, a copy of the article(s) of charge and the statement of imputation of misconduct or misbehavior prepared under sub-paragraph-(b) and shall require the employee to submit to the disciplinary authority, or to the enquiring authority where an enquiring authority has been appointed by the disciplinary authority, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person;

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

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

(ii) A copy of the statement of witnesses, if any,

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

(e) The employee shall appear in person before the disciplinary /inquiring authority on such day and at such time within ten working days from the date of receipt by him of the articles(s) of charge and the statement of imputation of misconduct or misbehavior as the disciplinary/ inquiring authority may fix by a notice in writing or within such further time as the disciplinary/inquiring authority may allow;

(f) If the employee who has not admitted any of the article(s) of charge in his written statement of defence appear before the disciplinary/ inquiring authority, such authority shall ask him whether he admits or pleads guilty to any of the articles of charge and shall record the plea.

sign the record and obtain the signature of the employee thereon. Thereupon the disciplinary/ inquiring authority shall return the findings of guilt or otherwise in respect of these articles of charge to which the employee pleads guilty. The disciplinary/ inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty or claims to be tried, require the University or its representatives to produce the evidence by which it is proposed to prove the article(s) of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee needs such time for the purpose of preparing his defence;

(g) The employee shall thereafter—

(i) Inspect within five working days of the order or within such further time not exceeding five working days as the disciplinary/ inquiring authority may allow, the documents specified in list referred to in clause (b) (ii);

(ii) Submit a list of witnesses to be examined on his behalf;

(iii) Give a notice within ten working days of the order or within such time not exceeding ten working days as the disciplinary/ inquiry authority may allow asking for the discovery or the production of any documents which are in the possession of the authority but not mentioned in the list mentioned in clause (b) (ii);

(h) The disciplinary/ inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the documents by such date as may be specified in such requisition:

*Provided that the disciplinary/ inquiring authority may, for reasons to be recorded by it, in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case;*

(i) On receipt of the requisition referred to in clause-(h) every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary/inquiring authority:

*Provided that if the authority having the custody or possession of the requisitioned documents is of the opinion for reasons to be recorded by it, in writing, that the production of all or any of such documents would be against the interest of the University, it shall inform the disciplinary/inquiring authority accordingly and the disciplinary/inquiring authority on being so informed communicate the opinion to the employee and withdraw the requisition made by it for the production or discovery of such documents;*

(j) The disciplinary/inquiring authority shall allow the employee an opportunity to cross examine

- the witnesses, if any, examined on behalf of the University in support of the charge and shall also allow the employee to examine such witnesses in support of his defence as may be considered relevant in the context of the charge;
- (k) After the completion of the inquiry, the disciplinary/inquiring authority shall prepare its report which shall contain the following:-
- (a) The article(s) of charge and the statement of imputation of misconduct or misbehavior;
  - (b) The defence of the employee in respect of each article of charge;
  - (c) Assessment of the evidence in respect of each article of charge;
  - (d) The findings on each article of charge and the reasons there for;
- (l) In such a case where the disciplinary authority is not authorized to impose the required penalty upon the employee, he shall forward his report together with records of the disciplinary proceedings to the Governing Board for consideration and necessary action. The Governing Board shall decide provisionally as to the punishment to be imposed upon the employee concerned, if it is proposed to punish the employee with any of the punishments viz. dismissal, removal from service, reduction in rank or in time-scale or grade or compulsory retirement. In all other cases, the Governing Board shall be entitled to pass a final order imposing any of the punishments upon the employee except those mentioned in the forgoing Statutes;
- (m) If the inquiry has been conducted by an inquiring authority other than the disciplinary authority, then the inquiring authority shall forward the inquiry report together with the records of the inquiring proceedings to the disciplinary authority and the disciplinary authority shall consider the records of the inquiry and record its findings on each charge and thereafter the procedure mentioned in the sub-paragraph-(l) shall be followed;
- (n) If the Governing Board, having regard to the findings on the charges, is of the opinion that any of the punishments mentioned in subparagraph-(l) should be imposed and has recorded the provisional findings in that regard in the manner hereinbefore provided, it shall-
- (i) Furnish to the employee a copy of the report of the inquiry and a statement of its findings together with brief reasons for Governing Board's agreement, if any, with the findings of the disciplinary/inquiring authority;
  - (ii) Give him a notice stating the punishments proposed and the grounds there for and calling upon him to submit, within a specified time, such representation as he may wish to make on the punishment proposed, only on the basis of the evidence produced during the enquiry;
- (o) The Governing Board shall consider representation, if any, made by the employee in response to the notice under clause (ii) of sub-paragraph (n) and determine the penalty, if any, that should

