

RULES

Compiled till May 2019



ENLIGHTENMENT TO PERFECTION

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A

P.O. North Bengal University,
Raja Rammohunpur, Dist. Darjeeling,
West Bengal, PIN - 734013

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CONTENTS

1	Rules relating to the University Science Instrumentation Centre(USIC)	1
2	Rules relating to the Akshay Kumar Maitreya Heritage Museum	2
3	Rules relating to the Computer Centre	3
4	Rules relating to the Teachers' Council for Affiliated Colleges	4
5	Rules relating to Publication Bureau of the University	6
6	University Services (Classification, Control & Appeal) Rules	7
7	Rules relating to the Management and Administration of the High Energy & Cosmic Ray Centre	14
8	Rules relating to the Building Committee	15
9	Rules relating to the University Library	16
10	Rules relating to Leave of the University (for the Teachers)	21
11	Rules relating to the Watch & Ward Department	28
12	Rules relating to the Award of University Medals and Certificate of Merit	31
13	Rules relating to North Bengal University Students' Association	32
14	Rules relating to the Sports Board	37
15	Rules relating to use of the Vidyasagar Mancha	40
16	Rules for Conduct of Business of the Executive Council	41
17	Rules relating to Leave of the Employees (Non-teaching employees/Officers)	42
18	Rules relating to North Bengal University Research Scholars' Association (NBURSA)	48
19	Rules relating to the Nepali Academy	51
20	Rules relating to N.B.U. Law Students' Association	53
21	Rules relating to the Board of Discipline	58

22	Rules relating to the North Bengal University Development Fund	60
23	Rules relating to use of the Rabindra – Bhanu Manch	61
24	Rules relating to the Management & Administration of Centres/Institutions in collaboration with external Organizations	62
25	Rules relating to Implementation of Consultancy Projects/Schemes/Services by the University of North Bengal	63
26	Rules relating to Off-Campus Distance Education	65
27	Rules relating to the Management & Administration of the information Technology Centre	66
28	Rules for appointment on compassionate ground	68
29	Rules relating to the maintenance and administration of the University Guest House at North Bengal University Rajarammohunpur Campus and at North Bengal University Kolkata Office	70
30	Rules Relating to the Management & Administration of the Centre for Innovative Studies substituting Rules relating to the Management & Administration of the Information Technology Centre	72
31	Rules for Conduct of Business of the Executive Council	74
32	Financial and Accounts Rules of the University	79

Rules relating to the University Science Instrumentation Centre (USIC)

1. Powers and Functions :

- (i) To provide adequate repairs and maintenance service to instruments in the University Departments and affiliated Colleges.
- (ii) To provide training programmes in Instrumentation. Having fulfilled the above objectives in full measure, the USIC may undertake to provide the following additional services in the given order of priority:
 - (a) To provide analytical services to all specialised instruments available in the Universities.
 - (b) To participate in teaching of formal courses on instrumentation conducted by other Departments and to undertake research and development of instruments through project support as in the case of any other research projects.

2. Advisory Committee :

- (a) The USIC shall have an Advisory Committee consisting of not more than one representative from each user departments to be nominated by the Departmental Committee, the Registrar, Head of the USIC (Convenor) and the Vice-Chancellor (Chairman).
- (b) It should meet at least twice a year.
- (c) The Committee shall advise the Head of the USIC on services to be rendered to departments and on purchases of instruments required for the departments of the University in furtherance of its objectives.
- (d) The Committee shall also advise the University authorities on purchase of sophisticated instruments costing Rs.1 lakh or more and their location in the University.

3. The Head, USIC shall be appointed in terms of guidelines as laid down by the U.G.C. from time to time.

4. In matters not covered under these Rules, the Vice-Chancellor shall have the power to take decisions.

Rules relating to the Akshay Kumar Maitreya Heritage Museum

1. These Rules may be called the Rules relating to maintenance and administration of the Akshay Kumar Maitreya Heritage Museum of the University of North Bengal hereinafter called the AKM Museum.
2. The AKM Museum shall be under the management and control of a Committee to be called the Museum Committee.
3. The Museum Committee shall consist of the following members:
 - (i) The Vice-Chancellor (Chairman)
 - (ii) Divisional Commissioner & Secretary, Uttar Banga Unnayan Parshad.
 - (iii) Vice-Chairman, Uttar Banga Unnayan Parshad.
 - (iv) Dean, Faculty of Arts, Commerce and Law.
 - (v) Dean, Faculty of Science.
 - (vi) Registrar.
 - (vii) Finance Officer.
 - (viii-xvi) Head of the Departments of History, Anthropology, Bengali, Sociology, Nepali, Chemistry, Botany, Zoology, Geography & applied Geography.
 - (xvii) Director of the Indian Museum, Kolkata or his Nominee.
 - (xviii) Director of State Archaeology & Museums, Govt. of West Bengal, or his nominee.
 - (xix) Director of State Archives, Govt. of West Bengal, or his nominee.
 - (xx) Director, Department of Tourism, Govt. of West Bengal, or his nominee.
 - (xxi) The preceding Secretary of the Museum Committee.
 - (xxii) Senior most teacher of the Department of History.
 - (xxiii) One person from an affiliated college of the University where there is an organized museum in existence to be nominated by the Vice-Chancellor.
 - (xxiv-xxv) Two persons having interest in museums from the six districts of North Bengal by rotation to be nominated by the Executive Council.
 - (xxvi-xxvii) Two Sabhadhipatis from the six districts of North Bengal by rotation to be nominated by the Executive Council.
 - (xxviii) Technical assistant of the AKM Museum.
 - (xxix) Estate Officer
 - (xxx) Director of the AKM Heritage Museum.
4. The Director of the AKM Museum shall be the member-secretary of the Museum Committee and he / she shall be nominated by the Vice-Chancellor.
5. The members of the Museum Committee (other than ex-officio) shall hold office for a period of two years from the date of nomination.
6. subject to the provisions of the Act and the Statutes / Ordinances / Regulations, the Museum Committee shall discharge the following duties:
 - (a) to collect art objects and materials of Archaeological and Historical interest subject to any Act of the Parliament / Legislature.
 - (b) to properly display in a scientific manner all such exhibits acquired for the Museum.
 - (c) to hold special exhibition.
 - (d) to collaborate with other Museums for the furtherance of its objectives.
 - (e) to organize lectures, seminars, workshop, conferences, etc.
 - (f) to recommend proposals to the Executive Council for raising fund for its activities.
 - (g) to collect catalogue, document and preserve manuscripts of special nature for the benefits of the researchers.
 - (h) to make proper arrangements to help the researchers to use the Museum.
 - (i) to arrange publication of at least two bulletins in the year.
 - (j) to conduct courses of study.
 - (k) to undertake action research programmes and other extension activities.
 - (l) to take such measures as may be necessary for proper development and management of the Museum.
7. In matters not covered under these Rules. The Vice-Chancellor shall have the power to take decisions.

[Effective from 03.01.06]

Rules relating to the Computer Centre

1. These Rules may be called the Rules relating to management and administration of Computer Centre for study and research.
2. They shall come into force at once.
3. Unless the context otherwise requires, words and expression used in these Rules, shall be interpreted to have the same meaning as they have in the Act.
4. The Computer Centre shall be under the management and control of a committee to be called the Advisory Committee and would have powers and functions as laid down hereafter.
5. The Advisory Committee shall consist of the following constitution members :—
 - (a) The Vice-Chancellor - Chairman.
 - (b) The Deans of the Faculties.
 - (c) The Registrar.
 - (d) Systems Engineer, Computer Centre.
 - (e) Professor/ Head—Dept. of Computer Science and Application.
 - (f) One teacher from each of the users' Departments to be nominated by the respective Departmental Committees.
 - (g) A person with special knowledge in the discipline to be nominated by the Vice-Chancellor.
 - (h) Head / Director, Computer Centre.
 - (i) Head/ Director, Computer Centre will be the Convenor of Committee.
6. The members of the Committee (other than ex-officio) shall hold office for a period of two years from the date of first meeting of the Committee.
7. Subject to the provisions of the Act and the Statutes, Ordinances and Regulations, the Committee shall exercise the following powers and discharge the following duties:—
 - (i) to recommend to the Executive Council the staffing pattern of the Centre;
 - (ii) to advise the Executive Council for raising funds for its activities;
 - (iii) to organize lectures, seminars etc.;
 - (iv) every meeting of the committee, after being duly confirmed in a subsequent meeting shall be submitted to the Executive Council for its approval;
 - (v) the committee shall recommend to the competent authority to purchase of sophisticated instruments and their maintenance for smooth running of the Centre;
8. There will be a Head/Director of the Computer Centre. He will be appointed by the Vice-Chancellor for a period of three years in terms of U.G.C. Guidelines relating to such appointment.
9. The Head or Director will be responsible for overall functioning of the Computer Centre.
10. A 'Users' Committee' may be constituted by the Advisory Committee for smooth running of the Centre and protection of interests of the Users.
11. The Committee shall be responsible for preparing draft budget estimate for allocating funds for the purpose of running the Centre.
12. The existing staff of the Research Service Centre shall, henceforth, belong to the Computer Centre.
13. The technical staff of the Computer Centre shall be treated as essential staff of the Centre.
14. In all matters not expressly covered by these Rules, the Vice-Chancellor shall have the power to take such action as he thinks fit.

[Effective from 1.8.88 including amendments on 16.2.93]

Rules relating to the Teachers' Council for Affiliated Colleges

1. In every college there shall be a Teachers' Council. All teachers including the Principal of the college shall be members of the Council.
2. Unless there is anything repugnant in the subject or context, words and expressions used in these Rules shall have the same meaning as they have in the Act.
3. These Rules shall come into force from the date appointed by the Executive Council.
4. In every Teachers' Council the Principal of the College concerned shall be the Chairman and shall preside over the meetings of the Teachers' Council. In the absence of the Chairman :
 - (a) the teacher-in-charge of the College if present, shall act as Chairman and
 - (b) where the teacher-in-charge of the College is also absent, the members present shall elect one of the members to act as Chairman of the meeting.
5. In every Teachers' Council there shall be a Secretary who shall be a member of the Council not being the Principal or the teacher-in-charge of the College and shall be elected in accordance with the provision indicated below.
6. At the commencement of every academic year the Principal of the college shall convene a meeting of the Teachers' Council thereof, after giving at least seven days' notice to the members specifying therein the date, time and place of the meeting for the purpose of electing the secretary of the Council.
7. At the meeting convened under Rule 6 the members of the Teachers' Council shall elect by ballot, one of its members, not being the Principal or teacher-in-charge to act as its secretary. The term of office of the Secretary of the Teachers' Council elected under this paragraph, shall be one year from the date of his election and shall include any period that may elapse between the expiry of the said period of one year and the election of his successor.
8. For the purpose of election under Rule 7 the provisions of section 35A of the North Bengal University Act 1981 as amended by the West Bengal University Laws (Amendment Act 1986) shall apply.
9. Meetings of the Teachers' Council shall be convened by the Secretary or in his absence by the Chairman of the Council, on such dates and at such times and places as may be determined by the Chairman after giving at least three days' notice thereof to the members. In case of urgency the Chairman may convene meetings of the Council at a shorter notice. A meeting including a meeting under Rule 6 above shall also be convened on requisition in writing by at least one-third of the total number of members of the Council and the date, time and place for such meeting shall be fixed by the Chairman and notified to the members within three days in the manner referred to above.
10. The agenda for every meeting of Teachers' Council shall be prepared by the Secretary with the approval of the Chairman or, in his absence, by teacher-in-charge of the college, provided an item, if desired by one-third of the teachers, shall be included in the agenda.
11. The Secretary of a Teachers' Council shall prepare and maintain in his custody, the minutes of all meetings of the Council duly signed by the Chairman and the Secretary and every such minutes shall be presented for confirmation at the next meeting of the Council.
12. All matters including election of Secretary shall be decided at the meetings of the Teachers' Council by votes of the majority of the members present. In the case of an equality of votes, a decision shall be made by the Chairman by drawing lots.

13. For a meeting of a Teachers' Council one-third of the total number of members plus one of the Council shall be quorum.
14. The functions and duties of every Teachers' Council shall be to advise the Principal of the college concerned on all academic matters including admission of student, students' welfare, arrangement of time-table, conduct of examinations (including University Examination), improvement of the Library, Laboratories and teaching facilities of the college and expansion and development of the college.

The Principal in his turn shall apprise the Governing Body of the proposals initiated by the Teachers' Council.
15. The Principal shall normally act in accordance with the decisions arrived at in the meetings of the Teachers' Council. If, however, the Principal is unable to concur with a decision taken by the Teachers' Council, he shall formally ask the Teachers' Council to re-consider its decision. The resolution, if passed by majority of the total number of members of the Teachers' Council present in a meeting of the Teachers' Council called especially for reconsideration of its earlier decision shall be referred by the Principal to the University for a decision.

[Effective from 01.02.87]

Rules relating to Publication Bureau of the University

1. These Rules may be called the Rules relating to Publication Bureau of the University.
2. They shall come into force at once.
3. Unless the context otherwise requires, the words and expression used in these rules, shall be interpreted to have the same meaning as they have in the Act.
4. The Publication Bureau shall be under the management and control of a committee to be called the Publication Committee and would have powers and functions as laid down hereafter.
5. The Publication Committee shall consist of the following members:
 - a) The Vice-Chancellor ---- Chairman.
 - b) One members to be nominated by the members of each Faculty Council for Post Graduate studies from amongst themselves.
 - c) One member to be nominated by the members of each Faculty Council for Post Graduate studies from amongst themselves.
 - d) The Executive Council will nominate three members from amongst themselves.
 - e) Two external members to be nominated by the Executive Council of whom one shall be from Science subjects and the other shall be from Humanities and Social Sciences.
 - f) The Registrar
 - g) The Publication Officer --- member --- Secretary
6. The members of the Committee other than Ex-Officio members, shall hold office for a period of two years from the date of first meeting of the committee.
7. Subject to the provisions of the Act and the Statutes, Ordinances, and Regulations, the Committee shall exercise the following powers and discharge the following duties :--
 - i) Publication of learned research work, text-books, reference books, serials, journals, News Bulletins etc. will be done by the Committee.
 - ii) The Committee shall be responsible for preparing draft budget estimate for bringing out publications and allotting funds for the purpose.
 - iii) Parsons desirous of publishing their manuscripts shall send it to the publication Committee. The Committee shall forward the manuscript to the subject specialists corresponding to the particular subject of the manuscript from the panel approved by the Executive Council. The number of subject specialists shall be three of whom at least two shall be external specialists. The Committee may consult internal experts while preparing the list of subject-specialists to be recommended to the Executive Council. The Committee shall publish such manuscripts as are considered worthy of publication by the subject-specialists and subsequently approved by the Executive Council.
 - iv) The Committee will also organize publicity and sale of the publications. The Committee shall have power to frame rules or decide upon procedures and methods in all matters relating to publicity and sales including appointment of sales agents.
 - v) The Committee shall forward its decisions to the Executive Council for approval.
 - vi) The Publication Officer shall act as the Member-Secretary of the Committee and be responsible for marinating records pertaining to publications.
 - vii) The Publication Officer, subject to the approval of the Committee, shall issue print orders, arrange for purchase of printing papers and other related materials, furniture, equipment, book-cases and do such other things as would be necessary for bringing out the publications and management of the publication Bureau.
8. In matters not covered under these Rules, the Vice-Chancellor shall have the power to take decisions.

[Effective from 29/03/88]

University Services (Classification, Control & Appeal) Rules

Title and application

1. (a) These rules may be called the University Services (Classification, Control & Appeal) Rules 1975.
- (b) They shall come into force at once.
- (c) These rules shall apply to all employees of the University. In these rules, unless the context otherwise requires:

Definition

2. (a) Appointing authority- Appointing authority means in relation to officer and employee, the authority empowered to make such appointments to the post, cadre etc.
- (b) Department - Department includes the various administrative and teaching departments where non-teaching employees are also posted.
- (c) Punishing authority - Punishing authority in relation to the imposition of a penalty on an officer or an employee means the authority empowered under these rules to impose on him such penalty,
- (d) Service – Service means the University service.
- (e) Member of the family - Member of the family in relation to officer or an employee means and includes,
 - (i) the wife, children or step children whether residing with him or not, and in relation to an woman employee her husband residing with her and dependent on her, and
 - (ii) any other person related, whether by blood or by marriage, to the officer or employee or to such employee's wife or husband, and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee.

Classification of the employees

3. For the purpose of these rules, the employees of the University are classified as follows:
 - (i) Officers of the University:
 - (ii) Supervisory staff:
 - (iii) Subordinate staff:
 - (iv) Lower subordinate staff.
 - (v) Essential staff.

Explanation

- (a) Officers of the University are those mentioned in or declared under Section 7 of the North Bengal University Act, 1981 excepting the Vice-Chancellor:
Provided that persons drawing scale of pay in between the scales of pay of officers and senior superintendents who are not declared as officers in the Act/Statute: and senior superintendents including other employees belonging to the same scale of pay shall be deemed to be officers for the purpose of these rules;
- (b) Supervisory staff includes those employee drawing pay in between the scales of pay of senior superintendent and senior assistant;
- (c) Subordinate staff includes all other staff except lower subordinate staff. All employees drawing scales of pay below that of junior assistant constitute the lower subordinate staff;
 - (3) Employees of the Guest House including the office staff,
 - (4) Sweeper of the Health Centre as may be assigned duty by the Medical Officer.
 - (5) Any other category as may be identified from time to time by the Executive Council.
- (d) Essential staff shall include the following categories :---
 - (1) Officer-in-charge, Watch & Ward Dept. and all employees of the said Department except the office staff.
 - (2) Gr. IV employees of the Engineering Branch engaged in water and electricity supply works as may be assigned duty by the University Engineer.

NOTE:

- (1) Daily wage workers and other similar staff paid from contingencies are not classified.
- (2) If any doubt arises as to the proper classification of any employee, the matter shall be referred to the Executive Council and the decision of the Executive Council in this regard shall be final. It shall also be open to the Executive Council to introduce any new category of employees, as and when found necessary.
4. Every employee is a whole time employee of the university. Unless otherwise decided by the Executive Council, the normal working hours of the University offices shall be from 10.30 a.m. to 5 p.m. from 1st March to 31st October. The working hours from 1st November to the end of February shall be from 10.30 a.m. to 4.30 p.m. There shall be a recess of half an hour ordinarily from 2 p.m. to 2.30 p.m. on all working days except Saturdays. The working hours on Saturdays shall be from 10.30 a.m. to 2 p.m. from 1st March to 31st October, and from 10.30 a.m. to 1.30 p.m. from 1st November to the end of February. All lower subordinate staff shall, however, be required to attend their respective offices 15 minutes earlier.

Provided that w.e.f. 1.4.99, the first and third Saturday of every month shall have normal working hours while the second and fourth Saturday shall be weekly holidays. If there is a fifth Saturday in a month, it shall have normal working hours.

Note: The normal working hours prescribed for the non-teaching employees shall also be applicable for the Essential staff but the Head of the Department shall have the power to alter duty hours for these categories of staff in the interest of the office.

5. The Essential staff shall render duty on all days including holidays and Sundays but shall enjoy a weekly rest day. They shall be required to attend duty on days of strike/bandh. Such staff shall be entitled to compensatory casual leave (C.C.L.) for duty rendered on holidays/sundays and shall be marked absent if they fail to attend office. Those not able to attend due to lack of transport may apply for special leave. Such staff shall intimate inability to attend office on days of strike/bandh at least two days in advance.

Each employee on arrival at and departure from the office shall sign the Register kept for the purpose. A red line should be drawn by the Head of the department or any other person not below the rank of senior superintendent (in case of teaching departments, any teacher), duly authorised, across the place provided for initials of those employees who are not present at office 15 minutes after the scheduled time. The Attendance Register shall then be sent to the Officer, Head of the departments in case of teaching departments concerned and any employee arriving there-after shall sign the Attendance Register putting the time of his arrival before the officer concerned.

Three days late attendance by 15 minutes after the scheduled time of arrival within one month shall entail forfeiture of one day's casual leave. Provided that Privilege leave shall be forfeited in case there is no Casual leave in credit of the employee.

Late attendance beyond 15 minutes without previous permissions for every five days (within a month) shall entail forfeiture of one day's casual/privilege leave.

No one will be allowed to attend office an hour after the scheduled time of attendance at which time an employee will be marked absent unless the same is regularized by grant of leave or otherwise. No employee shall leave office during office hours except on official business and with proper permission therefore.

NOTE:

- (a) The rules regarding late attendance will not apply to such employees as may have obtained prior permission of the Head of the department concerned to attend office at late hours in view of the special circumstances.
- (b) Notwithstanding anything contained elsewhere in these rules, if any employee, being present at the place of his duty, abstains from work without permission or refuses to work at anytime during the prescribed hours of work on any day, he shall in addition to being liable to such disciplinary action as

may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowances for such day.

6. No employee shall be allowed to absent himself from office without prior permission from the Head of the department concerned on proper application submitted to him the previous day or earlier. If under unavoidable circumstances previous sanction can not be obtained, the employee shall write to the Head of the department concerned on the day on which he absents himself explaining the reasons which prevented him from attending office. The communication may be sent through messenger or through the Post and Telegraph services.

But in all case the communication should reach the Head of the department of the same day or within such time as may be required by Post and Telegraph services.

An employee is liable to have his pay forfeited for any period of unauthorised absence.

7. (a) No employee shall leave the head quarters/station except with the previous permission of proper authority. This rule shall apply in the case of privilege leave/and or holidays.
(b) No employee shall proceed on leave without furnishing the leave address to the proper authority.
8. The date on which an officer or an employee attains the age of compulsory retirement shall mean the anniversary date of attaining specified age of retirement or the 15th day of the month where actual date of birth is not ascertainable.
9. (a) The service of an officer or an employee who is not confirmed shall be liable to termination at any time by a notice in writing by either side.

The period of such notice shall be one month.

NOTE: Month means a calendar month according Gregorian calendar.

Provided that the services of such an employee may be terminated forth with by payment to him a sum equivalent to the amount of his pay plus allowances for the period of notice at the same rates at which he was drawing those immediately before the termination of his services or as the case may be, for the period by which such notice falls short of one month. Similarly, the employee shall refund any sum which he may be required to refund for his resignation without proper notice.

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

10. All officers and employees must employ themselves to the duties of their office with the utmost, diligence and implied obedience to orders and directions as may be issued from time to time by the Executive Council, Vice-Chancellor, respective Head of the departments and other supervisory staff consistent with the Acts, Statutes, Ordinances, Regulations and Rules.
11. Every employee of the University shall at all time
 - (i) maintain absolute integrity, and
 - (ii) do nothing which is improper and unbecoming of any employee of the university and be strictly honest and impartial in his official dealing.
12. No University Officer or employee shall in the performance of his official duties or exercise of power conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.
13. No employee of the University shall join or continue to be a member of an association the objects of which are prejudicial to the interest of the University or public order or morality. If a question arises whether the provision of this ordinance has been contravened in a particular case, the matter shall be referred to the Executive Council whose decision on the point shall be final.
14. Save in cases (i to iii) mentioned below no employee of the University shall verse in, or give evidence before any committee or commission without obtaining prior permission of the Executive Council. While given such evidence no employee of the University shall criticize the policy or any action of the University or the Executive Council.
 - i) Committee, Tribunal or Commission appointed by the Government, Central or State Legislature:
 - ii) A judicial enquiry held by a Court of Law:

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

15. No employee of the University shall, without the previous permission of the Executive Council, take part in the registration, promotion or management of any bank or any other company.

NOTE: Co-operative Society as defined in the Co-operative Societies Act excepted.

