THE VIDYASAGAR UNIVERSITY FIRST ORDINANCES, 1985

NOTIFICA TION

Approved by the Chancellor as per G.O.No.-309-Edn. (U) dt. 4/3/85

In exercise of the power conferred by the Sub-section (2) of Section 57 of the Vidyasagar University Act, 1981 (West Bengal Act XVIII of 1981), I, Bhupesh Chandra Mukherjee, the first Vice-Chancellor of the Vidyasagar University, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government hereby cause the Vidyasagar University First Ordinances, 1985 to be framed as follows:

THE VIDYASAGAR UNIVERSITY FIRST ORDINANCES, 1985

CHAPTER-I
PRELIMINARY

Short Title

1. These Ordinances may be called the Vidyasagar University First Ordinance, 1985.

Definitions

2. In these Ordinance, unless there is anything repugnant in the subject or context,

1) "academic year" means a period of twelve months commencing on the first day of June;
2) "Chapter" means a Chapter of these Ordinances;
3) "examiner" includes a convenor, a head examiner, a paper-setter and a moderator;
4) "Ordinance" means an Ordinance of these Ordinances;
5) "Post-Graduate Studies" means studies for admission to which necessary qualification is a Bachelor's degree or its equivalent;
6) "Section" means a section of the Act;
7) "the Act" means the Vidyasagar University Act, 1981;
8) "Under-Graduate Studies" means Studies which lead to a certificate or degree of the University and are not Post-Graduate Studies;
9) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

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CHAPTER - II
PROCEDURE IN FINANCIAL MATTERS

3. Finance Committee

(1) In considering:
   (a) the Annual Statement of Accounts for the previous financial year, or
   (b) the Annual Financial Estimates of of the ensuing financial year, or
   (c) any other financial matter which may be referred to the Finance Committee by any other authority or body of the University, the Finance Committee may call for such papers as it may consider necessary from the relevant department of the University and shall consider the matter concerned at a meeting which shall be presided over by the Chairman of the Committee.

(2) If the Finance Committee so considers it necessary in connection with any matter under its consideration, it may, be resolution, appoint a Sub-Committee and refer the matter to such Sub-Committee for consideration and a report is to be submitted to the Finance Committee within such time as may be specified in the resolution.

(3) On receipt of report of the Sub-Committee submitted under paragraph (2), the Finance Committee shall consider the matter in the manner referred to in paragraph (1)

(4) All matters shall be decided by the Finance Committee by the votes of the majority of the members present at a meeting.

(5) For the transaction of its business the Finance Committee may, from time to time, frame such rules or procedure' as it thinks fit, not inconsistent with the Act, the Statues and these Ordinances.

4. Delegation by Finance Committee

(1) The Finance Committee may delegate any of its powers or duties under Section 28 by a resolution. Such resolution shall be reported to the Executive Council at the earliest opportunity for information and record.

(2) Any resolution of the Finance Committee under paragraph (1) delegating any of its powers or duties may be revoked or modified by a similar resolution of the Committee which shall be reported to the Executive Council at the earliest opportunity for information and record.

5. Meetings of the Finance Committee

The Finance Committee shall ordinarily meet once every month on such date and at such time and place as the Chairman may fix. Not less than seven days' notice shall be given of every such meeting, except that in cases of emergency, the Chairman may convene a meeting of the Committee at shorter notice.

6) Procedure in General

The Finance Committee shall, subject to the approval of the Executive Council, make rules, not inconsistent with the Act, the Statutes and these Ordinances, providing for the procedure

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in financial matters generally and in particular the procedure with respect to the preparation of Budget, including the form and contents thereof, and administration of Budget.

7. Special Funds

(1) There shall be special funds to which shall be credited all resources of the University from, -

a) trusts or endowments to provide for Professorship, Readership and Lectureship;
b) trusts or endowments to provide for a special prizes, medals, memorials, awards, memorial lectureship, research fellowship, scholarship, travelling fellowship and similar other matters;
c) welfare grants for the benefit of teachers, officers, employees or students of the University from any source.

(2) For each of these special funds there shall be prepared annually separate Financial Estimates showing the estimated Income and Expenditure and the Budget of the University shall include special heads under which shall be shown resources from such special funds.

CHAPTER-III

APPOINTMENT OF TEACHERS, OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY. THEIR DUTIES. EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE

8. Appointment of teachers

Temporary, part-time or honorary appointments to the posts of University Professors, University Readers or University Lecturers, for any period not exceeding one year, shall be made by the Executive Council on the recommendation of the Vice-Chancellor.

9. Appointment of Officers

(1) All Officers referred to in Clause (iv) of Section 7 shall, except as may otherwise be directed by the Executive Council, be whole-time Officers of the University and shall be appointed by the Executive Council on the recommendation of a Standing Committee consisting of the Vice-Chancellor as Chairman, two members of the Executive Council to be nominated by the Executive Council, and two persons not holding any post of profit in the University nominated by the Vice-Chancellor:

Provided that in the case of temporary appointments for any period not exceeding six months, appointments in the posts of such officers may be made by the Vice Chancellor in his discretion without any recommendation .referred to above.

(2) Qualifications necessary for appointment to the posts of officers shall be such as may be determined by the State Government from time to time in consultation with the University.

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10. Appointment of other employees

(1) Appointment shall be made to posts of,

(a) Superintendents, employees ranking between senior assistants and superintendents and senior assistants, research assistants, laboratory assistants, library assistants and other academic or non-academic posts below the rank of officers, by the Executive Council on the recommendation of the Establishment Committee;

(b) Junior assistants and permanent posts of lower subordinate staff of any category by the Establishment Committee, subject to delegation of such powers by the Executive Council and reported to the Executive Council for record.

Explanation: In this Ordinance "assistant" includes a technical assistant, a stenographer, a typist, a mechanic, and a skilled labourer, whether in the University Press or elsewhere.

(2) Qualifications necessary for appointment to posts of different categories of employees referred to in paragraph (1) shall be determined by the Executive Council.

11. Report of appointments to Finance Officer

All appointments to posts of teachers, officers or other employees of the University shall be forthwith reported, in such form as may be approved by the Vice-Chancellor in this behalf, by the appointing authority concerned to the Finance Officer.

12. Probation.

Permanent appointments to posts of whole-time teachers, officers referred to in Ordinance 9 and other employees of the University shall ordinarily be made on probation for a period of one year and shall be subject to confirmation on approved service on the expiry of the period of probation:

Provided that the appointing authority may, for special reasons, waive' or reduce the period of probation, in any case,

13. Scale of pay of Teachers

Scales of pay of different categories of teachers of the University shall be such as may be determined by the Executive Council from time to time with the approval of the State Government.

14. **Sealcs of pay of officers and employees**

Save as otherwise provided elsewhere in the Act, the Statutes and the Ordinances the Scales of pay of the officers and different categories of employees referred to in ordinance 10 shall be such as may be determined by the Executive. Council from time to time with the approval of the State Government.

15. **Higher initial pay in certain cases**

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If, in special circumstances to be recorded in writing the appointing authority considers it necessary so to do, it may grant to any teacher, officer referred to in Ordinance 9 or other employee of the University, a higher initial pay within the relevant scale:

Provided that in no case shall a higher initial may be grunted, without considering the views of the Finance Committee.

16. Allowance

Teachers, officers and other employees of the .University shall be entitled, in addition to their salary including special pay, if any, to such allowances as the Executive Council may, from time time, grant under the general specific orders of the State Government.

l7. Retirement of teachers

A whole-time teacher the University enjoying University Grants Commission scale of pay introduced since the 1st April. 1973 shall retire after the completion of 60 years of age, provided that the Executive Council may give re-employment to a talented teacher of the University for a limited period beyond the age of 60 years considering his/her academic activities particularly during the 1ast 5 year's. preceeding the date of his/her superannuation, supported by relevant documents. On receipt of such documents etc, the Executive Council shall form a Screening Committee with the following members and consider the relevant (8) documents and the service record of the Teacher concerned;

a) the Vice-Chancellor,
b) the Dean of the Faculty Council for Post-Graduate Studies concerned, if any.
c) one expert in the field of specialisation with which the Teacher is Concerned, to be nominated by the Chancellor, and
d) two experts in the field of specialisation with which the Teacher is Concerned to be nominated by the Executive Council;

Provided that:

(i) such period of re-employment shall initially be for a period of two years and subsequently for a period of one year or less.
In no case such re-employment shall be given if the Teacher concerned has attained 65 year of age.

(ii) the recommendations of the Screening Committee regarding re-employment shall be made on the basis of the performance of the Teacher concerned as a Teacher and/or quality of research paper of books produced by him. (The recommendations should also justify that he/she cannot be replaced immediately or his/her continued availability will be indispensable for existing research programme),

(iii) pay shall be fixed in accordance with the normal rule applicable to the employees of the State Government under which such pay plus pension and other benefits do not exceed the last pay drawn at any stage.

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(iv) re-employment shall not be offered as a matter of course, but only in exceptional cases with sufficient qualification as indicated in clause [ii] and shall be subject to any rules or orders in force.

18. Retirement of Teachers not opting for University Grants Commission Scale of pay

A whole-time Teacher of the University who has not opted for University Grants commission scale of pay introduced since 1st. April, 1973 shall ordinarily retire after the completion of 62 years of age.

Provided that the Vice-Chancellor may grant extension of service to such Teacher until he completes 65 years of age, provided he is physically fit and mentally alert and subject to the condition that no extension shall be granted for more than two years at a time.

19. Retirement of Part-time Teacher

A part-time Teacher of the University shall ordinarily retire after the completion of 60 years of age:

Provided that the Vice-Chancellor may re-appoint such Teacher till he completes 65 years of age, subject to the condition that no such re-appointment shall be granted for more than one year at a time.

20. Retirement of Officers and employees of the University

The Registrar and the other officers and employees of the University shall retire on the completion of 60 years of age.

21. Terms and conditions of services

The terms and conditions of service, including leave, of all teachers, officers and other employees of the University, shall be governed by the provisions of chapter XV of these ordinances.

Provided that when the terms and conditions of service governing any permanent appointee are altered, amended or repealed such an appointee shall be given the option to come under the new rules or to remain under the old rules.

22. Disciplinary action

Teachers, officers and other employees of the University shall be subject to the provisions of part VIII of chapter XV of these Ordinances.

23. Application outside appointments, Scholarship etc.

Application of teachers, officers or other employees of the University for any appointment scholarship, fellowship or research grant outside the University shall be submitted to the Head of the Department and shall be for warded before due date by:

a) Vice-Chancellor, in the case of Teachers and Officers of the University, or
b) the Head of the Office concerned, in the case of other employees:

Provided, in case any such application is withheld by the authority concerned, this should be submitted to the Executive Council for a decision, before due date.

