

**The West Bengal University of Health Sciences  
Statutes 2002  
CHAPTER – I  
Part – I**

**Preliminary**

**Short title**

1. **These Statutes may be called the West Bengal University of Health Sciences Statutes, 2002**

**Definitions**

2. In this Statutes unless there is anything repugnant in the subject or context, ---
  - a. “academic year” means a period of twelve months commencing on the first day of June;
  - b. “chapter” means a chapter of these statutes;
  - c. “Post-Graduate Studies” means studies for admission to which the requisite qualification is a Bachelors’ degree or its equivalent, recognized by this University;
  - d. “Section” means a section of the Act;
  - e. “Statutes” means a statute framed under the Act;
  - f. “the Act” means the West Bengal University of Health Sciences Act, 2002, (West Bengal Act XIII of 2002);
  - g. “Undergraduate Studies” means a course of studies on successful completion of which a certificate or degree is awarded by the University and are not Post-Graduate studies;
  - h. “Central Council” means the Medical Council of India, the Dental Council of India, the Indian Nursing Council, the Pharmacy Council of India, the Central Council of Indian medicine, and the Central Council of Homoeopathy as the context may require
  - i. “Discipline”, means a course of studies in health Science education pertaining to Medical faculty, Nursing faculty, Dental faculty, Paramedical

& Pharmacy faculty and Ayurvedic, Unani and Homoeopathic Faculty respectively.

(j). “a college” means an affiliated college or institution of higher learning and a conducted college including the colleges or institutions maintained and managed by the State Government.

(k). “committee” means a local Managing Committee of an affiliated college or institution or local advisory committee in case of Government college or institution.

(l). Words and expressions used in these statutes but not defined shall have the same meaning as in the Act.

**CHAPTER – II**  
**Office of the University**  
**Part – I**  
**Post of Officers**

**Declaration of the posts of Officers of the University**

**3. The following posts are hereby declared to be the posts of officers of the University under clause (9) of the Section 16 of the Act in addition to those provided therein :**

**Posts of Officers:**

- Inspector of Colleges;
- Director of Planning and Development
- Deputy Registrar
- Deputy Controller of Examinations
- University Librarian
- Assistant Registrar
- Assistant controller of Examinations
- Assistant Finance Officer

**PART II**

**POWERS AND FUNCTIONS OF OFFICERS**

**Vice-Chancellor****4. Save as otherwise provided in the Act, the Vice-Chancellor shall exercise the powers and perform the duties as follows:**

- a. It shall be the duty and responsibility of the Vice-Chancellor to see that the academic standards in different Post-Graduate departments of Health Sciences Education of the University as well as undergraduate and Post-graduate departments of affiliated colleges are improved and properly maintained in strict adherence with the provisions of the Act, the Statutes, the Ordinances, Regulations or Rules framed under the Act. He shall also be responsible for maintenance of proper administration and discipline of the University.
- b. He shall have the right to inspect or visit any Academic and Administrative departments of the University and other institutions or colleges maintained or managed by, or affiliated to the University and submit a report to the relevant authority with suggestion for improvement in the matter, as he may deem fit and proper.
- c. He shall have the power to suggest to the Executive Council changes in the infrastructure of administration of the University including abolition, redesignation, and or creation of new posts of teachers, officers and employees of the University.
- d. He shall look after the efficient maintenance and management of all properties, endowments and equipments of the University and ensure physical verification of equipments of different departments of the University with the help of the Pro Vice-Chancellors and the Deans. He shall also look after the effective utilization of the available space of the University and issue such instruction in the matter, as he may consider necessary.
- e. The spheres of administrative authorities of the officers of the University referred to in Statute (3) and the assignments of their functions and responsibility shall be such as may be determined by the Vice-Chancellor from time to time.

## 5. Pro vice-Chancellors

**Subject to the provisions of the Act, the Pro Vice-chancellors shall: -**

- a) assist the Vice-Chancellor in the efficient functioning of academic administration of the University relating to Post-Graduate and Undergraduate studies in Health Science in their respective sphere of disciplines as may be assigned to them by the Vice-Chancellor and the Executive Council;
- b) suggest proper measure for improvement of academic standard in Health Science Education and draw up scientific scheme for its improvement and expansion;
- c) have the right to be present at any meeting and participate in deliberations of the academic bodies or committees pertaining to his sphere of discipline but he shall not be entitled to vote there at.
- d) Have the power to convene meeting of the faculties and the Boards of studies in case of emergency.
- e) Co-ordinate the activities of moderation of question papers relating to the Post-graduate and Undergraduate studies in his own sphere of discipline and take necessary steps for printing the same with the assistance of the Controller of Examinations; and
- f) Perform such other duties as may be assigned to them by the Vice-Chancellor and the authorities of the University from time to time.

## Registrar

6. a. The Registrar shall be under the direct control of the Vice-Chancellor and the Executive council.
- b. Subject to the provisions of the Act and in addition to the duties assigned therein (Sec. 34 of the Act) the Registrar shall perform the following functions:
  - i. The Registrar shall conduct elections of the different Academic authorities or bodies of the University in accordance with the

procedure prescribed by the statutes and Act as the Returning Officer for conducting all such elections.

- ii. It shall be the duty of the Registrar to look after the efficient maintenance of the buildings of the University and allocate space for accommodation of different departments of the University and staff quarters to the teachers, officers and employees.
- iii. He shall be responsible for maintenance of service records of the teachers, officers and non-teaching employees of the University.
- iv. He shall take all necessary administrative steps for recruitment of all categories of teachers, officers, and non-teaching staff of the University. He shall also deal with promotion of all categories of employees including teachers and officers of the University in the manner prescribed by the statutes and conduct all correspondence on behalf of the University pertaining thereto.
- v. The Registrar shall be responsible for processing all the development plan of the University – whether academic or administrative -- in accordance with the provisions of the Act, Statutes, or any other law framed under the Act for improvement of Health Sciences education and execute all such plans as may be recommended by the respective Central Council for improvement and development of Health Sciences Education within the jurisdiction of the University.

## **7. Controller of Examinations**

The Controller of Examinations shall be in-charge of the Examination department of the University. He shall be responsible for conducting all the examinations of the University both Post-graduate and Undergraduate in compliance with the provisions of the Act and the rules and regulations framed thereunder. He shall be also responsible for publications of results of Examinations within a time frame fixed for the purpose by the Academic

Council and or the Executive Council and take all necessary steps pertaining thereto.

#### **8. Inspector of Colleges**

The Inspector of Colleges shall work under the direct control and supervision of the Vice-Chancellor. He shall be responsible for ensuring implementation of terms and conditions of affiliation laid down in the affiliated colleges in accordance with the provisions laid down in the Statutes shall be the duty of the Inspector of Colleges to conduct annual inspection of colleges along with the Finance Officer or a competent accountant as may be deputed by him for the purpose and submit inspection report stating, among other things, how far the conditions of affiliation are complied with by the affiliated colleges. The report shall also contain as to whether the college has maintained financial accounting efficiently. It shall also be the duty of the Inspector of Colleges to check up whether the academic administration of the college is being carried out properly.

#### **9. Finance Officer**

The Finance Officer shall work under the direct control and supervision of the Vice-Chancellor. He shall be the principal administrative officer in-charge of finance management and maintenance of accounts of the University. He shall be responsible for: -

- I. the administration of the funds, the finances, the properties and assets and all endowments and trusts of the University;
- II. all receipt and disbursements;
- III. processing of all bills and ensure payment of the same without any undue delay;
- IV. the maintenance of stock register and all account books and keeping them up-to-date at regular intervals;

- V. annual physical verification of all items of equipment, apparatus, and diagnostic and pathological instruments entered into the stock register.
- VI. the preparation of Annual Budget as preferred by the Finance Committee and presentation of the same before the General Council through the Executive Council in accordance with the provisions of the Act;
- VII. preparation of Periodical Statements of accounts to review the finances of the University and presentation of the same to Finance Committee for consideration.
- VIII. preparation of Annual Statements of accounts and the audit report relating to annual statement of Accounts, the Internal Audit Report and the Annual Balance Sheet and submission of the same to the State Government;
- IX. the signing of all cheques on behalf of the University.

The Finance Officer shall perform such other duties as may be assigned to him by the Vice-Chancellor and or authorities of the University from time to time. The Finance Officer shall be the member – secretary of the finance committee.

#### **10. Director of the Planning Board**

The Director of the Planning Board shall be under the direct control and supervision of the Vice-Chancellor. He shall be responsible for ---

- I. preparation of a perspective plan for educational development for the location of the institutions or colleges of higher learning in a manner so as to ensure equitable distribution of facilities in Health Sciences Education keeping in view the needs of unserved and underdeveloped areas within the jurisdiction of the University;
- II. scrutinization and processing of application for opening new colleges or institutions of higher learning in Health Sciences education;
- III. preparation of development plan (both physical and academic);
- IV. academic audit of the Planning Board; University departments, colleges and recognized institutions of higher learning in Health Sciences Education;

- V. planning, Monitoring, guidance and co-ordination of post-graduate and under graduate academic programme and development of affiliated colleges or institutions;

He shall perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

### **11. Deputy Registrar**

The Deputy Registrar shall work under the direct supervision of the Registrar. He shall assist the Registrar in the performance of his function as may be assigned to him by the Registrar in the sphere of his administrative jurisdiction.

### **12. Deputy Controller of Examinations**

The Deputy Controller of Examinations shall work under the direct supervision of the Controller of Examinations and assist him in the performance of his duties as may be assigned to him by the Controller of Examinations.

### **13. University Librarian**

The University Librarian shall work under the direct supervision of the Vice-Chancellor. He shall be in-charge of the University Library and shall be responsible for: -

- I. the selection, requisition, and the cataloguing of library books and publications;
- II. developing the procedure to ensure the effective use of library facilities and materials;
- III. planning for development and modernization of library to ensure effective use of library facilities and materials;

He shall perform such other functions as may be assigned to him by the Vice-Chancellor from time to time.

### **14. Assistant Registrar**

The Assistant Registrar shall work under the direct supervision of the Registrar and he shall assist the Registrar and the Deputy Registrar in the performance of their functions.

**15. Assistant Controller of Examination**

The Assistant Controller of Examinations shall work under the direct supervision of the Controller of Examinations and he shall assist the Controller of Examinations and the Deputy Controller of Examinations in the performance of their functions.

**16. Assistant Finance Officer**

The Assistant Finance Officer shall work under the direct supervision of the Finance Officer. He shall be the Principal Assistant to the Finance Officer in the performance of his functions and shall be responsible for management and maintenance of day-to-day accounts of the University.

**CHAPTER – III****17. Affiliation of Colleges and Institutions / Grant of affiliation to new Colleges or Institutions and extension or affiliation**

The University shall prepare a comprehensive perspective plan having due regard to the needs of unserved and underdeveloped areas keeping in view the equitable locational distribution of facilities in Health Sciences education within the jurisdiction of the University. Such plan shall be drawn up by the Academic Council and placed before the General Council through the Executive Council for approval and shall be updated after every five years. No application for affiliation of a new College or Institution of higher learning, not being in conformity with such plan, shall be considered by the University.

An application for affiliation of a new College or Institution of higher learning or for permission of extension of affiliation in new branch of Health Sciences or subjects of an affiliated college or institutions shall be submitted to the Registrar in a prescribed form by the Adhoc Advisory committee of the proposed College or Institution constituted for the purpose or by the management of the affiliated college or Institution for permission of extension of affiliation so as to reach on or before the last day of October of the year in which affiliation is sought for.

All such applications received within the scheduled time shall be scrutinised by the Planning Board and forwarded to the Government with the approval of the Executive Council before the last day of December of the year through the Academic Council with such recommendations (duly supported by the relevant reasons) as it may deem fit and proper.

The Government, may grant permission or otherwise, in its absolute discretion taking into consideration the financial resources of the State Government and suitability of the managements to open new College or Institutions, it being mentioned, however, that in exceptional circumstances the State Government shall have the right to grant permission to open a new College or Institution in Health Sciences with reasons recorded in writing notwithstanding the fact that the University did not recommend such application(s).

No application shall be entertained directly by the Government for permission to open a new College or Institution or higher learning.

The application form shall be prescribed by the Academic Council with the approval of the Executive Council. The application form shall seek for the following information in details whether the proposed college or institutions has the provision of ---

- a. Adequate and suitable physical facilities such as building, laboratories, libraries, books and equipment, hostels & gymnasium;
- b. Adequate sources of financial resources for efficient maintenance of the college or Institution.
- c. Adequate arrangement for teaching and not-teaching staff.

The management of the college shall state clearly the courses of study and the standard or standards viz; Post-Graduate or Under-Graduate level in which affiliation is sought for.