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

NOTE:

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

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

NOTE:

Nothing in these Rules prohibits an employee of the University from vindicating his private character or any act done in his private capacity. Where any action is taken in such a case by an employee of the University, he shall forth with report the same to the Executive Council through the Vice-Chancellor.

18. Every employee shall furnish a statement of immovable property in his name or in the name of any one of his family as on 31st December each year to the Head of the Department within 15th of January of the subsequent year.

19. No employee shall bring or attempt to bring any political or other outside influence, to bear upon any Superior authority to further his interests in respect of matters pertaining to his services.

20. No employee shall, except with the previous sanction of the Executive Council or such other authority as may be empowered by it in this behalf, ask for or accept gift and/or contribution to, or otherwise associate himself with the raising of any funds in the name of the University or utilizing his position in University, pursuance of any object whatsoever.

21. No employee of the University shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him communicate directly or indirectly any official document or secret information concerning the University to the Press or to any outsider.

22. No employee shall, except with the previous sanction of the Executive Council or of such authority as may be empowered by it, engage directly or indirectly in any trade or business or undertaken any employment, provided that an employee may without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, or scientific character subject to the fact that he shall not undertake or shall discontinue such work if directed by the authority.

23. In case of putting forth any claim or seeking redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not, forward such advance copies of his application to any higher authority unless the lower authority has rejected the claim or refused relief or the disposal of the matter is delayed by more than 6 months.

24. No employee shall canvass or otherwise interfere or use his influence in connection with or take part/stand for in an election to any Legislature, Corporation, Municipality and such other autonomous bodies or bodies under the University except with the permission of the Executive Council.

Provided that:

(a) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- (b) An employee shall not be deemed to have contravened the provisions of this Rule by reason only that he assists in the conduct of election in the due performance of a duty imposed on him by or under University Rules/Law for the time being in force.
25. Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in the area, no employee shall,
- while on duty in the University service, be under the influence of such intoxicating drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently or,
 - appear publicly in a state of intoxication: or
 - habitually use drinks or drugs to excess.
26. The following punishments may for good and sufficient reasons, such as (a) neglect of duty, (b) want of due diligence in the performance of duties, (c) violation of orders regarding attendance and office discipline, (d) insubordination or disregard or violation of the orders of the superior officers, (e) violation of any of the provisions of the service rules, (f) conviction by the criminal court for any criminal offence, (g) sufficient proof to justify the charge of obtaining bribe and any other corrupt practice, (h) proof of tampering with official records with definite motive, (i) offence involving moral turpitude, (j) misuse of powers, (k) bigamy etc. be imposed upon an employee:
- Censure;
 - Withholding of increments either/or not affecting future promotion/pay after the period of such action:
 - Recovery of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders:
 - Reduction to a lower post or to a lower stage in the scale:
 - Deduction of pay:
 - Removal or dismissal from service as distinct from the normal termination of service.

Explanation (I) The termination of employment of

- a person appointed on probation during or the end of the period of probation in accordance with the terms of appointment; or
- a temporary employee on the expiry of the period of his appointment; or
- a person engaged on contract in accordance with the terms of his contract, a seasonal employee at the end of the season, a work-charged employee at the end of the work; is not removal or dismissal from service.

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

Details of punishment imposed upon an employee should be recorded in his service book or in such service records as maintained under the dated signature of the Head of Establishment Branch.

27. The appointing authority or any authority empowered by the Executive Council of the University may place any employee of the University under suspension:
- Where a disciplinary proceeding or departmental enquiry against him is contemplated or is pending, or
 - Where a case against him in respect of any criminal offence is under investigation or trial.
27. (A) An employee against whom a proceeding has been commenced on a criminal charge but who is not actually detained in custody may be placed under suspension under 27 (b) above. If such employee is detained in custody for more than 48 hours on a criminal charge or any order of detention he shall be deemed to have been suspended with effect from the date such detention until further orders. An employee who is undergoing a sentence of imprisonment shall be dealt with in the same manner pending a decision on the disciplinary action to be taken against him.
27. (B) An order of suspension made or deemed to have been made under the above rules shall continue in force until it is revoked or modified by the authority competent to do so.

NOTE: Suspension terminates automatically on dismissal or reinstatement.

28. The punishing authority in all the cases mentioned in Rule 26 above should be the Executive Council/Vice-Chancellor in respect of the employee concerned and the employee shall have a right of appeal to the next higher authority, provided that the Head of the Department/Branch shall also be competent to take action in respect of censure and suspension.
29. (1) No order imposing any of the penalties specified in Rule 28 shall be made except after an enquiry held in the manner provided in this rule.
- (2) The disciplinary authority shall draw up or cause to be drawn up a charge-sheet containing imputations of misconduct or misbehavior under definite and distinct articles of charge and with the same shall be enclosed a list of documents which are proposed to be sustained and shall deliver or cause to be delivered to the employee and shall require the employee to submit to the Inquiring Authority within such time as may be prescribed a written statement of his defense and to state whether he desires to be heard in person.
- (3) The disciplinary authority may for the purpose of inquiry appoint an Inquiring authority and forward to it a copy of the charge-sheet with enclosures, if any, referred to above.
- (4) The employee concerned shall appear in person before the Inquiring authority on such day and at such time as the enquiring authority may, by a notice in writing, specify in this behalf or within such further time as the Inquiring authority may allow.
- (5) The employee shall not be allowed to appear before the inquiring authority through lawyer.
- (6) If the employee who has not admitted any of the articles of charge in his written statement of defense appear before the Inquiring authority such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the charges, the Inquiring authority shall record the plea, sign the record and obtain signature of the employee concerned. The Inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.
- (7) If the employee fails to appear within the time specified and refuses to plead, the Inquiring authority shall require the disciplinary authority to produce evidence oral and documentary by which he proposes to establish the charge.
- (8) If the employee claims to be tried Inquiring authority shall require the disciplinary authority or his representative to produce evidence oral and documentary by which he proposes to prove the charges. The employees shall be at liberty to cross examine witnesses and to call for documents provided that the inquiry authority may for reasons to be recorded by it in writing refuse to requisition such of the documents as are, in its opinion, not relevant to the case.
- (9) After completion of the inquiry a report, containing articles of charge, defence of the employee, assessment of evidence and finding on each charge with reasons shall be prepared and submitted to the disciplinary authority. If the disciplinary authority concurs in the findings and is of opinion that any of the penalties specified in Rule 28 should be imposed, it shall give a notice to the employee enclosing copy of the report of the Inquiring officers, stating the punishment proposed calling upon him to submit within a specified time such representation, as he may wish to make on the punishment proposed but only on the basis of the evidence adduced during the inquiry.
- (10) The employee concerned shall be at liberty to take copies of evidence/deposition, if any, at his cost.
- N.B.- The Inquiring authority shall be nominated by the disciplinary authority.
29. (A) Nothing in rule 29 shall apply in a case where
- (i) an employee is dismissed on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) it is not reasonably practicable to hold such inquiry or it is not expedient to hold such inquiry.
30. The pay and allowances of an employee who is dismissed or removed from service case from the date of such dismissal or removal this order to be made effective.

NOTE:

- (i) No appeal shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against.

- (ii) The said period of 30 days may be extended if the appellant had sufficient cause for not submitting the appeal in time.
- 31. (i) An employee under suspension will be entitled subsistence grant at such rate not exceeding one half of the pay on the date of suspension:
 - (ii) Dearness allowance, if any, at the rate of which it was drawn on the date of suspension or such portion as the suspending authority may direct:
 - (iii) house rent and other allowances, if any, of which he was in receipt on the date of suspension.
- 32. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable or when an employee who had been dismissed or removed or suspended from service is reinstated the punishing or appellate authority shall grant to him full pay for the period of his absence from duty.
 - (a) If he is honorably acquitted the full pay and allowance to which he, removed or suspended:
 - (b) If otherwise, such proportion of pay and allowance as the punishing or appellate authority may prescribe.In a case falling under clause (a) the entire period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b) the period may be treated as duty or leave unless the punishing or appellate authority directs otherwise:

NOTE:

The amount of subsistence grant, if any, already drawn shall be deducted from the pay and allowance or proportion thereof which may be granted under this rule.

- 33. Leave may not be granted to an employee under suspension and committee to prison.
- 34. An employee may be posted at any of the office of the University or may be transferred from one office to another in the interest of the University provided, however, that transfers of any person should not ordinarily be so frequent as to cause him hardship. Such posting or transfer orders shall be passed by the Vice-Chancellor.
- 35. In any case not expressly provided for in these Rules the Executive Council shall give such directions as may be necessary in the special circumstances of the case.
- 36. The power of interpreting these rules is reserved to the Executive Council.

[Effects from 1975 including amendments dated 07.12.94/07.04.99/13.09.99]

NOTE:

These Rules were enacted under N.B.U. Act, 1961 and Continuing under N.B.U. Act, 1981 with certain amendments caused from time to time.

These are this Rules relating to terms & condition of service of the non-teaching employees of the University including the Officers.

Rules relating to the Management and Administration of the High Energy and Cosmic Ray Centre

1. These Rules may be called the Rules relating to the Management and Administration of the High Energy and Cosmic Ray Centre.
2. They shall come into force at once.
3. Unless the context otherwise requires, words and expressions used in these Rules, shall be interpreted to have the same meaning as they have in the Act.
4. The "High Energy and Cosmic Ray Centre" shall have the "Regional Research Facility in High Energy and Cosmic Ray Physics", as approved by the UGC and the State Govt. under its control.
5. The facility of the Centre will be available to teachers and scholars in the University and the Colleges to conduct researches in the areas of High Energy and Cosmic Ray Physics (Experimental).
6. The Centre shall be under the management and control of a Committee to be called by the 'Advisory Committee' and shall have powers and functions as laid down below.
7. The Advisory Committee shall consist of the following members.
 - a) The Vice-Chancellor - Chairman.
 - b) The Dean of the Faculty Council for Post Graduate Studies in Science.
 - c) The Director of the Centre.
 - d) Head of the Department of Physics, N.B.U.
 - e) A nominee of the Department of Physics, N.B.U.
 - f) Two persons with special knowledge in the areas of research to be nominated by the Vice-Chancellor from amongst the Universities in the North-Eastern region.
 - g) A nominee of the Director, T.I.F.R.
 - h) An Officer of the Centre to be nominated by the Vice-Chancellor.The Director of the Centre shall be the Convener of the Committee.
8. The members of the Committee (other than Ex-officio) shall hold office for a period of 2 (two) years from the date of 1st. meeting of the committee.
9. Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the committee shall exercise the following powers and discharge the following powers and discharge the following duties :--
 - i) To take measure, as may be necessary, for the academic development of the Centre and to determine the thrust areas of research.
 - ii) To assess and evaluate the research work done by the scientific staff of the Centre.
 - iii) To recommend optimum utilisation of the available resources of the Centre.
 - iv) To recommend to the Executive Council plans for future development of the Centre and its staffing pattern.
 - v) To specify and allocate duties to the Scientific and Non-technical staff of the Centre.
 - vi) To arrange for lecture/Seminar/Symposium.
 - vii) To finalise annual report of the Centre and to submit it to the Executive council for approval.
 - viii) To prepare the draft budget estimate for running the centre and to submit it to the Finance committee within the prescribed date.
 - ix) To adopt and implement guidelines of the UGC as may be issued from time to time.
10. The Director of the Centre shall be appointed by the Vice-Chancellor for a period of 2 (two) years from amongst the scientific staff of the Centre.
11. The Director will be responsible for effective management and over all functioning of the Centre.
12. A "Users committee" may be constituted by the Advisory Committee depending on needs and demands.
13. In all matters not expressly covered by these Rules, the Vice-Chancellor shall have the power to take such action as he thinks fit.

[Effective from 8.4.91; including amendment on 8.10.99]

Rules relating to the Building Committee

1. There shall be a Building Committee consisting of the following:
 - i) The Vice-Chancellor (Chairman).
 - ii) A representative of the Planning Board of the University.
 - iii) A representative of the user Department.
 - iv) Two Professors/Associate Professors of the University nominated by the Vice-Chancellor.
 - v) Finance Officer of the University.
 - vi) Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists), otherwise a person of equal status from a neighbouring University/College.
 - vii) Chief Engineer (Civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer.
 - viii) A retired Chief Engineer/Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking.
 - ix) Superintending/Executive Engineer (Electrical) of CPWD or State PWD.
 - x) Superintending/Executive Engineer (Public Health) of CPWD or State PWD.
 - xi) University Engineer.
 - xii) Senior most Architect of the University (where it exists), otherwise a Chief Architect or person of equal status from a neighbouring University/College.
 - xiii) Chief Architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department.
 - xiv) Senior most Landscaping Expert of the University (where it exists), otherwise from some neighbouring Institute/Government Department/Public Sector Undertaking or to be hired as a consultant by the University for a limited period.
 - xv) Registrar of the University, Member Secretary.

2. The following shall be powers and functions of the Building Committee :
 - i) To advise the Executive Council on all matters connected with construction of building, road and any other development works and maintenance works in the university.
 - ii) To consider and frame proposals for the expenditure of all allotments for university works.
 - iii) To call for preliminary estimates for the same from the university Engineer and to examine and pass them and to make recommendations as to the order in which such works should be carried out.
 - iv) To allot such funds as may from time to time be placed at its disposal for such works as have been approved by the Executive Council.
 - v) To take all necessary action to execute original as well as maintenance of all works within sanctioned allotment of funds and to advise as to the security to be taken where tender has been accepted.
 - vi) To ensure proper utilisation of grants received from the UGC & the State Government.
 - vii) To prepare plans and drawings only for capital works.

3. In matters not covered under these Rules, the Vice-Chancellor shall have the power to take decisions.

Rules relating to the University Library

1. Library hours :
 - (a) Monday to Friday : 10.30 a.m. to 7.30 p.m.
Saturdays : 10.30 a.m. to 5 p.m.
Saturdays : 10.30 a.m. to 4.30 p.m.
(Winter schedule; 15 November till the end of February)
 - (b) Summer Vacation :
Monday to Saturday : 10.30 a.m. to 5 p.m.
 - (c) Winter Vacation :
Monday to Saturday : 10.30 a.m. to 4.30 p.m.
 - (d) Lending hours : 12 noon to 4.30 p.m.
Books for return are to be deposited at the counter at least 15 minutes before closing of the lending hours.
 - (e) The Library will close at 3.00 p.m. on the 3rd/4th Saturday of every month to facilitate spraying of insecticide in the library. A prior notice to this effect would be given so that readers are not inconvenienced.
 - (f) The Library will remain closed on Sundays and declared holidays of the University.
 - (g) The Library however may be opened later or closed earlier than the scheduled hours owing to urgent and unforeseen circumstances.
2. Membership & Borrowing facilities :

A person can enlist himself as a member in any one capacity. The membership of the Library will be open to :

 - (a) Members of the Court, Executive Council, Postgraduate Faculty councils, for Under-Graduate studies, and Board of studies, They shall be eligible to borrow to the maximum limit of 2 books for 30 days.
 - (b) University teachers (including part-time teachers) and such other persons who have been given teaching status by the University. Persons who may be appointed by the University as Special Professors, Visiting Professors, Readers, Lecturers etc. They shall be eligible to borrow to the maximum limit of 30 books for 30 days.
 - (c) Research Workers registered with the University. Such Research Workers shall be eligible to borrow to the maximum limit of 2 books for 30 days on a deposit of the current price of the books.
 - (d) Regular Post-graduate students of the university. Students are required to deposit an amount of Rs. 10.00 (refundable) as library caution money. They shall be eligible to borrow to the maximum limit of 4 books for 10 days.
 - (e) Regular Post-graduate students who, after completion of a course of study in the University, did not appear at the final examination shall be able to renew their membership on the recommendation of the respective Heads of the Departments. The tenure of such membership will be valid till the next final examination. They shall be able to renew their membership on the recommendation of the respective Heads of the departments. The tenure of such membership will be valid till the next final examination. They shall be eligible to use the Reference section only.
 - (f) Unsuccessful students of the Post-graduate examinations shall be able to renew their membership till the next examination on the recommendation of their respective Heads of the Departments. They shall be eligible to use the reference section only.
 - (g) Principals and Teachers and Librarian of the constituent and affiliated colleges on recommendation of the Heads of the Institutions. They shall be eligible to borrow to the maximum limit of 2 books for 15 days on a deposit of the current price of the books.
 - (h) University Officers. They shall be eligible to borrow to the maximum limit of 15 books other than text books for 30 days.

- (i) Non-teaching employees of the university other than Officers. They shall be eligible to borrow to the maximum limit of 2 books other than text books for 15 days.
 - (j) Candidates who passed any Post-graduate examination of the university and who intend to appear at any competitive examination. They shall be allowed to use the reference sections in the library for a period of one year.
 - (k) Persons who may be allowed by the Vice-Chancellor or the Library Committee to use the reference sections of the Library. Librarian may allow any person to use the Reference sections of the Library for a period ordinarily not exceeding two months.
 - (l) Retired teachers, officers and employees of the University. Such persons should apply and obtain membership cards. They shall be allowed to use the Reference sections only. Retired teachers and officers are also eligible to borrow to the maximum limit of 2 books for 30 days on deposit of the current price of the books. Fictions and textbooks will not be issued to such members.
 - (m) Regular M.Phil. students of the University. Such students are required to deposit an amount of rupees seventy five (refundable) as Library Caution money. They shall be eligible to borrow a maximum of four books for thirty days.
3. Books of the University Library may be lent to other recognized libraries on inter-library loan system on reciprocal basis.
 4. (a) person eligible to be members under Rule 2 shall apply for membership in the prescribed forms available in the office of Library and get their names registered as members. Any change of address is to be immediately intimated to the Librarian.
 - (b) Membership card with a passport size photograph affixed on it will be issued to University research fellow (2c), Research workers (2d), Post-graduate students (2e), (2f), (2g), Principals, College Teachers (2h), M.Phil. students (2n).
 - (c) Students intending to be members shall obtain Borrower's and Reference Cards, which are not transferable from the Library on production of their Library deposit receipts. In case of loss of a card a duplicate card may be issued on payment of a fine of Rs. 2.00 per card. All losses must immediately be reported to the Librarian.
 - (d) Librarian or any member of the staff of the Library as authorized by the Librarian may ask anybody (member or visitor) within the Library premises to identify himself. No unauthorized person shall have access to the Library.
 - (e) A student should return the book borrowed by him on the date specified. If he fails to return the book a fine of 20 paise per day would be charged up to five days after the expiry of loan period. If a book is kept beyond that period he would be debarred from borrowing the 4th book. Fine would be imposed at the following rates.: 20 paise per books per day beyond the period from the 11th day of borrowing to the 30th day, and beyond the 30th day Re 1/- per book per day.
 - (f) Members mentioned in 2(c) and 2 (d) should return books etc. to the library before going on leave for a period of three months or more. Such members before submission of thesis are required to obtain a library clearance certificate.
 - (g) The Library shall maintain a day to day Attendance Register at the janitor's counter to be signed by every member/visitor entering the Library. Such registers may also be kept at other sections e.g., Periodical, Stack Room, Reference Room for the purpose of compiling Library statistics.
 5. Library deposit is refundable at any time to a member on his/her obtaining a clearance certificate from the Librarian.
 6. Access to the Stack Room is generally restricted. Librarian however can allow any person inside the Stack if he considers necessary. Members should consult the Library Catalogue kept in the Circulation Department for finding out the call number of books required by them, Members should also fill in the Requisition slips. Incomplete requisition cannot be attended to.
 7. Books requisitioned for reference use in the reading room cannot be taken out of the Library. If any member is found to do so he or she may be permanently debarred from using the Library.

8. Subject to the permission of the Librarian a non-lending book may be issued overnight. Such book will be issued only during the last part of the lending hours and the same is required to be returned to the Library the next working day within 12 noon.
9. Books on loan to members may be recalled by the Librarian at any time. If the notice recalling such book/books is ignored, the borrower shall be liable to forego the privilege of borrowing further book till the book/books recalled is/are returned.
10. At the time of borrowing a book, a member must examine the book carefully to see if there is any mutilation or defacement in the book. If such defect is found the borrower must immediately draw the attention of the Officer-in-charge of the circulation and request him to note it. Otherwise, at the time of returning the book the borrower to whom the book was issued last will be held responsible for such mutilation.
Persons held responsible for loss, damage, defacement of mutilation of books shall be liable to compensate in such a way as may be determined by the Library Committee, the Librarian may take appropriate steps according to his discretion.
11. After returning the book at the circulation counter it is the responsibility of the borrower to get the loan duly discharged and get back the cancelled loan voucher.
12. A borrower shall not in any case sublend any book borrowed from the University Library. Every member of the Library shall be responsible for the safe custody of the Library book borrowed by him or her for study in the Reading Room or for use at home.
13. A borrower is not allowed to bring his personal book inside the Library. A book which has already been borrowed from the Library cannot be brought inside the Library except for the purpose of returning it.
14. A book may be reissued to the borrower provided there be no demand for it.
15. A member may register a demand for any book which is out on loan, and such book will be issued to a member according to the priority of registration of demand.
16. Notice for overdue books will be sent to the members other than students. If such books are not returned after receipt of the reminder such members will be debarred from borrowing any more book or books till all overdue books are turned to the Library. A notice mentioning the defaulters' name will be hung up in the library notice board and copy of the same will be sent to the Vice-Chancellor. Overdue notice to students will be hung up in the Library notice board.
17. Members will be able to use only the fully precessed books.
18. Rare books, reference books, books in constant demand, books reserved for binding, damaged books, current and back issues of periodicals, manuscripts, microfilms are not to be lent.
19. While in Library, all persons should observe the basic Principles of Library ethics of a visitor is strictly subject to the permission of the Librarian. Silence should strictly be maintained in Library premises. Smoking is strictly prohibited in the Reading Room, Stack Rooms including the reference and unbound Periodical Rooms and in such other places as may be determined by the Librarian.
20. (a) A member or visitor is required to deposit his/her personal effects e.g., attache case, portfolio, satchel, umbrella etc. at the janitor's counter books other than those meant to be returned at the Library counter should also be deposited at the Janitor's counter. A numbered token shall be issued to the depositor against the article/articles deposited. Readers are allowed to carry with them only writing papers, notebooks, or exercise books inside the Library.
(b) Facilities provided for depositing personal belongings at the Janotor's counter can be enjoyed only during the stay of the depositor in the Library. Articles deposited shall be taken back by the depositor when he leaves the Library or at the most before the Library is closed for the day.
(c) Although all possible care will be taken for the safe custody of the articles deposited, the administration does not accept any responsibility for any damage or loss of the articles deposited at the Janotor's counter.
(d) Person to whom the token is given in lieu of an article or articles deposited shall be held responsible for loss or damage of any token in his/her possession and will be liable to compensate as determined by the Librarian for any such loss or damage of the token.

(e) Loss of a token should immediately be brought to the notice of the Librarian as a precaution against wrong delivery of article or articles deposited against the token to another person. Delay or failure to do this may result in delivery of the article or articles to a wrong person on presentation of the lost token. The administration presentation of the lost token. The administration does not take any responsibility in the latter case.

21. If the Library deposit money is not claimed after three years of cessation of membership, the deposit will automatically lapse.
22. Ephemeral, worm-eaten, damaged and mutilated books which are beyond any repair or have been rendered unusable, may be weeded out by the Librarian. A report consisting of the detail of such weeded out books will be placed by the Librarian in the meeting of library committee.