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24. Supplementary Employment

(1) Save as hereinafter otherwise provided, no whole time teacher, officer or other employee of the University shall be entitled to accept, with or without remuneration, any employment, engagement or continuing commitment involving his services, in addition to his normal work in University, except with the previous permission in writing of the appointing authority.

(2) A teacher of the University may, with the written permission of the Vice-Chancellor undertake any work pertaining to the sphere of his special branch of learning where such work is of nature likely to add to his experience as a specialist in such branch of learning and to bring credit to the University;

Provided that

(i) application for permission to engage in such work shall be made in writing indicating the time supposed to be involved in the work and the terms and conditions under which it is to be carried out and shall be addressed to the Head of the Department concerned who shall forward the application with his observations to the Vice-Chancellor.

(ii) such work shall not interfere with the regular discharge of the responsibilities of the teacher concerned in the University;

(iii) the maximum time to be devoted by the teacher concerned in such work shall not exceed one-third of the time covered by his hours of duty in connection with his regular work in the University;

(iv) when such work carries with it any remuneration, such part, not exceeding 30 percent, thereof as may be fixed by the University shall be paid by the teacher concerned to the University.

(3) Any person contravening the provisions of paragraph (1) or Paragraph (2) shall be liable to disciplinary action.

25. Inventions and discoveries by teachers of the University

(1) If any teacher of the University makes any invention or discovery of any process in the Laboratory or workshop of the University and University is of opinion that the Government should be moved for the grant of patent of such invention or process, the University shall, after getting an assignment from the teacher concerned, take steps for securing such grant of patent and the cost involved the rein shall be borne by the University.

(2) Any royalty, emolument, remuneration or income accrued from the sale or commercial exploitation of any such grant or patent shall be received by the University and the University shall pay 50 percent, thereof to the teacher concerned;

Provided that where the expenditure incurred in regard to such invention or process is, in the opinion of the Vice-Chancellor, high, the University shall be entitled to recover the entire cost involved before paying any portion of the royalty, emolument, remuneration or income, as the case may be, to the teacher concerned.

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(3) If in any such Case, the University does not intend to move the Government for the grant of a patent, the teacher concerned may, with the permission of the Executive Council apply for a patent solely in his own name;

Provided that before doing so he shall pay to the University the entire sum spent by the University in connection with the invention or process.

26. Establishment Committee

(1) There shall be an Establishment Committee consisting of the following members:

(a) The Vice-Chancellor-Chairman;
(b) The Finance Officer;
(c) The Controller of Examinations;
(d) A nominee of the State Government;
(e) Three members of Executive Council other than the non-teaching staff and students, to be nominated by the Executive Council;
(f) The Registrar-Member-Secretary.

(2) The Member-Secretary of the Establishment Committee shall maintain a record of its proceedings and shall perform for the Committee such functions as may be assigned to him.

(3) Nominated members of the Establishment Committee shall hold office for a term of two years from the date of nomination:

Provided that if any such member ceases to be a member of the Executive Council, he shall cease to be a member of the Establishment Committee.

27. Functions of the Establishment Committee

The functions of the Establishment Committee shall be:

(a) to recommend to the Executive Council qualified persons for appointment as superintendents. employees ranking between senior assistants, Research Assistant, Laboratory Assistant, and Library Assistants and for appointment to other academic or non-academic posts below the rank of officers;
(b) to make appointments of junior assistants and permanent posts of lower subordinate staff of any category and report to such appointments to the Executive Council for record;
(c) to advise the Executive Council in the matter of formulating policies to govern conditions of employment, pay, promotion, retirement, extension of service, leave and other matters related to employment in the University.
(d) to advice the Executive Council regarding minimum qualifications for appointment to various posts of employees other than Professors, Readers, Lecturers and Officers of the University; and
(e) to recommend to the Executive Council plans and procedure for increasing the efficiency of service in the University.

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28. **Meetings of Establishment Committee:**

(1) The Establishment Committee may also obtain names from the Employment Exchanges of District of Midnapore for consideration for appointment in the posts of Junior assistants and those of lower subordinate staff of any category, when the case is not for promotion.

(2) The Establishment Committee shall ordinarily meet once a month. Meetings of the committee shall be convened by the Secretary of the Committee on such dates and at such times and places as may be determined by the Chairman.

(3) Not less than seven days notice shall be given of a meeting of the Committee.

(4) Four members shall be a quorum, for a meeting of the Committee.

29. Duties of Officers and other employees

Subject to the provisions of the Act and the Statutes, the duties of Officers and other employees, not being teachers, of the University shall be such as may be assigned to them by the Vice-Chancellor and/or their immediate superiors in office, from time to time.

CHAPTER-IV

DUTIES AND FUNCTIONS OF TEACHERS OF THE UNIVERSITY INCLUDING HEADS OF THE DEPARTMENT

30. General Functions

The general functions of a teacher (either whole-time or part-time) or the University shall be -

(a) to give instruction in accordance with the curriculum and time-table for the time being in force;

(b) to advise students in matters relating to their courses of study and other matters relevant thereto;

(c) to work co-operatively with the department concerned in the conduct of instruction and research so as, to enhance the good name and reputation of the University as an outstanding centre for teaching and advancement of learning.

(d) to keep abreast of the current literature in the sphere of learning and to impart knowledge to, and guide, students in accordance therewith;

(e) to give to the Faculty Council for Post-Graduate Studies concerned, or the Executive Council, such advice as may be required by them with regard to any matter relating to his sphere of learning,

(f) to give to the Librarian advice and suggestion regarding purchase and preservation in the Library of books, manuscripts, maps or other resources pertaining to his sphere of learning;

(g) to serve the University in connection with the conduct of examinations including supervision and invigilation;

(h) to take such part in the administrative and organisational work of the University by serving on Committees or Bodies or by individual consultation as may be required by the competent authority.

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31. Duties of Professors, Readers and Lectures

It shall be the duty and responsibility of every Professor, Reader or Lecturer to deliver lectures, to conduct classes, to engage in research works, to supervise and assist students who are engaged in research work in his sphere of learning, to undertake such tutorial work as may be required by the Head of the Department concerned and to do such other things, consistent with his status, as he may, from time to time, be required to do.

32. Special provision relating to endowed posts

In the case of teachers of the University holding endowed posts any special condition or agreement relating to their duties which may specifically form a part of the endowment shall, notwithstanding anything to the contrary contained in 31, be adhered to,

33. Lecture and, Tutorial work.

(1) A Professor, who is the Head of the department, shall deliver at least four lectures a week and a Professor, who is not the Head of the Department shall deliver at least six lectures a week.
(2) A Reader or a Lecturer shall deliver at least eight lectures a week.
(3) Part-time Lecturers shall deliver at least four lectures a week.
(4) The tutorial work may be distributed by the Head of the Department concerned among the Professors, Readers and Lecturers in such manner as he may consider fit.

34. Synopsis of Lectures.

Every teacher of the University shall, at the beginning of each session, prepare for his students a synopsis of the lectures to be delivered by him during the session together with a bibliography relating to it, and shall forward a copy thereof to the Vice-Chancellor.

35. Head of the Department

(1) (a) In every teaching department of the University there shall be a head of the Department who shall be appointed by the Vice-Chancellor by rotation in order of Seniority from amongst the whole-time permanent university teachers not below the rank of the Readers;

Provided that in a teaching department where there are no Professors or Readers, the Head of the Department shall be appointed from amongst the Lecturers by rotation according, to Seniority.

(b) In a University teaching Department where there are both Professors and Readers, all Professors shall be deemed to be-senior in rank to Readers;

(c) The appointment of a Head of Department by the Vice-Chancellor shall be reported to the Executive Council.

(2) A Head of the Department shall hold office for a terms of two years from the date of his appointment;

(3) A Head of the Department may resign his office by writing under his hand to the Vice-Chancellor;

(4) The Principle of rotation as embodied in paragraph (1) above shall apply equally in the case of a vacancy in the office of the Head of the Department caused by the resignation or

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release of an incumbent from the service of the University or by the grant of long term leave in his favour.

(5) If there is a temporary vacancy in the office of the Head of the Department, the next Senior most teacher of the department shall be appointed to act as the Head of the Department for the period of such vacancy.

36. Duties and functions of the Heads of the departments

(1) The Head of every Department shall act under the general supervision and control of the Vice-Chancellor and his duties and functions shall be to administer the academic affairs of the Department concerned in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations so that the decisions which may be relevant to his Department are promptly complied with. He shall perform such other duties as may be assigned him by the Vice-Chancellor or any other competent authority of the University.

(2) The Head of the Department shall act as a link between the University and the Department so far as management of academic affairs of the Department is concerned in consultation with the teachers of the Department.

CHAPTER-V
CONTRIBUTORY PROVIDENT FUND

37. Provident Fund

For the benefit of teachers, officers and other employees of the University, there shall be a contributory Provident Fund called the University provident Fund. In contributing such a Fund, the Provisions of the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983) and the rules made there under shall be followed.

CHAPTER- VI
ESTABLISHMENT, MAINTENANCE AND MANAGEMENT OF UNIVERSITY COLLEGES, UNIVERSITY LIBRARIES, UNIVERSITY LABORATORIES, UNIVERSITY MUSEUMS, HA LLS AND OTHER UNIVERSITY INSTITUTIONS

38. Establishment

University Colleges, University Libraries, University Laboratories and University Museums shall be established by the Court on the recommendation of the Executive Council, made after consultation with the relevant Faculty Council for Post-Graduate Studies or Council for Under-Graduate Studies. Provided that Executive Council may also obtain the opinion of other competent body or bodies to be constituted by the Executive Council, for the purpose.

39. For the establishment, maintenance and management of University Colleges, University Libraries, University Laboratories etc. the Executive Council shall appoint relevant competent body or bodies for each of these purposes.

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CHAPTER-VII

RECOGNITION OF LIBRARIES, LABORATORIES, MUSEUMS AND OTHER INSTITUTIONS FOR STUDY AND RESEARCH AND HOSTELS OTHER THAN THOSE ESTABLISHED, MAINTAINED AND MANAGED BY THE UNIVERSITY

40. Recognition of institutions

If the Executive Council is satisfied that an institution seeking recognition of the University conforms to the standard, aims and objective of the University and its progammes of teaching and research, it may grant recognition to such institution in accordance with, and subject to, the provisions of these Ordinances.

41. Application for recognition of institutions

(1) An institution seeking recognition referred to in ordinance 40 shall submit to the Vice-Chancellor an application in the form approved for the purpose by the Vice-Chancellor.
(2) Every such application shall contain the following particulars, namely:
(a) the name of the institution and its location,
(b) the date of its establishment,
(c) a statement of its aims and objectives,
(d) a statement of its financial resources together with the sources of its income,
(e) a general inventory of its properties and the materials in terms of which its programme is carried out such as, books, laboratory equipment, exhibition materials and similar other materials,
(f) the number and qualifications of the members of the staff engaged in educational functions of the institution in respect of which recognition is sought,
(g) whether recognition is sought for the institution as a whole or only for some part of its activities or programmes and if the latter for what part of its activities or its programmes,
(h) the constitution, organization and other particulars of the Governing Body of the Institution, and
(i) such other pertinent information as may be helpful in determining whether recognition should be granted.