The prescribed form shall be available from the office of the Registrar on payment of a price to be fixed by the Executive Council from time to time.

The application for affiliation of new colleges or institutions or extension of affiliation in new subjects or courses of studies save and except Government Colleges shall accompany with a requisite fee as may be determined by the Executive Council from time to time.

On receipt or permission from the Government, the Academic Council shall institute an enquiry conducted by an expert committee consisting of the following:

1. Pro Vice-Chancellor of the respective branch of Health Science discipline,
2. Dean of the respective Faculty of Health Science;
3. Director of Medical Education, West Bengal,
4. One member having expert knowledge in Health Science education nominated by the Academic Council; and
5. One member, nominated by the West Bengal Branch of the respective Central Council.

The committee, in its report, shall state, among other things, whether there shall be -----

- a. suitable and adequate physical facilities such as building, laboratories, libraries, books and equipment, hostel(s) & gymnasium;
- b. adequate financial provision for efficient maintenance of the college or institution;
- c. adequate strength of teaching and non-teaching staff in conformity with the norms of the University available for conducting efficient teaching and administration of the college or institutions; and whether
- d. the college has given undertaking to constitute local managing or advisory committee, as the case may be, according to Sec. 50 of the Act.

On receipt of the report of the committee, the Academic Council shall consider the matter and decide on the merit of inspection report whether the application may be granted as a whole or in part and specify clearly the subjects, the courses of studies the number of students to be admitted in case of granting permission. The Academic Council shall also decide whether affiliation may be granted subject to fulfillment of conditions for a specific period of time, or the application may be rejected as a whole.

The decision of the Academic Council shall be communicated to the applicant with a copy to the Secretary, Department of health & Family Welfare, Government of West Bengal, stating the subjects and courses of studies approved, number of students to be admitted and conditions, if any, imposed along with the grant of affiliation to the college or institution of higher learning. Care shall be taken by the Academic Council that the college or institutions shall comply with all the provisions provided in Section 46 of the Act while granting affiliation or recognition to a college or institution.

### **18. Permanent affiliations or recognition**

Affiliation or recognition may be granted only to a college or institution having six years standing on a permanent basis for which they must apply giving in detail that they have attained high academic and administrative standards as prescribed by the University from time to time. The Planning Board shall scrutinize the applications and consider their suitability for being granted permanent affiliation and submit recommendations to

the Academic Council. The Planning Board, if it so desire, may cause an inspection of the college or institution by appointing an expert committee, as it think fit, and after consideration of the report of the committee in all its aspect, recommend to the Academic Council so to do.

**19. Grant of autonomous status to a University Department, or institution or affiliated college.**

Subject to the approval of the State Government, a University department or an institution or an affiliated college may be granted autonomous status on application submitted to the University for the purpose. On receipt of application, the Academic Council may call for performance report of the University Department or the college or the institution concerned for the previous six years from the date of receipt of application. The report shall be thoroughly scrutinized by the Academic Council. The Academic Council may, after scrutiny, if it so desire, institute an enquiry either by appointing a committee or by a team of competent University officers not below the rank of Group 'A' officer of the State Government. On being satisfied on the basis of the report, that the department concerned of the University or the college or the institution concerned attained excellence of high academic standard, the Academic Council may give recognition of autonomous status subject to approval of the Executive Council.

The grant of extension of affiliation in new courses of studies or subject(s) to a college or institution shall be subject to fulfillment of conditions and adherence to stipulations laid down in the Act, Statutes, Ordances, and rules & regulations framed or amended by the University from time to time.

**20. Statement, Returns and Reports, etc. to be furnished by the affiliated college**

Immediately at the close of each academic year an affiliated college/institution shall furnish an annual report to the Academic Council or the University in a prescribed form obtainable from the University showing subject wise the total number of lectures delivered (both theoretical & clinical) together with a performance report of the teaching staff of the college with comments thereon by the Principal/Director of the college or

institution so as to reach the university on or before the 31<sup>st</sup> December of the year under review.

### **21. An affiliated college to comply with certain order of the Executive Council**

In case of an inspection or investigation carried out by the Academic Council and report submitted to the University, the college shall comply with the order of the Executive Council in connection with the decision arising out of the report of the inspection or investigation and take such action within such time as may be specified in the order in this behalf.

### **22. Continuance of affiliation**

An affiliated college or institution granted affiliation for six months for the first time shall continue to enjoy the affiliation of the University so long it fulfills all the conditions of affiliation laid down in the Act and Statutes and complies with directives as may be issued by the Executive Council from time to time on the recommendation of the Academic Council.

### **23. Recognition of an institutions conducted Research of specialised studies**

An Institute of Research or specialised studies may be recognized by the Academic Council of the University on application submitted to the Registrar for the purpose, stating the constitution and number of personnel of the management, subjects and courses of studies for which recognition is sought, availability of accommodation, equipment, number of students taught, number of permanent visiting and honorary staff of the institutions recognized for guiding research work, publication of books, and other publications made in India and foreign journals. Mention shall also be made of the fees levied or proposed to be levied, provisions made for capital expenditure on building, equipment and for continued maintenance of the institutions.

On receipt of application, the planning board may like to call for any information from the Institution before placing the matter for consideration in the meeting of the Board.

The Planning Board may, however, direct a local enquiry by a team of personnel with specialised knowledge in the subject or field concerned. After considering the report of

enquiry, the Planning Board may further call for any other information from the Institute, if it so desire. The Planning Board shall submit its recommendation whether in the affirmative or negative – to the Academic Council whose decision in the matter shall be final and binding.

#### **24. Withdrawal of affiliation and closure of a college or institution**

As regards withdrawal of affiliation of an affiliated College or Institution provisions provided in Sections 55 and 56 of the Act shall be applied *mutates-mutandis*.

## **CHAPTER – IV**

### **25. Election of members to the General Council from amongst the members of the Legislative Assembly.**

For the purpose of election of members to the General Council from amongst the members of the Legislative Assembly, West Bengal, under clause (o) of the sub section (1) of Sec. 18, the secretary of the W.B Legislative Assembly shall be the returning officer for conducting such election. The election of the members shall be conducted in such a manner as may be decided by the Returning Officer. The result of such election shall be communicated to the University forthwith.

### **26. Election of a member to the Executive Council from amongst the member of the W.B Legislative Assembly as are member of the General Council.**

In case of election of one member to the Executive Council from amongst the member of the Legislative Assembly as are members of the General Council under clause (p) of sub-section (l) of Sec. 19 of the Act., the Registrar shall act as the Returning Officer for conducting such election. A meeting of the members of the General Council as are members of the Legislative Assembly shall be convened by the Returning Officer with a notice, issued to the members for the purpose, at least fifteen days ahead of such meeting as may be fixed by the Vice-Chancellor.

The Vice-Chancellor shall preside over such meeting. The procedure as to whether the poll shall be taken by raising hands in the meeting or by secret ballot shall be decided by such members present in the meeting. At least fifty percent of the total number of members rounding off to the nearest whole number shall form a quorum for the meeting. The Vice-Chancellor shall invite the names to be proposed from amongst the members present, duly seconded by another member.

If the number of persons so proposed for election be equal to the number of person to be elected, the President of the meeting shall declare the person duly elected. If the number of person so proposed for election is in excess of the total number of person(s) to be elected, the President shall take a poll in the manner decided in the meeting. The

result of the election shall be declared by the President after counting. In case of a tie, the President shall have a casting vote who shall not normally participate in voting. The Registrar shall preserve all the proceedings of the meeting for record having approved by the Vice-Chancellor.

## **27. Election of members of local managing committee of colleges or institutions of higher learning**

Election of teachers to the local managing committee of the affiliated colleges or institutions.

In case of election of teachers to the local managing committee of the affiliated colleges or institutions, the Principal/Director of the college/Institutions shall convene a meeting exclusively for the purpose of election of three teachers under clause (d) of sub-section (1) of section 50 of the Act. The teachers of the college shall be notified by the Principal/Director at least 15 days ahead of the date fixed for election by the local managing committee of the college or institution concerned. The Principal/Director shall preside over the meeting or in his absence, he may delegate such power to the senior most teacher available for the purpose. The president of the meeting shall invite the names of teachers for being elected as members of the managing committee seconded by another eligible teacher of the college or institutions, it being mentioned that name of only one person may be proposed for election of such member by a proposer. If the number of candidates proposed is equal to the number persons to be elected, the President shall declare all such candidates to be duly elected. In case the number of such candidates exceeds the number of person to be elected, a poll shall be taken by the President either by raising hands or by secret ballot as may be decided in the meeting and the result shall be declared by the President accordingly.

Explanations: only whole time teacher of the College/Institution is eligible for being elected or to vote for such an election.

**28. Election of one non-teaching employees to the local managing committee.**

In case of election of one member from amongst the non-teaching employees under clause (e) of sub-section (1) of section 50, the procedure laid down in statute 27 shall apply *mutates mutandis*.

**29. Election of teachers and non-teaching employees of the colleges or institutions to the local advisory committee under clause (ii) and (iii) of sub-section (2) of section 50.**

In case of election of teachers and non-teaching employees to the local advisory committee, the same procedure is laid down in statute 26 shall apply *mutates mutandis*.

**30. Election to fill casual vacancy in any authority**

When a casual vacancy of an elected members occurs in any authority or body of the University it shall be filled up by that authority at a meeting to be convened for the purpose by the Registrar and presided over the by the VC on such time, date and place as may be fixed by the Vice-Chancellor provided that at least seven days' notice shall be given to the members of the authority or body concerned. Fifty percent of the total number of members rounding off to the nearest whole number shall form a quorum.

At the meeting the members may propose the name(s) of persons representing the interest of the members of the vacant seat seconded by another member of the same authority or body. If the number of persons so proposed is equal to the number of seats to be filled, the president of the meeting shall declare the person(s) duly elected. In case the number of persons so proposed is in excess of total number of vacant seat(s) to be filled up, a poll shall be taken in the manner decided in the meeting and the result shall be declared by the president of the meeting. In case of equality of vote the president shall give a casting vote who shall not normally vote there at. The Registrar shall preserve all the proceedings of such election meetings for record having approved by the Vice-Chancellor.

**31. Meeting of the local Managing Committee or local Advisory Council.**

Meeting of the Local Managing Committee of an affiliated college or institution shall be held generally in the college premises except under special circumstances. The Principal/Director of the College or Institution shall send at least 10 days notice to the members for convening a meeting. In case of emergency a shorter notice may, however, be issued in the interest of the students and the teachers of the colleges, if the president decided to do so. 50% of the total number of members of the local managing or advisory committee shall form the quorum which shall be reduced by one, if the number be an odd number. The Principal/Director shall be the Member-Secretary of the committee according to the constitution of the committee u/s 50 of the Act. The Secretary shall send notice for the meeting along with a copy of the minutes of the last meeting. The Secretary shall call a meeting if the President so directs him in writing or 50% of the members of the committee requisition a meeting.

**32. Functions of the Secretary of the Local Managing or Advisory Committee of a college**

Subject to the section 50 of the Act., the secretary of every college shall -----

- a) Convene the meeting of the committee;
- b) Maintain records;
- c) Conduct official correspondences;
- d) Keep the minutes of proceedings of the meetings of the committee.
- e) Send the Executive Council and the Academic Council original or certified copies of such records, correspondence or minutes, as may be required by such authorities of the University, when call upon to do so.
- f) Operate the college funds jointly with the president or any other member of the committee, as may be authorized by the committee for the purpose; and,
- g) Ensure constitution of the new committee after expiry of the term by conducting fresh election as prescribed by the statutes.

**33. Actions of Local Managing Committee / Local Advisory Committee.**

No action by the committee or the proceedings of the committee shall be invalidated by reason of any vacancy in the office of any member of the committee.

**CHAPTER – V**  
**PART I**  
**FACULTIES**

**34.** There shall be following faculties of the University:

- 1) Faculty of Medicine;
- 2) Faculty of Homoeopathy Medicine;
- 3) Faculty of Dental Science;
- 4) Faculty of Nursing, Pharmacy & Other Paramedical Courses;
- 5) Faculty of Ayurved and Unani;
- 6) Faculty of Pharmacy Education; and
- 7) Faculty of Paramedical Education

Each faculty shall consist of the following members:

- 1) The Vice-Chancellor – Chairman;
- 2) The Pro Vice-Chancellors;
- 3) The Dean of the faculty concerned;
- 4) The Head or Heads of the Department or Departments concerned, if any;
- 5) The Director of Medical Education; GoWB
- 6) One Principal from amongst the colleges imparting instructions in the respective branch of Health Sciences nominated by the Academic Council;
- 7) One member nominated by the respective Central Council of India or its W.B Branch;
- 8) Three persons having special knowledge in the subject or subjects concerned nominated by the Academic Council. The Registrar shall be the ex-officio secretary of the faculty but he shall not be a member of the faculty.