BOOK SELECTION & ORDERING

23. A member may suggest titles to be purchased by the Library. A suggestion book shall be made available to the members for the purpose.
24. Heads of the departments, in consultation with the departmental committee, shall recommend books to be purchased or periodicals to be subscribed to in the library for their respective departments. All such recommendations must be within the budgetary provision. Requisitions of the department should mention the price of books recommended. No order will be placed exceeding available funds. The Finance Officer will inform the departments of the availability of funds.
25. Recommendations (under Rule 24) shall be verified with the existing holdings of the Library. Duplications, if not otherwise preferred to, will be eliminated.
26. Reference books, books and periodicals on General subjects and Library Science as provided in the Library budget will be selected and purchased by the Librarian on the approval of the Vice-Chancellor.
27. The Librarian will place order for purchase of all books and arrange subscription of periodicals provided that the expenditure be within the budgetary allocation.
28. Term and conditions of supply of books and periodicals must be ascertained from the well-known and reputable publishers/booksellers and subscription agents. Orders will be placed with those vendor who offer the most favourable terms.
29. Following points must especially be ascertained from the vendors.
 - (a) Rate of conversion of foreign currencies.
 - (b) Discount of foreign books.
 - (c) Maximum discount allowed on Indian books.
 - (d) whether the supply of books will be made free of freight, packaging and other charges.
30. Books may also be selected for purchase by the Heads of the Departments for the department concerned whenever important and new books are obtainable in Calcutta or elsewhere. The selected books will be verified with the existing stock and the final order will be processed by the Librarian.
31. Quotations for old and rare books and back volumes of periodicals will be invited from different booksellers. Order will be placed on the basis of the lowest rates offered.
32. Price of the books supplied are to be verified with the official bibliographies and other tools e.g., British National Bibliography, Indian National Bibliography, Book in Print etc. In case of variation in price of books with the price mentioned in the bibliographies referred to, price proof will be demanded from the vendor.
33. For the books which are to be acquired through exchange and gifts, the Librarian will act according to the instructions to be laid down by the Library Committee.
34. Books and journals will come direct to the Library. The Librarian will sign the vouchers and bills and send them to the Finance Officer for payment. A copy of the voucher/bill shall be sent to the Head of the Department concerned.
35. Final payments of books and journals must be made within a month from the date clearance of the bills by the Library and the department concerned.

Rules regarding use of the Photocopier

36. Books, journals and documents having academic value will be accepted for photocopying, official documents of the administrative and academic departments of the University will also be accepted for photocopying if requisitioned by the Heads of the respective departments. Maximum number of pages to be copied will 75 only.
The charges of photocopying will be as follows :---
- (a) All charges are inclusive of paper
 - (b) Teachers of the University, Scholars, Students, Employees, Officers, Administrative and Academic departments will pay 50 paise for each impression. The maximum number of copies of the original will be fifteen only.
 - (c) Teachers etc. of the constituent and affiliated colleges will pay 60 paise for the same job as above.
 - (d) Other reputed institutions will pay Re 1/- for the same job as above.
37. The Library Rules framed above may be altered/amended or new Rules may be added to the existing Rules by the Library Committee and such Rules on approval of the Executive Council will be effective and binding on all concerned.

(With effects from 13.1.87)

Rules for the Seminar Libraries

- I. A department willing to open Seminar Library should arrange for a separate room exclusively for the purpose of Seminar Library. The Head of the Department shall requisition the books for one year with a provision for renewal for a further period of one year if necessary for Seminar Library and he shall sign the loan vouchers on behalf of the Seminar Library. A Department shall be able to borrow to the maximum limit of one hundred books (100 books) only. Only the basic books which are essential for the students are to be taken to the Seminar Library. Only those books which have copies in the University Library can be taken to the Seminar Library. Heads of the Departments will be responsible for the books taken to the Department with the help of his colleagues.
- II. Books shall not be lent out of the Seminar Library.
- III. Librarian may recall any book at any time from the Seminar Library.
- IV. Librarian or any officer of the Library authorised by the Librarian may visit the Seminar Libraries and offer suggestions, if necessary, for improvement of storage, maintenance and circulation of books.
- V. Books processed at the University Library will be delivered to the Seminar Library, and such books shall not be stamped or marked in any way in the Seminar Library.

(Effective from. 6.2.90)

Rules relating to Leave of Whole Time Teachers of State aided Universities in West Bengal

1. These rules may be called “Leave Rules” in respect of whole-time teachers of the State aided Universities in West Bengal.
2. These rules are applicable to all whole-time teachers of the (1) Calcutta University, (2) Jadavpur University, (3) Burdwan University, (4) Kalyani University, (5) Vidyasagar University, (6) North Bengal University, (7) Rabindra Bharati University, (8) Netaji Subhas Open University, (9) Bengal Engineering & Science University, Shibpur, (10) West Bengal University of Technology.
3. Leave of any description can not be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of the any description at any time according to the exigency of University service.
4. Leave ordinarily shall begin on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot be both affixed and prefixed to holidays; when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
5. A teacher on leave shall not return to duty before the expiry of leave granted to him without permission of the authority, which sanctioned the leave.
6. A teacher who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a Registered medical practitioner.
7. A teacher who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited to leave, as though it were leave on full pay.
8. No teacher shall be allowed to absent himself from office without prior permission.
9. All applications for leave of absence and / or for leaving station should be previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be sent, if possible, on the very day the teacher is forced to absent himself and in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.
10. If a teacher is on unauthorised absence or on unreported absence or on overstayal of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned teacher at his/her recorded address asking him/her to rejoin duty within a specified date. If the teacher does not join duty by he/she stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him/her. If during the course of disciplinary proceedings the teacher comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him/her (unless he/she is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularisation of the period of unauthorised absence or unreported absence or overstayal of leave shall be left over for consideration till the finalisation of disciplinary proceedings.
11. Habitual irregularities or frequent absence without proper authorisation, will be considered gross negligence of duty and shall invite disciplinary action at the discretion of the appropriate authority of the University.
12. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.
13. Unless the Syndicate/Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorised and unreported absence from duty, the concerned teacher shall cease to be in service of the University.

14. Date of retirement in relation to calculation of leave due at the credit of a teacher shall mean the last day of the month in which the teacher attains the age prescribed for superannuation under the terms and conditions governing his/her service.
15. Subject to the foregoing general principles, "leave" shall mean: (i) Casual Leave (ii) Special Casual Leave/Leave on Duty (iii) Earned Leave (iv) Half Pay Leave (v) Commuted Leave (vi) Study Leave (vii) Extraordinary leave (viii) Leave not Due (ix) Quarantine Leave (x) Maternity Leave (xi) Special Disability Leave (xii) Leave preparatory to retirement.

16. Casual Leave

- a) Casual Leave for short periods not exceeding four working days at a time and twelve in a calendar year may be granted to a teacher on account of certain emergency which may arise.
- b) Casual Leave cannot be combined with any other kind of leave or Puja Holidays: Provided that Sundays, holidays and weekly offs preceding, following or falling within the period of Casual Leave shall not be counted as part of the Casual Leave. Provided further such casual leave shall not exceed seven days at time including Sundays and / or holidays or weekly off days except for special circumstances to be recorded in writing. Balance of such leave shall not be carried from one year to another.
- c) A teacher on casual leave shall be treated as on duty.

17. Earned Leave

- a) Earned leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all case applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and / or proceeding on leave as well as for extension of leave, even if the period of leave applied for is less than twenty days.
- b) Earned Leave admissible to a teacher shall be (i) $1/30^{\text{th}}$ of actual service including vacation plus (ii) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation or equal to one eleventh of the period spent on actual service in a non-vacation department provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days may be sanctioned in case of higher study/training/leave with medical certificate.
- c) Earned leave can be combined with any other kind of leave, except casual and quarantine leave.

18. Half Pay Leave

- a) A teacher of University shall be entitled to half-pay leave for 20 days in respect of each completed year of service.
This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.
Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course or study certified to be in students interest by the leave sanctioning authority.
- b) Half pay leave may be combined with any other kind of leave except casual and quarantine leave.
- c) Maximum period of accumulation of such leave would be 720 days.

19. Commuted Leave

- a) A teacher shall be entitled to commute the half pay leave that he has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner. Provided that when commuted leave is granted, twice the number of days of actual leave of absence on half pay shall be debited against the leave account. Provided also that total commuted leaves may be granted not exceeding 180 days during the whole service period of the teacher.
- b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

20. Study Leave

- a) Study leave for advanced study and research directly related to his/her work in the University may be granted to a teacher by the Syndicate/Executive Council provided the concerned teacher has put in at least three years service and is not due to retire there from within five year of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign Scholarship/Fellowship would be offset against pay, only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of a Fellowship/Scholarship /Financial Assistance which exceeds the salary of the teacher, the salary of the teacher shall be regulated in the following manner:

I.

Value of Scholarship / Fellowship / Financial Assistance per annum	Nature of Study Leave to be granted
a) US \$30,000 or above	Leave without pay
b) Above US\$ 20,000 but less than RS\$ 30,000	Leave with half-pay
c) RS\$ 20,000 or less	Leave with half-pay

II. For leave up to but not exceeding 3 months full pay and allowances notwithstanding the amount of Scholarship/Fellowship received per month will be paid. However, these are subject to variation / substitution as and when UGC rules in this regard are changed.

- b) An application for study leave with particulars of Institutional assignments / Scholarship / Fellowship of financial assistance including travel grant, if any, statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- c) Study leave on full pay may be granted for a maximum period of two years extendable by one year at the discretion of the Syndicate / Executive Council. However, such leave may not be granted by the Syndicate / Executive Council in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
- d) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- e) A teacher granted study leave shall on his / her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- f) Study leave shall count as service for Pension/Contributory Provident Fund, provided the teacher joins the University on the expiry of his/her study leave.
Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- g) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- h) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave execute a bond in favour of the University binding himself/herself for the due fulfillment of the conditions laid down in such clause above.

21. Extraordinary Leave

- 1) Extraordinary leave may be granted to a teacher in special circumstances:-
 - i) when no other leave is admissible to him; or
 - ii) when other leave is admissible, but still he applies in writing for the grant of extraordinary leave.
- 2) Except in the case of permanent teacher, the duration of extraordinary leave shall not exceed three months on any one occasion.
Provided that –
 - a) When such a teacher is undergoing treatment for-
 - i) Tuberculosis in a recognized hospital or at an approved sanatorium or at his residence under a Specialist recognized as such by the Vice-Chancellor; or for
 - ii) Leprosy in a recognized leprosy institution by a Medical Officer of health or a Specialist in leprosy recognized as such by the Vice-Chancellor; he may subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months; or
 - b) when such a teacher requires leave for the purpose of study in India or abroad, the Executive Council may grant him extraordinary leave upto a maximum 24 months in combination with or in continuation of any other kind of leave admissible under the rules, provided that the teacher concerned agree to give an undertaking in writing to serve in a similar capacity, if so required by the University, for a period of at least 5 years after the expiry of the leave.
Note 1: The concession of extraordinary leave upto 12 months under proviso (a) of this sub-rule would be admissible to a teacher if he produces a certificate signed by the Superintendent of the hospital or the Specialist, as the case may be, to the effect that he has reasonable prospect of recovery on the expiry of the leave recommended.
Note 2: The concession of extraordinary leave under provisos (a) and (b) of this sub-rule will be admissible only to those teachers who have been in continuous service for a period exceeding one year.
- 3) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

22. Quarantine Leave

- a) Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the residence of a teacher. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or a registered

medical practitioner for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave count, may be combined with any other kind of leave except casual leave. A teacher on quarantine leave will be treated as absent from duty.

- b) For the above purpose smallpox may be considered as infectious disease, chickenpox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer or a registered medical practitioner consider that because of doubt as to the true nature of disease, e.g. smallpox there is reason for grant of such leave. The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave:
 - i) Scarlefever
 - ii) Plague (Bueekmonic or Bubonic)
 - iii) Typhus
 - iv) Cerebro-spinal meningitis

23. Maternity Leave

- a) Maternity leave may be granted to a whole-time female teacher for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner, preferably a Gynecologist.
- b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by the written advice of a registered medical practitioner, preferably a Gynecologist.
- c) Maternity leave will not be debited against leave account.
- d) The concerned teacher on maternity leave will be entitled to normal annual increment in time scale of pay.

24. Special Disability Leave

- a) A teacher who is disabled by injury accidentally incurred in consequence of the due performance of his official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of twenty four months during the whole course of service.
- b) Special disability leave may be combined with any other kind of leave except casual leave.
- c) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.
- d) 'Special Disability Leave' shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the teacher disabled acted with due promptitude in bringing it to the notice of the appropriate authority.
- e) Such leave shall be granted only on the recommendation of a Medical Board. The period of such leave shall be such, as is certified by the 'medical board' and such leave in no case exceed 24 months.
- f) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- g) Since 'Special Disability Leave' is granted owing to an injury cause in during, due discharge of official duty and in consequence of the due performance of the office duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him the injury for the entitlement of such leave.

25. Leave Not Due

- a) Leave not due, may at the discretion of the Vice Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more

than 90 days at a time and 180 days in all may be otherwise thereon medical certificate. Such leave shall be debited against the half pay leave earned by him / her subsequently. Leave not due generally shall be granted in exceptional cases of illness.

- b) 'Leave not due' shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- c) A teacher to whom 'Leave not due' is granted shall not be permitted to tender his / her resignation from service so long as the debit balance in his / her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.
Provided further that the Executive Council may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

26. Special Casual Leave

Unless specifically deputed by the University for the purpose, special casual leave upto a maximum period of 30 days in a year may be granted for

- a) Presenting paper / participating in conferences, congress, symposia, workshop and seminars on literary / scientific / educational subjects and / or presenting performance (Performing Arts), Exhibition (Visual Arts) where applicable, with prior permission of or intimation to appropriate authority (Vice Chancellor / Head of the Department).
- b) Delivering lectures as well as demonstrations in academic institutions of repute / Universities at the invitation of such institutions or Universities (Prior permission/intimation) to the appropriate authority.
- c) For participating in All India or Regional Games / Sports organized by bodies recognized by the University.
- d) For attending meetings of recognized public bodies, participating in a delegation or working in a Committee appointed by the Government of India / Government of West Bengal / UGC / Sister University / recognized Academic Body (Prior permission / intimation).
- e) For conducting examinations, acting as Chairman / Member of Selection Committee constituted by Public Service Commission / College Service Commission / sister University / recognized Academic Body.
- f) To attend Refresher Course / Orientation Course.
If for performing any such duty, the teacher is specifically deputed by the Vice Chancellor and / or given an assignment by the University to conduct field work of the students as per curriculum, no leave is required as he / she will be considered to be on duty.

27. Child Care Leave [Govt. Order No. 793(19)-Edn (U)/EH/1U-53/99(Pt.I) dated 14.08.2015]:

Child Care Leave for a maximum period of two years i.e., 730 days has been extended to the regular female employees of the University subject to the following conditions:

- i) The same will be admissible during the entire period of service for taking care of up to 2 (two) children up to 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
- ii) During the period of such of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) It may not be granted in more than 3 (three) spells in a calendar year.
- iv) It may not be granted for less than 15 days in a spell.
- v) Child Care Leave shall not be debited against the leave account.
- vi) It may be combined with leave of the kind due and admissible.

- vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- viii) Other terms and condition as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

28. Paternity-cum-Child Care Leave for maximum period of 30 days. [Govt. Order No. 1019(2)-Edn(U)/EH/1U-53/99(Pt.1) dated 07.12.2016] with less than 2 (two) surviving children in respect of regular male employees of the University.

- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind.
- iv) This will not be debited against the leave account.

29. Encashment of accumulated Leave

Every teacher shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retirement on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

Rules for the Watch and Ward Department

With effect from 16.06.1975

In accordance with the Ordinance 80 of the Ordinances relating to appointments etc. of University employees other than Officers of the University and Teachers and in exercise of the powers conferred upon it by clause (x)(ii) of Statute 5 relating to Constitution, power and duties of subordinate authorities, read with para 8 of section 23 of the North Bengal University Act. (West Bengal Act. XXIII of 1961), the Executive Council makes the following rules in order to define the duties of the employees of the University attached to the Watch and Ward Department with a view to increasing the efficiency of the department:-

Title

1. These rules shall be called Rules relating to services, administration and control of Watch and Ward Department. The working hours and other requirements pertaining to those employees posted in the Watch & Ward Department who are classified as 'Essential staff' shall be as prescribed under clause 3 and 4 of the University services (classification, Control & Appeal) Rules. (This has come into force w.e.f. 25.08.99 and 28.04.2000).

Scope and effect

2. These rules shall apply to all University employees attached to the Watch and Ward Department and shall take effect from the date, so appointed by the Executive Council, notwithstanding anything contained in the University Employees service rules.

Authority

3. The department will remain under administrative control of the Vice-Chancellor. **Classification.**
4. The service of the persons attached to the Watch and Ward Department is classified as "carrying with it as the obligations and privileges of such classification.

Uniform

5. (1) The employees attached to the Watch & Ward Department shall, while on duty, and unless otherwise directed, wear the uniform prescribed by the authority and shall carry identity cards.
(2) Orders specifying the items of uniform that may be worn or used by the above employees, in winter and summer and the period of their duration may be in accordance with the schedule annexed.

Working Hours

6. The employees attached to the department shall mean themselves be available for duty both on working days and non-working days including University holidays, for a total period of eight hours a day.

NOTE: A day will mean the period of 24 hours from one Sunrise to another immediately following.

Duty of Guard

7. The duties of a guard shall be:-
 - (i) to take care and guard the property of the University against theft, mischief, loss or damage and to prevent trespass;
 - (ii) to prevent disturbance of the peace in the campus and to maintain order;
 - (iii) to report to his superior all instances of theft, damage, loss, mischief or trespass or disorder or act of sabotage and / or any reasonable apprehension of any such offence and the like;
 - (iv) to obey all orders consistent with or incidental to above, issued by his superior.

Duties of Havilder

8. The duties of a Havilder shall be:-

- (i) to perform duties similar to those of a guard;
- (ii) to check and enforce the duties of the guards as assigned to them from time to time;
- (iii) to report to the Watch & Ward Officer or the Supervisor all instances of dereliction of duty, breach of discipline or any untoward incident.

Duty of Supervisor

9. The duties of the Supervisor shall be:-

- (i) to check the duties of a Havildar and to generally perform duties similar to those of a Havildar;
- (ii) to assist the Watch & Ward Officer in running the office;
- (iii) to perform all the duties of the Watch & Ward Officer during his absence.

Duty of Watch and Ward Officer

10. The duty of the Watch and Ward and Ward Officer shall be as follows:-

- (i) he shall be responsible to the Vice-Chancellor or any other Officer appointed by the Vice-Chancellor in this behalf - the efficiency, discipline and management of the works the Department;
- (ii) he may perform duties similar to those of a Supervise and shall carry out all orders of the Vice-Chancellor matters of law and order and
- (iii) he shall make such enquiries as necessary.

Discipline

11. No employee attached to the Watch and ward Department shall:-

- (a) disobey any lawful order given by a competent authority;
- (b) be negligent in carrying out such order.
- (c) resort to strike or otherwise abstain from duties without leave or permission with sufficient reason;
- (d) be negligent in taking care of any property of the University kept under his charge or issued to him for use;
- (e) show cowardice in the discharge of duties;
- (f) deliberately show disrespect to whom respect is due or indulge in unbecoming conduct and
- (g) approach any Officer of the University directly without the permission of the Officer-in-Charge, Watch and Ward Department.

Punishment

12. Any employee attached to the Watch and Ward Department not performing his duty as laid down in the rules 7 to 11 or acting in violation to rule 13 shall be liable to be Punished as per punishments and procedure provided in the University Services (Classification, Control and Appeal Rules).

Notwithstanding anything contained in the Rule referred to above, the service of an employee attached to the Watch and Ward Deptt., remaining absent from duty without leave or permission or Medical certificate or any intimation for a period of more than six months, may be terminated.

Suspension

13. In cases of major dereliction of duty and breach of discipline including moral turpitude, the Vice-Chancellor may suspend any employee of the Department forth.

This power may be exercised by the Watch and Ward Officer in the absence of the Vice-Chancellor in the event of such cases and the full facts in support such action shall be placed before the Vice-Chancellor immediately.

An employee, suspended, shall get such pay and allowance as provided in the University Service Rules (Classification. Control and Appeal).

Rewards

14. Employees attached to the Department who will put in meritorious or laborious work during any period of consecutive six months may be rewarded with cash awards not exceeding Rs. 50.0 (fifty) provided that the total amount of rewards will not ordinarily exceed the total amount of lines impose and deductions from pay made, during the period, from the absentees.

These rewards may be granted by the (Classification. Control and Applied Rules, on the recommendation of the Watch and Ward Officer, stating the grounds for such recommendations.

Record

15. The reward and punishments shall be recorded in the service books of the individuals concerned.

Safeguard

16. No action shall lie against an employee attached to the Department for anything done in good faith in pursuance of his duty as defined in these rules.

Decision

17. In all matters not covered by the above rules the decision of the (Classification. Control and Applied Rules, the decision of the Vice-Chancellor shall be final.

Interpretation

18. Save as otherwise provided, the interpretation by the Vice-Chancellor of any provision of these rules shall be binding.

Additions and alterations

19. Additions and alterations to the above rules may be made, from time to time when it is thought necessary, by the Vice-Chancellor.

Rules relating to the Award of University Medals and Certificate of Merit.

The University Medals shall be awarded to the regular students without break at the Annual convocation of the University to the successful Degree holders of University Examinations in the manner prescribed below:

1. (a) University Gold Medal shall be awarded to a student securing
 - (i) First position in First Class in a subject in Post-graduate Examination.
 - (ii) First position in First Class in B.A./B.Sc./B.Com/B.A. LL.B. Honours Examination

2. University Silver Medal shall be awarded to the students of the following categories:
 - (i) Second position in First Class in a subject in Post-graduate Examination.
 - (ii) Second position in First Class in B.A./B.Sc./B.Com. Honours Examination.
 - (iii) First position in First Class in B.A./B.Sc./B.Com. (General) and Dual Degree Programme in B.A. LL.B. (Gen.)/B.Com. LL.B. (General) BBA, LL.B. (General)/LL.B. (Three Year).
If no one secures Second Position in First Class in a subject or no one secures a First Class in a subject, the University Silver Medal shall be awarded to the student securing First Position in Second Class in the concerned subject in a Post-graduate or Bachelor's Degree Honours Examinations.

3. University Bronze Medal shall be awarded to a candidate holding First Position in First Class in B.Ed. / B.P.Ed. / BLIS Examinations.
University medals will not be awarded to a student who has a break in study or has appeared as an external / Casual candidate or ever had a back paper / supplementary paper.

4. Endowment Medals and Prizes shall be awarded ordinarily accommodating terms & conditions laid down by the donors as approved by the Executive Council.

5. Vice-Chancellor may issue directives in cases which are not covered by the above rules.

Rules relating to North Bengal University Students' Association

PART - I : GENERAL PRINCIPLES

1. These Rules may be called the Rules relating to the North Bengal University Students' Association (N.B.U.S.A. in abbreviation).
2. These Rules shall come into force from the academic session 1996-97.
3. The Students' Association intended to function as an Organisation for fostering and developing all extra-curricular activities of the Postgraduate students of the University of North Bengal.
4. The Association shall consist of all regular Postgraduate students of the University of North Bengal who shall collectively constitute the General Body of the Association. Regular studentship shall mean studentship in an academic session commencing from the date of admission and ending on the last date of University Examination for that session in a Postgraduate degree class.
The tenure of the General Council and Office-bearers shall cases on cessation of regular studentship of the elected members. The Rector shall make interim arrangements for functioning of the New General Council and office-bearers.
5. The Association shall function through a Rector and a General Council and five Sub-Committees as provided for in Part-II of these Rules.
6. The Vice-Chancellor shall be the ex-officio Rector of the Association.
7. The Rector shall :
 - (a) approve the budget estimates;
 - (b) fix a date for election once every year and constitute Election Commission of three members from among the teaching staff for conducting the elections of the Association ordinarily within 30 working days from the commencement of the Part-I & Part-II M.A., M.Sc., MCA and M.Com. classes of the Postgraduate Departments of the University;
 - (c) nominate a Comptroller for the Association who shall be responsible to the Rector for the financial affairs of the Association.