42. Enquiry and grant of recognition to institution:

(1) Where an application for recognition of any institution complies with the requirements of paragraph (2) of Ordinance 41 and the Executive Council Consider it fit so to do, it may, after considering the views of the Vice-Chancellor, call for such further information as it may deem necessary from the applicant and appoint a Committee for making an enquiry into all matters relevant to the application by visiting the institution and conferring with its officers or other individuals possessing relevant information concerning the institution.
(2) If, upon receipt of the further information and the report of the enquiry, if any, referred to in paragraph (1), the Executive Council thinks fit so to do, it may, by order, grant, subject to the provisions of these Ordinances, the application, either wholly or in part, on such terms and conditions and for such period as may be specified in the order.

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43. Recognition of institutions in special cases.

Notwithstanding anything contained in ordinances 41 and 42, the Executive Council may, at its own motion and under special circumstances to be recorded, in writing grant recognition to an institution under such terms and condition as the Executive Council may deem fit.

44. Inspection of recognized institutions

On the recommendation of the Vice-Chancellor, the Executive Council may, from time to time, cause an Inspection to be made of a recognized institution by such persons as it may authorise in this behalf.

45. Withdrawal of recognition from institutions

If at any time the Executive Council is satisfied, either on receipt of a report of inspection referred to in Ordinance 44 or otherwise that any of the terms and conditions imposed on a recognized institution at the time of granting recognition to it, is not fulfilled or complied with or that the institution is otherwise unfit to be continued as a recognised institution, the Executive Council may by order, withdraw recognition from such institution:

Provided that, before making such order of withdrawal of recognition, the Executive Council shall afford the institution an opportunity of making its representation, if any within such period as the Executive Council may deem fit and shall record its opinion on any representation so made.

46. Recognition of Halls and Hostels

The Faculty Councils for Post-Graduate Studies or the Councils for Under-Graduate Studies, as the case may be, may recognise a Hall or Hostel as such on application made in this behalf by the person or persons maintaining or managing such Hall or Hostel, subject to satisfactory maintenance and management of the Hall or hostel concerned in conformity with the standards of maintenance and management of Halls and Hostels.

47. Application for recognition of Hostels

Every such application shall be made to the dean of
Students' Welfare in the form approved for the purpose by the Vice-Chancellor and shall contain the following particulars, namely:

(a) the location of the hostel and a description of its neighborhood,
(b) the type of construction of the hostel, its capacity and the floor-space available per students,
(c) the number of students housed or proposed to be housed in the hostel,
(d) facilities available in the hostel involving water supply, lighting; sanitation, ventilation, disposal of rubbish and waste,
(e) arrangement relating to the health and recreation of the resident students,
(f) costs to be. borne by the resident students.
(g) rules and regulations regarding conduct, discipline and related matters for the resident students,
(h) the management of the hostel, including its accounting and other procedure,

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(i) financial report,
(j) number of members of *the* staff, their duties, their salaries and allowances and other related matters,
(k) such other information as may be considered necessary and helpful in determining the question of recognition of the hostel under Ordinance 46.

48. Enquiry and grant of recognition to hostels

(1) Where an application for recognition of a hostel complies with the requirements of ordnance 47, it shall be referred to the Board of Residence for consolation and recommendation and the Board of Residence may, of its own initiative, and shall, when so required by the relevant Faculty Council for Post Graduate Studies or Council for Under-Graduate Studies, institute an inquiry into the affairs of the hostel by such person or persons as it may appoint in this behalf and call for such further information, if any, from the applicant as it may deem necessary.

(2) On receipt of a report of enquiry and of the further information, if any, referred to in paragraph (I)the Board of Residence shall make its recommendation to the relevant Faculty Council for Post-Graduate Studies or Council for Under-Graduate Studies;

(3) On receipt of the recommendation of the Board of Residence referred to in paragraph (2) the relevant Faculty Council for Post Graduate Studies or Council for undergraduate studies may, if it so thinks fit, grant the application subject to such terms and conditions as it may think fit.

EXPLANATION : In this Ordinance, "Board of Residence" means the Advisory Body of the University concerned with the residence of students as mentioned in Ordinance 52.

49. Recognition of hostels in special cases.

Notwithstanding anything contained in Ordinances 47 and 48 the Executive Council may, in special circumstances to be recorded and on its own motion, grant recognition to a hostel under such terms and conditions as the Executive Council may deem fit.

50. Report and inspection of recognized hostels.

(l) As soon as may be after the close of each academic Year, a person or persons managing a recognized hostel shall submit to the Secretary, Board of Residence a report in the form approved for the purpose by the Vice-Chancellor. The respective Faculty Councils for Post Graduate Studies or Councils for under-graduate studies or the Board of Residence may also, from time to time, require the person or persons managing any recognised hostel to submit to it such report or other information as it may desire so as to ensure that the hostel is properly maintained and managed.

(2) The Board of Residence shall arrange for inspection of hostels at least once a year which shall be carried out under the direction of the Secretary, Board of Residence by such person or persons as the Board of Residence may appoint.

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51. Withdrawal of recognition from hostels

If, at any time, the relevant Faculty Council for Postgraduate Studies or Council for Undergraduate studies is satisfied either on receipt of a report of inspection referred to in Ordinance 50 or otherwise that any of the terms or conditions imposed on a recognised hostel at the time of granting recognition to it is not fulfilled or complied with or that the hostel is otherwise unfit to be continued as a recognised hostel, the relevant Faculty Council for Postgraduate Studies or Council for Under-Graduate Studies may, by order, withdraw recognition from such hostel;

Provided that, before making such order of withdrawal or recognition, the relevant Faculty Council for Postgraduates Studies or Council for Under-Graduate Studies shall afford the person or persons maintaining or managing the hostel an opportunity of making a representation, if any, within such period as the relevant Faculty Council for Post-Graduate Studies or council for Under-Graduate Studies may deem fit and shall record its opinion on any representation so made.

CHAPTER- VIII

RESIDENCE AND DISCIPLINE OF STUDENTS

52. Board of Residence

(1) There shall be an advisory body of the University concerned with residence of student, called the 'Board of Residence' which shall consist of the following members, namely;

(a) the Vice-Chancellor-Chairman, Ex-officio,
(b) the Finance Officer, Ex-officio,
(c) the Director of Public Instruction, West Bengal or his nominee no below the rank, of a Deputy Director of Public Instruction, Ex-officio,
(d) the inspector of Colleges, Ex-officio,
(e) the Secretaries to the Councils for Post Graduate Studies-Ex-officio,
(g) three Principals nominated by the Executive Council, one from an affiliated College, one from a professional College and one from a constituent college.
(h) two Principals of Women's College nominated by the Executive Council, of whom one shall be from a Government College, if any, and other from a non-Government College, and
(i) the Dean of Students' Welfare who sha1l be the Member Secretary-Ex-officio.

(2) A nominated member of the Board shall hold office for a term of four years;

Provided that, if any such member ceases to hold office by virtue of which he was nominated ,he shall cease to be such member.

(3) Five members of the Board shall be a quorum, for a meeting of the Board.

53. Meetings of the Board of Residence

(1) Meetings of the Board of Residence shall be convened by the Secretary on such dates and at such times and places as may be fixed by the Chairman and at least five days' notice shall be given of a meeting of the Board; Provided that the Board shall meet at least once in every three months.

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(2) The Secretary shall maintain a record of the proceedings of the meeting of the Board.

54. Functions and responsibilities of the Board of Residence

(1) The functions and responsibilies of the Board of Residence shall be such as may be de termined by the Executive Council from time to time.

(2) All decisions of the Board shall be taken at a meeting of the Board and shall be subject to confirmation by the Executive Council.

55. Board of Discipline of students

There shall be a Advisory Board of the University concerned with discipline of students, called the Board of Discipline which shall consist of following members;

a) the Vice-Chancellor-Chairman, Ex-Officio;
b) the Dean of Students' Welfare-Ex-Ot1icio ;
c) the Inspector of colleges, who shall be the member-Secretary-Ex-Officio ;
d) the Secretaries of the Faculty Councils for Post Graduate Studies-Ex-Officio;
e) the Secretaries of the Councils for Under-Graduate Studies-Ex-Officio ;
f) Five Principals of Colleges, including at least one Principal of a Women's College, nominated by the Vice-Chancellor.

(2) A nominated member of the Board of Discipline shall hold office for a term of four years: Provided that, if any such member ceases to hold office by virtue of which he was nominated, he shall cease to be such member.

(3) Five members of the Board shall be a quorum, for a meeting of the Board.

56. Meetings of the Board of Discipline

(1) Meetings of the Board of Discipline shall be convened by the Secretary of the Board on such dates and at such times and places as may be fixed by the Chairman and at least three days' notice shall be given of a meeting of the Board.

(2) The Secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

57. (1) The functions and responsibilities of the board of Discipline shall be such as may be determined by the Executive Council from time to time.

(2) All cases of breaches of discipline in connection with the University examinations shall forthwith be reported with relevant documents and details to the Secretary of the Board of Discipline by the Presiding Officer at the Examination Centres for such action as the Board may consider necessary and where the Presiding Officer suspends or expels an offending student from the examination hall, the order of such suspension or expulsion shall forthwith be reported to the Secretary to the Board together with circumstance of the cases leading to such suspension or expulsion:

Provided that the cases of breaches of discipline committed by any examinee before or after or during the examinations which, may not be covered by the report of the Presiding Officer at any examination centre as mentioned above shall be reported by the person or persons

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connected with the University examinations detecting the same or complaining of the same to the Secretary, Board of Discipline.

(3) On receipt of reports of cases of breaches of discipline the Secretary of the Board shall inform the student concerned of the charges against him and ask him to appear before the board and furnish an explanation, verbally or in writing with regard to the charges made against him. The student shall also be informed that in case he fails -to appear before the Board and explain his conduct on the date fixed for the purpose his case may be decided ex parte without further reference to him:

(4) If the Board holds that the charges referred to in paragraph (3) have been proved, it may recommend cancellation of the examination of the candidate concerned, or his debarment from appearing at a University examination for such period as it may deem fit, or both

(5) All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board:

Provided that the Board may appoint one or more sub-committee consisting of three members who may not necessarily be the members of the Board. The Sub-Committee or Sub-Committees shall at the first instance scrutinise all the cases of breach of discipline and exonerate from the charges those students whom they may consider eligible for such exoneration after preliminary enquiry and recommend suitable disciplinary measures including cancellation of examination or debarment from appearing at any, University examination for such period as it; deem fit or both, against whom there are prima facie cases" Such students against whom disciplinary measures have been recommended shall be given an opportunity to defend their cases, if they so desire, after they are intimated about the punishment imposed on them. In such cases, the Sub-Committee shall further investigate, interrogate and give them an opportunity to place their grievances before the Sub-Committee. In case such students fail to appear before the Sub-Committee on the fixed date and furnish any explanation, in writing, with regard to the charges made against them, their cases shall be decided exparte by the Sub-Committee concerned without further reference to them. Any such decision relating to disciplinary action so recommended by the Sub-Committee concerned shall be referred to the Board of Discipline for approval;

Provided further that two members shall form the quorum for a meeting of Sub-Committee.