be imposed on the employee and pass such order as it may deem fit;

- (p) An order passed by the Governing Board under clause-(o) shall be communicated to the employee in writing by the Registrar;
- (q) If more than one employee is involved in the allegations contained in the charge or charges for misconduct, the disciplinary authority may make inquiry in a common proceeding or direct that the inquiry in respect of these employees be held in a common proceeding.;
- (r) Any other matter not covered in the Statutes or Ordinances may be dealt with the provisions of West Bengal Service Rules, 1971 (Part-I) and the West Bengal Services (Classification, Control and Appeal) Rules 1971.

**50. Suspension: —**

(1) The Governing Board may place an employee under suspension on recommendation of the disciplinary authority, Vice-Chancellor or the Registrar, as the case may be;

- (a) Where the disciplinary proceedings against him is contemplated for/ pending or;
- (b) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(2) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority—

- (a) With the effect from the date of detention, if he is detained in police custody on a criminal charge for a period exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/ duration of police custody' can be made by the Governing Board by vide notification in the University Regulation from time to time;
- (b) With effect from the date of his conviction, if, upon such conviction, he is sentenced to a term of imprisonment exceeding 48 hours; Notwithstanding the above, appropriate changes, if felt necessary under the circumstance, in 'period/duration of police custody' can be made by the Governing Board by vide notification in the University Regulation from time to time.

(3) Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or on review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

- (4) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his basic pay and allowances in full.
- (5) In the event of his suspension being followed by punishment he shall not be entitled to any further emoluments other than what he had already been paid from the date of his suspension unless the Governing Board directs otherwise.
- (6) An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.
51. **Pay and Allowances on Reinstatement:**— When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or Reviewing Authority, as the case may be, may grant him for the period of his absence from duty—
- (i) If he is honorably acquitted, the full pay and allowances other than the travelling allowance to which he would have been entitled, if he had not been dismissed or removed or suspended, less the subsistence grant;
  - (ii) If otherwise, such proportion of pay and allowances as the Disciplinary, Appellate or Reviewing Authority may determine;
  - (iii) In a case falling under clause (i) the period of absence from duty will be treated as a period spent on duty;
  - (iv) In a case falling under clause (ii) the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.
52. **Appeal against Order Imposing the Penalties:** — An appeal against the order imposing any of the penalties by the Governing Board except the punishment involving termination of service by way of dismissal or removal or compulsory retirement shall lie to an Appellate Authority to be constituted with three persons by a resolution of the Governing Board. At least one of these three persons shall be an outsider. Such Appellate Authority shall be appointed for such term and on such other terms and conditions with regard to the holding of office by the members of the committee and such staff as the Governing Board may determine by resolution.
53. **Appeal against Order of Dismissal/ Removal/ Compulsory Retirement:** — An appeal against the order of dismissal, removal or compulsory retirement shall be made to the Tribunal constituted under the Act.

54. **Period of Limitation for Appeal:** — No appeal preferred shall be entertained unless such appeal is preferred within the period of ninety days from the date on which a copy of the order, appealed against, is delivered to the employee concerned.