Member of the faculty shall hold office for a period of three years. In case a vacancy occurs in the office of any member of the faculty, the vacancy shall be filled up by co-opting a suitable person by the faculty at a meeting convened for the purpose and such member shall hold office for the unexpired period of time.

**35. Subject to the provisions of the Act, a Faculty -----**

- a. Shall consider and report any matter referred to it by the Academic Council and or the Boards of Studies concerned;
- b. Shall hold joint meeting with any other faculty to consider any matter of common interest under the direction of the Academic Council;
- c. Shall send proposal to the Academic Council for introduction of new courses of studies in Health Sciences as well as organization or re-organization of faculty, if deemed necessary;
- d. May offer suggestions to the Academic Council for improvement of standard of courses of studies and curricula to keep abreast of time;
- e. May recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions;
- f. May offer proposal to the Planning Board for development of Health Sciences Education; and,
- g. May offer suggestions to the Board of studies for appointment of names of persons referred for evaluation of theses or dissertations and for conduct of Viva-voce examinations for Post-Graduate and doctorate degrees to be awarded by the University.

**36. Dean of the faculty**

There shall be a Dean of each faculty. He shall be an honorary officer of the University nominated by the Academic Council from amongst the members of the Faculties. He shall be a distinguished professor having long standing experience in teaching Health Sciences pertaining to the Faculty in a College or University. He shall hold office for a period of 3 years and shall be eligible for re-nomination, if the Academic Council thinks fit and proper.

In the event of a vacancy in the office of the Dean by reason of resignation or death, the Academic Council shall nominate one of the members of the same Faculty to be the dean as soon as possible and he shall remain as Dean for the unexpired period of the term.

In case the Dean, by reason of illness, leave or any other cause becomes unable to discharge the responsibilities of his office, the Vice-Chancellor shall appoint a member of the faculty to discharge the duties and functions of the Dean during the temporary absence of the Dean.

### **37. Powers and Duties of the Dean.**

The Dean shall maintain:

- a. Liaison between the faculty and the Academic Council;
- b. Advise the Academic Council regarding creation and organization of new faculty;
- c. Send proposal for introduction of new courses of studies in Health Sciences Education for consideration of the Academic Council and conduct correspondence pertaining there to.
- d. Assist the Pro-Vice-Chancellors for all round improvement and development of Health Science Education within the jurisdiction of the University;
- e. Ensure maintenance of minutes of faculties;
- f. Help the Planning Board in the preparation of the development plan of the University.

### **38. Board of Studies**

(1) The faculties specified in column I of the table below shall have attached to them the Board of Studies in the subject or subjects specified in the corresponding entries in column II of the table.

Provided that a Board may, if the Faculty so desires, deal with two or more subjects with the approval of the Academic Council.

#### **The Table**

##### **Faculties**

##### **Subjects**

(a) Faculty of Medicine

Biochemistry, Anatomy, Physiology, Pharmacology, Pathology including Microbiology, Forensic and State Medicine, Community Medicine, General Medicine, General Surgery including Orthopaedics,

Ophthalmology and Otorhinolaryngology, Obstetrics and Gynaecology

Dental surgery and medicine

Nursing and Pharmacy education

Homoeopathic Medicine

Ayurvedic Medicine and Unani

Paramedical courses like Physiotherapy, Laboratory techniques, etc.

(b) Faculty of Dental Surgery

(c) Faculty of Pharmacy and Nursing

(d) Faculty of Homoeopathic Medicine

(e) Faculty of Ayurvedic Medicine and Unani

(f) Faculty of Paramedical education

(2) The constitution, powers and functions of the Boards of Studies shall be such as provided in Section 30 of the Act

(3) The Executive Council, if it thinks necessary, may create such other Faculties and Boards of Studies by framing regulations in consultation with the Academic Council and the respective Faculty.

(4) Every Board of Studies attached to the Faculty shall meet at least four times in an academic year and oftener when required so by the Chairman. It shall, also, meet on requisition in writing by at least one third of the total number of its members. There shall be a Secretary of the Board as may be appointed by the Vice-Chancellor who shall keep proceedings of the meeting on record and also be the Custodian of all papers relating to the Boards of Studies.

(5) Meetings of the Board of Studies shall be convened by the Secretary on such date and at such time and place as may be fixed in consultation with the Chairman of the relevant Board of Studies.

(6) A joint meeting of two or more Boards may be convened by the Registrar of the University on such date and at such time and place as may be fixed in consultation with the Vice-Chancellor for transacting such business as he may think fit.

The Vice-Chancellor shall preside over such Joint meeting of Boards and the Registrar shall keep on record the proceedings of the meeting.

## **CHAPTER - VI PART - I**

### **THE MAINTENANCE AND MANAGEMENT OF THE UNIVERSITY**

**39. The maintenance and management of the University departments shall vest in the Academic Council.**

The Academic Council shall decide in all matters relating to maintenance and management of the Academic departments of the University subject to confirmation, revision or modification by the Executive Council. The Academic Council may, however, if it consider necessary, may constitute a committee for each department of the university. The departmental committee may be composed as follows: -

- i) The Pro-Vice-Chancellor in the respective sphere of discipline – Chairman / Chairperson;
- ii) The Dean of the respective faculty – Vice-Chairman / Vice-Chairperson
- iii) Two heads of the Post-graduate units of medical colleges nominated by the Academic Council, and
- iv) Professors of the department concerned. Provided that if there be no Professor in the department, one of the Readers or Lecturers of the department as may be nominated by the Academic Council; and,
- v) Head of the department concerned - Convener

The respective committee for each department shall --

- a. Make arrangements for teaching or training of Postgraduate degree and or diploma courses;
- b. Take necessary steps for holding the admission test for students seeking admission to different postgraduate degree or diploma courses of studies with the help of the of examination in consultation with the Controller of Examinations and publish the list of successful candidates for admission to such courses of studies;
- c. Submit to the Academic Council the account of resources and requirements of the department concerned;
- d. Suggest measures to the Faculty concerned for improvement of higher education in health sciences;
- e. Assist the planning board in the preparation of perspective plan in health science education as may be desired;

- f. Carry on the day to day activities of the department in compliance with the Act, Statutes, Ordances, Rules, and Regulations of the University; and
- g. Take up all other matters as may be referred to by the authorities of the University from time to time.

#### **40. Head of the department**

1(a) In every teaching department of the University there shall be a head of the department. He shall be appointed by the Executive Council from amongst the permanent whole time teachers of the department not below the rank of Reader. Provided that a lecturer may, however, be appointed as a head of the department in case there are no Professors or Readers in the department;

(b) The appointment to the post of head of the department shall be made on the basis of seniority in service of the teacher belonging to the same rank. In a University teaching department where there are both Professors and Readers, all Professors be deemed to be senior in rank to Readers;

(c) The appointment of the Head of the department shall be reported to the Academic Council at its next meeting by the Vice-chancellor;

2. The Head of the Department shall hold office for a period of 3 years with effect from the date he assumes charge of his office but he shall be eligible for re-appointment, after the term is over, if the Executive Council so desire;

3. The Head of the Department may resign his office by writing under his hand to the Vice-Chancellor and the matter shall be reported to the Executive Council immediately;

4. In case of any vacancy occurs in the office of the Head of the Department for any reason, whatsoever, a new appointment to the post shall be made in the manner stated in paragraph 1(a) above.

**41. Duties of the Head of the Departments**

Subject to the general control and supervision of the Vice-Chancellor every Head of the Departments shall be responsible for the efficient working of the department generally; and shall --

- (a) Arrange the time table and distribute the work in consultation with the other teachers of the department;
- (b) Exercise due vigilance to ensure that all moneys are expended for the purpose for which they are allotted;
- (c) Ensure that no expenditure is incurred without sanction of the competent authority or in contravention of financial rules of the University;
- (d) Look after the maintenance of all appliances, apparatus and other machineries purchased by or allocated to the department;
- (e) Exercise due vigilance over purchase of any material or equipment or diagnostic machineries of any kind and constitute a committee, as he thinks fit with the approval of Academic Council for the purpose, so as to avoid exercise of any undue influence in the matter;
- (f) Maintain a stock-register and keep it up to date which shall be open for verification, by finance and accounts department on demand; and,
- (g) Perform such other duties as may be entrusted to him by the Vice-Chancellor and any other authority of the University.

**42. Taking over the management of colleges or institutions of higher learning.****Taking over the management by agreement.**

The Executive Council may enter into any contract or by agreement duly executed for the purpose, may take over management of any college or institution including its assets with the consent of the General Council subject to the approval of the State Government and before entering into such agreement, the Executive Council shall satisfy itself that by doing so, additional liabilities are not added to the University fund. The maintenance and management of such college shall vest in the Academic Council.

Local managing committee may be constituted afresh for the purpose, if the Academic Council so decides.

1. The Executive Council may take over the management of any college on the recommendation of the Academic Council, if it is satisfied by the enquiries or otherwise that --

- I. Proper academic standard of teaching and training is not maintained;
- II. The administration is carried out to the detriment of the interest of the college as an educational institution;
- III. The directive of the authorities of the University is being violated.
- IV. Adequate provision has not been made for libraries, laboratories, students' residence and health in compliance with the norm of affiliation although a directive to this effect has been issued by the University from time to time.

(? any or all)

2. If on the basis of the inspection report based on the formulations mention in Statute 42 (1) above, the Executive Council is convinced that the directives of the University have not been satisfactorily complied with, the Executive Council may call for explanation in the form of the show cause notice as to why the managing committee should not to be dissolved giving a specific date on or before which the reply of the management of the college must reach the University.

If the Executive Council, in consideration of the explanation so offered, is not satisfied, it may temporarily take over the management of the college and appoint an administrator or an ad hoc managing committee, as the case may be.

3. The Executive committee by an order shall fix a date for taking over the management of the college by the administrator or the ad hoc management of the college as it deems fit. In case an ad hoc managing committee is preferred, the Executive Council shall constitute the committee, as provided in the Act. (Sec 50) and such committee shall carry on the administration of the college until re-constituted which shall not be later than 18 months.

#### **43. Abolition of University departments or institutions and conducted colleges.**

The Executive Council may, abolish a University department of an of affiliated college or institution or conducted college on the recommendation of Academic Council. Such decision shall come into effect only when the State Government approves such decision of the University.

A University department or college may be abolished only when:---

- I. Sufficient number of students in the particular branch of health science education is not enrolled for the courses of studies which is taught by the department or the college concerned;
- II. Economic viability of running the course is questioned due to high expenditure involved compared to the number of students taught;
- III. Scope of application of that branch of health science education is very limited;
- IV. Adequate number of qualified teaching staff cannot be made available for teaching the said courses of studies according to standard for reasons beyond control of the management, and
- V. Locational and communication disadvantage in an underdeveloped and unserved area makes the running of the college impossible in spite of the best effort in this effect.

Provided that no such course of action as may be detrimental to the interest of the students shall be taken by the University unless compelled by circumstances beyond the control of the University.

## **CHAPTER- VI**

### **PART - II**

#### **44. Appointment of teachers, officers and non-teaching employees of the University.**

Teaching posts of the University viz, Professors, Readers and Lecturers shall be appointed by a selection committee constituted for the purpose.

1. A University Professor shall be appointed by the Executive Council on the recommendation of the selection committee consisting of -----
  - i. The Vice-Chancellor – Chairman
  - ii. The Pro Vice-Chancellors;
  - iii. The Dean of the faculty concerned.

- iv. The Head of the Department concerned.
- v. A person, not holding any office or profit under the University and having special knowledge in the subject nominated by the Executive Council.

**45. Procedure for holding meetings of the selection committee:**

- 1) Four members shall form a quorum for the meeting of the selection committee.
- 2) In case a member is unable to attend the meeting, he may, if he so desires, send his opinion in writing under his signature addressed to the Vice-Chancellor which shall be taken into consideration by the committee.
- 3) If the Executive Council does not accept the recommendation of the selection committee the Executive Council may refer the matter back to the selection committee with reasons for reconsideration. In consideration of the reconsidered views the Executive Committee shall take a decision which shall be final.

**46. Appointment of officers:**

(1). All the officers other than those provided in clauses (a) (b) and (c) of the Section 16 of the Act, shall be appointed by the Executive Council on the recommendation of a selection committee consisting of -----

- a) The Vice-Chancellor as chairman;
- b) The Pro Vice-Chancellors; and,
- c) Two persons, not holding any post of profits in the University, nominated by the Executive Council from amongst its own members.