(6) Decisions of the Board of Discipline shall be subject to confirmation by the Executive Council.

CHAPTER-IX

TAKING OVER THEMANAGEMENT OF
COLLEGES OR INSTITUTIONS

58. Taking over of management by agreement

(1) The Executive Council may enter into an agreement with Government or with any person, body or authority for the taking over by the University of the Management of any College or institution, including its assets and liabilities:

Provided that, before entering into any such agreement, the Executive Council shall make a proposal to the Court in that behalf and obtain its consent thereto.

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(2) A College or an institution, the management whereof is taken over by the University under an agreement referred to in paragraph (1), shall be maintained and managed by the University in accordance with the rules for maintenance and management of Colleges or institutions established by the University.

59. Temporary taking over of management

(1) If at any time the Executive Council is satisfied after considering the recommendation of relevant Council for Under-graduate Studies in respect of any Col1ege or institution by enquiries made in this behalf or otherwise that :-

(a) proper standards of teaching, training or instruction are not being maintained therein; or

(b) the affairs of the College or institution are being managed improperly and to the detriment of the College or institution as an educational institution, the Executive Council may issue to the Governing Body of the College or institution such directions' as it may think fit, including directions for reconstitution of the Governing Body of the College or institution, appointment of properly qualified teaching staff, removal of under-qualified teachers, improvement of libraries or laboratories or proper provision for students' residence, health and discipline, specifying the period within which such directions are to be complied with.

(2) If any direction of the Council for Under-Graduate studies concerned issued under paragraph (1) are not complied with within the specified period, the Executive Council may call upon the Governing Body of the College or institution on whom such directions were issued to show cause on or before such date as the Executive Council may specify why the Governing Body should not be dissolved and the management of the college or institution taken over by the University.

(3) If, after considering the cause, if any, shown by the Governing Body of the College or institution under paragraph (2), the Executive Council thinks fit so to do, it may, by order, temporarily take over the management of the College or institution and for that purpose appoint an administrator or an ad-hoc Governing Body consisting of such number of members as it may deem fit.

(4) The administrator or ad-hoc Governing Body appointed under paragraph (3) shall take over charge on such date as the Executive Council may appoint and thereupon the existing Governing Body of the College or institution shall stand dissolved.

(5) The administrator or ad-hoc Governing Body appointed under paragraph (3) taking over charge of any College or institution shall continue in office until the Governing Body of the College or institution is re-constituted in accordance with the provisions of the statutes under such directions as may be issued by the Executive Council in this behalf.

Explanation : In this Ordinance, “College” does not include a Government College.

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CHAPTER-X

CONTROL AND SUPER VISION OVER, AND INSPECTION AND INVESTIGATION INTO THE AFFAIRS OF COLLEGES AND FINANCIAL AID TO CERTAIN COLLEGES

60. The Council for Under-Graduate Studies concerned to exercise control and supervision.

(1) It shall be responsibility of the Council for Under-Graduate Studies concerned, acting through the Vice-chancellor, to exercise control and supervision over every college and for that purpose to issue directions no as to ensure that:

(a) the provisions of the Act, the Statutes, the Regulations are regularly and faithfully implemented by the College;

(b) nothing is done by the College either in the administrative or in the academic sphere affecting or tending to affect adversely the functioning of the Col1ege as an educational institution;

(c) the resources of the College, including library resources and laboratory equipment, are made available to the students for their instruction;

(d) the financial stability of the College is maintained (2) The Council for Under-Graduate Studies concerned may also issue to a College through the Vice-Chancellor such other directions relating to administrative, academic or financial matters, as it may, from time to time, consider necessary and proper.

61. **Colleges to comply with directions and submit report etc.**

Every Col1ege shall Comply with the directions issued under Ordinance 60 and submit to the respective Council for Under-Graduate Studies through the Vice-Chancellor, reports relating to appointment to teaching posts and changes in the constitution and membership of the Governing Body and such other reports and returns, copies of documents and other papers and information about its, affairs and activities as the respective Council for Under-Graduate Studies may, from time to time, require.

62. Certain books and records to be maintained by every college

Every college shall keep and maintain in proper order the following books and records namely:

(a) admission register in such form as the respective Council for Under-Graduate Studies may, from time to time require,

(b) attendance registers of students, teachers and other employees,

(c) students conduct register showing fines and other punishment imposed, and activities involving breaches of discipline,

(d) register of results of periodical examinations/exercises.

(e) register of transfer certificates issued and received, (f) cash book and other account books,

(g) service books and performance records for all employees,

(h) service books teachers, and performance records for all teachers,

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(i) a book containing the proceedings of the meetings of the Governing Body of the College, and

(j) such other books and records as may, from time to time, be specified by the Executive Council.

63. Inspection

(1) Every College shall be inspected on behalf of the University ordinarily once a year and more often when so directed by the Council for Under-Graduate Studies concerned.

(2) Such inspection shall be carried out through the Inspecting Officers of the University and such other person or persons as may be appointed by the respective Council for Under-Graduate Studies for the purpose.

(3) Every Col1ege shall keep all books referred to in Ordinance 62 and all other records of the College, including reports of previous inspection, open at all time in the College premises for inspection referred to in paragraph (l).

64. Report of Inspection

(1) Any person carrying out an inspection referred to in Ordinance 63 shal1 prepare and submit to the Vice-Chancellor a report of such inspection and the Vice-Chancellor shall, after considering the same, forward such report to the Executive Council with his suggestion and recommendation, if any.

(2) A report of inspection of a College under paragraph (1) shall among other matters relate to the following namely:

(a) the constitution and the names of the members of the Governing Body of the College,

(b) the financial resources of the College and the rates of tuition and other fees charged by the College,

(c) the names and qualifications of the teaching staff of the College, the conditions governing their appointment and tenure of office and the changes in such staff during the preceeding year.

(d) adequacy or otherwise of the teaching staff of the college,

(e) the courses of study, subjects taught, the number of lectures. delivered in each subject, the routine of work and the arrangement of exercises and tutorial assistance and the facilities given to students in using the library of the College,

(f) adequacy of the library, laboratory, scientific apparatus and other teaching appliances of the College,

(g) the results of the College at University examinations;

(h) the suitability of the buildings of the College and their neighborhood, the lighting, ventilation of rooms, drainage and other sanitary arrangements of the College,

(i) maintenance of discipline in College, hostels and other residences for students of the College and their supervision,

(j) the College club and other institutions for fostering College life,

(k) provisions made in the College for physical exercises of students,

(l) regularity as to the maintenance of College registers and the observance of rules for transfer,

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(m) monthly average of roll-strength and the daily attendance of students during the preceding twelve months as compared with the previous year,
(n) regularity as to payments of salary to teachers and other employees of the College, and
(o) any other matter relevant to the inspection.

The report of inspection should also indicate whether books, records and registers referred to in Ordinance 62 are properly kept and maintained.

65. Investigation into the affairs of colleges

(1) If at any time the respective Council for Under-Graduate Studies has reasons to believe that proper standards of teaching, training or research are not being maintained in any College or institution, it shall cause an investigation to be made into the affairs of that College or institution by such person or persons as it may appoint for the purpose after consulting the views of the Vice-Chancellor.

(2) The Governing Body of the College or institution into the affairs of which such investigation is being made shall:

(a) provide all reasonable facilities for making the investigation to the person or persons appointed for the purpose, and
(b) submit to such person or persons all registers, records, documents and other papers, including reports and returns, concerning the affairs of the College or institution.

(2) The person or persons appointed to make the investigation shall, after completion of the investigation, make a report to the respective council for Under-Graduate Studies as to the results of the investigation and the respective Council for Under-Graduate Studies may, if it thinks fit so to do, after considering such report and the views of the Vice-Chancellor in respect thereof,

(a) either take steps in accordance with the Statutes for disaffiliation of the College or institution, or
(b) to proceed under Ordinance 59 for temporarily taking over the management of the College or institution.

66. Financial Aid

(1) The Executive Council may make grants or advances to a Col1ege from the University fund or special funds maintained by the University subject to such conditions as it may deem necessary.

(2) Such grants or advances shall be made on the basis of proposals submitted by the Vice-Chancellor and recommended by the Finance Committee.

(3) Such grants or advances shall be made by the Executive Council for specified purposes, such as improvement of library, laboratory, students' residence, amenities to students and other like matters and shall not ordinarily be made for the normal maintenance of a College.

(4) Such grants or advances may, however, be made by the Executive-Council only after obtaining the Occurrence of the State Government.

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CHAPTER-XI

APPOINTMENT, DUTIES AND REMUNERATION OF EXAMINERS ETC.

67. Board of Examiners

(1) Subject to the general control and supervision of the Executive Council, there shall be a Board of Examiners consisting of such number of examiners and other members as the Faculty Council for Post-Graduate Studies concerned may appoint in respect of every examination for a degree, diploma or certificate in a course of Post-Graduate Studies.

(2) Examiners and other members of the Board shall be appointed on the recommendation of the Board of Studies concerned. In case there is no such Board of Studies, such examiners and other members of the Board shall be appointed by the Vice-Chancellor.

(3) The Head of the Department concerned or, where there is no Head of the Department such person as may be appointed by the Vice-Chancellor, shall be the Chairman of the Board, and shall preside at every meeting of the Board.

(4) The Board shall meet on such dates and at such times and places as may be fixed by the Chairman, the Board shall consider the results of the examination for which it is appointed and make recommendation in respect of the examination to the Faculty Council for Post-Graduate Studies concerned.

68. Head Examiners, Paper-setters, etc

In respect of every examination for a degree, diploma or certificate in a course of undergraduate studies, there shall be Head Examiners, Examiners, Paper-setters, Scrutinneers, Co-ordinators, Convenors, Moderators, Tabulators and such other persons as may be required during the process of examination, who shall, on the recommendation of the Board of Studies concerned and subject to general supervision of the Executive Council, be appointed by the respective Council for Under-Graduate Studies.

69. Numbers of Examiners and cancellation of appointment of examiners

(1) The number of examiners, scrutineers, or members of the Board of examiners to be appointed in each instance shall be determined by the appointing authority concerned.

(2) The appointment of any examiner or other members of Board of Examiners referred to in Ordinance 67 or of an examiner or scrutineer referred to in Ordinance 68 may. at any time, be cancelled by the appointing authority, if it thinks fit so to do.