PART II : STRUCTURE OF THE ASSOCIATION & OFFICE BEARERS

8. (a) There shall be a General Council of the Students' Association to be elected by the General Body of the Association by means of secret ballot. The General Council shall consist of ordinary members drawn from the classes of the Postgraduate Departments of the University on the basis that each class shall elect as many representatives as will be the quotient obtained by dividing the number of students of each class by 25 and if after such division, the remainder is not less than 13, the number of representatives to be elected shall be further increased by one. If the number of students in a class is less than 25, the number of representatives shall be one.
In the event of equality of votes for any seat, the decision shall be made by draw of lots.
- (b) The members of the General Council shall elect seven office-bearers of the Association to be collectively called the Secretariat of the Association. The election shall be held within seven clear days from the date of election of the General Council to be conducted by the Election Commission through secret ballot in a meeting of the General Council to be convened by the Election Commission for this purpose only. The composition of the Secretariat shall be as prescribed in clause 10.
In the event of equality of votes for any seat, there shall be draw of lots to decide the result.
- (c) Tenure of the General Council shall be for one academic session.
- (d) No person shall remain a member of the General Council after he/she has ceased to be a regular student or if he/she is found guilty or gross irregularity or indiscipline. In such cases the decision of the Rector shall be final, but the student concerned may prefer an appeal to the Executive Council.

- (e) In case of vacancies in one or more seats in the General Council including the Secretariat, the power and function of such seats shall remain vested with the Rector till such vacancies are duly filled up following the rules to be prescribed separately.
9. All executive power shall be vested with the Secretariat, which shall be responsible to the General Council of the Association for all its functions.
10. The Secretariat shall consist of :--
- (a) A President, who shall be the President of the Association;
 - (b) A Vice-President, who shall be the Vice-President of the Association;
 - (c) A General Secretary, who shall be the General Secretary of the Association;
 - (d) An Assistant General Secretary, who shall be the Assistant General Secretary of the Association;
 - (e) A Secretary for Games and Sports;
 - (f) A Secretary for Cultural Activities;
 - (g) A Secretary for Magazine.
11. The General Council shall meet at least three times in an academic Session, for purposes of
- (a) formation of Sub-Committees (within a week of the election of the General Council)
 - (b) preparing the budget estimates for the Association for that term (within a fortnight of the election of the General Council) in consultation with the Comptroller.
 - (c) placing the annual accounts at the end of the session
 - and (d) for such other purposes as may be required by and under the Rules.
12. The Secretariat shall meet at least once in a month.
13. (a) The President shall normally preside over all meetings of the Secretariat and the General Council.
- (b) The President shall ensure that the accounts of all receipts and expenditure of the Association Fund are properly maintained in accordance with the provisions of these Rules regarding Finance as contained in Part III.
- (c) The President shall have powers, in consultation with the Secretariat and with the approval of the Advisory Board to dissolve any Sub-Committee in case of emergency and conduct the affairs of the Sub-Committee for two months at the maximum.
14. The Vice-President of the Association shall (a) preside over meetings of the Secretariat and the General Council in the absence of the President (b) carry out any function delegated to him by the President and Secretariat, and (c) discharge all or any of the functions of the President during the latter's absence.
15. The General Secretary shall be responsible for :--
- (a) general supervision and co-ordination of the activities of the Secretariat, Committees and Sub-Committees of the Secretariat and the General Council of the Association.
 - (b) execution and implementation of the decisions of the Secretariat and of the General Council.
 - (c) convening meetings of the Secretariat and the General Council.
 - (d) placing the budget estimates at the budget meeting of the General Council.
 - (e) presiding over meetings of the Sub-Committees and
 - (f) taking such other steps as may be necessary for the smooth running of the Association.
16. The Assistant General Secretary shall (a) discharge all or any functions of the General Secretary during the latter's absence and (b) be responsible for organising and promoting student's welfare in assistance with a Sub-Committee for the purpose.
17. (i) The Secretary for Games and Sports shall, subject to the general supervision and control of the General Secretary and the Secretariat (a) take steps to organise efficiently various games and sports and (b) promote the cause of health and physical development of the students of the University.
- (ii) In the discharge of his day to day functions, the secretary for Games and Sports shall be assisted by two sub-committees, viz., and Outdoor Games Sub-Committee and an Indoor Games Sub-Committee.
18. (i) The Secretary for Magazine entitled "KANCHENJUNGHHA" shall, subject to the General supervision and control of the general Secretary and the Secretariat, be responsible for efficient and prompt publication of the said Magazine, and other publications intended to serve the general interests of the students.

- (ii) In the discharge of his above functions, the Secretary for Magazine shall be assisted by a Magazine Sub-Committee.
19. (i) The Secretary for Cultural Affairs shall, subject to the general supervision and control of the General Secretary and the Secretariat (a) take steps to promote cultural and academic interest and maintain cultural heritage through debates, lectures, symposia, seminars, etc. (b) encourage developing useful arts and hobbies and (c) organise cultural functions.
- (ii) In the discharge of his above functions, the Secretary for Cultural Affairs shall be assisted by a Cultural Affairs Sub-Committee.
20. (i) There shall be an Advisory Board consisting of three teachers of the University to be nominated by the Rector in consultation with the Secretariat to aid and advise the Secretariat and the General Council for the smooth running of the affairs of the Association.
- (ii) The Advisory Board shall approve the planning of expenditure of the Association for different functions as prepared by the General Council before submission of request for release of fund. The Advisory Board shall also monitor the activities of the Association over the session and shall render such advice as might be necessary for the smooth functioning of the Association.
21. (a) There shall be five sub-committees, viz., sub-committee for students' Welfare, sub-committee for Outdoor Games and Sports, Sub-Committee for Indoor Games and Sports, sub-committee for Cultural Affairs and sub-committee for Magazine.
- (b) The sub-committees shall be elected by the General Council in its first meeting after the meeting for election of the Secretariat. Each sub-committee shall consist of the following :-
- (i) The General Secretary of the Association, who shall be ex-officio President of the Sub-Committee;
- (ii) The Secretary of the respective portfolio who shall be the ex-officio Secretary of the sub-committee.
- (iii) Not less than 3 and not more than 5 other members to be elected from among the elected members of the General Council provided that a member cannot be associated with more than one sub-committee.
- (c) The sub-committee shall meet at least once a month and at such other times as may be required.
- (d) The sub-committees shall be accountable for their functions and working to the Secretariat and the General Council.
6. The Secretaries of sub-committees shall work in close harmony with the General Secretary who shall countersign every notice, report signed by the Secretary of the sub-committee.

PART-III : FINANCIAL PROVISIONS

22. The fund of the Association shall comprise the fees contributed by the regular students under the heads-session fee, magazine fee, Association fee and an amount equivalent to the total collection thereof from the regular Postgraduate students of the University shall be allocated from the University fund.
23. The fund originated from the contribution of the regular students shall be credited to the account of the Association in the name of "North Bengal University Students' Association", in a branch of the State Bank of India nearest to the office of the Association.
- The contribution from the University fund shall be released from time to time on receipt of request form the President/General Secretary of the Association through the comptroller.
24. The Bank Account of the Association shall be operated jointly by the Comptroller and the President or the General Secretary of the Association.
25. A detailed estimate of annual receipts and expenditure pertaining to the Association under its different sections shall be drawn up by the General Council of the Association in consultation with the Advisory Board within a fortnight of the election of the General Council. On being approved by the General Council, the budget Estimates shall be submitted to the Rector through the Comptroller for his consideration and approval.
26. No expenditure which is not provided for in the Budget Estimates shall ordinarily be incurred.

27. (a) The annual statement of accounts of receipts and expenditure shall be drawn by the President and General Secretary of the Association and signed by the Comptroller. The statement shall be placed to the Rector by the President and General Secretary within seven days after completion of the University Examinations for the academic session. Any supplementary expenditure shall have to be accounted for within seven days of completion of the events for which the expenditure was incurred.
- (b) Accounts of the Association shall be audited initially by the Internal Audit Section of the Finance Branch in terms of the provisions laid down in the Financial Rules. The Rector shall make arrangements for final audit of the accounts.
- (c) All purchase of materials required for the Association shall be made with economy but keeping quality in view.
- (d) Regarding purchase of materials required for official use of the Association, the provisions laid down in the Financial Rules of the University for purchase of stores etc. shall be followed.
- (e) Subject to provisions made in the Budget to be approved by him as referred to elsewhere in these Rules, the Rector on the recommendation of the Comptroller shall have powers to sanction any expenditure from the Association fund which is beyond the financial powers vested in the Comptroller/President/The General Secretary of the Association.
- The Rector may call for inspection of books of account of the Association by the Audit & Accounts Officer or any person whom he would think fit.

PART- IV : MODE OF ELECTION OF OFFICE - BEARERS

28. (a) All Postgraduate students of the University whose names are enrolled in the register of the General Body as per clause (d) of this section, shall be eligible for contesting the election to the various offices of the Association.
- (b) The Rector shall order election of the General Council with two weeks notice ordinarily within one month of commencement of classes of the Postgraduate Departments of the University and shall nominate an Election Commission consisting of three members from among the teaching staff of the University for purpose of conducting the elections fairly and smoothly.
- (c) The Election Commissions shall have the authority to formulate detailed procedure for conducting the elections and to formulate a code of conduct, in consultation with the Rector, for the contesting candidates, for the General Council and the Secretariat and their election agents for the elections. Candidates filing nomination for General Council shall have to give undertaking in writing to the Election Commission to follow strictly the code of conduct by himself/herself and his/her election agents for the complete period of election procedure. Violation of this code of conduct in part or full by the candidate and/or his/her election agents during election process, if proved to the satisfaction of the Election Commission, shall automatically nullify the candidature of the person in the whole election process. The candidate shall have the right to appeal before the Rector whose decision in the matter shall be final.
- (d) A Register of the General Body shall be prepared by the Secretary of the concerned Faculty Council at least fifteen days before the commencement of the election procedure and Department-wise provisional list of eligible voters shall be displayed in the notice board of the respective Departments. Three days time shall be given for filling any claim and objection on the Register to the Secretary of the Faculty Council concerned. The final Register shall be displayed in the notice board of the Faculty Council at least seven days before the commencement of the election procedure. The final Register shall not be altered except by the order of the Rector.
- (e) A student shall not be eligible to cast vote and contest election if he/she does not clear all tuition fees and all hostel fees (where applicable) for the months previous to the month when provisional Register of the General Body is published. Once the name of the student is struck-off from the final Register for the above reasons, it can not be incorporated later even after late clearance of the dues.
- (f) All elections shall be by secret ballot.
- (g) No candidate shall contest more than one office.

- (h) Nomination papers shall contain.
 - (1) Name of the office being contested;
 - (2) Name of the Candidate (in block letters) with signature;
 - (3) Roll number, Year, Department of the Candidate;
 - (4) Name of the student proposing with his/her roll number, year and Department;
 - (5) Signature of the student proposing.
- (i) Physical presence of the candidate and the proposer for each seat shall be required at the time of scrutiny of the nomination papers.
- (j) A student shall not propose more than one candidate for the seat of a General Council members of his/her class and not more than one candidate for the Secretariat.
- (k) All Election campaigns are to cease before 24 hours of the commencement of the Elections, Canvassing after the said time is strictly forbidden.
- (l) In cases of dispute during elections, the decision of the Election Commission shall be final and binding on all concerned.
- (m) The Counting of ballots for the General Council members shall take place at the respective Departments/Polling Stations as per notification to be issued by the Election Commission.

PART V : MEETINGS OF THE GENERAL BODY, SECRETARIAT GENERAL COUNCIL AND THE SUB-COMMITTEES

- 29. (a) The General Body may meet for the purpose of ratifying a proposal for constitutional amendment. All such meetings of the General Body shall be convened by the General Secretary either on the advice of the General Council or on the requisition of 20% of the members of the General Body. The General Body may also meet for such other purpose as may be required by or under the Rules.
- (b) Meetings of Secretariat shall be called by the General Secretary on 7 days notice for ordinary meeting and 24 hours notice for an emergent meeting. An emergent meeting of the Secretariat may also be called by the President on a requisition for such meeting by 3 members of the Secretariat.
- (c) Meetings of the General Council shall be convened by the General Secretary on 7 days notice for ordinary meetings and 2 days for emergent meeting. An emergent meeting of the General Council may also be called by the President on a requisition by one third of the members of the General Council plus one.
- (d) Meetings of a sub-committee shall be convened by the Secretary of that sub committee on 3 days notice. Emergent meetings may be called on 24 hours notice.
- (e) One-third of the members plus one shall form the quorum in any meeting.

PART VI : INTERPRETATION OF THE PROVISION

- 30. In any matter requiring interpretation of provisions of these Rules, the decision given by the Rector shall be final.

PART VII : POWER TO MAKE, AMEND AND REPEAL BYE LAWS

- 31. The Executive Council may amend the Rules if it thinks necessary without prejudicing the election already taken place.
- 32. Notwithstanding anything contained anywhere in these Rules, the Rector shall have the right to suspend these rules in part or in its entirety and report the matter to the Executive Council.
- 33. In implementing these Rules if any difficulty/dispute arises, the matter shall be brought to the notice of the Rector and decision of the Rector in that matter shall be final and binding on all parties.

(Effective from. 23.12.97)

Rules relating to the Sports Board

1. The name of the Board shall be North Bengal University Sports Board (hereinafter referred to as the Board).
2. The object of the Board shall be (i) to organise, control, manage and supervise inter-collegiate sports and games amongst the students of the University, Colleges and Institutions affiliated thereto.
 - (i) to undertake, control and conduct inter-university competitions.
 - (ii) to organise courses of training in game and sports.
 - (iii) to award at its discretion trophies, cups, certificates and 'BLUES' or any other award on the results of different tournaments and competitions.
 - (iv) to take necessary steps to encourage all sporting, athletic and physical activities among the students of the University and all colleges and institutions affiliated thereto.
3. All colleges affiliated to the University of North Bengal shall be eligible for membership to the Board on payment of fees fixed hereunder.
4. The Sports Board shall be constituted as follows :-
 - (a) The Vice-Chancellor shall be the President of the Sports Board.
 - (b) The Chairman of the Sports Board shall be nominated for two years by the Vice Chancellor.
 - (c) An Honorary Treasurer shall be appointed for two years by the Vice-Chancellor.
 - (d) A paid whole-time Sports Officer shall be appointed by the University to act as the Secretary of the Sports board without any voting right. Till the appointment of the Sports Officer or during vacancy in the office, an officer to be nominated by the Vice-Chancellor shall act as Secretary of the Board.
 - (e) One member shall be appointed by the Vice-Chancellor from the Teachers of Post Graduate Departments provided that the Post graduate Departments are not defaulters.
 - (f) Twelve members from the teachers/Physical Instructors of the affiliated college of six districts and Sikkim under the jurisdiction of the North Bengal University of whom at least one member will be nominated from the colleges of each district for two years.
 - (g) One Teacher/Physical Instructor from the professional colleges affiliated to the University provided such colleges are not defaulters.
 - (h) One Teacher/Physical Instructor from the Women's Colleges, provided such colleges are not defaulters.
 - (i) Not more than two students of College/University to be nominated by the Vice Chancellor.
 - (j) One member from the members of the Executive Council of North Bengal University to be nominated by the Vice-Chancellor.
 - (k) Any other member of members whom the Vice-Chancellor may deem fit to be in the Sports Board does not exceed 25.
5. The powers and function of the Sports Board shall be :-
 - (a) To appoint Working Committee for conducting inter-collegiate sports, games, tournaments, inter-university competition.
 - (b) To delegate to the Working Committee such powers as the Board may think fit.
 - (c) The Working Committees will consists of 9 members including the Chairman and Secretary of the Board as ex-office members. The other members will be elected by the board in its first meeting from among themselves. The Working Committee shall ordinarily meet once in every two months.
 - (d) To frame and enforce by laws for tournaments and competitions conducted by the Board.
 - (e) To frame and enforce bye-leas of the board.
 - (f) To prepare a budget estimate for annual expenditure of the Board.
 - (g) To affiliate colleges to the Board on payment of such fees and on such terms and conditions as prescribed hereinafter and to register competitions and tournaments intended solely for colleges affiliated to the University on payment and on such terms and conditions hereinafter prescribed.

- (h) To select representatives of Sports Board to different authorities like CAB, IFA and other organisations.
 - (i) To get itself affiliated to such recognised provincial, all India and international bodies as the Board may think fit and necessary with the Vice-Chancellor's approval.
 - (j) To suspend and to take such other disciplinary action against any college or institution affiliated to the Board or any student thereof as it may think fit.
 - (k) Generally, to do all acts and take such other steps as may be found necessary in the due discharge of its responsibilities.
 - (l) To report the Executive Council the activities of Board half-yearly.
 - (m) To consider the recommendations of the Working Committee and Finance Sub Committee.
6. The Board shall be the final authority for setting all disputes relating to the affairs of the Board and the conduct of the affiliated colleges and institutions and the students thereof.
 7. The member of the Board shall function for two years and shall continue as such until fresh nomination or election takes place.
 8. The Board shall meet ordinarily once in three months. The Board shall also meet whenever summoned by the Chairman/Secretary or on a requisition signed by at least seven members of the Board on seven days notice on emergencies.
 9. The Chairman shall preside over all the meetings of the Board and in his absence, a Chairman shall be elected at the meeting.
 10. At the first meeting of the Board in every term, the Working Committee and the Sub-Committee shall be constituted. The Finance Sub-Committee will consist of five members of the board including the Honorary Treasurer who shall also be the Chairman of the Committee and the Secretary of the Board as Ex-officio member. The Secretary will also act as the Ex-officio Secretary of the Working Committee and the Finance Sub-Committee. The members of the Finance Sub-Committee will be elected by the members of the Board in its first meeting from among themselves. The Committee shall ordinarily meet once in every six months or whenever required to meet. The meeting of Working Committee shall be held at least one in every two months.
 11. The Working Committee shall (a) draw up programmes and ties of tournaments (b) arrange for the supervision of the matches of the tournaments (c) adjudicate on all cases of dispute or protests that may be referred to them.
 12. Finance Sub-Committee shall (i) examine and check all the statements of accounts of expenditure incurred to or to be incurred by the Board or the Working Committee to or to be incurred by the Board or the Working Committee and submit them to the Board with the recommendations (ii) prepare the Budget Estimates of the Board for the coming year and submit them to the Board in proper time for consideration of the Vice-Chancellor. The money taken shall then be charged to the proper head of the University Account.
 13. Any vacancies in the Board during the session may be filled up by the Board by election in cases where election is necessary or by appointment by the Vice-Chancellor in cases when he has the power of appoint or nominate.
 14. The power and duties of (i) the Honorary Treasurer, (ii) the Secretary, (iii) the Asstt. Secretary :
 - (i) Honorary Treasurer shall, subject to the general control and direction of the Board (a) have charge of all funds of the Board, (b) allow withdrawal of money from time to time as sanctioned by the Board.
 - (ii) The Secretary shall, subject to the general control and direction of the Board, be responsible for the holding of the meeting of the Board, the Working Committee and the Finance Sub-Committee and for the due execution and implementation of all decisions of these bodies and shall exercise all necessary powers in this behalf and do such other acts may be assigned to him from time to time by the Board.
 - (iii) The Asstt. Secretary shall under the guidance and direction of the secretary and subject to the general control of the Board and the Working Committee perform such duties in addition to regular

office work, as will be assigned to him from time to time by the Secretary to assist him in this conduction of the Sports' Activities of the Board.

15. Each of the colleges affiliated to the University and desirous of being affiliated to the Board shall pay registration fees within 31st March every year as follows :-
Rs. 150.00 per annum for all colleges/university.
The colleges which are defaulters on the 1st of April for non payment of registration fee shall not be eligible to participate in the election or nomination of representatives on the Board and for participation in the sports activities of the Board for that year.
16. All colleges affiliated to the Board shall undertake not to take part in any unregistered competition or tournament without previous permission of the Board.
17. No other organisation except the Board shall have the right to hold University championship in any games, athletics, swimming and wrestling.
18. The Board shall have the power to frame, alter and amend the bye-laws of the Board from time to time as it may think necessary. The Board may also recommend any amendment of the rules of the Board to the Executive Council. Provided that the Vice Chancellor shall have the power to take any action or decision in the interest of efficient functioning of the Sports Board.
19. Operation of the Bank Account.
The Bank Account of the Sports Board shall be operated by any two of the following members :-
 - (i) Chairman
 - (ii) Secretary
 - (iii) Hony. Treasurer.
20. The quorum of a meeting of the Sports Board / Working Committee / Finance Sub Committee shall be one-third of the total numbers of the respective body plus one; provided that no quorum shall be necessary for any meeting of the body which has already been adjourned for want of quorum.

(This has come into force with effect from 1. 8. 90)

Rules relating to use of the Vidyasagar Mancha

1. Vidyasagar Mancha can be used with the permission of the Vice-Chancellor to hold University Convocations, Academic or Executive Conferences, Cultural Functions of the Statutory authorities or body of the University, Receptions of eminent personalities organised by statutory authorities or bodies, other University functions as might be organised by a Statutory authority or body.
2. Non-Statutory organisations located and functioning within the University can use the Vidyasagar Mancha with the prior permission of the Vice-Chancellor for academic or Cultural purpose and in terms of the Rules mentioned herein-under.
3. Organisations outside the University may apply to the Vice-Chancellor seeking permission to use the Hall for academic or cultural purposes and in terms of the Rules mentioned herein under. Such applications should be normally submitted not less than 45 days before the date on which the Hall is proposed to be used. The Vice-Chancellor shall consider such applications provided they are recommended by a statutory authority or body of this University. Organisations outside the University shall not ordinarily be permitted to use the Hall except on Sundays and Holidays.
4.
 - i) Each organisation, Statutory authority or body shall have to deposit a sum of Rs. 1,000=00 (one thousand) only as caution money refundable to the organisers after the completion of the function subject to clearance from the Estate Officer.
 - ii) In case of any damage of the property that part of the caution money shall be forfeited which would be required to replace the material and for fitting charges.
 - iii) In no case the number of guests shall exceed the seating capacity of the Hall.
 - iv) In no case posters/hoardings threatening to damage/deface the beauty of the Hall shall be allowed. Any organisation having not complied with this Rule either would bear the entire cost of beautification or its entire caution money would be forfeited.
 - v) **Service Charge**
The statutory authorities or bodies/organisations located and functioning within the University shall be required to deposit a sum of Rs. 250=00 (two hundred fifty) only per day to enable the University to meet the expenses on account of use of electricity during the function, sweeping and other maintenance charges. The Vice-Chancellor may in special case reduce or waive charge. Outside organisation not related to the University shall have to pay a sum of Rs. 1000=00 (one thousand) only to meet such expenses, provided that such organisations shall not be allowed to use the Hall for more than five hours and beyond 10.00 p.m. In special cases, the service charge may be exempted on the recommendation of the statutory authority/body which recommends the case use of the Hall.
 - vi) In order to keep the Hall and the premises outside it in a state of cleanliness, no food or drinks shall be allowed inside Vidyasagar Mancha, not any food stall be allowed in the premises.
 - vii) The movement of vehicles in the campus and the crowd during any function arranged by any organisation outside the University shall be regulated by the Watch & Ward Department of the University in accordance with the norms of the University.
5. The Vice-Chancellor shall have the right to cancel any contract notwithstanding the fact that it has been executed for the use of North Bengal University.
6. The Vice-Chancellor shall have the power to cancel a function if it is likely to lead to rowdism/obscenity or anything which is noisy and might damage the dignity and peace of the University Campus.
7. Organisation, inside the University intending to take the Hall on rent must submit its proposal to the Estate Officer of the University in the form to be prescribed. The Vice Chancellor may or may not permit the organisation to hold the proposed function.
8. Any other matter, not covered by these Rules, shall be decided by the Vice-Chancellor keeping in view the security of the property and the sanctity of the University premises.