Provided that in case of any vacancy in the posts of officers, the Vice-Chancellor may either direct any officers to perform the function of such officers or he may appoint temporarily to fill in the post for a period not exceeding six months and in the mean time steps shall be taken to fill up the vacancy on a permanent basis.

Requisite qualification for recruitment to the post of officers shall be such as may be determined by the State Government from time to time in consultation with the University.

Nominated members shall hold office for a period of three years from the date of nomination.

#### **APPOINTMENT OF OTHER EMPLOYEES.**

#### **47. Appointment to the posts of assistants, research assistant, medical laboratory technician, library assistants and such other academic and non-academic & technical posts below the rank of officers –**

All such posts:

(1) shall be appointed by the Executive Council on the recommendation of the standing committee consisting of --

- a. The Vice-Chancellor ---- Chairman;
- b. The Pro Vice-Chancellors; and,
- c. Two members of the Executive Council, not holding any post of profit in the University nominated by the Executive Council from amongst its own members;
- d. The Registrar ---- Member Secretary

(2) Nominated members shall hold office for a period of three years from the date of nomination.

(3) The Secretary of the committee shall keep record of its proceedings and shall perform such other functions as may be assigned to him.

In the event of a member of the committee cease to be a member of the Executive Council, he shall also cease to be a member of the committee.

#### **48. Report of appointments to the Finance Officer:**

All appointments to posts of teachers, officers and other employees of the University shall be reported to the Finance Officer forthwith.

#### **49. Scales of pay:**

Scales of pay of teachers, officers and other employees of the University shall be such as may be determined by the State Government from time to time in consultation with the university.

Provided that higher initial pay in the respective scale of pay may be offered to any teacher, officer and employee of the University on the basis of recommendation made by the relevant authority or committee selecting them with the approval of the Financial Committee subject to confirmation by the Executive Council.

#### **50. Retirements of teachers, officers, and employees:**

Save as otherwise provided in the Act, Statutes, Ordinances, and Regulations and other teachers, the Registrar and other officers of the University shall compulsorily retire on completion 60 years of age irrespective of the post held by them.

#### **51. Disciplinary action:**

Teachers, Officers and employees of the University shall be subject to such disciplinary Rule' as may be prescribed in this behalf.

#### **52. Duties of Professors, Readers and Lecturers**

Professor, Readers or Lecturers of the University, apart from delivering lectures, it shall be their duty to engage themselves in research work and to supervise and assist the students in his sphere of learning. It shall also be their duty to help the University in the conduct of examinations and processing and publication of results and to undertake such other work as may be required by the Head of the Department concerned consistent with their status.

#### **53. Lectures and Tutorial work**

1) A Professor, who is a Head of the Department shall deliver at least four lectures in a week and occasionally more, if the situation demands. A Professor shall deliver at least six lectures in a week. He may have to deliver more lectures in the interest of the students, if required.

2) A Reader or Lecturers shall deliver at least eight lectures in a week and more so under the advice of the Head of the Department.

3) They shall also undertake tutorial and or clinical work as may distributed by the Head of the Department concerned among the teachers of the University i.e; Professors, Readers & Lecturers.

#### **54. Synopsis of Lecturers**

Every teacher of the University shall prepare a synopsis of lecture together with a bibliography which he shall deliver to the students at the class at the beginning of the session and send a copy of the same to the Vice-Chancellor through the Pro Vice-Chancellor concerned.

### **55. Appointment of teaches of affiliated colleges.**

Appointment of whole-time teachers including the Principals of the affiliated colleges other than Government colleges shall be made by the Local Managing Committee or Local Advisory Committee on the recommendation of a standing committee consisting of :-----

1. President or Chairman of the Managing committee; who shall also be the Chairman of the Committee;
2. Secretary of the managing committee;
3. Director of Medical Education, GoWB;
4. One eminent academican having expert knowledge in the subject nominated by the Executive Council; and
5. Dean of the respective faculty of the University.

The Principal/Director of the college or institutions shall be the convener of the committee.

### **56. Commencement of period of Service**

In calculating the period of service of a teacher, service shall be counted from the date of his joining the post on his appointment as a probationer. A teacher shall be on probation for a period of one year. This period may be extended by the Managing Committee if the Managing Committee is not satisfied with the performance of the probationary teacher. On satisfactory completion of the period of probation, a teacher shall be confirmed in his service with effect from the date of his joining the post.

Provided that if the teacher joined the post on a temporary basis but subsequently absorbed against a substantive post in the college, his period of service shall be counted from the date of his first appointment on a purely temporary basis.

Explanation: Break in service of a teacher shall be treated as follows:

- a) Unauthorised leave of absence;

- b) Unauthorised absence in continuation of authorised leave of absence.

### **57. Hours of work**

1) a teacher of an affiliated college shall normally take up 24 classes in a week and more so, in consideration of urgency of a situation arising out of non-completion of syllabus for the courses of studies for any reason whatsoever. Each period of class shall be of 45 minutes duration. Besides, a teacher shall be required to take up tutorial and practical/clinical classes but the total number of classes including the theoretical classes shall not exceed the limit of 24 periods of classes as aforesaid. Provided that no teacher shall ordinarily be required to take more than 5 periods of class work in a day.

- 2) It shall be the duty of the teachers of a college or institution to co-operate and assist in carrying out the day to day function of the college such as appraisal of the application for admission, advising and counselling students and rendering service for conducting examinations of the college as well as of the University and perform such function as may be entrusted to him by the Principal and or the University in processing the results thereof.
- 3) Every teacher and Principal of the college shall sign the Attendance Register daily on their arrival in the college punctually. The Principal of the college shall countersign the attendance register maintained for the purpose each day.
- 4) In particular and without any prejudice to the foregoing provisions, it shall be the responsibility of a teacher to perform the following duties: ---
  - a. To co-operate and participate in invigilation work in any examination held either by the College or the University;
  - b. To assist in the preparation of class routines;
  - c. To carry out field work to fulfill requirements in relation to courses of studies;
  - d. To co-operate and assist the Principal in the matter of admission of students as may be desired;
  - e. To participate in NCC, NSS, sports and games and other extra-curricular activities for the well-being of the students;

- f. To assist the Principal in the management and maintenance of discipline in the hostels and messes attached to the colleges or administered by them;
- g. To make internal assessment of students and guide them for improvement in the field of knowledge.
- h. To evaluate answer scripts of students for any examination conducted either by the college or the University and,
- i. To do such other work as may be entrusted to them by the management or the University from time to time for the well being of the students and to maintain high quality of standard of health science education as well.

#### **58. Fixation of initial salary for pay protection.**

In case of a teacher joins a college after resigning his post serving for certain period of time in another college, he shall be eligible for fixation of his initial salary in such a manner that his pay in the new college shall not be less than what he had been receiving in his previous college. In such case the teacher concerned must produce the last pay certificate from his previous employer.

#### **59. Service Book**

There shall be a service book for each teacher to be maintained by the college in a form to be prepared by the University for the purpose.

#### **60. Other Employment**

a) No teacher or the Principal of a college shall be allowed to engage himself either in private tuition or any other remunerative job including the part-time teaching work without any authorisation or approval to this effect from the University.

Provided that a teacher of an affiliated college may, however, accept such part-time assignments, if permitted by the University to meet the requirement of a college or the University to meet and tackle an emergent situation under exceptional circumstances.

b) Any teacher contravening the aforesaid provisions shall be liable to such disciplinary action as the University may think fit.

**61. Resignation**

1) Subject to the terms and conditions of any existing contract, no permanent teacher of an affiliated college shall be permitted to resign from the post unless he fulfils the following conditions:--

- a) At the end of the Academic session at least one months' notice is given to the management of the college in advance, or
- b) In the case of resignation at any other time at least 2 months notice in advance shall be filed.
- c) The resignation letter has been addressed to the Principal of the college under his signature stating clearly the intention and purpose of his resignation.

A temporary or probationary teachers may resign his post by a notice in writing addressed to the Principal at least one month in advance.

Provided that in special circumstances the local managing committee may accept a shorter period of notice on the recommendation of the Principal.

2) Any contravention of the foregoing provisions of this statute shall at the discretion of the local managing / advisory committee entail not only forfeiture of salary for the period by which the notice falls short but also liable to disciplinary action as the management thinks fit. Any action to be taken in this regard shall be subject to approval by the University.

In case of resignation of a Principal of a college the same provisions laid down in the foregoing paragraphs of this statute shall apply *mutatis-mutandis*.

**62. Disciplinary action**

The teachers officers and employees and the Principal of an affiliated college shall be subject to such disciplinary rules' as may be framed from time to time by the University for the purpose.

**CHAPTER – VII**  
**PART – I**

Terms and conditions of service of teachers, officers and non-teaching employees of the University and affiliated colleges except those maintained by the State or Central Government or local authority.

**Definitions:**

**63.** Unless there is anything repugnant in the subject or context, the following terms are used in the sense stated below:

**‘Grade’** means sanctioned strength of a service to be treated as a separate unit;

**‘Compensatory allowance’** means an allowance paid to an employee in compensation of a personal expenditure necessitated to incur in the performance of official duty which also include travelling and dearness allowance;

**‘Duty’** means

- a) service rendered by an employee during the period of probation provided service is followed by confirmation;
- b) Attendance in law courts as juror, assessor or witness in a civil or criminal court.
- c) Duty in territorial army.

**Note:**

1. Casual leave is not duty.
2. An employee may be considered to be on duty while delivering lectures, conducting examination 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 recognised by the University provided that such period of absence shall not exceed 30 days in any academic year It being mentioned that period of such duty shall not be allowed to be combined with any other kind of leave.
3. Actual number of days including the period of travel required for an employee for participation in sports or games at the regional or national level including period of direct travel shall be treated as on duty provided that previous permission of the Executive Council/College authority has been obtained for the purpose, it

being mentioned that such sponsoring authorities must have recognition of the University.

4. '**Holiday**' means a holiday as may be declared and includes a Sunday and any other day as mentioned in the Statute or the Executive Council may decide from time to time.
5. '**Lien**' means title of an employee to hold a post substantively on his re-joining the post after a period of authorised leave of absence from the post.
6. '**Medical certificate**' means the certificate from a registered medical practitioner or a medical officer of Government Hospital.
7. '**Month**' means a calendar month irrespective of the number of days in each month.
8. '**Officiate**' means a person officiates in a post when he performs the duty of a vacant post or in a post to which another person holds a lien.
9. '**Pay**' includes an employee's monthly pay, special pay and personal pay and such other emoluments as may be declared as such.
10. '**Permanent post**' means a post sanctioned without a specific limit of time.
11. '**Personal pay**' means additional amount of pay granted to an employee either to protect him from loss of substantive pay or for any other consideration the competent authority may decide in this behalf.
12. '**Probationer**' means a person appointed on probation against a substantive vacant post.
13. '**Special pay**' means a pay granted to a person in addition to his substantive pay taking into consideration the special arduous nature of duties performed by him or for any work involving addition to his duties responsibility.
14. '**Subsistence allowance**' means an allowance paid monthly to an employee who does not receive monthly salary due to imposition of suspension order pending departmental enquiry or investigation into an offence alleged to have been committed by the employee concerned.
15. '**Substantive pay**' means pay granted to an employee in a definite scale of pay attached to the post to which he is appointed against substantive post.
16. '**Temporary post**' means a post sanctioned as such for a limited period of time.

- Explanation:** 1) The word 'Employee' used in this chapter shall convey the same meaning as teacher or officer or non-teaching employee as the context may require.
- 2) The word 'Managing Committee' shall convey the same meaning as local managing committee of an affiliated college.

**Appointment, Promotion, and General condition of service.**

**64.** Minimum qualifications required for appointment to the post of teachers, officers, and non-teaching employees in the University or colleges shall be such as may be prescribed by rules, framed or amended from time to time by the Executive Council of the University.

**65.** Subject to the provisions of the statutes, ordinances, and rules relating to appointment, whenever a permanent vacancy occurs, in any category of employees, namely teachers, officers and non-teaching employees, the vacancies in the post shall be duly advertised in the local daily newspapers as soon as possible.

Provided that in the case of appointment of group 'D' staff i.e lower subordinate staff the appointing authority may issue notifications in the University notice board/college notice board or may refer the matter to the local employment exchange for the purpose, as the Executive Council/Managing committee deems fit.

**66.** Notwithstanding anything contained elsewhere in these statutes, the Vice-Chancellor may appoint a few non-teaching employees as a temporary measure to manage the day to day affairs of the University on contract basis till the University takes its proper formal shape. The Vice-Chancellor shall report the matter to the Executive Council forthwith.

Provided that the provision of the aforesaid statute shall remain in operation till such time the posts of different categories of employees are created substantively and filled up, according to the prescribed rules and procedure of the University.