70. Special provision in the case of inordinate delay.

(1) Subject to delegation by the Executive Councilor such power, as it may consider fit, and notwithstanding anything contained elsewhere in these Ordinances, in the cases where, in the opinion of the Vice-Chancellor there is inordinate delay on the part of any examiner, Head examiner or scrutineer to complete the work assigned to him, the Vice-Chancellor may without prejudice to the provisions of paragraph (2) of Ordinance 69.

(a) in the case of a paper-setter or a moderator, cancel his appointment as such and' appoint another person as the paper-setter or moderator in his place; and

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(b) in the case of any other Head examiner or scrutineer, cancel his appointment and take back from him the answer papers assigned to him and appoint another examiner or scrutineer in his place and reassign such answer papers to such freshly appointed examiner or scrutineer, as the case may be ;

(2) All such cases as referred to in clauses (a) and (b) of Paragraph (1) should be brought to the notice of executive Council.

71. List of Persons eligible for appointment as examiners

(1) The Controller of Examinations shall annually prepare and maintain lists of persons eligible for serving as examiners in respect of different examinations of the University referred to in Ordinance 68.

Provided that persons with less than three years teaching experience in a College or Colleges shall not ordinarily be eligible for inclusion in any such list.

(2) Any person intending to have his name included in a list of examiners shall submit, through the Head of the College or institution to which he is attached, an application in such a form as may be approved for the purpose by the Vice-Chancellor and shall contain the following particulars, namely;

(a) Name of the applicant.
(b) Age.
(c) Qualifications including degrees, diplomas or certificates and dates thereof.
(d) Present post and the date of appointment.
(e) The Class and the subject in which the applicant imparts instruction or guides research.
(f) Years of experience, if any, as a teacher of a College or Colleges.
(g) Previous appointment, if any, as examiner with year of appointment and other particulars.
(h) Any other special qualifications.

(3) The Boards of Studies concerned or, where there is no Board of Studies, the Vice-Chancellor, shall review the lists referred to in paragraph (1) in respect of relevant' fields of Studies and make recommendations of the appropriate appointing authorities, for appointment.

72. Duties and responsibilities of examiners and scrutineers

(1) Examiners shall ordinarily have the following duties and responsibilities, namely:

(a) in the case of paper-setters, to set the papers for the respective examinations in accordance with the regulations and with the syllabus and the textbooks prescribed and the established standards;
(b) in the case of moderators, to moderate the respective question papers so that they conform to regulations, particularly, to the syllabus and, the text-books prescribed and the established standards,
(c) in the case of a Head Examiner, where there is one -

(i) to set the standard of valuation of answer papers,

(ii) to supervise the valuation of answer papers and ensure uniformity of the standard of marking by issuing written instructions in detail to examiners working under him and by

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systematic sampling of at least 5 per cent of the answer papers and by revising the markings where necessary,
(iii) to arrange for scrutiny of answer papers so to ensure that each question is marked and that the totals are correctly calculated and entered into the mark-sheets,
(iv) to report to the Faculty Council for Post-Graduate Studies or Council for Under-graduate Studies concerned, the results of examination and the work of examiners and scrutineers,
(v) to report about the performance of candidates and similar other matters connected with the examinations,
(vi) to do such other work in connection with the conduct of examination as may be assigned to him from time to time by the Faculty Council for Post-Graduate Studies or Council for Under-graduate Studies concerned.
(d) in the case of examiners others than those referred to in clauses (a), (b) and (c), to evaluate the answer papers in accordance with the instructions of the Head Examiner, if any, and where there is no Head Examiner, in accordance with such standard and system of marking as may be decided upon at a meeting of all examiners, to be convened for the purpose by the Controller of Examinations.
(2) The duties and responsibilities of scrutineers shall be to check each answer paper and ensure that each question has been marked and that the totals are correctly calculated and entered into the mark-sheets and to perform such other duties as may be assigned to them by the Head Examiner, if any, or the Vice-Chancellor.

73. Adjudicators for thesis for Doctor's Degrees.
For the purpose of adjudicating on every thesis or published work submitted by a candidate for a Doctor's Degree or a research degree there shall be three examiners (hereinafter referred to as adjudicators) - appointed by the Executive Council on the recommendation of a Ph. D. Committee to be set up by the Executive Council.
Provided that in the case of a thesis for Ph. D. Degree the appointment of adjudicators shall be made after considering the suggestions of the Ph. D. Committee and where the candidate has worked under any teacher, such teacher shall ordinarily be appointed as one of the adjudicators.

74. Remuneration
Scrutineers, examiners and other members of Board Examiners and adjudicators shall be paid remuneration at such rates as the Executive Council may, from time to time determine in this behalf:
Provided that if any examiner or scrutineer fails to complete the work assigned to him within the period fixed in this behalf the remuneration to which he may otherwise be entitled shall be reduced by such amount not exceeding 10 percent of that remuneration as the Vice-Chancellor may determine.

75. **Supplemental provision**
If, in any matter relating to the appointment, duties of remuneration of any scrutineer, examiners or other member of a Board of Examiners or an adjudicator, there arises any

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difficulty, the Vice-Chancellor may pass such orders and take such steps as he may consider necessary to remove the difficulty, and his decision in any such matter shall be final.

CHAPTER-XII

ADMINISTRA TION OF GIFTS, ENDOWMENTS AND BENEFACTIONS AND INSTITUTION AND AWARD OF FELLOWSHIPS, TRA VELLING FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, STIPENDS, BURSARIES, EXHIBITIONS, MEDALS AND PRIZES

76. Administration of gifts, endowments and benefactions.

The Executive Council shall administer all gifts, endowments and benefactions to the University in such manner as it may decide on the advice of the Committee on Trusts and Gifts.

Provided that, where the terms and conditions attached to any gift, endowment or benefaction and approved by the Executive Council lay down any particular procedure for the administration thereof, such procedure shall be followed.

77. Institution and award of Fellowships, etc

(1) Recommendations to the Court for the institution of fellowships, travelling: fellowships, Scholarships, Studentships, Stipends, bursaries, exhibitions, medals or prizes shall be made by the Executive Council after consulting the Faculty Council for Post-Graduate Studies or the Council for Under-Graduate Studies concerned and such consultation shall be made after obtaining the views of the Committee on Trusts and Gifts.

(2) Subject to the terms and conditions attached to any gift, endowment or benefaction relating to any fellowship, scholarship, studentship, stipend, bursary, exhibition, medal or prize, the procedure for selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the Committee on Trusts and gifts and approved by the Executive Council.

78. Committee on Trusts and Gifts.

(1) For the purpose of advising the Executive Council regarding administration of Gifts, endowments and benefactions and the institution and award fellowships travelling fellowships. Scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes, there shall be a body of the University called "Committee on Trusts and Gifts" which shall consist of the following members, namely:

(a) the Vice-Chancellor, who shall be the Chairman,
(b) the Finance Officer who shall be the Vice-Chairman,
(c) the Estate and Trust Officer who shall be the member secretary,
(d) one member of the Court nominated by the Vice-Chancellor
(e) two members of the Executive Council nominated by the Vice-Chancellor,
(f) one member of each of the Faculty Councils for Post-Graduate Studies nominated by the Vice-Chancellor,
(g) one member of each of the councils for Under-Graduate Studies nominated by the Vice-Chancellor.

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(2) Nominated members of the Committee shall hold office for a term of four years and shall be eligible for the renomination:
Provided that if any such member ceases to be a member of the authority of the University in which capacity he was nominated, he shall cease to be a member of the Committee.

79. Meetings of the Committee on Trusts Gifts

(1)All decisions of the Committee on Trusts and, Gifts shall- be made at a meeting of the Committee. The Committee shall meet at least twice a year and oftener when so required by the Chairman.
(2) Meetings of the Committee shall be convened by the Secretary on such dates and at such times and places as the Chairman may direct.
(3) At least five days' notice shall be given for a meeting of the. Committee:
Provided that in cases of urgency the meeting of the Committee may be convened at such shorter notice as the Chairman, or in his absence, the Vice-Chairman, may direct.
(4) Five members of the Committee shall be a quorum for a meeting of the Committee.
(5) The secretary shall maintain a record of the proceedings of the meeting of the Committee.

80. Functions and responsibilities of the Committee on Estate Trusts and Gifts

The functions and responsibilities of the Committee on Trusts and Gifts shall be, to -

a) advise the Executive Council regarding administration of all gifts, endowments and benefactions with particular reference to the terms and conditions attached to such gift, endowment and benefaction regarding administration thereof;
(b) advise the Executive Council regarding the institution of the fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes and to formulate the procedure for selecting recipients thereof and the conditions for their award;
c) consider any matter relating to gift, endowment or prize referred to it by the Executive Council and make to the Executive Council its recommendation pertaining thereto;
(d) consider proposals for gifts, endowments and benefactions to the University and make to the Executive Council its recommendations in respect thereof;

Provided that where any such proposal involves expenditure from, or a future commitment on, the University fund, its recommendation shall before being submitted to the Executive Council be referred to the Finance Committee for its comments.

CHAPTER-XIII
ACCEPT ANCE OF GRANTS AND RAISING OR
ACCEPT ANCE OF LOANS.

81. Finance Committee to be consulted in accepting grants or in raising or accepting loans.

(1) In all matters relating to acceptance of grants or the raising or acceptance of loans the Executive Council shall act through the Finance Officer of such other officer as the Vice-

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Chancellor may specify in any particular case and only after considering the views of the Finance Committee:
Provided that no grant or loan from any source other than the Central Government, the State Government or the University Grants Commission, shall be accepted without' the prior approval of the State Government.
(2) Before making its recommendation to the Executive Council in respect of any proposed grant or of any loan proposed to be raised or accepted, the Finance Committee shall consider the terms and conditions of such grant or loan, and may for the purpose of facilitating a detailed consideration of such terms and conditions and the implications thereof in respect of any such grant or loan, appoint a Sub-Committee constituted from among its own members and call for and consider the report of such Sub-Committee in respect of such grant or loan.

82. Annual Report of grant accepted and loans raised or accepted
As soon as may be after the close of every financial year the Finance Officer shall submit to the Executive Council a report stating therein the particulars of all grants accepted and those of all loans raised or accepted during such financial year and also the particulars of loans previously accepted or raised which are still outstanding.

CHAPTER-XIV
MISCELLANEOUS

83. Centres of Examinations at affiliated college
(1) The Controller of Examinations may require the Principal of an affiliated College to provide, within the precincts of such College, accommodation for such number of candidates appearing at any examination held by the University as he may specify together with all other facilities for holding the examination in respect of those candidates,
(2) At the centre of an examination held by the University in any affiliated College the Principal of the College or such other teacher of the College as the Principal may appoint for the purpose, shall be the Presiding Officer, and Supervisors and Invigilators at the centre of such examination shall be appointed by the Principal of the College;
Provided that supervisors shall be appointed from the teaching staff of the College.