(Effective from 1. 3. 96)

Rules for Conduct of Business of the Executive Council

1. The Executive Council shall meet once a month or more frequently as may be determined by the Vice-Chancellor.
2. In absence of the Vice-Chancellor in any meeting, one of the members shall be elected as Chairman for that meeting.
3. The Registrar shall ordinarily give at least seven days' notice of a meeting to the members and shall send agenda papers in due time. The Vice-Chancellor may, however, abridge the time in case of emergency and bring any other matter of urgent and emergent nature not included in the agenda, before the meeting. Such items will be circulated with the agenda for the next meeting for information of the members.
4. (a) The decisions of a meeting of the Executive Council shall ordinarily be placed before the next meeting of the Executive Council for confirmation after which the minutes shall be final. However, on matters of exigencies, the Chairman may decide to take action.
(b) Any member, who intends to move a motion at meeting of the Executive Council may give notice of such motion to the Registrar, so as to reach him not less than ten days before the date of the meeting. Such motion shall be included in the agenda of the meeting. In case the subject of the motion does not come under the purview of the powers and duties of the Executive Council as embodied in the N.B.U. Act, 1981 and the First Statutes, Ordinances and Regulations framed thereunder, the Vice-Chancellor may not allow inclusion of such motion. The decision of the Vice-Chancellor in the matter shall be final.
5. (i) No proceedings of a meeting of the Executive Council shall be invalidated by reason that a member has not received a notice or agenda paper provided the same has been duly issued to him from the office of the University.
(ii) No proceedings of a meeting of the Executive Council shall be invalidated by reason merely of a vacancy or vacancies existing in the Executive Council (Vide Section 39 of the North Bengal University Act, 1981).
6. (i) In any case not provided for by these Rules, the Chairman may give a ruling as to the procedure to be followed, not inconsistent with the Act, Statutes, Ordinances and Regulations or these Rules.
(ii) Save as otherwise provided, in case of dispute or difference of opinion on a technical issue, the Chairman's decision, if not inconsistent with any provision of the Act, Statutes, Ordinances and Regulations or these rules, shall be final.

7. GENERAL

All references in these Rules to the Vice-Chancellor or Deans and the Registrar shall include references to a person acting as such for the time being.

(Effective from 14.3.2000)

Rules relating to Leave of the Whole-Time Employees (E.G. Officers & Non-Teaching Employees of the University (Vide G.O. No. 524-Edn. (U) Dated 23.6.2000)

1. These Rules may be called the Rules relating to leave in respect of whole-time employees (in the categories of Officers & non-teaching employees) of the University.
2. These Rules are applicable to all whole-time employees other than teachers.
3. Leave of any description can not be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.
4. Leave ordinarily shall begin on the day on which the transfer of charge is affected and on the day proceeding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but can not be affixed and prefixed to holidays. When leave is combined with a holiday by both prefixing and suffixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
5. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.
6. An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner.
7. An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorised absence and that period will be debited to leave, as though it were leave on full pay provided leave on full pay is available to such an employee.
8. No employee shall be allowed to absent himself from office without prior permission.
9. All application of leave of absence and or for leaving station should be previously made in writing and sanction obtained before leave is availed of, except in case of emergency in which case the report of such absence must be sent if possible, on the very day the employee is forced to absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.
10. If any employee is on unauthorised absence or unreported absence or on overstayal of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his recorded address asking him to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him. If during the course of disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudices to the disciplinary proceedings already initiated against him (unless he is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularisation of the period of unauthorised absence or unreported absence or overstayal of leave shall be left over consideration till the finalisation of disciplinary proceedings.
11. Habitual irregularities or frequent absence without proper authorisation will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University.
12. Leave at the credit of an employee in his leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.
13. Unless Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorised and unreported absence from duty the concerned employee shall cease to be in service of the University.
14. Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attains the age of superannuation for retirement under the terms and conditions governing his/her service.

15. Each employee, on arrival at office shall sign the Attendance Register putting the time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. on all working days with half an hour recess, with provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Attendance Register for making departure should not be placed before the employees before 5.15 p.m. Anybody leaving office before that time will be marked absent and action as per university rule will be taken in such cases. For every three days' late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.
16. Subject to the forgoing general principles, leave shall mean :-
- | | |
|------------------------|--|
| (i) Casual Leave | (vii) Quarantine Leave |
| (ii) Earned Leave | (viii) Maternity Leave |
| (iii) Half-pay Leave | (ix) Leave in extra-ordinary circumstances |
| (iv) Commuted Leave | (x) Special disability Leave |
| (v) Compensatory Leave | (xi) Leave on Duty |
| (vi) Study Leave | |
17. Casual Leave :
- Casual Leave for short period, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency which may arise.
 - Casual Leave can not be combined with any other kind of leave or Puja holidays : but can be prefixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.
 - An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by the employee concerned.
 - An employee on casual leave shall be treated as on duty.
 - In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.
 - Casual Leave, if not taken within the calendar year will lapse.
18. Earned Leave :
- Earned Leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.
 - Earned leave shall be credited to the leave account at the rate of 2.5 days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.
- In the event of death, resignation, retirement or dismissal from the service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of 2.5 days per calendar month. Earned Leave shall be credited to the leave account, in advance, in two installments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 240 days till 30-06-98 and 300 days with effect from 01-07-1998. 15 days benefit of Earned Leave (not for encashment) beyond 300 days to the whole time employees (e.g. Officers and non-teaching employees) of State-aided Universities vide no. 153-Edn(U) dt. 14.3.08 w.e.f. 1.1.2008. While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.
- Earned Leave can be combined with any other kind of leave except casual and quarantine leave.

19. Half-pay Leave :

(a) An employee may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practitioner/Medical Board appointed by the same authority before granting him leave.

Provided further that an employee on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

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

20. Commuted Leave :

(a) An employee will be entitled to commute the half-pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted twice the number of days of actual leave of absence on half-pay shall be debited against the leave account.

(b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

21. Compensatory Leave :

(a) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.

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

(c) No overtime or holiday allowance shall be admissible for such period for which compensatory leave is granted.

(d) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

22. Study Leave :

(a) Study leave for advanced study and training which is not taught in or semi regular academic course directly related to his work in the University, may be granted to a permanent employee by the University Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire there-from within three years of his/her return from such leave. There shall be a gap of at least three years between the periods of such leave.

The Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him as leave salary for the period of study leave.

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.

(b) The maximum period for which study leave may be granted is limited to two years during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays except casual and quarantine leave.

23. Quarantine Leave :

(a) Quarantine Leave is leave of absence from duty necessiated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a Public or Municipal Health

Officer for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

(b) For the above purpose small-pox may be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer considers that because of doubt as to the true nature of disease, e.g., small-pox, there is reason for such grant of such leave.

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

i) Scarlet Fever

ii) Plague (Bubonic or Bubanic)

iii) Typhus

iv) Corobro-spinal meningitis.

(d) For persons employed in the preparation and distribution of food, the following additional diseases shall also be treated as infectious :-

i) Dysentery

ii) Enteric fever (Typhoid fever)

iii) Malta fever

iv) Paratyphoid fever

(e) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

24. Maternity Leave :

(a) Maternity leave may be granted to the whole-time female employee for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner.

(b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered medical practitioner.

(c) Maternity leave will not be debited against leave account.

(d) The concerned employee on maternity leave will be entitled to normal annual increment in time scale of pay.

25. Leave in extraordinary circumstances :

(a) Extraordinary leave without pay may be granted to a whole-time permanent employee in special circumstances on the following conditions :

(i) when no other leave is admissible.

(ii) when other leave is admissible, but the employee applies in writing for the grant of extra-ordinary leave.

(iii) not more than 3 months extraordinary leave be granted to an employee.

(b) The Executive Council in view of exceptional circumstances in the following cases may grant extraordinary leave of the limit prescribed in clause (a) :-

(i) six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his/her request for such leave is supported by a Medical Certificate as required under these rules.

(ii) eighteen months, where the employee is undergoing treatment for :-

(a) pulmonary tuberculosis or plourisy of tubercular origin in a recognised sanatorium,

(b) tuberculosis of any other part of the body by a qualified tuberculosis specialist.

(c) leprocy in a recognised leprocy institution by a Medical Officer or a specialist in leprocy recognised by the University authority.

(d) cancer or mental diseases, in an institution recognised for the treatment of such diseases or a specialist in such diseases recognised as such by the University authority.

(iii) twenty four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under those rules including three months extraordinary leave under clause (a).

(c) Where the University employee is granted extraordinary leave in terms of the provision contained in sub-clause (iii) of clause (b) he/she shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the University during such leave plus that incurred by any agency with interest thereon in the event of his not returning to the duty of the expiry of such leave or quitting the service before a period of three years after return to duty.

(d) The bond shall be supported by two permanent whole-time employees having status comparable to or higher than that of the University employee concerned.

(e) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (b).

(f) The authority component to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(g) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.

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

26. Special Disability Leave :

(a) An employee who is disabled by injury accidentally incurred in consequence of the due performance of any particular duty which has the ordinary risk attaching to the post, may be allowed special disability leave on full pay and allowances for a maximum period of four months during the whole course of service.

(b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is due and the person disabled acted with due promptitude in bringing it to notice, provided that if University authority is satisfied as to the cause of the disability manifested, such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(c) The period of leave granted shall be such as is certified by a medical board to be necessary.

(d) Special disability leave may be combined with any other kind of leave except casual leave and quarantine leave.

(e) The concerned employee is entitled to normal annual increment in time-scale of pay during such leave of absence.

(f) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

27. Leave on Duty :

An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds : -

(a) for participating in International, All India or Regional Games, sports or cultural activities organised by bodies recognised as such by the University or State Government.

(b) for attending meetings of recognised public bodies as an elected representative of the people.

(c) for participating in conference/symposium/seminar/workshop or the like to be conducted by any organisation recognised by the University.

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.

Provided further that the date of annual increment in the time-scale of pay shall not be disturbed on account of an employee being on leave of absence on duty.

28. Child Care Leave [Govt. Order No. 793(19)-Edn (U)/EH/1U-53/99(Pt.I) dated 14.08.2015]:

Child Care Leave for a maximum period of two years i.e., 730 days has been extended to the regular female employees of the University subject to the following conditions:

- i) The same will be admissible during the entire period of service for taking care of up to 2 (two) children up to 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
 - ii) During the period of such of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - iii) It may not be granted in more than 3 (three) spells in a calendar year.
 - iv) It may not be granted for less than 15 days in a spell.
 - v) Child Care Leave shall not be debited against the leave account.
 - vi) It may be combined with leave of the kind due and admissible.
 - vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
 - viii) Other terms and condition as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
 - ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
29. Paternity-cum-Child Care Leave for maximum period of 30 days. [Govt. Order No. 1019(2)-Edn(U)/EH/1U-53/99(Pt.1) dated 07.12.2016] with less than 2 (two) surviving children in respect of regular male employees of the University.
- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
 - ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - iii) Such leave can be combined with leave of any other kind.
 - iv) This will not be debited against the leave account.
30. Encashment of Earned Leave :
- (a) An employee who retires on attaining the age of superannuation, shall be entitled to cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of retirement, subject to a maximum of upper limit to be fixed by the State Government time to time.
 - (b) An employee who retires from the service on attaining the age of superannuation, while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his/her credit on the date of retirement, on conclusion of the proceedings against him/her, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified.
 - (c) An employee who retires voluntarily may be granted cash equivalent of leave salary in respect of earned leave at his/her credit subject to a maximum of upper limit of accumulation of earned leave prescribed by the State Government from time to time provided this period does not exceed the period between the date on which he/she so retires and the date on which he would have retired in the normal course after attaining the age of superannuation.
 - (d) An employee who resigns from service, shall be entitled to cash equivalent of earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of half of upper ceiling of accumulation of earned leave fixed by the State Government from time to time.

Rules relating to North Bengal University Research Scholars' Association (NBURSA)

A. Name and Objectives :

A.1. These Rules shall be called the Rules relating to the Research Scholars' Association of the North Bengal University. These Rules shall come into effect from the date of their approval by the Executive Council of the North Bengal University.

A.2. The NBURSA shall cooperate with the University authorities for proper implementation of the Research Projects/schemes, relevant rules, policies and decisions of the university concerning the scholars and the scholars' hostels, improving the quality of research, and shall work for the promotion of extra-curricular activities in the hostels and in association of the other section of the university community.

A.3. The Association shall take such steps as may be necessary for the improvement of the working conditions and interests of its members.

B. Structure of the Association :

B.1. The NBURSA shall have a two-tier structure consisting of a General Body and a Council of Office Bearers.

B.2. Membership of the General Body :

All persons appointed by the University for not less than one year as research scholars or fellows (junior or senior), research associates in research projects/schemes funded by the UGC, ICSSR, CSIR, ICAR, DST, DBT and such other agencies or the University itself, and foreign scholars with scholarships from competent Govt., or semi-government agencies will constitute the G.B. of the NBURSA on payment of membership subscriptions to be fixed by the G.B. of the Association from time to time. For the purpose of deciding membership all such projects, schemes or scholarships have to be implemented through the North Bengal University.

B.3. Membership to the G. B. of a person will cease on (a) resignation by the member from their fellowship or project, (b) failure to pay membership subscription by the due date and (c) termination of fellowship/scholarship by the employer.

B.4. Council of Office Bearers :

The Council of Office Bearers shall consist of (a) a President, (b) a Vice President, (c) a Secretary, (d) a Joint Secretary-cum-Treasurer, and (e) a Secretary for Sports and Cultural activities.

B.5. The tenure of an office bearer and the Council of Office Bearers shall ordinarily be one year. However, the tenure of an office bearer will end premature if he resigns or if his membership to the G.B. ceases following the clauses laid down in B.4. The tenure of the Council of the Office Bearers may be extended for a period of not exceeding three months (beyond one year from the date of assumption of office) by the Vice-Chancellor, if the situation so demands.

C. Management of the Association :

C.1. All executive powers of the Association shall be vested with the Council of Office Bearers, which shall be answerable to the General Body for all its actions.

C.2. There shall at least be three G.B. meetings in a year for the purposes of (a) preparing the budget estimate for the ensuing/current year, (b) approval of the audited statement of accounts for the previous year, (c) initiating programmes for the current year, (d) formulating proposals for the amendments to the rules of the NBURSA and other purposes as may be considered necessary by the Council of Office Bearers.

C.3. The Council of Office Bearers shall normally meet once a month.

C.4. The President shall normally preside over all meetings of the General Body and the Council of Office Bearers. He shall see to it that the meetings and all activities of the Association are conducted according to the Rules of the NBURSA.

C.5. The Vice President of the Association shall (a) preside over the meetings of the G.B. and the Council of Office Bearers in the absence of the President, (b) carry out any function delegated to him by the President, and (c) discharge all or any of the functions of the President during the latter's absence.

C.6. The Secretary shall coordinate the activities of the Council of Office Bearers, implement the policy decisions of the Council of Office Bearers and the General Body, convene meetings of the GB and the Council of Office Bearers in consultation with the President, place the annual budget in the meeting of the GB, and take such other steps as would be necessary for the smooth functioning of the Association.

C.7. The Joint Secretary-cum-Treasurer shall help the Secretary in preparing the annual budget, keep accounts of income and expenditure, raise membership subscription and funds, place audited statements of accounts in the GB and discharge all functions of the Secretary during the period of the latter's absence.

C.8. The Secretary for Sports and Cultural Activities shall frame programmes for the promotion of sports activities, cultural activities including debates in consultation with the Secretary and implement them. He will prepare a calendar of sports and cultural activities for the whole year at the beginning of the tenure of the Council of Office Bearers every year.

C.9. Ordinary meetings of the Council of Office Bearers and of the General Body shall be convened with seven days' notice. An emergency meeting of the GB or the Council of Office Bearers may however be called with one day's notice.

C.10. Fifty percent of the Office Bearers will form the quorum for a meeting of the E. 2. At least one of the members of the Council of Office Bearers shall be a woman. Council of Office Bearers, while 50 per cent of the members will form the quorum of a General Body meeting.

C.11. A requisition meeting of the Council of Office Bearers may be convened, with five days notice, if at least any two of the office bearers demand so.

C.12. The Secretary shall convene a meeting of the General Body to consider a No Confidence Motion if such a motion is moved by at least 20 per cent of the members of the General Body. To be approved such a motion must be supported by at least 2/3 rds of the members present and voting. Once the No Confidence Motion is passed by the General Body the Secretary shall approach the Vice-Chancellor for the dissolution of the Council of Office Bearers. The Vice-Chancellor may make an interim arrangement until a fresh election of the Council of Office Bearers is held.

C.13. The Council of Office Bearers may bring their problems to the notice of the Hostel Superintendent regarding Hostel matters.

C.14. The Vice-Chancellor of the University of North Bengal shall have the power (a) to fix the date for election of the Council of Office Bearers of the NBURSA, (b) to nominate an election officer to conduct the election of the NBURSA, (c) to seek report from the Secretary or the President on any crucial issue or incident and make necessary interventions, (d) to dissolve the Council of Office Bearers if so recommended by the General Body, and make an interim arrangement and order fresh election, (e) to define the jurisdiction of power and responsibilities of the Election Officer and to seek an explanation from him for any of his actions.

C.15. One copy of appointment letter, joining report, resignation or termination letter should be given to the Secretary, NBURSA.

D. Financial Provisions :

D.1. Every member shall pay an annual subscription at a rate to be fixed by the General Body. The money thus collected shall form the Research Scholars' Association Fund, which is to be operated through a bank account. The subscription may be collected under several heads such as Sports Fund, Cultural Fund, Magazine Fund and so on.

D.2. The bank account shall be in the name of North Bengal University Research Scholars' Association', which would be operated by any two of the President, Secretary, and the Joint Secretary.

E. Mode of Election of the Council of Office Bearers :

E.1. All members of the General Body shall be eligible to vote and contest the election to the posts on the Council of Office Bearers.

E.2. The Vice-Chancellor shall publish the election schedule along with the appointment of the election officer at least 15 days ahead of the date of poll. The Vice-Chancellor shall decide about the jurisdiction of power of the election officer. The election officer shall be answerable to the Vice-Chancellor for all his actions.

E.3. A Register of the General Body shall be prepared and published by the election officer at least 15 days ahead of the date of notification for the election. There shall be provisions for objections and correction to the Register of the G.B. upto three working days before the election.

E.4. All election shall be by secret ballot. Results will be determined on simple majority of votes. In case of tie the results will be decided on the basis of a draw of lots.

E.5. The details of the format of nomination paper, the mode of scrutiny and other matters related to election shall be worked out by the election officer.

E.6. Election campaigns, if any, must cease 24 hours before the commencement of polling.

E.7. In matters of the dispute relating to election, the decision of the Election Officer shall be final and binding upon all concerned.

F. Interpretation of the Rules :

F.1. All disputes relating to the interpretation of any rule shall be referred to the Vice-Chancellor for decision. The decision of the Vice-Chancellor shall be final.

G. Power to make, amend and repeal Rules :

G.1. The Executive Council of the North Bengal University shall have the power to make new rules, and the power to amend or repeal the existing rules with or without the recommendations of the General Body of the NBURSA.

G.2. Notwithstanding anything contained in these rules, the Vice-Chancellor shall have the right, in case of an emergency, to suspend, in part or in entirety, these Rules and report the matter to the Executive Council of the North Bengal University.

(Effective from 17. 11. 98)

Rules relating to the Nepali Academy

1. These Rules shall be called the rules relating to the Nepali Academy.
2. They shall come into force at once.
3. Unless the context otherwise requires, words and expressions used in these Rules shall be interpreted to have the same meaning as they have in the Act.
4. The Nepali Academy of the University of North Bengal shall remain under the over-all management of an Advisory Committee which shall consist of the following members :-
 - (a) The Vice-Chancellor — Chairman.
 - (b) One teacher of the Department of Nepali to be nominated by the Departmental Committee — Secretary.
 - (c) Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
 - (d) The Registrar.
 - (e) The Finance Officer.
 - (f) All teachers of the Department of Nepali.
 - (g) 12 persons representing different fields / specializations in Nepali language literature and culture to be nominated by the Vice-Chancellor in consultation with the Executive Committee (provided herein after).
5.
 - (a) The Advisory Committee shall meet at least three times in each year.
 - (b) The members of the Advisory Committee and Executive Committee under clause 4 (g) and clause 7 respectively shall have a tenure of 2 years from the date of first meeting of the Committee concerned.
6. The Nepali Academy shall have an Executive Committee responsible for its efficient management and administration on day to day basis subject to the policies, programmes and general guidelines laid down by the Advisory Committee.
7. The Executive Committee shall meet at least once in two months. The Executive Committee shall consist of the following persons :-
 - (a) The Vice-Chancellor—Chairman.
 - (b) The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
 - (c) The Registrar.
 - (d) The Secretary of the Advisory Committee—Secretary.
 - (e) Eight members to be nominated by the Vice-Chancellor.
8. Subject to the provisions of the Act, Statutes, Ordinances and Regulations, the Nepali Academy shall have the following aims and objectives :-
 - (a) Extensive research and studies in Nepali language, literature and culture.
 - (b) Comparative research in Nepali and other languages and cultures of the region.
 - (c) Publication of Journal in the relevant disciplines and specializations.
 - (d) Publications of Books, monographs and learned research works by scholars/experts in the area of Nepali language, literature and culture.
 - (e) Preparation and publication of Nepali / Hindi / Bengali / English Dictionary.
 - (f) Organising Seminar/Symposium/Workshop/Conference in the relevant disciplines.
9. The Nepali Academy shall have a budgetary allocation to be provided for in the budget of the University. The Advisory Committee and the Executive Committee shall take of all possible steps to generate additional resources from external sources as well as from sale of its products and services.

The Academy shall maintain a separate bank account which shall be operated by any two of this persons to be decided by the Executive Committee.

10. The staffing pattern of the Nepali Academy shall be decided by the Executive Council of the University on recommendation of the Executive Committee of the Academy.
11. In all Matters not expressly covered by these Rules, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act, Statutes, Ordinances and Regulations.

(Effective from 3.10.2001)

Rules relating to N.B.U. Law Students' Association

1. ASSOCIATION: The Department of Law shall have Students' Association captioned as Law Students Association. (LASA-abbreviation)
2. OBJECTIVES: The Students' Association is intended to function as an organisation for fostering and developing academic interest and promoting all extra-curricular activities of the Law (LL.B & LL.M) students.
3. MEMBERSHIP: The Association shall consist of all regular LL.B & LL.M students of the Department of Law who shall collectively constitute the General Body of the Association. Regular studentship shall mean studentship in an academic session commencing from the date of admission and ending on the last date of university examination for that session in LL.B & LL.M classes. The Association shall function through a Rector and Executive Committee and five Sub-Committees. The Vice-Chancellor shall be the ex-officio Rector of the Association.

The Rector Shall :

- (a) Fix a date for election once in every year and constitute an Election Committee of three members including a Convenor from among the teaching staff for conducting the election of the Association ordinarily within 30 working days from the commencement of all the classes of LL.B.
- (b) Nominate a Comptroller for the Association who shall be responsible to the Rector for the financial affairs of the Association.