**67.** Except in the case of contract appointments no person shall be allowed to join the University or College service unless he submits a certificate of physical fitness from a Medical Officer of a hospital managed by the State Government or from a registered medical practitioner. Medical certificate of physical fitness shall be affixed to the employees first pay bill.

**68.** Promotion to the upper grade of assistants will ordinarily be made taking into consideration the seniority in service, attendance, efficiency and confidential report of the Head of the Department concerned. The standing committee/the Managing committee of a college after considering the aforesaid criteria for promotion shall decide the matter on the merit of each and individual case. The standing committee/the Managing committee of a college may, however, arrange for a competitive examination and decide the promotion cases after taking into consideration the satisfactory performance of the employee concerned in fulfillment of the aforesaid criteria combined with result scored by the employees at the competitive examination. The final decision shall vest in the Executive Council /the Managing committee of a college.

**69.** In the matter of promotion of subordinate staff the standing committee may call for interview of the employees on the basis of seniority in service, attendance record, efficiency and confidential report. The Executive council/the Managing committee of a college shall take the final decision on this score.

**70.** A permanent member of the Group 'D' employee i.e Lower subordinate staff may be promoted to the lower grade assistant provided he has passed the H.S or equivalent examination while in service from a Higher Secondary Council or Board duly recognised by the University on the basis of seniority, attendance, efficiency and confidential report. The standing committee/Managing committee of a college may also hold a competitive examination if it considers fit so to do from amongst the eligible candidates and promote such employees on the basis of results of examination together with satisfactory fulfillment of primary criteria as aforesaid.

Provided that no promotion to an employee shall be allowed in terms of the foregoing provisions of the statutes unless their names have been forwarded and recommended by the Head of the Department concerned.

**71.** An employee may be required to work in such hours including Sundays and holidays as may be ordered by the Head of the Department to meet the urgent and emergent nature of work of the University.

**72.** All employees (teacher, officers and non-teaching employees) shall join the provident fund according to rules as may be prescribed by the Executive Council for the purpose and it shall be binding on all categories of University employees.

**73.** Unless otherwise decided by the Executive Council under special circumstances in consideration of the merit of the individual case, employees shall cease to be in the employ of the University/College after two years of continuous absence from duty with or without leave.

Provided that wilful absence from duty after expiry of the leave renders a University employee/College employee liable to disciplinary action.

**Transfer of staff from one department to another or form one campus to another, if there is any.**

**74.** Any employee of the University (officer and non-teaching staff) may be transferred or posted, from one section to another or one department to another or may be posted at any campus of the University on the recommendation of the Head of the Department with the concurrence of the Vice-chancellor or the Vice-chancellor may do so on his own his in the interest of the University.

**CHAPTER – VII**

**PART - II**

**PAY and ALLOWANCES**

**75.** Every employee (teachers, officers, and non-teaching employee) holding a substantive post in the University or colleges shall draw pay and allowances attached to the post as may be determined by the Executive Council from time to time with the approval of the State Government.

**76.** Pay shall be fixed at the minimum of the time-scale as may be applicable on the first appointment of the employee to that post unless otherwise decided by the Executive Council on the recommendation of the Finance Committee or by the managing committee with the approval of the University, as the case may be.

**77.** An employee, if appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, other than a tenure post, unless the officiating appointment involves assumption of duties and responsibilities of greater importance than those attaching to the post, other than a tenure post, on which he holds lien. In such a case, he shall draw pay at the next stage higher than his present

substantive pay. Provided 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 in the officiating scale shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

**78.** The holder of a post, the pay scale of which is changed whether he holds it in a substantive or officiating capacity shall be treated as if he was transferred to a new post on the new pay scale; provided that he may at his option retain his old pay scale until the date on which he has earned his next or any subsequent increment in the old scale. The option once exercised shall be final.

**79.** The following provisions prescribed the conditions on which service counts for increment: -

- a. All duty in a post on a time-scale counts for increments in that time scale;
- b. Service in another post, whether in a substantive or officiating capacity, service on deputation and leave other than extraordinary leave counts for increments in the time-scale of the post on which the employee holds a lien provided his lien had not been suspended.

**80.** All leave other than extraordinarily leave and the period of deputation outside the country shall count for increment in the time-scale applicable to a post in which the employee was officiating at the time before proceeding on leave or deputation. Provided that counting for such increment in no case extend beyond the end of the period during which the employee would have actually officiated in the post if he had not proceeded on leave or deputation.

Provided further that prior sanction of such leave has to be obtained from the competent authority of the University.

**81.** Extraordinary leave does not count for increment but in cases where the authority is satisfied that leave was taken on account of illness or for any other cause beyond the control of the employee concerned or for prosecution of higher studies, the whole or any part of such leave shall count for increment/provided that prior permission of the competent authority was obtained.

**82.** The period of overstayal of leave shall not count for increment.

**83.** Notwithstanding anything to the contrary contained elsewhere in these statutes either expressedly or by implication, an increment in the time-scale of pay shall be drawn with effect from the first day of the month in which it becomes due.

**84.** An employee may be permitted to serve in a state-aided non-Government organisation or other academic bodies provided he has taken leave with lien on his post for such period from the competent authority.

**85.** No employee shall be allowed to earn pre-mature increment except in exceptional circumstances as may be decided by the Executive Council/managing committee of a college.

**86.** When an employee carries on in addition to his normal duties to a post higher than that on which he holds a substantive appointment, he may be allowed to draw  $\frac{1}{5}$ th of the minimum of the scale of pay of that post if approved by the Executive Council on the recommendation of the Finance Committee or by the managing committee with the approval of the University.

**87.** An employee of a department or branch discharging the duties of another employee belonging to the same category or equivalent rank shall not be entitled to any additional remuneration for performing such duties.

**88.** All categories of employees shall be entitled to: -

- i. House rent allowance
- ii. Dearness allowance
- iii. Medical allowance and non practicing allowance, as the case may be, according to the rates and rules of the Government of West Bengal as may be granted from time to time.

### **Leave and Leave salary**

**89.** Leave or any kind cannot be claimed as a matter of right. The authorities empowered to sanction the leave shall have the right to refuse leave of any kind to an employee except casual and quarantine leave in case of exigency of the University services.

**90.** Leave ordinarily shall begin on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

Provided that any kind of leave excepting casual leave may be granted to an employee in combination with Sundays and holidays either by prefixing or affixing to sanctioned leave. In case such leave is both affixed and pre-fixed with the leave, the entire period of leave shall be treated as on earned leave as may be admissible at a time by rule.

**91.** No employee shall be allowed to resume his duties from leave on medical ground unless he produced a certificate of fitness from a Registered Medical Practitioner or a Medical Officer of a State Hospital.

**92.** Overstayal after the expiry of the sanctioned leave shall not count for leave salary for the period of unauthorised absence and that period shall be debited to leave account if leave on full pay is admissible to the employee concerned. If no leave is due at the credit of an employee, the period of unauthorized absence shall be treated as leave without pay.

**93.** Subject to the foregoing general principles the following kinds of leave may be earned by and granted to the employees: -

- a. Casual leave
- b. Half-day casual leave
- c. Earned leave
- d. Half pay leave
- e. Commuted leave
- f. Compensatory leave
- g. Study leave
- h. Maternity leave
- i. Extraordinary leave
- j. Special disability leave
- k. Leave on duty.

**94.** Casual leave for short periods, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency that may arise.

**95.** Casual leave may be prefixed and / or suffixed to Sundays, Saturdays, and holidays provided such leave does not exceed seven days at a time but an employee is not permitted to combine casual leave with any other kind of leave or Puja holidays.

**96.** An employee is entitled to half-day casual leave with prior sanction of the authority to grant such leave.

**97.** Casual leave shall be treated, as on duty but in no case casual leave and half day casual leave taken together shall exceed 14 days in a year.

**98.** Casual leave, if not availed of within the calendar year, shall lapse automatically.

**99.** All whole-time employees of the University and affiliated colleges shall earn as Earned Leave and credited to the leave account of each employee at the rate of  $2^{1/2}$  days for each completed calendar month of service which he rendered in a half-year of the calendar year in which he is appointed. Such kind of leave shall be granted at the discretion of the authority. Unless otherwise compelled by exigency of the circumstances, application for leave shall be submitted to the competent authority seven days prior to the date on which employee desires to proceed on leave for twenty days or more.

i) Provided that no employee shall be permitted to proceed on leave or leave the station without prior sanction or permission from the competent authority.

ii) Provided further that in the event of death, resignation or retirement or dismissal from service on any day of the month, that incomplete calendar month of service shall not be taken into account while calculating leave at the rate of  $2^{1/2}$  days for each calendar month.

**100.** Earned leave of an employee shall be credited to leave account in advance in two installments, of 15 days each on the first day of January and July of every calendar year. The leave at the credit of an employee at the close of the previous year shall be brought forward to the next half-year subject to maximum limit of 300 days. Maximum earned leave granted at a time shall not exceed 120 days which may be extended further at the discretion of the competent authority only on medical ground for acute critical diseases.

**101.** Earned leave can be combined with any other kind of leave except casual leave.

**102.** Earned leave is not admissible to an employee serving in the vacation department in respect of duty performed in any year in which he avails himself of the full vacation. In case the employee concerned is prevented from availing himself of the full vacation, earned leave shall be admissible to him such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

**103.** Vacation may be taken in combination with or in continuation of any kind of leave provided that the total duration of vacation in continuation of or in combination with any other kind of leave, excepting commuted leave shall not exceed 120 days at a time.

Provided that the total duration of vacation, earned leave and commuted leave taken together shall not exceed 180 days.

**104.** As regards accumulation of leave at the credit of an employee serving in the vacation department the limit of 300 days or as may be amended by the University from time to time shall apply.

**105.** An employee is entitled to half-pay leave for 20 days in respect of each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate by a registered medical practitioner or a Medical Officer of the State Hospital.

- i) Provided that the authority may ask the employee to appear before a Medical Board appointed by the same authority entitled to sanction leave.
- ii) Provided further that all employees on half-pay leave will be required to produce a certificate of fitness before resumption of duty from a registered medical practitioner or a Medical Officer of the State Hospital.

**106.** Commuted leave not exceeding half the amount of half-pay leave due may be granted to an employee on medical certificate subject to the condition that the authority competent to grant leave is satisfied that there is every possibility of the employee returning to duty on expiry of leave it being understood that twice the amount of such leave shall be debited against the half-pay leave due. Provided that commutation shall be allowed if the number of days of leave of absence exceed ten days at a time.

**107.** Study leave may be granted to an employee to enable him to go for advanced study and training which are not taught in a regular or semi-academic course directly related to his work in the University or colleges provided the employee concerned has

put in at least five years of continuous service either in a temporary or permanent capacity and is not to retire there from within three years of his return from such leave. There shall be a gap of at least three years between periods of such leave. The Executive Council or the college authorities may grant an allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay and allowance which the employee has been drawing before proceeding on study leave on his furnishing an undertaking that he shall serve the University on his return from study leave for at least three years on such terms and condition as may be decided by the university or the college authorities, failing which he shall be required to refund the amount paid to him as leave salary for the entire period of study leave.

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to the same proportion. The maximum period of leave for which study leave may be granted is limited to two years during the whole period of service. Such leave may be combined with any other kind of leave except casual leave. Such kind of leave unless otherwise decided by the Executive Council, is not debited against the leave account.

**108.** Study leave outside India shall not be granted for the prosecution of studies in subjects for which adequate facilities are available in the country. Study leave shall not be granted to an employee unless it is certified by the Head of the department concerned that the proposed course of study or training shall be of definite advantage to the University or the college concerned either in the field of academic knowledge or in improvement of administration. Study leave shall not ordinarily be granted to an employee who has not rendered five years' service in a substantive post.

**109.** An employee of the University or the colleges may be granted compensatory leave with full pay and allowance in lieu of each full day's work done on Saturdays, Sundays, and other holidays. Compensatory leave shall be availed of within three months and there shall be no accumulation of this kind of leave if not availed of within three months. Compensatory leave shall be granted for the equal number of days for which the employee has been asked to perform duties, it being mentioned that the employee concerned shall not be entitled to any over time or holiday allowance for the purpose.

Compensatory leave may be combined with any other kind of leave except casual leave.

**110.** Extraordinary leave may be granted to an employee in special circumstances when no other leave is admissible and the employee applies in writing for grant of such leave. An employee who is not in permanent employ of the University shall be entitled to extraordinary leave.