84. Age register of persons employed in the University
(1) The Registrar shall maintain a register to be called the "Age Register" in which there shall be recorded in respect of every person employed in the University, being a teacher, officer or any other employee of the University, in a form approved in this behalf by the Vice--Chancellor, all particulars regarding the age, education, experience and such other matters as may be included in the form.
(2) For any purpose of the University for which determination of the question of age of any person employed in the University is relevant, the entry regarding the age of such person in the age register sha11 be final and conclusive.
(3) Entires in the age register regarding the age of any person employed in the University sha11 be made

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(a) on the basis of the age recorded in the certificate where available, of the Entrance, Matriculation, School Final, Madhyamik or Higher Secondary Examination or an equivalent Examination Passed by the person concerned; or

(b) where no certificate referred to in clause (a) is available, .on the basis of the age of the person concerned recorded in an affidavit and accepted by the appointing authority; or

(c) where no certificate referred to in clause (a) is a valuable and no affidavit referred to in clause (b) is acceptable by the appointing authority, on the basis of a decision arrived at by the appointing authority in respect of the age of the person concerned.

85. Fees for registration of graduates:

(1) The fee payable for registration of a graduate under Statute 186 of the Vidyasagar University First Statutes, 1985 shall be rupee one.

(2) The fee payable by a graduate so registered for the continuance of such registration from year to year referred to in Statute 188 of the said First Statutes, shall be rupee one per annum.

86. Continuance of certain provisions of orders, rules, regulations, etc. applicable to the Calcutta University

Save as otherwise specifically provided in the Statutes, these Ordinances Or the Regulations, the provisions relating to -

(a) the admission of students to the University and to Colleges affiliated to or recognised by it and their enrolment as such,

(b) registration of students,

(c) conditions of residence and rules of discipline of students of the University and of Colleges affiliated to or recognised by it,

(d) the levy, imposition and collection of all fees, fines -and other dues payable to the University, including fees in University Colleges and in University laboratories, fees for residence in halls, fees or charges for registration of students and their admission to the courses of study organised by the University, for holding examinations for the grant of degrees, diplomas and certificates and other like purposes and the scales or rates thereof, contained in any orders, rules or regulations, by whatever name called, applicable in respect of the Calcutta University established under the Calcutta University Act, 1979 and in force immediately before the appointed day,

shall, in so far as much provisions are not inconsistent with to the provisions of the Vidyasagar University Act, 1981, the Vidyasagar University First Statutes, these Ordinance or the Vidyasagar University First Regulations, apply in respect of the University and be deemed to be provisions of these Ordinances as if herein made and sha11 continue in force as such until altered amended or repealed:

Provided that references in any such provisions to the Board of Residence and Discipline shall be construed as references:

(a) in respect of any matter concerning residence of students, to the Board of Residence referred to in Ordinance 52, and

(b) in respect of any matter concerning discipline of students, to the Board of Discipline referred to in Ordinance 55.

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87. Interpretation

In the case of any doubt or difficulty as to the interpretation of these Ordinances, the matter shall be referred to the ViceChanceI1or and his decision thereon shall, subject to the provisions of the Act, be final.

CHAPTER - XV

ORDINANCES RELA TING TO THE TERMS AND CONDITIONS OF SERVICES OF OFFICERS AND EMPLOYEES OF THE UNIVERSITY.

PART-I

CLASSIFICATION OF THE EMPLOYEES SS.

88. For the purpose of these Ordinances the employees of the University are classified as follows:

1) Officers of the University,
2) Employees ranking between Officers and Superintendents ;
3) Superintendents;
4) Employees ranking between Superintendents and *Senior* Assistants,
5) Senior Assistants;
6) Assistants;
7) Industrial Employees;
8) Lower Subordinate Staff,

EXPLAN ATION:

1. Officers of the University are those mentioned in or declared under Section 7 of the Vidyasagar University Act, 1981, Statute 3 of Vidyasagar University First Statutes, 1985 and any other person declared as such by the Executive Council excepting the Vice-Chancellor, for the purposes of these Ordinances.
2. “Employees ranking between Officers and Superintendents” include Dy. Librarian, and persons drawing scales of pay in between the scales of pay of Officers and Superintendents and those who are not declared as Officers in the Act/Statutes/Ordinances but enjoy pay scale similar to those of Officers.
3. The term Superintendents' includes other employees belonging to the same scale of pay.
4. “Employees ranking between Superintendents and Senior Assistants” include Research Assistants, Manager of the University Sales Counter and other persons enjoying similar scales of pay.
5. ‘Senior Assistant’ means an employee drawing scales of pay in between the scales of Superintendents and Assistants.
6. The term ‘Assistants’ includes Technical Assistants, Library Assistants, Laboratory Assistants, Caretaker, Departmental Librarians, Telephone Operators, Electricians, Oversears, Draftsmen and Mechanics.
7. ‘Industrial employees’ include Compositors, Distributors and other persons employed in the University Press including members of the machine staff.

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8. All other employees are Lower Subordinate Staff.

Note :
(1) Daily rated employees and other similar staff paid from contingencies are not classified.
(2) If any doubt arises as to the proper classification of any employee, the matter shall be referred to the Executive Council and the decision of the Executive council in this regard shall be final. It shall also be open to the Executive Council to introduce any new category of employees, as and when found necessary.

PART-II
DEFINITIONS

89. The terms used in these Ordinances lend the same meaning as in the Act and the Statutes. Subject to above, unless there be anything repugnant in the subject or context, the following terms are used in the Ordinances in the sense here, explained;
(1) 'Cadre' means the sanctioned strength of a service or a Part of a service sanctioned as a separate Unit.
(2) 'Compensatory allowance' means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes travelling allowance and dearness allowance. It is not intended to be a source of profit.
(3) 'Duty' includes:
- (a) service as a probationer provided such service is fol1owed by confirmation;
- (b) attendance in Law Courts as Juror or Assessor; or witness in a criminal or civil case in which the University is a party;
- (c) duty in the Territorial Army.

Note:
(i) Leave, -other than casual and quarantine leaves, is not duty.
(ii) An employee may, with the previous sanction of the Executive Council be consider d to be on duty while delivering lectures, conducting examinations or inspecting academic institutions of any recognised University or Government or Statutory Board or attending meetings of any Committee and annual session of any academic conference duly recognised by the University, provided that the total period of such absence does not exceed 30 days in any one academic year. Such duty shall not be combined with any kind of leave.
(iii) Absence on leave of any employee for participation in any All India or regional sports or Games shall be treated as absence on duty and such leave shall not be debited to leave account provided that prior permission of the Executive Council is obtained for participation in such activities and the Executive Council recognise the bodies sponsoring such activities.
(4) 'Holiday' means -
- (a) a holiday declared as such by the Executive Council and includes a Sunday.
- (b) In relation to any particular office or branch, a day on which such office or branch is ordered by competent authority to be closed for the transaction of the University business without reserve or qualification.

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(5) 'Lien' means the title of an employee to hold a post substantively, either immediately or on the termination of a period or periods of authorised absence from the post.
(6) 'Medical certificate' means the certificate from a Registered Medical Practitioner. The Executive Council may, however, ask an employee to obtain certificate of fitness from a Medical Officer attached to University Clinics/Hospitals.
(7) 'Month' means a calender month unless otherwise specified or made clear by the context. In calculating a period expressed in months and days, complete calender months, irrespective of the number of the days in each, should first becalculated and the odd number of days calculated subsequently
Note: In calculating a period of 3 months and 20 days from 25th January three months should be taken as ending on 24th April and twenty days on 14th- May. In the same way, the period from 30th January to 2nd March is 1 month and 2 days because one month from 30th January ends on the last day of February.
8) 'Officiate'-A person officiates in a post when be temporarily performs the duties of that post, which is either vacant or on which another person has a lien.
(9) 'Pay' includes an employee's monthly pay, special pay and personal pay and other emoluments declared as pay;
(10) 'Permanent Post' means a post sanctioned without limit of time and declared as such.
(11) 'Personal Pay' means additional pay granted to an employee

(a) to save him from loss of substantive pay,

or

(b) other personal consideration.

(12) 'Probationer' means a person appointed on probation against a substantive vacancy.
(13) 'Special pay' is an addition, of the nature of pay to the emoluments of a post or a person in consideration of

(a) the specially arduous nature of the duties,

or

(b) a specific addition to the work or responsibility.

(14) 'Subsistence Grant' means a monthly grant made to an employee who *is* not *in* receipt of pay or leave salary.
(15) 'Substantive pay' means the pay which an employee is entitled to on account of a permanent post to which he has been appointed substantively.
(16) 'Temporary post' means a post declared as such and sanctioned for a limited period.

PART-III

APPOINTMENT, PROMOTION AND GENERAL CONDITIONS OF SERVICE

90. No one who has not passed the H. S. or P. U. Examination or *its* equivalent examination will be eligible for appointment to posts of Assistants. No one who has not passed a degree examination or *its* equivalent should be appointed an Office Superintendent or directly to any post ranking between the posts of Office Superintendent and Junior Assistant. Provided that

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these Provisions may be relaxed in the case of promotion from the post of the Lower subordinate staff to the post of the assistant or from a lower cadre of posts to a higher cadre as classified in ordinance 88.
The Establishment Committee shall prescribe the qualifications necessary for appointment to other posts in the University subject to the provisions of the Statutes Ordinances.

91. (1) Whenever a permanent vacancy occurs in the cadre of Lower Subordinate Staff the appointing authority shall issue notifications in the University Notice Boards requiring the candidates to register their names in the manner to be prescribed, for being considered for appointment to any such Post. Appointment shall be made on the basic of a Test and/ or an interview by the appointing authority.
(ii) Whenever a permanent vacancy occurs in the cadre of Assistants the appointing authority shall likewise issue notifications in the University Notice Board and/or in the Press requiring the candidates to register their names in the manner to be prescribed. Employment Exchange, Midnapore may also be requested to recommend candidates with necessary qualifications; if so required by Govt. order or by the 'Executive Council'. Appointments shall ordinarily be made on the basis of a written examination and an interview.
(iii) Appointments to vacancies in the cadre of Senior Assistants may be filled up by promotion from amongst the Assistants in, accordance with the principles laid down hereinafter, provided that the appointing authority shah fill up at least 25% of the vacancies in the senior cadre through an open competitive examination, which wi1I be open to graduates only. Persons working il1 a lower post or in any other capacity will not be debarred from registering their names for appointment directly to a post in the cadre 'of senior Assistants, provided they posses the necessary qualifications.
(iv) Nothing in clauses (i) and (ii) above shall however affect temporary appointment to posts.

92. Except in the case of contract appointments, no person may be substantively appointed to the University service without a medical certificate of physical fitness which must be affixed to the employee's first pay bill. The Executive Council may make subsidiary rules in this connection.