4. STRUCTURE OF THE ASSOCIATION & OFFICE BEARERS :

I) There shall be an executive committee of the Students' Association to be elected by the General body of the Association by means of secret ballot. The Executive Committee shall consist of ordinary members drawn from the classes of LL.B & LL.M. on the basis that each class shall elect as many representatives as will be quotient obtained by dividing the number of students of each class by 25 and if after such division, the remainder is not less than 13, the number of representative to be elected shall be further increased by one. If the number of students in a class is less than 25, the number of representatives shall be one. In case of more than one representative for each class, there shall be one woman representative, if there are female students in the said class.

In the event of equality of votes for any seat the decision shall be made by draw of lots.

II) The members of the Executive Committee shall elect six office bearers of the Association to be collectively called the Secretariat of the Association. The election shall be held within seven clear days from the date of election of the Executive committee to be conducted by the election committee through secret ballot. The composition of the Secretariat shall be as prescribed in sub-**clause V**.

In the event of equality of votes for any seat there shall be draw of lots to decide the result.

III) Tenure of Executive Committee shall be for one academic session. The tenure of the Executive Committee and office bearers shall cease on cessation of regular studentship of the elected members. The Rector shall make interim arrangements for functioning of the new Executive Committee and office bearers in case of exigency.

IV) No person shall remain member of the Executive Committee after he/she has ceased to be a regular student or if he/she is found guilty of gross irregularity or indiscipline. In such case the decision of the Rector shall be final but the student concerned may prefer an appeal to the Executive Council.

V) In case of vacancies in one or more seats in the Executive Committee including the Secretariat, the power and function of such seats shall remain vested with Rector till such vacancies are duly filled up following the rules to be prescribed separately.

All executive power shall be vested with the Secretariat which shall be responsible to the Executive Committee of the Association for all its functions.

The Secretariat shall consist of:

- a) President who shall be the President of the Association;

- b) General Secretary, who shall be the General Secretary of Association;
- c) Assistant General Secretary who shall be the Assistant General Secretary of the Association.
- d) Secretary for Games and Sports.
- e) Secretary for Cultural Activities.
- f) Secretary for Magazine.

VI) There shall be five sub-committees, viz sub-committee for student welfare, sub-committee for Games & Sports, sub-committee for cultural affair, sub-committee for magazine and sub-committee for common room.

VII) The Sub-committees shall be elected by the Executive Committee in its first meeting after the meeting for election of the Secretariat. Each sub-committee shall consist of the following :- Secretary, Assistant Secretary and two members to be elected by the Executive Committee in its first meeting.

VIII) The sub-committee shall meet at least once a month and such other times as may be required.

IX) The sub-committee shall be accountable for their functions and working to the secretariat and the executive committee.

X) The Secretaries of the sub-committees shall work in close harmony with the General Secretary who shall counter sign every notice, report signed by the Secretary of the sub-committee.

5. MEETINGS: The Executive Committee shall meet at least three times in an academic session, for purposes of (a) formation of sub-committees (within a week of election of the executive committee) (b) preparing the budget estimates for the Association for the term (within a fortnight of the election of the executive committee) in consultation with the Comptroller (c) placing the annual accounts at the end of the session and (d) for such other purposes as may be required by and under the rules.

The Secretariat shall meet at least once in a month.

6. POWERS AND FUNCTIONS OF THE OFFICE BEARERS :

I. The President shall normally preside over all meetings of the Secretariat and the Executive Committee.

II. The President shall ensure that the account of all receipts and expenditure of the Association fund are properly maintained in accordance with the provisions of the rules regarding Finance as contained in Rule-8.

III. The President shall have powers, in consultation with Secretariat and with the approval of Advisory Board to dissolve any sub-committee in case of emergency and conduct the affairs of the sub-committee for two months at the maximum.

IV. The General Secretary shall be responsible for :-

- a) General supervision and co-ordination of the activities of the secretaries, Committees and subcommittees of the secretariat and the executive committee of the Association.
- b) Execution and implementation of the decisions of the secretariat and the executive committee.
- c) Convening meetings of the secretariat and the executive committee.
- d) Placing the Budget estimates at the budget meeting of the executive committee.
- e) Presiding over the meetings of the subcommittees and
- f) Taking such other steps as may be necessary for the smooth running of the Association.

V. The Assistant General Secretary shall (a) discharge all or any functions of the General Secretary during the letter's absence and (b) be responsible for organising and promoting students' welfare in assistance with a sub committee for the purpose.

VI. The secretary for games and sports shall subject to the general supervision and control of the general secretary and the secretariat (a) take step to organise efficiently various games and sports and (b) promote the cause of health and physical development of the student of the Department.

VII. In discharge of his day to day functions, the secretary for games and sports shall be assisted by to sub committees viz, an out-door Games sub committee and an indoor games sub-committee.

VIII (i) The Secretary for magazine shall subject to the general supervision and control of the general secretary and the secretariat, be responsible for efficient and prompt publication of the said magazine, and other publication intended to serve the general interest of the students.

(ii) In discharge of his above functions the secretary for magazine shall be assisted by a magazine sub-committee.

IX. (i) The Secretary for cultural affairs shall, subject to the general supervisions and control of the general secretary and the secretariat (a) take steps to promote cultural and academic interest and maintain cultural heritage through debates, lectures, symposia, seminars, etc. (b) encourage developing useful arts and hobbies and (c) organise cultural functions.

(ii) In discharge of his functions the Secretariat for cultural affairs shall be assisted by a cultural affair sub-committee.

7. ADVISORY BOARD :

(i) There shall be an Advisory Board consisting of three teachers of the Department to be nominated by the Rector in consultation with a Secretariat to aid and advise the Secretariat and the Executive Committee for smooth running of the affairs of the Association.

(ii) The Advisory Board shall approve the planning of expenditure of the Association for different functions as prepared by the General Council before submission of the request for release of fund. The Advisory Board shall also monitor the activities of the Association over the session and shall render such advice as might be necessary for the smooth functioning of the Association.

8. FINANCIAL PROVISIONS :

i) The fund of the Association shall comprise the fees contributed by the regular students under the heads session fee union fee and an amount equivalent to the total collection thereof from the regular LL.B. & LL. M. students of the University shall be allocated from the University fund.

ii) The fund originated from the contribution of the regular student shall be credited to the account of the association in the name of "North Bengal University Law Students' Association" in a branch of State Bank of India nearest to the office of the Association.

The contribution from the University fund shall be released from time to time on receipts of request from the General Secretary of the Association through the Comptroller.

iii) The Bank account of the Association shall be operated jointly by the Comptroller, the President and of the General Secretary of the Association.

iv) A detailed estimate of the annual receipts and expenditure pertaining to the Association under the different sanctions shall be drawn up by the Executive committee of the Association in consultation with the Advisory Board within a fortnight of the election of the Executive Council. On being approved by the Executive Committee, the budget estimates shall be submitted to the Rector through the comptroller for his consideration and approval.

v) The expenditure which is not provided for in the Budget Estimates shall ordinarily not be incurred.

vi) (a) The annual statement of accounts of receipts and expenditure shall be drawn by the President and the General secretary of the Association and signed by the Comptroller. The statement shall be placed to the Rector by the President and General Secretary within seven days after completion of the University Examination for the academic session. Any supplementary expenditure shall have to be accounted for within seven days of completion of the event for which the expenditure is incurred.

(b) Accounts of the Association shall be audited initially by the Internal Audit Section of the Finance Branch in terms of Provisions laid down in the Financial Rules. The Rector shall make Arrangements for final audit of the accounts.

(c) All purchase of materials required for the Association shall be made with economy but keeping quality in view.

(d) Regarding purchase of materials required for official use of the association, the provision laid down in the financial rules of the University for purchase of stores etc shall be followed.

(e) Subject to the provision made in the Budget to be approved by him as referred to elsewhere in these rules, the Rector on the recommendation of the Comptroller shall have power to sanction any expenditure from the Association fund which is beyond the financial powers vested in the Comptroller/President/The General Secretary of the Association.

The Rector may call inspection of books of accounts of the association by the Audit & Accounts Officer or any person whom he would think fit.

9. ELECTION :

(a) All LL. B. & LL. M. students of the University whose names are enrolled in the register of the General Body as per clause (d) of this section, shall be eligible for contesting the election to the various offices of the Association.

(b) The Rector shall order election of the Executive Committee with two weeks notice ordinarily within one month of commencement of classes of the LL. B, Department of Law of the University and shall nominate and Election Committee consisting of three members from among the teaching staff of the Department for purpose of conducting the election fairly and smoothly.

(c) The Election Committee shall have the authority to formulate detailed procedure for conducting the Elections and to formulate a code of conduct in consultation with the Rector, for the contesting candidates, for the Executive Committee and the Secretariat and their election agents for the elections. Candidates filing nomination for Executive Committee shall have to give undertaking in writing to the Election Committee to follow strictly the code of conduct by himself/herself and his/her election agents for the complete period of election procedure. Violation of this code of conduct in part or full by the candidate and/or his/her election agents during election process, if proved to the satisfaction of the Election Committee, shall automatically nullify the candidature of the person in the whole election process. The candidate shall have the right to appeal before the Rector whose decision in the matter shall be final.

(d) A register of the General Body shall be prepared by the Head of the Department at least 15 days before the commencement of the election procedure and class wise provisional list of eligible voters shall be displayed in the notice board of the Department. Three days time shall be given for filing any claim and objection on the register to the Head of the Department. The final register shall be displayed on the notice board of the Department atleast seven days before the commencement of the election procedure. The final register shall not be altered except by the order of the Rector.

(e) A student shall not be eligible to cast vote and contest election if he/she does not clear all tuition fees and all hostel fees (where applicable) for the month previous to the month when provisional register of the General Body is published. Once the name of the student is struck off from the final register for the above reason, if can not be incorporated later even after late clearance of the dues.

(f) All election shall be by secret ballot.

(g) No candidate shall contest for more than one office.

(h) Nomination paper shall contain :

1. Name of the office being contested.
2. Name of the candidate (in block letter) with signature
3. Roll No. and Class.
4. Name of the student proposing with his/her Roll No. and class.
5. Signature of the student proposing.

(i) Physical presence of the candidate and the proposer for each seat shall be required at the time of scrutiny of the nomination papers.

(j) A student shall not propose more than one candidate for the Secretariat.

(k) All election campaigns are to cease before 24 hours of commencement of the elections. Canvassing after the said time is strictly forbidden.

(l) In case of dispute during elections, the decision of the election committee shall be final and binding on all concern.

- (m) The counting of the ballot of the Executive Committee members shall take place in the Department as per the notification to be issued by the election committee.
10. MEETING OF THE GENERAL BODY, SECRETARIAT, EXECUTIVE COMMITTEE AND THE SUB-COMMITTEES.
- (a) The General Body may meet for the purpose of ratifying a proposal for amendment of these rules. All such meetings of the General Body shall be convened by the General Secretary either on the advice of the Executive Committee or on the requisition of not less than 40% of the members of the General Body. The General Body may also meet for such other purposes as may be required by or under the rules.
- (b) Meeting of the Secretariat shall be called by the General Secretary on seven days notice for ordinary meeting and 24 hours notice for an emergent meeting. And emergent meeting of the Secretariat may also be called by the President on a requisition for such meeting by 3 members of the Secretariat.
- (c) Meeting of the Executive Committee shall be convened by the General Secretary on seven days notice for ordinary meetings and 2 days for emergent meeting. An emergent meeting of the Executive Committee may also be called by the President on a requisition by one half of the members of the Executive Committee plus one.
- (d) Meeting of the Sub-committee shall be convened by the Secretary of that Sub-Committee on 3 days notice. Emergent meetings may be called on 24 hours notice.
- (e) One half of the Members plus one shall form the quorum in any meeting.
11. INTERPRETATION OF THE PROVISIONS :
- In any matter requiring interpretation of provisions of these Rules, the decision given by the Rector shall be final.
12. POWER TO MAKE, AMEND AND REPEAL BY LAWS :
- i) The Executive Council of the University may amend the Rules if it thinks necessary without prejudicing the election already taken place.
- ii) Notwithstanding anything contained anywhere in these Rules, the Rector shall have the right to suspend these Rules in part or in its entirety and report the matter to the Executive Council.
- iii) In implementing these Rules if any difficulty/dispute arises the matter shall be brought to the notice of the Rector and the decision of the Rector in that matter shall be final and binding on all parties.

(Effective from 6. 2. 02 with amendment on 23.04.04)

Rules relating to the Board of Discipline

1. There shall be Boards of Discipline for dealing with the malpractice cases as may be brought to the notice of the University while conducting the University examination.
2. One Board of Discipline each shall consider all such cases for the Undergraduate and the Postgraduate examinations.
3. Each such Board shall be composed of (a) one member of the Executive Council to be nominated by the Executive Council (b) Inspector of Colleges and (c) Three Teachers from UG Colleges/PG Departments. The Controller of Examinations shall be the convener of such Boards. The Controller of Examinations shall recommend to the Vice-Chancellor names under sl. no. (c) for constituting each Board.
4. The recommendations of the Board of Discipline shall referred to the Executive Council for approval.
5. A candidate, if caught in an act of adopting unfair means like copying from papers/books etc. or from other examinee's scripts, he/she shall be expelled by the College. In case of such expulsion of the Officer-in-Charge of the Centre shall forward to the Controller of Examinations the expulsion order along with incriminating materials.

But if for any reason, such step is not feasible, the Officer-in-Charge, on the basis of a report of the concerned invigilator, shall inform the Controller of Examinations along with incriminating papers, if any.

(a) If cases as above are referred to the Controller of Examinations with clear supportable evidences, the examination of such candidate shall be cancelled, and they shall be debarred from appearing in the Examination for the next year.

(b) If, however, a candidate is expelled by the College for the alleged destruction of incriminating evidences which is denied by the candidate and cannot otherwise be proved, the candidate shall be debarred from appearing at the next examination also.

(c) If, however, the candidate admits the allegation, he/she shall be penalized for two years, including the year he/she takes the examination.

However, if in the opinion of the Board of Discipline, the offence has been committed by him for the first time or if the offence is minor in nature, the Board may recommend condonation of the penalty for one year i.e. the candidates in such cases may not be debarred from appearing at the following examination of the same standard and their examinations for the particular year shall only be cancelled.

(d) If the candidate does not admit the allegation but from the circumstantial evidences the allegation is established beyond doubt, he/she shall be penalised for two years including the year he/she takes the examination.

(e) In case of candidates who fail to appear before the Board of Discipline, the Board may recommend action on the basis of evidence/ report.

(f) In those cases where incriminating evidences are found with the candidate but evidently not used by him/her, the candidate shall only lose the year in which he/she takes the examination.

(g) In cases where the examiner reports against the candidate(s) for having adopted unfair means like copying from any source, clear evidence to this effect shall be cited by the examiner as far as practicable and if the Board of Discipline is satisfied about such evidences, the candidate(s) shall be penalized for

two years including his/her year of the said examination. Otherwise, the Board may recommend exoneration of the candidate(s).

6. If a candidate after being detected misbehaves or altercates with the invigilator(s) either inside or outside the hall, he/she shall be debarred from appearing at any examination for a minimum period of two years if recommended by the Board.
7. If any invigilator is manhandled by a candidate in the examination hall or outside. the matter shall be reported to the police forthwith and F.I.R. lodged by the College authority against the candidate. The matter shall then be reported in details to the Controller of Examination along with a copy of the police diary and if the Board of Discipline is satisfied with the veracity of the allegation, the candidate concerned shall be debarred from appearing at any examination in future.
8. Where these guidelines do not cover cases, the Board of Discipline shall have the discretion to recommend disposal of any case of alleged adoption of unfair means on their own.
9. In cases not covered by these Rules, the Vice-Chancellor shall have the power to issue instructions not inconsistent with the Act/Statutes/Ordinances/Regulations.

(Effective from 2 .7. 01)

Rules relating to the North Bengal University Development Fund

1. **CORPUS :**

The North Bengal University Development Fund (hereinafter called the 'fund') shall comprise and include all gifted tangible Properties, Assets and Cash donation from any individual after such donations are accepted by the Executive Council. Properties and Assets shall be accepted by execution of agreements and/or transfer of possession in favour of the University of North Bengal subject to compliance of legal procedures. Donation in Cash shall be received by Bank Cheque/Draft drawn in favour of 'University of North Bengal' and Money Received shall be issued therefor.

2. **INVESTMENT :**

A Property or Asset which is not found usable or which is not generating adequate income to pay for costs of its administration may be converted to another Asset or to cash subject to terms of settlement, Money shall, until utilized, be kept in short term deposit with Nationalised Bank or Govt. Securities.

3. **UTILISATION :**

The fund shall be used for development purposes of the University according to the direction of the Executive Council. Tangible Assets created out of specific donation shall be superscribed with the name of the donor.

4. **ACCOUNTS :**

The fund shall be kept in consolidated fund of the University Receipts and disbursements shall be shown separately under the major head "North Bengal University Development Fund". A donor, if he/she so desires, shall be supplied with accounts of his/her donation. In Annual Accounts, the fund, its investment and utilization shall be shown separately as an Item of 'Debts, Deposits and Funds'.

5. **DISPOSAL/CLOSURE :**

Contribution/Donation in cash shall be eligible for deduction from gross income of the donor on 100% basis for the purpose of Income Tax as per Section 80G (2) (a) (iii). The University shall fulfill all the requirements of the Notification of the Director General of Income Tax (Exemption) dated 15.12.1993 in respect of such Contribution/Donation.

6. In any case not covered by these Rules, the Vice-Chancellor shall have the power to issue directions not in consistent with the Act, Statutes, Ordinances and Regulations.

[Effective from 03.11.2000]

Rules relating to use of the Rabindra – Bhanu Manch

1. Rabindra Bhanu Manch (hereinafter called the ‘Manch’) can be used with the permission of the Vice-Chancellor to hold University Convocations, Academic or Executive Conferences, Cultural Functions of the Statutory Authorities or Body of the University, receptions of eminent personalities organized by Statutory Authorities or Bodies, other University Functions as might be organized by a Statuary Authority or Body.
2. Non-statutory organizations located and functioning within the university can use the Rabindra-Bhanu Manch with the prior permission of the Vice-Chancellor for academic or cultural purposes and in terms of the rules mentioned here-in-under.
3. Organizations outside the University may apply to the Vice-Chancellor seeking permission to use the Manch for academic or cultural purposes and in terms of the rules mentioned here-in-under. Such applications should normally be submitted not less than 15 days before the date on which the Manch is proposed to be used.

Save as otherwise directed by the Vice-Chancellor,

4. (i) Each Organisation except Statutory Authority or Body shall have to deposit a sum of Rs. 2000/- (Rupees two thousand) only as caution money refundable to the organizers after the completion of the function subject to recovery of charges for any damage or loss and clearance from Estate Officer.
(ii) In case of any damage of the property the Organisation shall be responsible for recovery of loss.
(iii) In no case the number of audience shall exceed the seating capacity of the Manch.
(iv) In no case posters/hoardings threatening to damage/deface the beauty of the Manch and its surroundings shall be entertained. Any organization having not complied with this rule would have to bear the entire cost of restoration.
(v) **Service Charge:** The Statutory/Non-Statutory Authorities or Bodies/Organizations located and functioning within the University shall pay Service Charge of Rs. 500/- (Rupees five hundred) only per day to enable the University to meet the expenses on account of use of electricity during the function, sweeping and other maintenance charges. The Vice-Chancellor may in special case reduce or waive the charge. Outside organizations not related to the University shall have to pay Hire Charge of Rs. 2,000/- (Rupees two thousand) only per day in advance, provided that such Organizations shall not be allowed to use the Manch for more than eight hours and beyond 10.00 p.m. In special cases, the Service Charge may be exempted by the Vice-Chancellor.
(vi) In order to keep the Manch surrounding clean, neither any eatables or drinks shall be allowed inside Rabindra-Bhanu Manch nor any food stall shall be allowed in the premises.
(vii) The movement of vehicles and crowd in the campus during any function shall be regulated by the Watch & Ward Department of the University in accordance with the norms of the University.
5. i) The Vice-Chancellor shall have the right to cancel any contract without assigning any reason.
ii) In case of cancellation of booking by the outside Organisation, the Service Charge paid in advance shall be forfeited.
6. The Vice-Chancellor shall have the power to cancel a function and evacuate the Manch if it is likely to lead to rowdism/obscenity or anything which is noisy and might damage the dignity and peace of the University campus.
7. Organisation, inside or outside the University intending to take the Manch on hire shall submit the application through the Estate Officer of the University in prescribed form. The Vice-Chancellor may or may not permit the organization to hold the proposed function.
8. In absence of the Vice-Chancellor, the Campus in charge shall execute the powers and function under these rules.
9. Any other matter, not covered by these rules, shall be decided by the Vice-Chancellor keeping in view the security of the property and the sanctity of the University premises.

[Effective from 08.04.03]

Rules relating to the Management & Administration of Centres/Institutions in collaboration with external Organizations

1. These Rules shall be called the rules relating to the Management & Administration of Centres/Institutions in collaboration with external Organizations and shall be subject to the Act/Statutes/Ordinances/Regulations.
2. The University may establish centres/Institutions in collaboration/partnership with organizations having experience, strength and a credible track record for introducing academic programmes in professional and emerging/frontline subjects/disciplines. In each such case, the University shall enter into written Agreement with the organization providing terms & conditions for the collaborative/partnership venture. Separate Rules shall be framed for each such venture.
3. Such Centre/Institution shall function under supervision of a committee called the Advisory Committee which would have powers and functions as laid down hereunder:
 - a) To lay down policy guidelines for proper management of the Centre/Institution in academic matters.
 - b) To formulate the academic courses which are to be introduced in the Centre/Institution and fees payable by the students.
 - c) To formulate minimum number of teaching and technical staff needed to be recruited, their qualifications and selection criteria.
 - d) To deal with any issue pertaining to development and general administration of the Centre/Institution.
4. (a) The Advisory Committee shall consist of eight members from the University including the Member-Secretary with the Vice-Chancellor as the Chairmen and other members to be nominated by the Executive Council. The Committee shall include three representatives of the collaborator/partner of such venture.
 - (b) All members of the Advisory Committee from the University except those ex officio, if any, shall have tenure of two years from the date of nomination.
 - (c) The Administrative Coordinator of the Centre / Institution shall be appointed by the collaborator/partner of such venture.
 - (d) The Academic Coordinator of the Centre/Institution shall be nominated for a term of two years from the whole time faculty on the basis of seniority.
 - (e) The Member-Secretary of the Advisory Committee shall oversee, on its behalf, functioning of the Centre/Institution.
5. The Advisory Committee shall meet at least four times in a year and at least once in a quarter.
6. All liabilities of capital and revenue nature as may be necessary to run the Centre/Institution in the best possible ways shall be borne by the collaborator/partner of such venture. However, the University shall have the absolute ownership of all immovable properties and assets created in this respect.
7. (a) All fees payable by students admitted to various courses of studies shall be deposited by them at the cash counter of the University/submitted to the Finance Branch by bank draft or by such other mode as may be decided by the University from time to time. The course fees and sharing thereof shall be fixed by the University on recommendation of the Advisory Committee.
 - (b) The dues to the collaborator/partner of such venture shall be released by the appropriate authority of the University as per the terms of the agreement.
8. An Annual Report of the Centre/Institution containing all academic, administrative and financial aspects shall be prepared by the Advisory Committee for consideration of the Executive Council within three months of close of academic session.
9. In any case not covered by these Rules, the Vice-Chancellor shall have the powers to issue instructions not inconsistent with the University Act., Statutes, Ordinances and Regulations.