No employee shall be granted extraordinary leave in excess of three months. In view of the exceptional circumstances extraordinary leave may be granted to an employee in excess of the prescribed limit stated in the foregoing paragraph in the following cases: -

- i. Six months, where the employee completed one year's continuous service on the date of expiry of the kind of leave due and admissible under the rules, including three months extraordinary leave and his request for such leave is supported by a medical certificate as required under these rules;
- ii. Two months on medical ground, where the employee who has completed one year's continuous service is undergoing treatment for ---
  - a. Pulmonary tuberculosis or pleurisy of tubercular origin and receiving treatment for the same under a qualified tuberculosis specialist or medical officer of a State Government Hospital.
  - b. Leprosy of infectious nature being treated in a recognized leprosy institutions or by a medical officer of State Government or a specialist registered medical practitioner.
- iii. Employee suspected of having contacted HIV/AIDS infection: one month for an employee suspected of having contacted HIV/AIDS infection for the purpose of investigation on production of a certified to this effect from a qualified specialist register medical practitioner or a medical officer of State Hospital.
- iv. Eighteen months:

Cancer or for mental disease being treated in an institution recognized for the treatment of such diseases or a specialist Registered Medical Practitioner.

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

**111. a)** Where an employee of the University or colleges is granted Extra-ordinary leave in terms of the provision contained in clause (iii) he shall be required to execute a bond undertaking to refund to the University or colleges authorities the actual amount of expenditure incurred on this score during such leave or quitting the service before a period of three years after return to duty.

i. The bond shall be supported by sureties from two University or college employees higher in status or rank than that of the employee concerned.

ii. Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continued spell of extraordinary leave.

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

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

**112. 1)** Subject to the conditions hereinafter specified special disability leave may be granted to a university or college employee whether permanent or temporary, who is disabled by injury not intentionally inflicted or caused in, or in consequences of, the due performance of his official duties or in consequences of his official position.

1. Such leave shall not be granted unless the disability manifested itself within three months form the date of occurrence to

which it is attributed, and the person disabled acted with due promptitude in bringing it to notice provided that if the University or the college authority is satisfied as to the cause of the disability, such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

2. The period of leave granted shall be such as is certified by a medical board, and shall in no case exceed 24 months.
3. Such leave may be combined with any other kind of leave.
4. Such leave shall be counted as on duty in calculating service for pension and shall not be debited against leave account.
5. Such leave shall be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, subject to a maximum of 24 months in consequence of one such disability.

**113.** 1. Maternity leave may be granted to a female University or college employee by an

authority competent to grant such leave for a period of 90 days from the date of its commencement and may be combined with any other kind of leave.

2. In case of abortion or miscarriage a female employee may be granted one month's leave on production of a certificate in this behalf from a Registered Medical Practitioner or a Medical Officer of a State Govt. Hospital. However, this kind of leave may be extended to a maximum limit of six month's on the advise of a specialist medical officer pertaining to Gynaecology
3. Any leave including commuted leave may be granted in continuation of maternity leave in case of illness of the employee or in case of illness of a newly born baby subject to production of a certificate to this effect from a Registered Medical Practitioner or a Medical Officer of a State Govt. Hospital.

**114.** Leave of absence on duty for a maximum period of 30 days in a year may be granted to a University or college employee participating in Intentional, All India or Regional Games, sports, or Cultural activities organized by bodies recognised as such by the University the State Government.

i) Provided that leave on duty may also be granted to a University or college employee for attending meetings of recognised public bodies of which he is an elected representative of the people.

ii) Provided further that leave on duty may also be admissible to an employee for participation in conference, seminars, symposium, or workshop etc. conducted by any organisation recognised by the University.

**115.** Leave of absence on duty shall not be combined with any other kind of leave and cannot be debited against leave account. Leave on duty shall not affect an increment of the employee concerned.

**116.** An employee while under suspension retires from the University service; he shall be entitled to the benefit of leave salary for the period of earned leave that was due at his credit on the date of retirement.

**117.** A University or college employee appointed on contract basis provisions of leave prescribed in the foregoing paragraphs of the statutes shall apply *mutatis mutandis* subject to the following conditions.

1. Where the contract is for a period not exceeding five years the same provisions of leave shall apply to the employee as to the employee not in permanent employ:

i) Provided that no half-pay leave shall be admissible to such employee otherwise than on medical ground on production of medical certificate:

ii) Provided further that no extra ordinary leave shall be admissible to such an employee if the contract is for one year or less, and if the contract is more than one year but not more than five years, the total amount of extraordinary leave admissible during the entire period of the contract shall be limited to three months.

2. Where the contract is for a longer term than five years and where an original contract for five years or less is extended so as to make the total period of contract longer than five years, the said provisions shall apply to the employee as to an employee in permanent employ: provided that no half-pay leave shall be admissible to such an employee otherwise than on production of medical certificate:

Provided further that in the matter of extraordinary leave the said provision shall apply to such an employee as to an employee not in permanent employ.

3. Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the said provisions shall apply to the employee as to an employee in permanent employ.
4. A University or college employee engaged on contract basis shall not be entitled to enjoy commuted leave, compensatory leave and study leave unless otherwise the Executive Council decides.

**118.** 1) leave at the credit of an employee in his leave account shall lapse on the date of his retirement on superannuation or voluntary retirement or in case of resignation or dismissal from service.

2) In calculating the leave due to the credit of an employee, afternoon of the last day of the month o which he attains the age of superannuation shall be taken into consideration under the terms and conditions of his service.

**119.** 1) Where a University or college employee retires on attaining the age of superannuation, the competent authority may grant cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days or as may be revised by the State Government from time to time for their employees. In calculating the cash equivalent of leave salary dearness allowance and Medical allowance admissible to the employee shall also be taken into account. Such cash equivalent shall not be subject to reduction on account of pension and pension equivalent to gratuity.

2) An employee who retires form service while on suspension on his attaining the date of superannuation shall be entitled to cash equivalent of leave salary in lieu of the leave due at his credit at the rate prescribed in the foregoing paragraph.

3. 1) University or college employees of all categories during earned leave shall enjoy leave salary at the rate stated below: -

I. (pay substantive or officiating) which would have been admissible had he not proceeded on leave and such leave salary shall include

increment of pay which falls due during such leave, and dearness and other allowances sanctioned from time to time.

- II. A University or college employee on half-pay leave or leave not due shall enjoy leave salary at the rates mentioned below: -

Half the pay admissible under clause (1) and dearness and medical allowances as may be sanctioned by the State government from time to time.

- III. An employee on commuted leave is entitled to leave salary equal to twice the amount admissible under clause (2) above.
- IV. No leave – salary shall be entitled to an employee on extraordinary leave.
- V. In the case of an employee who retires or resigns from the University or college service and the leave availed of is more than the leave so due at his credit, necessary adjustment shall be made in respect of leave salary already overdrawn.
- VI. Earned leave, if availed of by an employee who is dismissed or removed from service or who dies in harness, is more than the leave due at his credit, the overdrawn amount shall be recovered in such cases in the manner as may be decided by the Executive Council on the recommendation of the Finance Committee or by the college authority as the case may be.
- VII. An employee who has enjoyed a proportion of pay and allowance during the period of suspension and if he proceeds on leave shortly after re-installment, he shall be entitled to average pay calculated on the basis of pay actually drawn by the employee concerned during the twelve complete months proceeding the month in which leave is taken.
- VIII. An employee on special disability leave shall be entitled to leave salary equal to ---
- a. For the first 120 days of any period of such leave including the period of such leave granted, be equal to leave salary while on earned leave, and,
  - b. The remaining period of any such leave shall be equal to leave salary during half-pay leave; provided that the employee may at his option be allowed leave

salary for a period not exceeding 120 days, and in that event the period of such leave shall be debited to his half - pay leave account.

## CHAPTER- VIII

### PART- I

#### **Attendance of the office for officers and non-teaching employees of the University.**

##### **120. Classification of the employees.**

- 1) Officers of the University and the colleges;
- 2) Employees ranking between officers and Assistants;
- 3) Other subordinate staff of the University and the colleges.

1. Officers of the University are those prescribed by the Act and statutes of the University.
2. The term 'Assistants' shall include technical assistants, library assistants, care takers, telephone operator, electricians, oversears, draftsman and laboratory technicians.
4. All other employees are subordinate staff such as peon, duffry, record supplier, driver's, cleaners etc.

**Note:** In case any doubt arises as to the classification of employees of any category, the matter shall be referred to the Executive Council whose decision in the matter shall be final. The Executive Council /or the college authority may, if it thinks fit, in the interest of the University or the college may introduce new category of employees. However, in the case of the University prior approval of the State Government shall be necessary.

**121.** 1) Until otherwise decided by the Executive council the normal office hours of the University and the Colleges shall be from 10.30 a.m to 5.30 on all working days. There shall be recess of half an hour in each working day between 2 p.m and 2.30 p.m. Attendance after 10.45 a.m shall count for late marking. Any employee attending office at 11-00 a.m or after shall be marked absent. The Executive council of the University shall have the power to alter the hours of work, if necessary. In case of any exigency, the Head of the department shall have the power to require an employee to attend office

before or after the scheduled office hours. Drivers, Durwans, Cleaners, shall work in the morning / afternoon and day shift as may be determined by the Executive council from time to time. Similarly farashes, sweepers, malis, plumbing mistries shall be required to work in shift duties as may be decided by the Executive Council. Working hours of employees required to work in shift duty shall not, however, exceed the total member of normal working hours per day.

**Note:** the above rule may be relaxed in case an employee is required to work on overtime and holiday on the basis of prior requisition by the Head of the department.

2). Each employee on arrival at office shall sign the attendance register and put the time of arrival. He shall again sign the attendance register at the time of departure putting the time. Normal office shall be fixed between 10.30 a.m to 5.30 p.m on all working days with a recess for half an hour between 2 p.m to 2.30 p.m. Provisions of late working for late arrival and making absent on arrival at office after 10.45 am shall be followed as stated in paragraph (1) above.

3). On late arrival at office a red line shall be drawn by the section in charge in the space provided for the purpose. On arrival at office after 11.00 am, the employee shall be marked absent by the section in charge concerned. In the absence of the section in charge or if there be no section in charge in the department concerned, the senior most employee not below the rank of senior assistant shall be entrusted with such duty with the approval of the competent authority of the University or the college concern. The attendance register for marking departure time shall not be available to the employee before 5-15 pm. Anybody leaving office without permission from the Head of the department for any reason, whatsoever shall attract the provision of marking absent by the Head of the Department concerned. For every three days' late arrival in a month one day's casual leave shall be deducted from the leave account at the credit of an employee on this score. In case there is no casual leave in the leave account of the employee concerned, one day's earned leave shall be deducted from the accumulated earned leave at the credit of an employee. Provided that the above provision relating late attendance, and departure time may be relaxed when an employee has been

assigned such duties by the Head of the department, in exigency of the University or the college concern.

Provided further that the above provision relating to attendance and departure in office duties shall apply metantis metandis in case of those employee who are required to work in shift duty.

4. No employee shall be allowed to absent himself form office without prior permission from he Head of the department.

5. All applications for leave of absence and / or leaving station shall be previously made in writing and sanction of the competent authority obtained before availing of leave, except in case of emergency. In that case the matter shall be reported to the Head of the department preferably on the same day. If due to physical incapacity or such other reason beyond the control of the employee concerned, the report of such absence must reach the Head of the department within three days without fail duly certified by a Register Medical Practitioner. If any employee is on unauthorised absence or an absence without any report or overstayal of leave for more than three months' the employee concerned shall be informed asking him to resume his duties within a specified date failing which he shall be liable to disciplinary action, as the appropriate authority deems fit and proper. If during the course of disciplinary proceedings that might have been initiated against him. The disciplinary proceedings shall continue as usual but should be concluded as early as possible. The matter relating to unauthorised or unreported absence or overstayal shall remain pending till finalisation of the disciplinary proceedings against the employee concerned. Habitual absence without prior authorisation of the competent authority by an employee shall be subjected to disciplinary action as the University authority may decide. Unless otherwise decided by the competent authority, a University employee shall cease to be in the employ of the University after continuous unauthorised and unreported absence from duty after one year.

6. The Head of the department and other officers of the University must keep a close watch to see that the above provisions of the foregoing Statutes are strictly followed.

7. In addition to Sundays and Saturdays employees will enjoy holidays gazetted by the State government for their employees every year.

First January being the Foundation Day of the University shall also be a holiday.