93. (i) Promotion to the cadre of Senior Assistants wi1l ordinarily be made on consideration of seniority, efficiency, attendance and on performance report of the Head of the Department concerned.
(ii) In case of the members of the lower Sub-ordinate Staff promotion to the higher cadre will ordinarily be made on consideration of seniority, performance and attendance provided he is recommended by the Head of the Department concerned.

Note - Any adverse remark or an 'E' marking is to be communicated by the Head of the Department to the employee concerned. The employee concerned shall be required to sign and return to the Head of the Department intimation of such adverse remark or 'E' marking and the employee may if he so desire send his own observations.

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94. The whole time of an employee is at the disposal of the University and he may be employed in such hours by the Head of the Department on any day including Sundays and holidays subject to the provisions of Ordinances 98 and 145.

95. An employee on substantive appointment to a permanent post acquires a lien on that post.

96. All employees must join the appropriate Provident Fund instituted by the University for the benefit of its employees and shall be governed by the Rules of the Fund. No eligible person may opt out of the Fund.

97. Unless the Executive Council, *in* view of the special circumstances of a case, otherwise determine, after two years of continuous absence from duty without sanctioned leave, a person shall cease to be' in the employ of the University.

RULES RE: OVERTIME AND HOLIDAY WORK

98. Every employee of the University should try to finish his allotted duty within office hours and no one shall be allowed to work beyond office hours or during holidays except under special circumstances when the Head of the Department concerned thinks that accumulation of work is such that it cannot be managed within the working hours of the office.

99. Whenever there is necessity for doing overtime or holiday work, the Head of the Office/Department concerned shall assess the number of persons required for working extra, hours and also the number of hours for which such persons should be asked to work beyond office hours or to attend office during holidays. He will then make a requisition to the Vice-Chancellor through the Finance Officer explaining the circumstances why the overtime/holiday work could not be avoided and obtain his prior approval before undertaking such holiday or overtime work. No employee shall ordinarily be allowed to work beyond office hours for more than two hours a day and 120 hours in a year, provided that no person drawing a basic salary exceeding Rs, 500 per month shal1 be entitled to any holiday or overtime allowance for working beyond office hours or attending office during holidays.

RULES RE :

TRANSFER OF STAFF FROM ONE
DEPARTMENT TO ANOTHER

100. Any person under the employment of the Vidyasagar University may be posted in any of the Offices of the University or may be transferred from one office to another in the interest of the University service provided, however, that transfers of any person shou1d not ordinarily be so frequent as to cause his hardship. Such posting or transfer orders shall be passed by the Vice-Chancellor.

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PART-IV
PAY AND ALLOWANCES

101. An employee shall begin to draw the pay and allowance attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw the same when he ceases to discharge those duties.

102. Unless otherwise provided in a contract on first appointment to a post, pay is fixed at the minim um of the timescale applicable to that post. provided that if he already holds a lien on any post, he draws, in the new scale, pay at the stage next above his present substantive pay, provided further that if he has previously held substantively or officiated in the same post or a post in the same or identical time-scale, then his initial pay shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

103. The holder of a post, the scale of pay of which is changed, shall be treated as if transferred to the new scale of pay.

104. An increment shall ordinarily be drawn unless withheld as a punishment. When an efficiency bar has been prescribed in a time-scale, the increment next above shall not be allowed without the specific sanction of the appointing authority on the recommendation of the Head of the Department and in the case of the Heads of Departments themselves on the recommendation of the Officer under whose direct administrative control they work.

105. The following provisions prescribe the conditions or earning of an increment in a time-scale;

(a) All duty in a post on a time-scale counts for increment in that time-scale,
(b) Officiating or temporary service in another post and leave other than extraordinary leave count for increments in the time-scale applicable to the post on which the person concerned ho1ds a lien.
(c) Earned leave counts towards increment in the time scale applicable to a post which the person concerned bo1ds in an officiating or temporary capacity.
(d) Extraordinary leave does not count towards increment, but the Executive Council may, in any case in which they are satisfied that the extraordinary leave was taken on account of illness or for any other reason beyond the person's control, direct that the whole or any portion of such leave shall count for increment in the time-scale of the post on which the person concerned holds a lien.

106. Save in exceptional circumstances and under general and specific sanction of the Executive Council, no employee of the University on a time-scale of pay may be allowed a premature increment.

107. When an employee carries on, in addition to his own duties, the duties of a post belonging to a category (as classified in Ordinance 88), higher than that on which he holds a substantive appointment, he draws as additional pay 15th of the minimum of the scale of pay of that post, provided that he carries on such duties for a period not less than one month.

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108. A building owned or leased by the University or any portion thereof may, by general or special order of the Executive *Council,* be allowed as a residence of the incumbent of any post.

109. An allottee shall pay rent of the residence of 10 percent of his basic pay.

110. An employee of a Department or Branch discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.

111. (a) All categories of the employees of the University shall be granted

(i) House Rent Allowance,

(ii) Dearness Allowance, and

(iii) Medical Allowance, of such rates and in accordance with such rules as may be approved by the Government of West Bengal from time to time, for the employees of the University approved that employees registered under the E. S. I. scheme shall not be entitled to above medical allowance, and also,

(iv) Such other allowances as may be granted by the University from time to time, with general or specific approval of the State Government.

(b) The employees of the University other than those referred to in clauses (I) and (2) in Ordinance 88 may be granted a Tiffin Allowance at the end of each month for the days they attend office accepting holidays and Saturdays at such rate as the Executive Council may from *time* to time determine, provided that persons drawing a basic salary exceeding Rs. 500 per month shall not be paid Tiffin Allowance.

Note : Durwans and Night Watchmen, etc. who may work in shift will be eligible for Tiffin Allowance on Sunday and other holidays.

PART-V

LEAVE AND LEAVE SALARY

112) Leave cannot be claimed as of *right-when* the exigencies of service so require, discretion to refuse or revoke leave of any description *is* reserved to the authority empowered to grant it.

113. (1) Leave ordinary begins on the day on which the transfer of charge is effected and ends on the day pre ceding that on which duty is resumed. Sundays and holidays may be prefixed and/or affixed to leave.

(2) Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot both be prefixed and affixed 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.

114. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.

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115. No person who has been granted leave on medical certificate for infections diseases shall return to duty without producing a medical certificate of fitness.

116. A person who remains absent after the end of his leave is entered to no leave salary for the period of such absence and that period should be debited to leave as though it were leave on full pay. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

117. Subject to the foregoing general provisions,the following kinds of leave may be earned by and granted to the employees under this Chapter:

a) Casual Leave
b) Earned Leave
c) Half pay leave
d) Commuted Leave
e) Study Leave
f) Medical Leave
g) Leave in extraordinary circumstances
h) Maternity Leave
i) Hospital Leave
j) Quarantine Leave
k) Leave preparatory to Retirement
l) Special Disability Leave

118. (1) Casual leave for short periods., not ex ceding five days at a time or twelve days in a financial year, may be sanctioned by the Head of the Department, or If the applicant *is* himself the Head of the Department by the Vice-Chancellor. Casual leave cannot be combined with any other kind of leave or vacation or Puja holidays and the balance is not carried from one year to another.
(2) An employee on casual leave will be treated as on duty.

119. All whole time employees referred to in clauses (1) to (8) of Ordinance 88 including the Lower Subordinate Staff in the University Press shall earn as Earned Leave on eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 120 days.

120. All whole-time employees may be granted leave on half-pay for twenty 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 medical certificate.

121. A permanent employee will be entitled to commute the half pay leave that he has earned to full-pay leave for ha1f that period and such full-pay leave shall not exceed six months in the whole period of service.

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122. Study leave for advanced study and research may be granted to a whole-time permanent employee by the Executive Council provided such an employee has put in at least two years service, and there shall be a gap of at least three years between two period of such leave. The Executive Council may grant any allowance during study leave, 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 such on terms and conditions as the Executive Council may decide, failing which he will be required to refund the amount paid to him as leave salary for the study leave and it will be open to the University to deduct the same from the provident fund contribution of the employer :
Provided that if any employee is receiving any pay, allowances, stipend, scholarship, fellowship from any other source, leave salary may be reduced to that extent.
(2) The maximum period for which study leave may be granted is limited ordinarily to two years during the whole course of an employee's service. Such leave may be combined with vacation, holidays, or any other leave that may be due, except casual and quarantine and maternity leave.

123. An employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned.

124. A permanent employee in extraordinary circustanstances may be granted leave without pay for such period as may be determined by the Executive Council, but an employees shall not be allowed to enjoy leave (include other kinds of leave) for more than 2 years at a stretch.

125. An employee who is disabled by injury accidentally incurred in the course of the due performance of his official duties 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 for a maximum period of twenty four months.

126. Maternity leave may be granted to a female employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.

127. An employee may be allowed Hospital Leave while undergoing medical treatment for illness or injury if it is directly due to risks incurred in the course of his official duties for a period up to three months in any period of three years on production of proper medical certificates.

128. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the residence of an employee. Such leave may be granted by the Head of the Department on the certificate of a Public or Municipal Health Officer or a registered medical practitioner for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary for quarantine in excess

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of these limits will be treated as ordinary Leave. Quarantine leave, which is not debited to leave account, may be combined with other kinds of leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

129. (a) Leave at the credit of an employee in his leave account shall lapse on the date he compulsorily retires. An employee, if he applies in time, may be granted leave preparatory to retirement for a maximum period of 120 days provided that he has at his credit in his leave account earned leave for such a period.

(b) An employee retained in service after the date of compulsory retirement shall earn 'earned leave' during the extended period at the rate applicable to him under Ordinance 119.

130. (a) Part-time employees shall earn as earned leave one-sixteenth of the period spent On duty- provided that a person shall- cease to earn such leave when the earned leave amounts to 60 days.

(b) Part-time employees may be granted leave on half pay for 15 days for each completed year of service subject to a maximum period of 2 years during the whole period of service on medical ground on production of medical Certificate.

133. An employee on earned leave is entitled to leave salary equal to the greater of the amount specified below ;

(i) the substantive pay on the day before the leave commences; Or

(ii) (a) in respect of the first 60 days of the earned leave, the average monthly pay earned during the 12 complete months preceding the month in which the leave commences; and

(b) thereafter the average monthly pay earned during the 36 complete months preceeding the month in which the leave commences.

132. An employee on half pay is entitled to leave salary equal to:

(i) half the substantive pay on the day before the leave commences; or

(ii) half the average monthly pay earned during the 36 complete months preceding the month in which the leave commences, whichever amount is greater, subject in either cases to

a) a maximum of Rs. 750 per month; and
b) for any portion of the leave which is spent outside Asia hi expensive countries such as U. K., U. S, A., or the continent of Europe, a minimum of £ 30 or the amount of average pay for the last 36 complete months, whichever is smaller.