**Explanation:** The word 'delivered' in this Statute shall mean and include sending of the order to the employee concerned by registered post with acknowledgement due for a lapse of period of thirty days from the date of posting of the order. If the employee concerned does not otherwise acknowledge in writing the receipt of the order or if he refuses to accept the order sent by registered post, his appeal shall not be entertained:

Provided that the tribunal or Appellate Authority, as the case may be, may entertain an appeal after the expiry of the said period if sufficient cause for not preferring the appeal in time is shown.

55. **Procedure of Appeal:** —

- (1) Every person preferring an appeal shall do so separately and in his own name and shall submit five copies of the appeal.
- (2) The appeal shall be presented to the authority to whom the appeal lies and it shall contain all materials statements together with a copy of the order sought to be appealed against and documents on which the appellant wants to rely. The language in the petition of appeal shall not be disrespectful or improper and shall be complete in itself.
- (3) The authority which made the order appealed against, on receipt of a copy of the appeal shall forward its comments thereon, if any, together with the relevant records to the Tribunal or Appellate Authority without any avoidable delay.
- (4) The Tribunal/ Appellate Authority shall regulate its own procedure in the matter of hearing and disposal of the appeal.

56. **Appellate Authority:**—The Governing Board shall constitute an Appellate Authority consisting of the following members, namely:—

- (i) A person to be nominated by the Chancellor in concurrence with the Minister as Chairman;
- (ii) One person having knowledge of law to be nominated by the State Government;
- (iii) One person to be nominated by the Governing Board.

57. **Appellate Tribunal:** — The Governing Board shall constitute an Appellate Tribunal consisting of the following members, namely:-

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

- (ii) One person to be nominated by the Governing Board;
- (iii) One person having knowledge of law to be nominated by the State Government.

**58. Interpretation of the Statutes: —**

- (1) If any controversy arises in interpreting any of the provisions of these statutes, the matter shall be referred to the Governing Board for interpretation.
- (3) Every dispute arising out of the unsatisfactory interpretation of the provisions of the Statutes by the Governing Board may be referred to the State Government for further resolution, and if the provisions of these Statutes do not sufficiently and reasonably resolve the issue, and the decision of the State Government shall thereon be final.

**Chapter VIII**  
**Conferment of Degrees & Convocation**

**59. Convocation & Award of Degrees:-**

- (a) The degrees/titles/diplomas/certificates of the University may be conferred at the Annual Convocation to be held every year on such date as may be fixed by The Rani Rashmoni Green University Council/ Governing Board (or appropriate authority).
  - a. However, in case the university is not in position to hold the convocation in an academic session, the Vice Chancellor shall be empowered to confer the degrees/titles/diplomas/certificates with the approval of competent authority.
  - b. Furthermore, the matters related to the convocation shall be communicated to the Government.
- (b) The Convocation shall be presided over by the Chancellor or in his absence by the Vice-Chancellor.
- (c) Not excluding the provision of modification, the degrees to be conferred at the Convocation are listed in Schedule appended at the end of this Rule.
- (d) A detailed program will be fixed and approved by the Vice Chancellor for conducting the Convocation.

**60. The candidates for degrees shall be introduced to the Chancellor by the Vice-Chancellor in the following words:-**

*Sir, may I introduce to you the students who have already been considered fit by the Rani Rashmoni Green University to receive the degrees of the University to which, I pray, they may be admitted.*

The Chancellor shall admit the candidates to their respective degrees in the following words:

*By virtue of the authority vested in me as the Chancellor of the Rani Rashmoni Green University, I admit you to your respective degrees and I charge you that ever in your thought and action you prove yourselves worthy of the honour conferred on you*

Provided that in the absence of the Chancellor the Vice-Chancellor shall admit candidates to the degrees in the following words:

*By virtue of the authority delegated to me as Vice-Chancellor of the Rani-Rashmoni Green University, I admit you to your respective degrees and I charge you that ever in your thought and action you prove yourselves worthy of the honour conferred on you.*

61. Degrees may be conferred upon person *in absentia* on their names being presented by the Registrar in the following words:

*Sir, may I pray that the candidates who have been considered fit by the University and whose names are set out in the list be admitted to the respective degrees in absentia.*

The Chancellor shall admit the candidates to their respective degrees in the following words:

*By virtue of the authority vested in me as the Chancellor of the Rani Rashmoni Green University, I admit the persons whose names are set out in the list to the respective degrees in absentia.*

Provided that in the absence of the Chancellor, the Vice-Chancellor shall admit the candidates to their respective degrees *in absentia* in the following words:-

*By virtue of the authority delegated to me as Vice-Chancellor of the Rani Rashmoni Green University, I admit the persons whose names are set out in the list to the respective degrees in absentia.*

62. **Medals and Certificates:-** Medals/Certificates shall be given at the Convocation by the Chancellor or in his absence by the Vice-Chancellor.
63. **Conditions of award of Degree:-**
- (a) The degrees of the University shall be awarded to persons who have pursued a prescribed course of study in the University and have passed the examinations of the University in the manner prescribed or carried on research under the conditions prescribed in the relevant Rules and Regulations.
- (b) No person shall be admitted to a degree unless he has paid the fees prescribed or any other sums due to the University.
- (c) Degree shall be issued to persons on whom the degrees have been conferred *in absentia*, on payment of prescribed fees provided that application in the prescribed form shall have been made to the Registrar.
64. Academic robes of the following persons shall be decided by the Rani Rashmoni Green University Council or Governing Board:
- The Registrar
  - The Chancellor
  - The Vice-Chancellor
  - Pro-Vice-Chancellor
  - The Guest of Honour



- The Guest in Chief
- The Deans of Faculty and Departmental Heads
- Members of the Rani Rashmoni Green University Council (in pairs),
- Finance Officer
- Controller of Examinations
  - recipients of Honorary degree (if any)
  - recipients of Ph.D. degree
  - recipients of Master's degree
  - recipients of Bachelor's degree

65. The recipients of degree at the Convocation shall pay requisite nonrefundable fees.

**66. Award of Honorary Degrees:—**

- (i). Any proposal for the conferment of honorary degree shall in the first instance be considered by the Rani Rashmoni Green University Council/Governing Board.
- (ii) Degrees shall only be awarded if it is approved by the Rani Rashmoni Green University Council/Governing Board and is finally confirmed by the Chancellor.
- (iv) Honorary degree shall be conferred at Special/Annual Convocation to be held for the purpose. The persons to be awarded the honorary degrees shall be presented by the Vice-Chancellor.
- (v) When an honorary degree is conferred, in absentia, the degree certificate shall be delivered to the recipient in such manner as may be decided by the Vice-Chancellor.

**CHAPTER-IX**

**PROVIDENT FUND**

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

**CHAPTER-X**

**DEGREES, DIPLOMAS AND CERTIFICATE**

68. **Degrees Diplomas and Certificates: —**

- (1) The degree (including Honorary Degree), diplomas and certificates to be awarded at the convocation as may be determined by the Governing Board from time to time.
- (2) The degree (including Honorary Degree), diploma and certificate shall be in the forms as may be determined by the Governing Board from time to time.

**CHAPTER-XI**  
**CONDITIONS REGARDING REGISTRATION OF GRADUATES AND POST**  
**GRADUATES**

69. **Conditions of registrations of Graduates and Post graduate:-** The Governing Board may from time to time frame the rules regarding registration of Graduates and Post Graduates in the University.

70. **Maintenance of Register :-** The Governing Board may, from time to time prescribe the rules regarding maintenance of Register of Graduate and Post graduates and the form in which the same will be maintained.

**Vice Chancellor**  
**Rani Rashmoni Green University**