### **Leave sanctioning authority**

**122.** The Executive Council/Managing committee of the college is competent to sanction leave and leave salary subject to the provisions of the Statutes to any employee of the University or the college. The Executive Council/Managing committee of the college, if it so desire, may delegate powers as noted below: -

- |                             |  |
|-----------------------------|--|
| a) Name and extent of leave | Leave sanctioning authority  |
| Casual                      | <ul style="list-style-type: none"> <li>i) The Vice-chancellor in the case of Registrar and the Pro Vice-Chancellors</li> <li>ii) Pro Vice-Chancellors in the case of officers and Teachers serving under them.</li> <li>iii) The Registrar in the case of Deputy Registrar and the Assistant Registrars.</li> <li>iv) Head of the Department concerned in the case of all other employees serving under them.</li> <li>v) The Principal of the college concerned.</li> </ul> |
- b) Other kinds of leave, if the period of leave does not exceed one month and no acting arrangement is necessary as indicated in (a) above. In all other cases the sanctioning authority is the Executive Council/Managing committee of the college.

### **123. Age on first appointment**

No person whose age exceeds thirty-five years may be admitted to the University/college service. Stipulation of maximum age may however, be relaxed by the Executive Council//Managing committee of the college in view of the exceptional circumstances ordinarily for appointment of teachers in the University or colleges. Documentary evidence as proof of age shall be produced by the person concerned to the satisfaction of the appointing authority.

Every applicant at the time of his entry into the University or college service shall submit a declaration to the appointing authority stating the year, month and the date of his birth. The applicant shall produce evidence in support of his declaration and submit, school Final or Madhyamik examination pass certificate or equivalent certificate of having

passed the examination from any other statutory Board in which age of the applicant has been duly recorded. An extract from the Register of birth maintained by any local authority may also be accepted as proof of age.

**124.** No person shall be appointed to a post in the University/college service unless he produces medical certificate of fitness after having medical examination by a Registered Medical Practitioner or a medical officer of a Government hospital, as may be desired by the appointing authority.

- i) Provided that a person not in permanent employ appointed temporarily for a period of less than six months, he may be exempted from producing a medical certificate of fitness.
- ii) Provided further that if the temporary appointment for less than six months is subsequently extended or is likely to be extended beyond six months the person concerned may require to produce a certificate of fitness before expiry of the six months from the date of his first appointment if the appointing authority so desire.

**125. Pay fixation on promotion or appointment**

A University or college employee (teachers, officers and non-teaching staff) holding a substantive or temporary post or holding a post in an officiating capacity is promoted to another post requiring discharging of duties of higher responsibility and greater importance than those attached to the post held by him, initial pay of such an employee shall be fixed at the stage next above the pay notionally arrived at by increasing his pay of the lower post by one increment at the stage at which such pay is accrued.

Provided that where such an employee was drawing pay at the maximum of the scale of pay of the lower post before promotion or appointment to a higher post, his pay shall be fixed at the stage next above the pay notionally arrived at the stage next above the pay in respect of the lower post by an amount equal to the last increment in the scale of pay of the lower post.

## **Chapter - IX**

### **Part -1**

#### **Pension, Gratuity and other retirement benefits**

**126.** A University or college employee on his attaining the age of superannuation shall be entitled to pension, gratuity and other retirement benefit as may be provided in the rule framed by the University and fix the rate of pension and payment of gratuity with the approval of the State Government.

#### **Reservation of quota for scheduled castes, scheduled tribes and other backward classes.**

**127.** Adequate number of posts of teachers, officers and employees of the University/college shall be kept reserved for appointment and fix the quota according to the policy framed by the State Government from time to time.

#### **128. Acceptance and management of Trusts, bequests, donations, endowments and grants.**

The Executive Council with the assistance of committee on management of trusts and endowments shall administer bequests, donations, endowments and grants to the University. Provided that terms and conditions attached to bequests, donations, endowments and grants for administration thereof such procedure shall be followed.

#### **129. Institutions and award of fellowship etc.**

i) Award of fellowship, Traveling Fellowship, Stipends Medals or Prizes shall be instituted by the Executive Council on the recommendation of the Academic Council in consultation with the Faculty concerned after obtaining the views of the committee on management of trusts and endowments.

ii) Subject to the terms and conditions attached to any bequests, donations, endowments and grant relating to Fellowship, Travelling Fellowship, Scholarship, medal, or prizes, the selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the Committee on management of Trust and Endowment and approved by the Executive Council through the Academic Council.

#### **130. The committee on management of trust and endowment**

The committee on management of trust and endowment shall consist of: -

- i. The Vice-chancellor – Chairman / Chairperson;

- ii. The pro Vice-chancellor of the discipline concerned;
- iii. One person nominated by the Executive Council from amongst its members;
- iv. One person nominated by the Academic Council from amongst its members;
- v. Dean of the faculty concerned; and
- vi. The Registrar shall be the member – secretary of the committee.

The nominated members shall hold office for a period of three years.

Provided that if any member ceases to be a member of the authority that he represents, he shall cease to be a member of the committee.

### **131. Meeting of the committee on management of trust and endowment.**

1) All decisions relating to trust, endowment, etc shall be made at a meeting of the committee to be held at least twice in a year and more so, if required.

2) The meeting of the committee shall be convened by the Registrar under the direction of the chairman. The Chairman may also call a meeting direct, if necessary.

3) At least seven days' notice shall be given for convening a meeting of the committee.

Provided that the meeting may be convened at a shorter notice with the approval of the Chairman.

4) Three members shall form a quorum for a meeting.

5) The secretary shall keep proceedings of the meeting of the committee.

### **132. Functions and responsibilities of the committee on management of trust and endowment.**

Functions and responsibilities of the committee shall be as follows: -

a) To advise and assist the Executive Council with regard to administration of 'trusts', 'bequests', 'donations' endowments' and 'grants' with reference to terms and conditions attached to them in particular;

b) To advise the Executive Council regarding institutions of fellowship, travelling fellowships, scholarship, studentship, stipends, medals and prizes and to formulate procedure for selection and condition of award;

- d) To consider any matter referred to it by the Executive Council regarding trust, bequests, endowment and donations after obtaining the views of the Finance Committee pertaining thereto.

## **CHAPTER -IX**

### **PART - II**

#### **133. Finance committee must be consulted before accepting any grant or raising loans by the University.**

Any proposal for grant or raising loan shall be considered by the finance committee in the first instance and formulate details of terms and conditions and consider implications thereof. No such proposal shall be accepted or rejected by the Executive Council without obtaining the views of the Finance committee on this score. Provided no grants or loan from any source other than the Central Government, the State Government, the University Grants Commission or other funding agencies recognised by the Central Government or the State Governments shall be accepted by the University without the approval of the State Government.

#### **136. Fund of the University**

The University fund shall comprise of maintenance grant from the State Government, grants from the University Grants Commission and other funding agencies such as Indian Council of Medical Research and other organisations under the sponsorship of State Government and Government of India. Besides, the money received from tuition fees, examination fees, admission fees and such other fees as may be levied by the University from time to time shall comprise University's own fund.

Provided that the amount received from the University Grants Commission and such other sponsoring agencies shall be kept separately.

The management of the University fund shall vest in the Finance committee.

## **Chapter X**

#### **134. Admission and enrollment of the students**

- 1) Save as otherwise provided admission of persons to colleges and the University shall be allowed on condition of fulfillment of eligibility criteria as may be determined by the Executive Council from time to time.

Admission to the University and the affiliated institutions shall be allowed on the basis of :-

- I) Joint Entrance Examination held for the purpose,
- li) In fulfillment of central quota if any,
- lii) Separate admission conducted by the University for such other courses where there is no provision of Joint Entrance Examination.
- lv) Transfer from other Universities after observing due formalities, rules and eligibility criteria.

In the event of any difficulty, the matter shall be referred to the Executive Council whose decision in this regard shall be final.

- 2) A candidate shall be considered as enrolled when has been admitted by the Principal / Director of the college or recognised institution and has paid all the prescribed fees.
- 3) A candidate once enrolled in a college or institution shall be considered to belong to that college until his name is struck off the rolls of the college books for continuous absence from classes without notice for more than a month or for non-payment of fees or breach of discipline or dismissed from the college for any reason, whatsoever.
- 4) The student admitted to a college shall maintain at least seventy percent of attendance at lectures in his classes. If attendance at classes falls short of the requisite number specified for attendance, the candidate may be permitted to appear at the examination as non-collegiate student on payment of a condonation fee as may be prescribed by ordinance.
- 5) No transfer certificate shall ordinarily be issued by the Principal of a college unless permitted by the University under special circumstances.
- 6) The students shall maintain discipline of the college and shall not include any activities or behaviour unbecoming of a student.
- 7) Subject to the provision of the foregoing paragraph no person shall be admitted to the postgraduate degree or postdoctoral degree courses of study, unless he has been

successful at an admission test examination conducted by the University according to the rules prescribed for the purpose.

### **135. Register of students**

- 1) The University shall maintain a Register in which shall be entered ----
  1. The name of the every student joining a college or the University for the first time;
  2. The name of every student who is allowed to appear at an examination for the first time in the University.
- 2) The Register shall contain the following particulars: -
  - a. Names of the examinations passed qualifying the students to enter the University and of the college or institutions from which and the years in which he passed the examination;
  - b. The dates of admission to, and leaving any college ;
  - c. Every pass or failure in a University examination with his roll number;
  - d. Every University scholarship, medal or prize won by the student, and;
  - e. Every degree or diploma taken ; and,
  - f. If migrated to any other University for pursuing a course of studies, the name of the University to which the student migrated from this University with the date of such migration certificate issued.
- 3) No one shall be admitted to the University examination unless his name has been entered in the Register.
- 4) Every college or institution shall forward to the Registrar of the University for registration, the name of every student who joins it for the first time unless his name has been previously entered in the Register of students. Every application for Registration shall be submitted within one month of the date of admission of the student.
- 5) In the case of a student joining this University on migration from some other University, the Registration shall be effected after the migration has been sanctioned.
- 6) Every student applying for registration shall be required to pay a fee of one hundred rupees.

7) Every student shall be informed of the Registered number under which his name has been entered in the Register and this number shall always be quoted in all subsequent reports concerning the student, and in all correspondence with the University by the student.

8) In applications for admission to University examinations every student shall be liable to be scrutinised by comparison with the entries in the register and the Controller of Examination may refuse any application of any candidate about whom complete particulars have not been supplied. The aggrieved student, may however, appeal to the Pro-Vice-Chancellor of the respective discipline whose decision in the matter shall be final.

9) If, for any reason, whatsoever, the name of a student has been removed from the books of the college other than his having been sent up to a University examination the fact shall be immediately brought to the notice of the University by the Principal/Director of the College/Institution.

10) Any student on application accompanied with a prescribed fee of rupees one hundred may receive a copy of all entries under his name in the Register of the University.

### **136. Disqualification of members**

No person shall be qualified for election or nomination as a member of any authority or academic body of the University if he ----

- a) is at the time of election or nomination is of unsound mind or deaf-mute, or
- b) is an undischarged insolvent; or
- c) has been convicted by a court of law for an offence involving moral turpitude.

In the case of dispute or doubt, the Executive Council shall determine whether a person is disqualified under this statute and its decision in the matter shall be final.

**CHAPTER - XI**  
**PART - I**

**137. Conduct and Discipline**

- 1) Every University or college employee, shall at all times, maintain a very high standard of integrity, impartiality and devotion to duty.
- 2) No University or college employee shall behave in a manner which is improper, unbecoming of and derogatory to the prestige of the University.
- 3) Every University or college employee shall -----
  - a. Strictly abide by law relating to intoxicating drink drugs in force in any area in which he may happen to be for the time being;
  - b. Not be under the influence of any intoxicating drink or drug during the course of his duty and shall take care that the performance of his duties is not affected in any way by the influence of such drink or drugs;
  - c. Refrain from consuming any intoxicating drink or drug in a public place;
  - d. Not give or take or abet the giving or taking of dowry;
  - e. Not demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry; or,
  - f. Not lend money at interest to any person.
- 4) No employee shall join or continue to be a member of an association objects of which are prejudicial to the interest of the University or of the colleges public order or morality. Nothing in this Statute shall affect the trade union rights of an employee.

**138.** No University or college employee shall except with the previous sanction of the Executive Council of the college authority, as the case may be, give evidence in connection with any inquiry conducted by any person, committee or authority. Provided that nothing in this Statute shall apply to evidence given at an inquiry before an authority appointed by the Government, by parliament or by a State Legislature or evidence given in any judicial inquiry.

**139.** No University or college employee shall except with the previous sanction of the Executive Council or the college authority, have recourse to any court or to the press for

the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

**Explanation:** Nothing in this Statute shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity.

**140.** No University or college employee, who has a wife living, shall contract another marriage without obtaining permission of the appointing authority.

**141.** An employee of the University or of a college shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any legal proceedings instituted against an employee for recovery of any debt due from him or for adjudging him insolvent, the matter shall be reported to the Vice-chancellor forthwith.

**Note:** the burden proving that 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 extraordinary or dissipated habits shall be upon the employee himself.