133. An employee on commuted leave is entitled to leave salary equal to twice the amount admissible on half pay leave.

134. An employee on medical leave is entitled to leave salary at the same rates as admissible on half pay leave.

135. An employee on special disability leave is entitled to leave salary for the first four months at average pay; and for the remaining period at half average pay or at the employee's option, for a period not exceeding the period of average pay which would otherwise be admissible to him, to average pay.

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136. A female employee on maternity leave is entitled to draw full pay at the rate she was drawing at the time of proceeding on such leave and the said leave is not debitable against the leave account.

137. An employee on hospital leave shall be allowed to draw leave salary equal to either average or half average pay, as the authority granting it may consider necessary.

138. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

139. An employee on leave preparatory to retirement is entitled to leave salary as admissible in the case of earned leave.

140. If any employee applies for leave preparatory to retirement sufficiently in time before the date of his compulsory retirement and is refused by the Executive Council in the interest of the, University service, he may be grant ed. after the date of his actual retirement leave salary for a maximum period of 120 days at the rate as admissible in the case of earned leave.

141. For each employee, a leave account in the prescribed form shall be maintained.

142. A compensatory allowance should ordinarily be drawn by an employee on duty, but the Executive Council may prescribe the conditions under which an employee on leave may draw such an allowance.
Note ;-Dearness allowance is drawn during the first four months of earned leave.

143. The Executive Council is competent to sanction leave and leave salary within the compass of these ordinances to any employee of the University, subject to delegations noted below:

Name and extent of leave	Sanctioning Authority
(a) Casual and Quarantine leave	i) Vice-Chancellor in case of Class I and II Officers and University Teachers. ii) Head of the relevant Department in the case of all other employees serving under him.

(b) Other kinds of leave except study leave if the period of leave does not exceed one month and no acting arrangement is necessary, as indicated in (a) above.
(c) In all other, cases the sanctioning authority is the Executive Council.
(d) Study leave -The Executive Council.

144. The Executive Council may, for reasons which it may consider adequate, vary, revise or cancel any leave order issued by itself or by an Officer under Ordinance 143.

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PART-VI

RULES REGARDING ATTENDANCE AT OFFICE FOR EMPLOYEES REFFERRED TO IN CLAUSES (3) TO (8) OF ORDINANCE 88

145. Unless otherwise decided by the Executive Council the normal office hours shall be from 10.30 A.M. to. 5.30 P.M. with a recess of half-an-hour from 2 P.M. to 2-30 P.M. on weekdays and from 10.30 A.M. to 2 P.M on Saturdays ; provided that the members of the Lower Sub-ordinate staff shall be required to attend office 15 minutes earlier. The Establishment Committee shall have the power to alter the hours of work of any employee of the University whenever' necessary. The Head of the Office concerned shall also have the power to require an employee to attend Office earlier at late if exigency arises. Drivers and Cleaners will work in the morning, day, afternoon or during' such hours as may be determined by the Establishment Committee. Likewise Forashes. Sweepers, Malies, Plumbing mistries, Durwans and such other employees as may be decided by the Establishment Committee shall be required to work in the morning, midday, afternoon or during such hours as may be determined by the said Committee ;

Provided, however in no. case shall the total number of working hours of an employee exceed the total number of normal working hours per day.

Provided also that in the case of the Industrial Employees of the University Press the card punching system shall continue until further orders.
Note : The above provisions may be relaxed in case an employee is required to work on over-time or holiday basis on prior requisition.

146. (1) Each employee, on arrival at office, should sign the register kept for the purpose.
2) A red line should be drawn by the Office Superintendent or the Head of the Office/Department across the place provided for initial or those employees who are not present at office at 10-45 A. M. The attendance register shall then be sent to the Officer concerned and any employee arriving thereafter shall sign the attendance register putting the time of his arrival before the Officer concerned.
(3) Five days late attendance after 10-45 A.M. and before 1 P.M. within one month shall entail forfeiture of one day’s leave. No one will be allowed to attend office after 1 P.M.
(4) No employee should leave office during office hours except on official business.

Note :

(a) The rules regarding the late attendance sha11 not apply in cases where employees have to attend in the morning or in the afternoon.
(b) The rules regarding late attendance will not apply to such employees as may have obtained previous permission of the Head of the Office/Department concerned to attend office at late hours in view of the special circumstances.
(c) In special cases the above rules may be relaxed at the discretion of the Head of the Department.

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(5) No employee shall be allowed to be absent himself from office without prior permission from the Head of the Department concerned on application submitted to him the previous day or earlier; and leave cannot be claimed as a matter of right.

147. If under unavoidable circumstances previous sanction cannot be obtained, the employee shall write to the Head of the Department concerned on the day on which he absents himself explaining the reasons which prevent him from attending office. An employee is liable to have his pay forfeited for such period for which he is absent without leave or immediate report.

PART- VII

SUPER-ANNUATION AND RETIREMENT

148. The date on which an Officer or any employee attains the age of compulsory retirement shall mean the last date of the month in which he attains such age.

149. A permanent employee must be given atleast three months' notice before his appointment is terminated by abolition of his post. Similarly, a permanent employee must give the University at least three months' notice if he wants to resign his appointment in the University.

PART-VIII

DISCIPLINE AND CONDUCT

150. All Officers and employees must employ themselves to the duties of their office with the utmost diligence and implied obedience to orders and directions as may be issued by the Vice-Chancellor and the Executive Council.

151. Every employee of the University shall, at all time, -

i) maintain absolute integrity, and

(ii) do nothing which is unbecoming of an employee of the University.

152. No University Officer or employee shall, in the performance of his official duties or exercise of power conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.

153. No employee of the University sha1l 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. If a question arises whether the provision of this Ordinance has been contravened in a particular case, the matter shall be referred to the Chancellor whose decision on the point shall be final.

Nothing in this Ordinance will affect the Trade Union rights of an employee.

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154. Save in cases mentioned below no employee of the University shall serve in. or give evidence before, any committee or commission without obtaining prior permission of the Executive Council :

(i) Committee or Commission .appointed by the Government Central or State. the Parliament or the State Legislature;

ii) a Judicial enquiry;

iii) a departmental enquiry ordered by the Chancellor, the Vice-Chancellor or any authority of the University

155. No employee of the University shall divulge, either directly or indirectly, any official secrecy concerning the University to the Press or an outsider.

156. No employee of the University shall, without the previous permission of the Executive Council, take part in the registration, promotion or management of any enterprise.

157. An employee of the University shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts to the Vice-Chancellor.

Note: The burden-of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary prudence, the employee could not have foreseen, or over which he had no control and had not proceeded for extravagant or dissipated habits shall be upon the employee himself.

158. No employee of the University shall, except with the previous sanction of the Executive Council, have recourse to any court of law or to the Press for the vindication of any official act which has been the subject-matter of adverse criticism or attack of a defamatory character.

Note : Nothing in this ordinance prohibits an employee of the University from vindicating his private character or any act done in his private capacity. Where any action is taken in such a case by an employee of the University, he shall forthwith report the same to the Executive Council.

159. The following may for good and sufficient reasons, such as, (a) neglect of duty, (b) want of due diligence in the performance of duties, (c) violation of orders regarding attendance and office discipline, (d) insubordination or disregard or violation of the orders of the superior Officers, (e) violation of any of the provisions of this Ordinance. (f) conviction by a criminal court for moral turpitude, or performance of an offence such as theft, (g) sufficient proof to justify the charge of obtaining bribe, (h) proof of tampering with official records with definite motive, etc., be imposed upon an employee, namely,

(i) Censure;

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(ii) Withholding of increments not affecting promotion;
(iii) Recovery of the whole or part of any pecuniary loss caused to the University by negligence or breach of order,
(iv) Removal or dismissal from service for offences referred to in (f) to (h)

Explanation :

I. The termination of employment of
a) a person appointed on probation during or at the end of the period of probation in accordance with the terms of appointment; or
(b) a temporary employee on the expiry of the period of his appointment, or
(c) a person engaged on contract in accordance with the term of his contract, is not removal or dismissal from service.

II. Stoppage of an employee at an efficiency bar in the time-scale of his pay on the ground of his unfitness to cross the bar does not amount to withholding of increments or promotion within the meaning of this Ordinance.

160. All appeals in disciplinary matters not provided 'for in section 35 of the Act shall be decided and disposed of by the Vice-Chancellor except as may be otherwise provided in a contract.

PART-IX
DISMISSAL, REMOVAL AND SUSPENSION

161. The pay and a11owances of an emp1oy e who is dismissed or removed from service cease from the date such dismissal or removal is ordered to be a effective.

162. (a) An employee under suspension is entitled to subsistence Grant at the half of his basic pay plus one half of his Dearness pay plus one half of his Dearness Allowance plus the House Rent All awaace he was in receipt on the date prior to suspension plus the Medical Allowance.

b) The following recoveries shall be made from the subsistence grant to the suspended employees in the same way as from his salary:
(i) Income Tax, Super Tax, House Rent etc.
(ii) Loans and Advances taken from the University.
(iii) Overpayment made to the person concerned.
(iv) Loss to the University for which the person concerned has been held responsible.
Provided the total amount of recoveries to be made under clauses (i) to (iv) above shall not exceed one-third of the subsistence grant.

163. (i) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who had been dismissed or removed or suspended from service is reinstated, the punishing or appellate authority shall grant to him for the period of his absence from duty.

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(a) If he is honourably acquitted the full pay and allowances to which he would have been entitled if he had not been dismissed. removed or suspended;
(b) If otherwise such proportion of pay and allowance as the punishing or appellate authority may prescribe.

(2) In a case falling under clause (a) of Paragraph (1) the entire period of absence from duty shall be treated as it period spent on duty. In case falling under clause (b) of paragraph (1) the period may be treated as duty or leave unless the punishing or appellate authority directs otherwise.

Note: The amount of subsistence grant, if any, already drawn shal1 be deducted from the pay and allowances or proportion thereof which may be granted under this ordinance.

164. Leave may not be granted to an employee under suspension or committed to prison.

PART-X
GENERAL

165. In any case not expressly provided for in these Ordinances, the Executive Council shall give such directions as may be necessary in the special circumstances of the case.

166. The power of interpreting these Ordinances is reserved to the Executive Council.

PART-XI
ELECTION TO LEGISLATURES

167. No. employee of the University mentioned in Ordinance 88 shall seek election to Central or State Legislature without the previous sanction of the Executive Council.

CHAPTER-XVI

168. Scales of fees, payable by students for Admission, Tuition, Registration, Migration, Examination and for other services shall be such as prevailing on the date, immediately preceding the Appointed Day and as amended from time to time by the Executive Council of the Vidyasagar University.

PENSION ETC

Pending formulation of a uniform Pattern in respect of pension etc. payable to the University employees, the Chancellor has been pleased to defer consideration of the Ordinances relating to that subject for the present.

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