(Effective from 25.02.04)

Rules relating to Implementation of Consultancy Projects/Schemes/ Services by the University of North Bengal

1. These Rules shall be called the Rules relating to implementation of consultancy projects/schemes/services by the University of North Bengal.
2. These Rules shall apply to implementation of consultancy projects/schemes /services which may be offered to the University of North Bengal by any Government Department/Non-Government Organisation or Autonomous Body/NGO with a clear commitment to provide the entire financial support to the University as may be required.
3. The projects /schemes/services shall be accepted and carried out under either of the following modes:-
 - i. Implementation by the Centre for Development Studies (CDS) of the University with participation of staff of the University (Teachers / Officers / Non-teaching employees) having the required expertise or by any Department/Centre in the University.
 - ii. Implementation by any individual posted in a Department / Centre or a group of staff posted in separate Departments / Centres of the University having the required expertise.
4. The University shall allow the CDS/other Department/Centre and also individual staff/group of staff of the University to submit proposals for executing consultancy projects/schemes/services and to negotiate with the sponsors/funding agencies on relevant issues subject to rules of the University. Every such proposal shall include all essential items of expenditure including non-recurring/recurring items and consultancy fee payable to the University.
5. On approval of proposals as mentioned under sl. no. 3 by the funding agencies, the Executive Council shall consider granting permission to the CDS / Department / Centre / Investigator / Investigators to undertake the consultancy project / scheme / service for implementation. It shall be the liability of the executing team/investigator(s) to complete the job as per terms & conditions of the work order and to submit the report within the agreed time limit.
6. The fund available from the sponsor/agency shall be credited to the University fund. Advances, as may be necessary, shall be released to the authorized official of the CDS / Departments / Centres / Investigator/Investigators.
7. The University shall allow the use of available infrastructure of the CDS/ Departments/Centres for execution of the work order. However, consumable items of the CDS/Departments/Centres shall not be allowed to be used. Expenditure for all such consumable items shall be borne out of the project/scheme fund.
8. The consultancy fee, as granted by the funding agency being an integral part of the proposal, shall be shared between the University and the Investigator(s) in the ratio of 40:60. The share of consultancy (60%) shall be distributed among the group of Investigators on pro-rata basis, provided that a Principal Investigator, if any, shall be allowed additional share as may be decided by the executing group, but not exceeding 20%.
9. The consultancy fee, as mentioned under sl.No.8. shall be released to the concerned persons only after submission of the final technical report and its acceptance by the funding agency and release of fund by the funding agency subject to approval of the Vice-Chancellor.
10. For routine services likes analysis of specimens/cartographic/survey jobs data transfer, the rates of consultancy fee shall be fixed as approved by the Executive Council and the sharing shall be in terms of Clause 8.

11. Every such consultancy project/scheme/services shall be undertaken only after execution of an Agreement between the University (represented by the Registrar) and the funding agency (represented by its authorized official), subject to approval by the Executive Council. Terms & Conditions of implementation of the projects/schemes/services shall be prescribed clearly in the said Agreement.
12. Members of staff of the University who might be involved in implementation of the projects/schemes/services shall ordinarily be allowed to devote working hours for such work not exceeding 1/3rd of the total hours of duty in the University on each working day.
13. The Executive Council may deem it fit to prescribe other terms & conditions in respect of implementation of consultancy projects/schemes/services, whenever necessary.
14. The Vice-Chancellor may take necessary action in case of infringement of any provision of the Act/Statutes/Ordinances of the University.

(Effective from 16.12.04)

Rules relating to Off-Campus Distance Education

1. The University shall conduct Information Technology (IT) courses leading to Degree/Diploma under Off-Campus Distance Education mode. For Degree, only those Courses which are specified and/or approved by the U.G.C. shall be introduced.
2. The courses may also be conducted from office/establishment of the University outside the University campus at Raja Rammohunpur. The courses under this off-campus system may be introduced in educational institutions other than those affiliated to the University subject to being found fit for such purpose.
3. All administrative steps for running the courses like advertisement, promotion, enrolment etc. shall be done by the University.
4. Eligible candidates shall be admitted and registered under the University on receipt of prescribed fees.
5. Study materials shall be distributed by the University for the degree courses in consultation with experts.
6. Personal Contact Programmes (PCP) or coaching of the enrolled candidates may be conducted by the University itself in collaboration with institutes and or ganizations having a sound track record and repute in the relevant fields/disciplines, if necessary, by hiring facilities of providing theoretical/practical coaching to the students on day to day basis. An amount, to be decided by the Executive Council on recommendation of the Working Committee, shall be payable to such institutes/organizations for offering the facilities and services of PCP. Separate MOU shall be signed for this purpose wherein details of the scheme shall be enunciated.
7. The amount to be paid for hiring the facilities of PCP or coaching shall be decided by the Executive Council on recommendation of the Working Committee.
8. The courses under this system shall be managed by a Working Committee to be constituted the Executive Council. The Registrar shall be the Officer-in -Charge of the Off-Campus Distance Education system.
9. In any case not expressly provided in these Rules, the Vice-Chancellor shall have the power to issue necessary instructions.

(Effective from 6.2.2002)

Rules relating to the Management & Administration of the Information Technology Centre

1. These Rules shall be called the Rules relating to the Management & Administration of the Information Technology Centre and shall be subject to the Act / Statutes / Ordinances / Regulations.
2. The Information Technology Centre (hereinafter called IT Centre) as established and functional from September, 1995 shall continue to be managed and administered in partnership with the Techno India Group (hereinafter called TIG), a leading corporate house in IT education having its head office at Chatterjee International, 33, Chowringhee Road, Kolkata – 700016 on the basis of an Agreement to be signed between the University of North Bengal and the TIG.
4. The IT Centre shall conduct Certificate / Diploma / P.G. Diploma / Degree level course in IT disciplines and BBA subject to approval of the Advisory Committee. Examination of all such courses except those of Certificate level shall be conducted by the appropriate authority of the university. Certificate level assessments shall be conducted internally and Certificate shall be issued in the manner as may be decided by the Advisory Committee.
5. All liabilities of capital and revenue nature as may be necessary to run the IT Centre in the best possible ways shall be borne by the TIG. However, the university shall have the absolute ownership of all immovable properties and assets so created.
6. (a) All fees payable by students admitted to various courses of studies shall be deposited by them at the cash counter of the university/submitted to the Finance Branch by bank draft or by such other mode as may be decided by the university from time to time. The TIG shall receive 75 % of the course fees collected from the students for the purpose mentioned in clause 4. The share of course fees shall be reviewed by the Executive Council on recommendation of the Advisory Committee.
(b) The dues to the Centre shall be released by the appropriate authority of the university, preferably within a week of receipt of fees on completion of admission.
7. The IT Centre shall function under supervision of a committee called the Advisory Committee which would have powers and functions as laid down hereunder:
 - a. To lay down policy guidelines for proper management of the I.T. Centre in academic matters.
 - b. To formulate the academic courses which are to be introduced in the Centre and fees payable by the students.
 - c. To formulate minimum number of teaching and technical staff needed to be recruited, their qualifications and selection criteria.
 - d. To deal with any issue pertaining to development and general administration of the IT Centre.
8. (a) The Advisory Committee shall consist of eight members from the University with the Vice-Chancellor as the Chairman and other members to be nominated by the Executive Council. The Committee shall include three representative of the TIG.
(b) All members of the Advisory Committee from the University except those ex officio, if any, shall have a tenure of two years from the date of nomination.
(c) The Administrative Coordinator of the IT Centre shall be appointed by the TIG.
(d) The Academic Coordinator of the IT Centre shall be nominated for a term of two years from the whole time faculty on the basis of seniority.

- (e) The Member-Secretary of the Advisory Committee shall oversee, on its behalf, functioning of the IT Centre.
9. The Advisory Committee shall meet at least four times in a year and at least once in a quarter.
 10. An Annual Report of the IT Centre containing all academic, administrative and financial aspects shall be prepared by the Advisory Committee for consideration of the Executive Council within three months of close of academic session.
 11. In any case not covered by these Rules, the Vice-Chancellor shall have the powers to issue instructions not inconsistent with the University Act / Statues / Ordinances / Rules.

(Effective from 25.02.04)

Rules for Appointment on Compassionate ground

1. These rules may be called the Rules relating to Appointment on Compassionate Ground to the next of kin of a whole time employee of the University who dies in harness or who retires prematurely on being declared permanently incapacitated by a duly constituted Medical Board.
2. These Rules are applicable to all whole time employees (Teachers, Officers and Non-teaching) of the University appointed against a substantive post approved by the State Government.
3. Appointment on compassionate ground shall be made with a view to supporting the members of the family of the deceased or pre-maturely retired employee in cases where the family were/are dependent on the ex-employee/employee as the case may be and is in need of immediate financial assistance to support the family due to death or pre-mature retirement of the University employee. NO OBJECTION in favour of the candidate by all the family members being next of kin is to be secured/submitted.
4. Appointment on compassionate ground to the next of kin of the University employee may be considered only when the deceased University employee or the University employee retiring prematurely on being declared permanently incapacitated has put in at least one year's full time and confirmed service in a permanent post under the University before his/her death or premature retirement as the case may be.
5. An University employee shall be considered for premature retirement on becoming permanently incapacitated rendering him unfit to continue in service provided that the same is certified and declared by a duly constituted Medical Board, provided further that the Medical Board shall ordinarily be the Board constituted by the State Government for this purpose for the state government employees, by whatever name called.
6. All the cases of claim for appointment on compassionate ground shall be submitted in the prescribed form by the next of kin and be initially processed and placed by the Office of the Registrar along with the admissibility report to the Establishment Committee constituted by the Executive Council in the meeting dated 05.09.2008 for examination and recommendation to the Executive Council for final decision. However, in order to avoid hardship and to provide immediate relief to the family, the eligible applicant being next of kin may be engaged in the University on "daily wage basis" suitable non-teaching position on fulfillment of minimum criteria of that position in the category of Group-C and Group-D staff only.
7. Appointment on compassionate ground be made in a 'base post' not above the rank of Junior-Assistant-Cum-Typist or equivalent post against a clear vacancy with the proviso that he/she must satisfy the requirement of the minimum educational qualifications, technical qualification experience etc. as laid down for the 'base post' in the relevant category as prescribed in the Statutes/Regulations/Ordinances/Rules etc. However, subject to the approval of Executive Council technical qualification like typing speed of 40 w.p.m. may be allowed to be attained after appointment and before confirmation in service with an undertaking to this effect. Such candidates may not require to qualify in written test for the post of Junior Assistant-cum-Typist.
8. The eligible member of the family of the deceased who has attained the age of 18 years approach the University for an employment on compassionate ground within three months from the date of death of the employee or premature retirement as the case may be and he/she (the employee member of the family) has to apply for the employment in the prescribed form as per Annexure-I or II as the case may be along with the required certificates/documents.

However, if such member is a minor at time of death of the employee or premature retirement case may be, he/she should intimate the University within 3 months in order to record his/her Claim

9. The vacancy will be placed in the SC/ST & OBC Roster in accordance with orders issued by the State Government from time to time.
10. Persons with a record of conviction of criminal charges are not eligible for appointment to any post. The applicant will be required to give a declaration along with his prayer to the effect that he/she has no record of criminal conviction. Detection of any suppression of fact in this connection will make the employee liable to be dealt with under the provisions relating to termination of service as laid down in Statutes/Regulations/Ordinances etc. specially on the ground of misconduct and in case of offence involving moral turpitude.
11. The “University Employees” mean Teachers/Officers/Non Teaching employees of the University appointed against a substantive post approved by the State Government.
12. In any case not expressly provided in these Rules, the Establishment Committee/Vice-Chancellor under exigency shall have the power to issue necessary instructions.

Rules relating to the maintenance and administration of the University Guest House at North Bengal University Rajarammohunpur Campus and at North Bengal University Kolkata Office

1. These Rules may be called the Rules relating to the maintenance and administration of the University Guest House at North Bengal University Rajarammohunpur Campus and at North Bengal University Kolkata Office
2. The University Guest House both at NBU Campus and Kolkata shall be under the management and control of a Committee to be called the Guest House Monitoring Committee. The recommendations of the Guest House Monitoring Committee shall be placed before the Executive Council for approval.
3. The Guest House Monitoring Committee shall consist of the following members:
 - (a) Vice-Chancellor – Chairman
 - (b) Registrar – Member
 - (c) Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law, NBU – Member
 - (d) Dean, Faculty Council for Post Graduate Studies in Science, NBU – Member
 - (e) Finance Officer – Member
 - (f) Estate Officer - Convener

The powers and functions of the Committee are as under:

- a) To lay down policy guidelines for proper management of the Guest House both at NBU and Kolkata.
 - b) To deal with any issue pertaining to development and general administration of the Guest House.
 - c) To recommend to the Executive Council plans and future development of the Guest House.
4. Room rent for the existing 13 room at **Kolkata Guest House** be restructured as follows as per decision of the Meeting of the Guest House Monitoring Committee held on 22.03.2018 duly approved by the Executive Council in its meeting held on 11.04.2018, which may change time to time.
 5. For University personnel Rs. 700/- (seven hundred) only per day during summer (from March, to November every year). Rs. 600/- (six hundred) only per day for the rest of the month, during winter, from December to February.
 6. For University personnel for Official visit to Kolkata no room rent be charged.
 7. For affiliated colleges and such other colleges affiliated to the different universities located in North Bengal as well as universities located in North Bengal room rent per day shall be Rs. 800/- (eight hundred) only (From December to February every year) and Rs. 1000/- (one thousand) only per day (for rest of the months, i.e. from March to November every year).
 8. Guests of different categories other than colleges and universities of North Bengal Rs. 1000/- (one thousand) only per day (from December to February every year) and Rs. 1500/- (fifteen hundred) only per day for rest of the months, i.e. from March to November every year be charged. The

- general guests are to submit a deposit of Rs. 2000/- (two thousand) only, refundable, as caution deposit.
9. The acute medical patients having relations (employees/spouse/s) with university/college personnel of North Bengal shall be provided accommodation free of cost on prior approval basis of the authority.
 10. Existing halls may be temporarily rented out on per day basis with a charge of Rs. 10,000/- (ten thousand) only per day. Such renting can only be provided to the institutions of learning.
 11. The present permanent staff working at Kolkata Camp Office shall be held responsible to maintain / allocate the duties, responsibilities and attendance of the staff of Kolkata office including Guest House and shall administratively responsible under the general control and supervision of the Registrar, NBU
 12. **For NBU Rajarammohunpur Guest House** the room rents are the following:
 - a) Room rent of VIP/A.C. Room Rs. 200/- (two hundred) per day for official guests and Rs. 400/- (four hundred) per day for non-official and other guests.
 - b) Room rent of General double bedded Room Rs. 100/- (one hundred) per day for official guests and Rs. 200/- (two hundred) per day for non-official and other guests.
 - c) Room rent of single bedded room Rs. 50/- (fifty) per day for official guests and Rs. 150/- (one fifty) per day for non-official and other guests.
 - d) Room rent of single occupying in double bedded general room Rs. 100/- (one hundred) per day for official guests and Rs. 250/- (two five zero) per day for non-official and other guests.
 13. Being the statutory authority, the Estate Officer shall look after the Guest House of the University at NBU Rajarammohunpur Campus and Kolkata with his responsibility under the general control and supervision of the Registrar. The Registrar shall take all the important actions in consultation with the Vice-Chancellor. The Finance Officer shall assist the Estate Officer in all financial issues as per rules.
 14. In matters not covered under these Rules, the Vice-Chancellor shall have the power to take decision.

Rules Relating to the Management & Administration of the Centre for Innovative Studies substituting Rules relating to the Management & Administration of the Information Technology Centre

1. These Rules shall be called the Rules relating to the Management & Administration of the Centre for Innovative Studies and shall be subject to the Act/Statue/Ordinances / Regulations.
2. The Centre for Innovative Studies as established and functional from June, 2018 shall continue to be managed and administered in partnership with the Techno Academia (TECHNO), a leading Corporate House in IT Education having its Head Office at Chatterjee International, 33A, Chowringhee Road, Kolkata – 700071 on the basis of an Agreement signed between the University of North Bengal and the Techno Academia (TECHNO) 21.06.2018.
3. The Centre for Innovative Studies shall conduct Under Graduate / Post Graduate Programme leading to Degree / Diploma / P.G. Diploma / Certificate / Vocational courses in Technical Management and General disciplines subject to approval of the Advisory Committee. All the academic programmes shall be pursued through Choice Based Credit system model and the University shall take the responsibility of conducting the examinations, issuing mark sheets and certificates strictly in accordance with the UGC Regulations.
4. All liabilities of capital and revenue nature as may be necessary to run the Centre for Innovative Studies in the best possible ways shall be borne by the Techno Academia (TECHNO). However, the University shall have the absolute ownership of all immovable properties and assets so created.
5. All the Course fees and other charges for the academic programmes shall be decided by the Advisory Committee. Students/Trainees shall deposit their Tuition fees only to NBU. The NBU shall collect and return 80% of total collected Tuition fees to Techno Academia (TECHNO) after deducting 20% as royalty. However, students/trainees shall pay their other fees (except the Tuition fees) directly to the Accounts Section of the Centre for Innovative Studies. The Office of the Finance Officer, NBU shall provide support services with the help of an external Bank, the name of which is to be decided by the Chairman, Advisory Committee.
6. The dues of the Centre for Innovative Studies shall be released by the appropriate authority of the University, preferably within a week of receipt of fees on completion of admission.
7. The Centre for Innovative Studies shall function under supervision of a Committee called the Advisory committee which would have powers and functions as laid down hereunder:
 - a. To lay down policy guidelines for proper management of the Centre for Innovative Studies in academic matters.
 - b. To formulate the academic courses which are to be introduced in the Centre and fees payable by the students.
 - c. To formulate minimum number of teaching and technical staff needed to be recruited, their qualifications and selection criteria.
 - d. To deal with any issue pertaining to development and general administration of the Centre for Innovative Studies.
8.
 - A. That an Advisory Committee consisting of 7 (seven) members, 3 (three) highest/high dignitaries from the Management of Techno Academia (TECHNO), shall monitor the entire activities of

“Centre for Innovative Studies” in addition to 3(three) dignitaries from the “NBU” end, being the Vice-Chancellor, NBU as the Chairman. Thus the Monitoring Committee shall be a 7(seven) members team taking Vice-Chancellor at the Chair and Registrar, University of North Bengal as the “Member Secretary”. The Secretary shall convene meeting and issue the decision of Advisory Committee to Techno Academia (TECHNO) for execution.

- B. All members of the Advisory Committee from the University except those ex officio, if any, shall have a tenure of two years from the date of nomination.
 - C. The Administrative Coordinator of the Centre for Innovative Studies shall be appointed by the Techno Academia (TECHNO).
 - D. The Academic Coordinator of the Centre for Innovative Studies shall be nominated for a term of two years from the whole time faculty on the basis of seniority.
 - E. The Member-Secretary of the Advisory Committee shall oversee, on its behalf, functioning of Centre for Innovative Studies.
9. The Advisory Committee shall meet at least four times in a year and at least once in a quarter.
10. An Annual Report of the Centre for Innovative Studies containing all academic, administrative and financial aspects shall be prepared by the Advisory Committee for consideration of the Executive Council within three months of close of academic session.
11. In any case not covered by these Rules, the Vice-Chancellor shall have the powers to issue instructions not inconsistent with the University Act/Statues/ Ordinances/ Regulations.

(Effective from 12.07.2018)

RULES FOR CONDUCT OF BUSINESS OF THE EXECUTIVE COUNCIL

Date of Effect

1. These rules may be called “Rules for the Conduct of Meetings of the Executive Council” and shall come into force on the date they are notified by the University

Interpretation

2. Unless the context otherwise requires, words and expressions used in these Rules shall be interpreted to have the same meaning as they have in the Statutes, Ordinances and Act.

Frequency of Meeting

3. Ordinarily the Executive Council shall meet once a month or more frequently as may be determined by the Vice-chancellor.

4. The date for a meeting of the Executive Council shall be fixed by the Vice- Chancellor, who is the Chairman of the Executive Council.

5. The Vice-Chancellor shall preside over meeting of the Executive Council. If the Vice- Chancellor is absent at any meeting, the member present at the meeting shall elect one of themselves to be the Chairman of the meeting.

Notice of ordinary meeting

6. The notice for a meeting of the Executive Council shall be issued by the Registrar.

7. Ordinarily, a notice in writing of 15 days shall be given for a meeting of the Executive Council. Provided that the Vice – Chancellor in case of urgency may convene an urgent meeting of the Executive Council by giving a shorter notice whenever he thinks it necessary.

8. The Registrar shall circulate, at least 7 days before the meeting, the notes on the items of the agenda, as approved by the Vice – Chancellor to be considered at a meeting. Provided that it shall be open to the Chairman, to bring up such items which are urgent and important in nature for consideration at the meeting itself.

Notice of meeting on requisition

9. A special meeting of the Executive Council may be convened by the Registrar, if a request to this effect is received in writing from not less than 50% of the total number of members of the Executive Council on a day to be fixed in consultation with the Vice-Chancellor. Members requisitioning such a special meeting should indicate the agenda item, which they propose to discuss at the meeting and the special meeting shall consider only those items. Provided that a special meeting shall not be held unless all the members who requisitioned such meetings are present. Provided further that the requisition shall be deemed to have been cancelled if there is no quorum at such a meeting.

10. Subject to the provisions of the Act, not less than 10 days’ notice shall be given to the members of the date fixed for a meeting on requisition. Along with such notice, an agenda paper shall be sent to each member. No matter other than what is included in the agenda paper shall be considered at the meeting.

Quorum

11. Quorum for a meeting of the Executive Council shall be as laid down in the relevant Statutes of the University. Subject to the provisions of the Act, if there is no quorum at the time appointed for the meeting, the meeting shall be held as soon as there is a quorum but not later than one hour from the time so appointed.

12. If any time during the progress of a meeting, any member calls attention to the fact that there is no quorum, the meeting shall forthwith be suspended for such time as may be considered necessary by the Chairman to secure a quorum, or, if the Chairman so decides, shall be adjourned to a subsequent date. Such suspension or adjournments shall be recorded in the minutes of the meeting.

13. Where a meeting of the Executive Council has been duly convened and no quorum is present within half an hour of the time appointed for the meeting, the meeting will be adjourned to the same day or any time in the next week or to such other day and at such other time and place, as the members of the Executive Council may decide, a notice for the adjourned meeting shall be sent to all the members of the Executive Council. If no quorum is present at an adjourned meeting within half an hour of the appointed time, the members present shall constitute the quorum.

Business at an adjourned meeting:

14. No matter shall be considered at an adjourned meeting other than the matters left over at the meeting at which the adjournment took place; provided that the vice-Chancellor may, with or without notice, bring before an adjourned meeting any new matter which in his opinion is urgent.

15. Save as aforesaid, it shall not be necessary to give any fresh notice in respect of an adjourned meeting.

Agenda Preparation and Motion

16. Ordinarily items in the agenda will be prepared by the Registrar and finalised by the Vice-Chancellor.

17. Agenda may include motions brought up by the members of the Executive Council. Any member who wishes to move a motion at a meeting of the Court shall give notice of such motion by forwarding a copy thereof to the Registrar so as to reach him not less than 12 days before the date of meeting. The Registrar shall send to each member supplementary agenda paper containing such motions or amendments as have been admitted.