**142.** 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 order 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 in these Statutes,
- f. conviction by a criminal court,
- g. sufficient proof to justify the charge of containing bribe,
- h) proof of tampering with official records with definite motive, etc, be imposed upon an employee, namely;
  1. Censure;
  2. With holding of increments not affecting promotion;
  3. Recovery of the whole or part of any pecuniary loss caused to the University or to the college by negligence of duty or breach of trust;

4. Removal or dismissal from service for offences mentioned under number (f) to (h) above.

Provided that the termination of employment on probation during or at the end of the period of probation in accordance with the terms of appointment of a temporary employee on the expiry of the period of his appointment or a person engaged on contract basis according to the terms and conditions of his contract is not removal or dismissal from service.

All appeals in disciplinary matter shall be decided by the Executive Council of the University except as may be otherwise provided in a contract.

### **143. Tribunal**

(1) In case of any dispute between the University and an employee (Teacher, officer, and non-teaching employee) of the University, or between an employee and the college authority unusual delay occurs in passing any order on the subject under dispute even when more than one year has elapsed, after referring the dispute to the University or the college authorities by such employee, the dispute shall, on the request of the employee concerned, be referred to a Tribunal consisting of the following members, namely: -

- b. A Chairman nominated by the Chancellor in consultation with the Minister;
- c. One person nominated by the Executive Council;
- d. One person nominated by the employee concerned;

- (2). The University or the college concerned shall furnish any record, report or other information called for by the tribunal to discharge its function in an efficient manner.
- (3). The decision of the tribunal shall be final and no suit lie in the civil court in respect of the matter decided by the Tribunal.
- (4). Any such request from an employee shall be deemed to be a submission to arbitration and all the provisions of Arbitration Act, 1940 (10 of 1940) except Section 2 of the same Act shall apply accordingly.

**CHAPTER - XI****PART - II****144. Register of Graduates**

Subject to the provisions under Section 64 of the Act, any graduate having a degree or Post-Graduate or Doctoral degree of this University in Health Science shall be entitled to register his name in the Register of Graduates of the University on payment of an annual fee of Rupees twenty five or as may be amended from time to time for the purpose, which may be renewed after the end of each financial year on payment of similar amount mentioned above. The University shall prescribe a form for the purpose which shall be made available to the eligible graduates at a price to be fixed by the Executive Council.

**Explanation ;** In case of a graduate in Health Science, calculation of three years' time from the date of graduation shall commence from the actual date of award of the degree by the Executive Council after completion of Six months' internship training from a hospital recognized by the University and not from the date of publication of the result of the final examination (Theoretical and practical) by the Controller of Examinations of the University.

**CHAPTER - XI****PART - III****145. Qualifications and determination of seniority of teachers, officers and employees;**

The Executive Council shall prescribe separate rules in-consultation with the Academic Council regarding qualification of teachers for different disciplines of the University. In the matter of requisite qualification for recruitment of officers and other categories of non-teaching employees of the University and determination of seniority of all employees (teachers, officers and non-teaching employees) a separate rule may be framed by the Executive Council for the purpose.

## **CHAPTER - XII**

### **Convocation**

**146.** The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees and diplomas and medals and doctoral degree, in different disciplines of Health Science as may be specified in this behalf by the Executive Council shall be awarded at a convocation of the University.

Provided that degrees may be conferred, and medals diplomas and certificate may be awarded in absentia.

**147.** Convocations of the University shall be held for the purpose referred to in the foregoing Statutes on such date and at such time and place as may be fixed in this behalf by the Executive Council;

Provided that the convocation shall be held every year ordinarily in the month of January.

2) At least one month's notice shall be given for holding a convocation.

In the case of conferring Honorary degrees a shorter notice with the approval of the Vice-chancellor may be given for holding such a convocation.

**148.** Ordinarily the following order shall be maintained for conferring Bachelor' degrees, certificate, medals and postgraduate and doctoral degrees and diplomas awarded on presentation at a convocation:

- a) Honorary Degrees in the order determined by the Vice-Chancellor;
- b) Special medals, if any, in the order determined by the Vice-chancellor;
- c) Doctors degrees in the order of faculties;
- d) Master degrees and post-graduate degrees, diplomas and certificates in the order of faculties;
- e) Bachelor degrees, and
- f) Medals other than special medals.

**Explanation:** "Special Medals" means a medal specified by the Executive Council to be awarded at a convocation but does not include any medal awarded on the basis of results of any examination of the University.

**149.** 1) For the purpose of conferment of Honorary Degrees, the recipients if an Honorary Degree, the recipients of such Degree shall be presented by the Vice-

chancellor to the Chancellor or by the senior most Pro vice-Chancellor to the Chancellor in case the Vice-Chancellor remains absent at the convocation for any reason, whatsoever.

2) The officer so presenting the recipients of Honorary Degrees shall address the chair and say, "Sir, I am privileged to present to you ....., or the conferment of Honorary Degree of ..... honoris causa, which has been recommended by the Executive Council and adopted by the General Council with the prior approval of the Chancellor", and may, in his discretion, add such remarks as he may think appropriate regarding the achievements of the recipient which led to his being chosen for the high honour.

3) The Chancellor or the Vice-Chancellor, as the case may be shall thereupon say, "The General Council of the West Bengal University of Health Sciences is pleased to confer upon you the degree of ..... Honoris causa," and may if so desire, add such remarks as he thinks appropriate befitting the occasion regarding the achievement in respect of the recipient which has led to his being chosen for award of the high honour.

**150.** 1) Immediately after conferment of Honorary Degrees special medals shall be awarded by the Vice-Chancellor on presentation of them who were thus honoured, on presentation by the senior most Pro-Vice-chancellor.

2) While presenting the recipient of a special medal, the senior most Pro-Vice-chancellor shall identify such person and indicate the basis of the Award using some appropriate words about him as he thinks fit. The recipient of the Special medals shall then proceed to the Vice-chancellor to receive medal from him.

**151.** After the conferment of Honorary Degree and special medals, the Vice-chancellor shall say, "Mr. Chancellor, Distinguished guest, Members, of the University community, Ladies & Gentlemen" --- We now come to the significant and impressive ceremony of conferring degrees and awarding Post-graduate diplomas and certificate to those students who have been examined and found qualified to receive them. All of these degrees, diplomas and certificates have been recommended by the appropriate academic bodies and by the Executive Council. The candidates for the Doctors' and Masters' degrees and Post-Graduate certificate will be presented by the Dean of the

respective Faculty and those for Bachelors' degrees by the Principal of the colleges concerned and in case the Bachelors' degrees has been obtained direct from the University, those candidates shall be presented by the Registrar of the University.

**152.** 1) Candidates for the Doctors' degree shall be presented faculty wise in the order mentioned in the Statute herein before, by the Dean of the appropriate faculty.

2) The Dean of each faculty shall say, to the candidates for the Doctors' degrees, "will the candidates for the conferment of ..... please stand up and remain standing until I request them to resume their seats?"

3) The Dean of the appropriate faculty shall then say to the Vice-Chancellor, "Sir I present to you the candidates for the degree of doctor of ..... (here mention the appropriate degree) and I pray that the degrees for which they have been recommended may be conferred on them." Thereafter the Dean shall say to the candidates, "Please be seated."

4) Immediately after the candidates have been presented by the Deans of the appropriate faculties, the Vice-chancellor shall say, "Will all the candidates presented for the doctors' degrees. Please stand up? The General Council of the West Bengal University of Health Sciences is pleased to confer upon the degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

**153.** 1) Candidates for the master' degree and post-graduate diplomas and certificate shall be presented facultywise as mentioned in clause (d) of the of the foregoing Statute

**148.** by the Deans of the Faculties concerned.

2) The Dean of each faculty shall say to the candidates, "Will the candidates required to be presented for awarding the degree of Master of ..... / Diploma in ..... / Certificate in ..... from the University or affiliated colleges please stand up and remain standing until I request them to resume their seats?"

3) The Dean then say addressing the Vice-chancellor, "Sir, I present to you the candidates for the degree of Master of ..... / Diplomas in ..... /

certificate in ..... from the University and the affiliated colleges and I pray that the degree/ diplomas/ certificate for which they have been recommended may be conferred on them.” He shall therefore say to the candidates, “Please be seated.”

4) When presentation of all the candidates for Master’ degree and post graduate diplomas and certificate is over, the Vice-Chancellor say, “Will all the candidates who have been presented for Masters’ degrees, and Post-Graduate diplomas and Certificate please stand up? The General council of the West Bengal University of Health Sciences is pleased to confer upon you the degrees, diplomas and certificate for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-chancellor of this University, charge you that ever in your life and conservation you show yourselves worthy of the same.”

**154.** 1) Candidates for the Bachelors’ degree shall be presented to the Vice-chancellor by the Principal of the affiliated college concerned in accordance with the list prepared college – wise by the Registrar of the University for the purpose.

2) The Principal of each college shall say to the candidates, “Will the candidates for conferment of Bachelors’ degree from ..... College please stand up and remain standing until I request them to resume their seats?”

3) The Principal shall then say to the Vice-Chancellor, “Sir, I present to you candidates from ..... college who have been examined, and found qualified for the degree of ..... (appropriate degree to be mentioned here) and I pray that the degree for which they have been recommended may be conferred on these candidates.” The Vice-chancellor shall then say to the candidates from his college “please be seated.”

4) As soon as all the candidates for Bachelors’ degrees from affiliated colleges have been presented, the Vice-Chancellor shall say, “Will all the candidates who have been presented for Bachelors’ degrees shall stand up ? The General Council of the West Bengal University of Health Sciences is pleased to confer upon you the degree for which you have been recommended and admit you to all rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of this University, charge your that ever in your life and conversation you show yourselves worthy of the same. “Please be seated”.

**155.** After the conferment of the degrees and the award of Post-Graduate Diplomas and certificates is over, the Registrar shall call the names of recipients of medals and prizes to be awarded on the results of Examinations and other competitions and each candidate whose name is so called, shall proceed to the Vice-Chancellor to receive his medal or prize from him.

**156.** In case the Dean or the Principal of college is unable to attend the session of the convocation of the University, the Vice-Chancellor shall call upon the Registrar to perform such function in absence of such Dean or the Principal of the affiliated college.

**157.** The recipients of the degrees, diplomas and certificates may wear such academic dress as may be determined by the Executive Council for the Convocation of the University. It is desirable that the recipient of the degrees to be presented at a convocation shall use the dress meant for them.

**158.** (1) There shall be an academic procession which shall include the following persons, in the order as specified below:

- (a) the Registrar,
- (b) the Chancellor,
- (c) the Vice-Chancellor,
- (d) The Guest-Speaker, if any,
- (e) the Pro-Vice-Chancellor,
- (f) the members of the General Council (in pairs)

(2) The members of the academic procession shall wear dresses as may be determined by the Executive Council of the University with the approval of the General Council.

(3) The members of the academic procession shall proceed to the dias in the order indicated above and leave; the dias after conclusion of the session in the same order as specified.

(4) When the academic procession enters or leaves the dias, as the case may be, at the beginning or end of the session, all the members of the audience shall rise in their seat and remain standing until the members of the academic procession take their seats on the dias or until the procession has left the venue of the convocation, as the case may be.

**159.** 1) The Chancellor or the Vice-Chancellor as the case may be, presiding at a convocation, shall for the purpose of opening the convocation say, when all the participants have taken their seats properly, "I declare the convocation open," and say, at the conclusion thereof, "I declare the convocation closed."

2) If a convocation extends for more than one session the Chancellor or the Vice-chancellor, as the case may be, presiding thereat, shall say, "I declare the convocation adjourned until .....

- 160.** 1) The Vice-chancellor may invite a Guest – speaker at a convocation.
- 2) When a Guest-speaker is invited at a convocation, the Vice-Chancellor shall present the Guest-speaker and shall introduce him in appropriate words.
- 3) The address at a convocation by the Guest-speaker and the Vice-Chancellor, if he so desire, shall be at such stages, as he may deem appropriate.
- 4) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made immediately before the conclusion of the convocation.

**161.** Person seeking for admission to a convocation shall have in their possession an admit card invitation card otherwise he shall be refused admission to a convocation.

**162.** Save as otherwise specifically provided in these Statutes, for meeting of any authority or body of the University other than General Council, Executive Council and the Academic Council, one third of the total number of members of such authority or authorities taken together, in case of joint meetings of more than one authority, one-third of the total number of members calculated to a whole number, subject to a minimum of three for any authority shall form a quorum.

**CHAPTER – XIII**  
**Miscellaneous**

**163.** In case of any doubt or difficulty as to the interpretation of these Statutes, the matter shall be referred to the Vice-chancellor and his decision in this behalf, subject to the provisions of the Act, shall be final.