Admissibility of motion

18. No motion shall be admitted by the Vice-Chancellor or allowed to be moved at a meeting of the Executive Council unless it complies with the following conditions:

- (a) Due notice has been given as prescribed in Clause 17 of these Rules;
- (b) It shall be clearly and precisely expressed and raise substantially only one definite issue;
- (c) It shall not raise any issue which does not come wholly within the purview of the Executive Council;
- (d) It shall not contain any arguments, inferences, ironical expressions or defamatory statements;
- (e) It shall not refer to character or conduct of any person except in his capacity as an Officer or employee of the University;
- (f) It shall not refer to any matter which is pending before a Court of Tribunal or, unless the Vice-Chancellor so decides for sufficient reasons, before any authority of the university;
- (g) It shall not call into question the powers of the Chancellor; and
- (h) It shall not be inconsistent with or prejudicial to the interests of the University.

19. If a motion fails to comply with any of the conditions referred to in under preceding rules, the Vice-Chancellor shall refuse to admit it or to allow it to be moved in a meeting.

20. Every motion which complies with the conditions referred to in Rule 18 shall be admitted and allowed to be moved in the meeting. The decision of the Vice-Chancellor in:

- (a) Admitting any motion, or
- (b) Refusing to admit it or
- (c) Allowing it to be moved, or
- (d) Disallowing it to be moved shall be final.

21. When the Vice-Chancellor refuses to admit a motion under paragraph Rule 20, the Registrar shall intimate the fact to the member who gave notice of the motion, but shall not be bound to intimate the reason for such refusal.

22. Any member who desires to move an amendment to a motion included in the agenda paper relating to an ordinary meeting shall forward a copy of such amendment to the Registrar so as to reach him not less than four days before the date fixed for the meeting.

23. The decision of the Vice-Chancellor in admitting any amendment or refusing to admit it or disallowing it to be moved shall be final.

Order of business:

24. At every meeting of the Executive Council, matters shall be taken up for consideration in the following order:

- (a) Election of Chairman (if necessary)
- (b) Confirmation of the minutes of the previous meeting;
- (c) Matters proposed
 - (i) By the Vice-Chancellor
 - (ii) By the members of the Executive Council
 - (iii) Matters concerning other statutory bodies of the University; and
- (d) Any other matter, provided that the Chairman may, if contingency so requires, change the order of business.

25. The Chairman may without a formal motion correct any clerical or accidental mistake or slip in any paper relating to any matter placed before a meeting.

26. The Chairman of the Executive Council may indicate a discussion hour in the agenda in which members may discuss issues not listed on the agenda, subject to the permission of the Chairman. Provided however no decision may be taken in that meeting on the items raised during such discussion except formation of Committees on them, if so allowed by the Chairman. Alternatively, such matter raised may be reserved for discussion in the next meeting of the Executive Council.

26. Matters involving any proposal from non-governmental agencies or private proposals involving policy formulation, private-public partnership, MOU or financial involvement of the University shall ordinarily be placed before a committee constituted by the Executive Council and the matter may be taken up for consideration in future together with the report of the Committee. Whenever any such committee is appointed one third of the total number of members of such committee plus one shall be a quorum for a meeting of the committee and its Chairman must be present at every meeting.

Modalities of Discussion

27. A member who desires to speak shall rise in his place and address the Chairman only.

28. When a member rises to speak, his name shall be called out by the Chairman and he shall not be entitled

to speak until his name has been so called out.

29. If more members than one rise at the same time, only the member whose name is called out by the Chairman shall be entitled to speak.

30. Every speech must be relevant to the matter under consideration. The Chairman may direct any member to discontinue his speech if the speakers' argument becomes offensive, embarrassing, scandalous or irrelevant.

31. Save in exercise of a right of reply, a member shall not be entitled to speak more than once on the same matter.

32. A member may, with the permission of the Chair, make a statement on any matter arising out of the debate.

33. No member shall rise to speak while another member is speaking; provided that a member may, with the permission of the Chairman, rise even while another member is speaking, to explain any expression used by him which may have been misunderstood by the speaker, but in every such case he shall confine himself strictly to such explanation.

34. If the Chairman rises to speak, any member speaking or about to speak, shall sit down at once.

35. No member shall, except with the permission of the Chair, speak for more than five minutes when moving a motion or amendment, or for more than three minutes when speaking to a motion or amendment, or replying to a debate.

36. Any member may call the Chairman's attention to a point of order, even while another member is speaking, but no speech shall be made on such point of order. The Chairman shall be the sole judge of any point of order, and may call any member to order, and shall have all powers necessary to enforce his decisions on all points of order.

37. Every motion included in the agenda must be moved by the mover and must be seconded. In case it is not seconded, it shall lapse.

38. A motion may be withdrawn by the mover at any time before it is moved; and when it has been withdrawn, all amendments of the motion shall lapse.

Voting

39. Ordinarily all decisions shall be by consensus. However, if circumstances so warrant, the Chairman may put a resolution to vote and the decision shall be carried by a majority where each member will have one vote each. In case of a tie, the Chairman shall have a casting vote as well. All matters placed before a meeting shall be decided by a simple majority of votes of the members present and voting unless a particular majority is required by the Act or the Statutes.

40. After putting any question to vote the Chairman shall call for an indication to the opinion of the Executive Council by a show hands, first in the affirmative and then in the negative and shall declare the result accordingly. If any member so demands, the names of the members who vote for or against the motion as well as the names of those who abstain from voting shall be recorded in the minutes.

Dissent

41. After a decision by the majority is arrived at in any matter in accordance with the provisions of Rule 40, if a member dissenting from such decision requests the Chairman to have his dissent in writing with grounds thereof recorded in the minutes, the Chairman may order such note of dissent to be recorded subject to the provision that the dissenting note be finalised by 48 hours or by a time indicated by the Chairman, whichever is earlier, to facilitate timely recording of minutes.

Minutes

42. Within seven days after every meeting of the Executive Council, a draft of the minutes of such meeting shall be submitted by the Registrar to the Chairman. After the Chairman has approved and attested the same, a copy of the draft minutes shall be forwarded to each member. Any member who was present at the meeting may, within a week of the issue of the draft minutes, communicate to the Registrar any exceptions he may take to the correctness thereof. The draft minutes and the exceptions taken, if any, shall be laid for consideration before the next meeting of the Executive Council and the minutes in their final form shall then be confirmed. However, on Matters of exigencies, the Chairman may decide to take action

43. The Vice-Chancellor shall have the right to expunge from the minutes any expression which he considers objectionable or the publication of which is in his opinion, not in interests of the University.

44. After final confirmation of minutes in the next meeting of the Executive Council or at such other interval as the Chairman may determine, the Executive Council shall cause the final minutes of the meetings to be circulated to each member of the Executive Council or put on the institutional website. Except agenda and decisions, related papers may not be uploaded in the website

45. If urgent action by the Executive Council becomes necessary, the Vice-Chancellor may permit the business to be transacted by circulation of papers to the members of the Executive Council. The action so proposed to be taken shall not be taken unless agreed to by a majority of members of the Executive Council. The action so taken shall be forthwith intimated to all the members of the Executive Council. In case the authority concerned fails to take decision, the matter shall be referred to the Chancellor whose decision shall be final.

GENERAL

46. A member of the Executive Council shall cease to be member, if he resigns or becomes of unsound mind or becomes insolvent or is convicted of a criminal offence, involving moral turpitude, or if he, being a teacher fails to attend three consecutive meetings of the Executive Council without the leave of the Vice-Chancellor.

47. Any vacancy in the Executive Council shall be filled by nomination by the respective nominating authority and on expiry of the period of vacancy; such nomination shall cease to be effective.

48. No proceedings of a meeting of the Executive Council shall be invalidated by reason that a member has not received a notice or agenda paper provided the same has been duly issued to him from the office of the University.

49. No proceedings of a meeting of the Executive Council shall be invalidated by reason merely of a vacancy or vacancies existing in the Executive Council.

50. In any case not provided for by these Rules, the Chairman may give a ruling as to the procedure to be followed, not inconsistent with the Act, Statutes, Ordinances and Regulations or these Rules.

51. Save as otherwise provided, in case of dispute or difference of opinion on a technical issue, the Chairman's decision, if not inconsistent with any provision of the Act, Statutes, Ordinances and Regulations or these rules, shall be final.

52. All references in these Rules to the Vice-Chancellor or Deans and the Registrar shall include reference to a person acting as such for the time being.

53. The decisions taken at a meeting, of the Executive Council may be implemented by the University on the basis of the minutes approved by the Chairman.

Financial and Accounts Rules of the University of North Bengal

Contents

Chapter – I	: Short title and definition	79
Chapter – II	: General principles of financial management and control of University Fund	80
Chapter – III	: Budget and control over expenditure	82
Chapter – IV	: Power and sanction of the Authority	83
Chapter – V	: Fixation of pay and Increments	84
Chapter – VI	: Research project, Sponsored Research Scheme and consultancy projects services	87
Chapter – VII	: Research fellowship/Scholarship/Associateship and Awards	89
Chapter – VIII	: Expenditure and Advances	90
Chapter – IX	: Sports Board	94
Chapter – X	: Hostels	94
Chapter – XI	: Publication	94
Chapter – XII	: Issues and Disposal of Stores	95
Chapter – XIII	: University Science Instrumentation Centre (USIC) and Computer Centre	96
Chapter – XIV	: University Library	97
Chapter – XV	: Advance for Travelling	97
Chapter – XVI	: Special condition of grant of advances to the family of an employee who dies while in service	98
Chapter – XVII	: Security Deposit and Caution Money	98
Chapter – XVIII	: Time limit for presentation of certain claims	99
Chapter – XIX	: Internal Audit of financial transaction and accounts	99
Chapter – XX	: Group Savings Linked Insurance Scheme	101
Chapter – XXI	: Receipts and Payments	103
Chapter – XXII	: University payments	104
Chapter – XXIII	: University Works	107
Chapter – XXIV	: University Estates	112
Chapter – XXV	: University vehicles	113
Chapter – XXVI	: Rules relating to Travelling Allowances and Daily Allowances	115
Chapter – XXVII	: Rules relating to Purchase	131

Financial and Accounts Rules of the University of North Bengal

Chapter – I

SHORT TITLE AND DEFINITION

1. (i) These rules shall be called the Financial and Accounts Rules of North Bengal University.
- (ii) The Executive Council has framed these Rules in exercise of power vested in it under section 53 of the North Bengal University Act 1981 herein after referred to as the Act.
- (iii) These Rules supersede all previous Rules and Orders on the subjects and shall come into force with effect from 3.5.93.

2. Definition:

- (i) “Bank” means State Bank of India or any other scheduled Bank in which the funds of the University are kept in current, savings or fixed deposit accounts, with the approval of the Executive Council.
- (ii) “Controlling Officer” means every Head of the Department of the University and any other officer/teacher of the University entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenues of the University.
- (iii) “Disbursing Officer” means an Officer or Teacher or Head of the Department who has been authorized to draw the bills on behalf of the respective Department of the University and disburse them.
- (iv) “Financial Year” means the year beginning on the 1st day of April and ending on the 31st day of March of the following calendar year.
- (v) “Accounting Year” means the year beginning on the 1st day of April and ending on the 31st day of March of the following calendar year.
- (vi) “Head of Office” means an Officer or Teacher declared as such under any general or special order of the competent authority.
- (vii) “Competent Authority” means a body or an Officer/Teacher empowered by the Act/Statutes/Ordinances/Regulations of the University.
- (viii) “Head of the Department” means the Head of an academic Department, Director of Centre or the Head of an Administrative Department/Branch/Section declared under any general or special order of the competent authority. The terms include the Person-in-Charge of a Department appointed temporarily as such.
- (ix) “Budget” means the statement of the estimated receipts and expenditure of the University for any financial year as approved by the competent authority.
- (x) “Major Heads” mean the heads provided in the Budget with the object of classifying receipts and expenditure of the University.
- (xi) “Minor Heads” mean sub-major heads under the major head in the budget.
- (xii) “Appropriation” means the allotment of a particular sum of money to meet the expenditure on a specified item included in the budget.
- (xiii) “Re-appropriation” means the transfer by the competent authority of a particular sum of money from one unit of appropriation to another to meet specified expenditure.
- (xiv) “Non-recurring Expenditure” means expenditure sanctioned as a one-time charge irrespective of the fact whether the expenditure is actually incurred in one lump sum or in installments.
- (xv) “Recurring Expenditure” means expenditure which is incurred at periodic intervals.
- (xvi) “Department” means an Academic Department or Administrative Department / Branch / Section.
- (xvii) “University Fund” means the fund of the University as defined in the Act.
- (xviii) “Advance Payment” means a payment made to a contractor or supplier for work to be done or supplies to be made.

(xix) "On Account Payment" means a payment made after due measurement on a running account to a contractor in respect of work done or supplies made by him.

(xx) "Administrative Approval" denotes formal acceptance and is in effect an order of the Vice-Chancellor in consultation with the Finance Committee/Building Committee to execute certain work at a stated sum, based on an estimate with preliminary plans prepared by the University Engineer.

(xxi) "Contract Work" is in the form of a written agreement and contains a stipulation as to the quantity and rates of item of work to be done and the time within which it is to be completed.

(xxii) "Final Payment" is the last payment on a running account made to a contractor on completion of contract and in full settlement of the account.

(xxiii) "Secured Advance" is an advance made in the security of materials brought to the site of work by a contractor whose contract is for completed items of work.

(xxiv) "Technical Sanction" is an order of the competent authority sanctioning a properly detailed estimate of cost of work of construction and repair.

(xxv) "Work Contingencies" indicates the incidental expenses of miscellaneous character which cannot be classified appropriately under any distinct sub-head of work in the estimate yet pertain to the work as a whole.

(xxvi) The terms 'stores' applies generally to all articles and materials purchased or otherwise acquired for use of the University, Department/Office comprising:-

- (i) Consumable materials, and
- (ii) Equipment, plant, machinery, furniture etc.

CHAPTER – II

General Principles of Financial Management and Control of University

1. General Principles:

(i) All transactions involving taking and giving of cash, stores and other properties, rights, privileges and concessions which have monetary value, shall be brought to account as early as possible under proper heads. Every University employee is personally responsible for the money which passes through him and for the proper record of receipts and payments in the accounts as well as for the correctness of the accounts in every respect.

(ii) Financial records and accounts of the University shall be maintained separately for each accounting year in the prescribed forms and registers as approved by the Finance Committee. The Finance Branch will circulate a Proforma approved by the Executive Council to all controlling officers. In case of any dispute relating to the proper nature of records, the opinion of the Finance Committee as approved by the Executive Council shall be taken to be final.

(iii) All financial record books, accounts and registers shall be properly bound and preserved.

(iv) The Finance Officer and Heads of Departments empowered to collect money shall ensure that the dues of the University are correctly and promptly assessed, collected and deposited into the University account under the proper head.

(v) The Finance Branch shall ensure that the grant receivable by the University and the income accruing to the investments are received in due time. The F.B. shall maintain a Register of Grants with date of receipt of grants and their specific purposes. All amounts so received shall be reported to the Finance Committee preferably once in three months. The Finance Committee shall also be kept informed of the financial inflows to the outflows from the University.

(vi) A claim to revenue shall not be remitted or abandoned save with specific sanction of the Finance Committee and the Executive Council.

- (vii) There shall be no diversion of fund unless approved by the Vice-Chancellor.
2. (i) Subject to the general direction by the Executive Council, the Finance Officer may, in consultation with the Vice-Chancellor, make investments as and when funds are available for investment and shall promptly report the same to the Finance Committee.
- (ii) All surplus balances of the various funds which are available for investment for a short period shall be invested in call and short term deposits with the approved Bank. All sums received by the way of bequests, endowments, etc. and the surplus balances standing to the credit of various University funds which are not generally required at short notice, shall be invested on long term deposits with the approved Bank or in Govt. securities.
- (iii) Records of all investments of the University shall be maintained in a Register of Investments.
- (iv) The Finance Officer shall submit periodic reports to the Finance Committee regarding the position of University Revenues and seek directions for the management of the resources of the University.

3. General Rules of expenditure:

- (i) A Controlling Officer shall not incur expenditure or enter into any liability involving expenditure, transfer of money or investment or deposit from the University account unless such expenditure or transfer has been sanctioned by the general or special orders of the Finance Committee and the Executive Council.
- (ii) There should be provision of funds authorized by the competent authority fixing the limits within which expenditure can be incurred.
- (iii) The expenditure incurred should conform to the relevant provision of the Act, Statutes, Ordinances, Regulations and Rules framed by the University.
- (iv) There should exist sanction, either general or special, accorded by the competent authority, authorising particular item of expenditure. Explanation: Mere budget provision does not automatically carry with it the authority to incur the expenditure, for which prior sanction of the competent authority must invariably be obtained before incurring it save as otherwise provided in these Rules. The budget provision indicates the maximum limit upto which expenditure may be permissible under any head of account.
- (v) Every University employee shall exercise the same vigilance in respect of expenditure incurred from the University fund as person of ordinary prudence would exercise in spending his own money.
- (vi) The expenditure should not be prima-facie more than what the occasion demands.
- (vii) No University employee should exercise his powers of sanctioning expenditure to pass an order which will directly or indirectly add to his own advantage.
- (viii) No University employee shall pass bills of his own expenditure. In such cases the bills shall be countersigned by the person higher in rank than the concerned employee.
- (ix) Each Head of the Department/Head of Office shall be responsible for enforcing financial order and strict economy at every step.
- (x) A Head of the Department shall ensure not only that the total expenditure is kept within the limits of the authorised budget appropriation but also that the fund allotted are spent in the interest of the University and only upon the objects for which the money was provided. In order to exercise proper control over expenditure, he shall ensure maintenance of detailed upto date accounts not only of what has actually been spent from an appropriation but also what commitments and liabilities have been incurred against it. He must be in a position to assume before Finance Committee/Executive Council complete responsibility for expenditure and to explain or justify any instance of excess or financial lapse that may be brought to notice.
- (xi) Every claim received in the University office shall be duly checked before payment.
- (xii) All bills presented for payment shall be examined in accordance with the relevant provisions in these Rules to ensure that the claims for payment are admissible, the authority is proper and the signature is true and in order and the receipt has legal acquittance. All bills shall be countersigned by the Disbursing Officer.

(xiii) No claim against the University which is not presented within the prescribed time limit will be entertained without a special sanction of the competent authority.

(xiv) No cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than actual payee.

(xv) No erasures or overwriting shall be made in bills, vouchers, cheques, registers, statements or accounts of any description.

3. Contracts:

Contract or agreement shall be made by the person or empowered to do so. The following general principles should be observed by all persons empowered to enter into contracts or agreements involving expenditure from the University funds:

(i) The terms of contract should be precise and definite and there should be no room for ambiguity or misconstruction therein.

(ii) No relaxation of specification agreed upon in contract and relaxation of the terms of agreement entered into by the University be made before examination of the financial effect involved in such relaxation. The interest of the University should be taken due care of before agreeing to any relaxation of agreement or contract. The Finance Officer shall invariably be consulted in such cases.

(iii) In selecting the tender to be accepted, the financial status of the individual and firms tendering must be taken into consideration in addition to all other relevant factors.

(iv) Save in exceptional circumstances, no University work of any kind should commence without prior execution of contract documents. Even in case where a formal written contract is not made, no order for supplies etc. should be placed without at least a written agreement as to the price.

(v) Provision must be made in contract for safeguarding University property entrusted to a contractor and for recovery of hire charges, if any, thereof.

(vi) When a contract is likely to endure for a period more than 3 years or where contract provides for a clear schedule for the fulfillment of various stages of contract, it should include provision for unconditional power of revocation or cancellation at the discretion of the University at any time on the expiry of reasonable notice to that effect. The period of notice should not normally be longer than 3 months.

(vii) All contract should have a provision for recovery of liquidated damages for defaults on the part of the contractor, unless any special instruction is issued by the competent authority.

(viii) The terms of contract for the purchase of perishable stores should invariably include a "warranty clause".

CHAPTER – III Budget and Control over Expenditure

1. The budget estimates shall be prepared under the provisions of the Act and the Statutes in the form as may be prescribed. The budget should be broadly divided into four parts viz.

Part-I. Non-plan receipts and expenditures dealing with receipts and expenditure connected with the normal functioning of the University including general and auxiliary services.

Part-II. Earmarked Special Funds: dealing with receipts and expenditure against funds earmarked for specified purposes.

Part-III. Plan Receipts and Expenditures: dealing with receipts and expenditure relating to development activities in the University out of plan provisions.

Part-IV. Debts, Deposits, Advances etc.: dealing with receipt and expenditure relating to debts, deposits, advances etc.

2. The budget Estimates shall also contain – (a) A budget note or explanatory memoranda which shall explain salient features of the items provided and the major variations. It will consist of:

- i) Review of the financial administration of the past year.
- ii) The financial position for the current year.
- iii) The budget estimate for the ensuring year with justifications.
- iv) A report on the current and expected financial position of the University, including a statement of accumulated deficits, if any.

Each head of account shall be dealt with separately and the proposal for the expenditure should be explained clearly.

3. (1) Save as otherwise provided in the Act and the Statutes, the Head of the Department/Branch/Section shall submit to the Finance Officer within 31st July of the financial year, a draft of the budget statements of the Department/Branch/Section for the following year. For teaching Departments/Centre, the draft should be approved by the Departmental Committee.

(2) Draft shall be discussed by the Vice-Chancellor with concerned head of the Department/Branch/Section, if necessary.

(3) The draft proposal after revision, if any, shall be taken into account by the Finance Officer for inclusion in the annual budget estimates of the University. These budget estimates together with the revised estimates for the current year shall be discussed by the Finance Committee, the Executive Council and the Court under the provisions of the Act and the Statutes. After final approval by the Court, the budget estimates and revised estimates shall be forwarded to the state govt. for final approval and sanction.

4. The Finance Committee shall make a mid-term appraisal of the financial position of the University and shall monitor the income and expenditure for the period against broad items of the budget. The Finance Committee shall evolve methods to see that grants received from the UGC, State Govt. or other funding agencies are properly and timely utilized.

CHAPTER – IV **Financial Powers and Sanction of the Authorities**

1. Subject to the provisions of the Act, Statutes, Ordinances, Regulations and Rules, financial powers shall vest with the Executive Council and the Finance Committee.

2. The powers and functions of the Departmental Committees are prescribed in the Statutes. In exercise of these powers, the Departmental Committee will supervise general financial affairs of a Department/Centre, approve the purchase or contingency expenditure and take all action deemed necessary for the smooth running of a teaching Department/Centre.

3. Deleted .

4. The Composition, power and functions of the Building Committee are prescribed in the Rules. The Building Committee shall oversee all civil construction works in the University and initiate preparation of plan and estimates, supervise tender operations and recommend financial sanction of construction projects. The Building Committee will also review the progress of construction works and make periodic reports to the Executive Council.

All proceedings of the Building Committee shall be forwarded to the Finance Committee for final approval.

5. There shall be a Vehicles Committee consisting of four or five members to be nominated by the Executive Council. The Committee will meet once in every two months and advise on detailment and maintenance of University vehicles, economy regarding fuel consumption, timing of bus services and recovery of fares/fees against the use of University buses and vehicles.

All proceedings of the Vehicles Committee shall be forwarded to the Finance Committee for approval.

CHAPTER – V

Fixation of Pay and Increments

Pay Fixation

1. (i) Persons joining the University service shall ordinarily be allowed initial pay in the relevant scale. If the selection committee recommends granting of increment(s) not exceeding 5 (five) and its recommendation is approved of by the Executive Council, higher initial pay may be granted.

(ii) A person joining the University from immediate last regular and permanent service in another Indian University, Government or Govt. Sponsored college, Govt. services or quasi Govt. undertakings, or Govt. Sponsored Research or other organizations and who has enjoyed identical or comparable time scale of pay as that of the time scale of the University post, shall be allowed to get basic pay fixed at the stage of the University scale for the post above the basic pay drawn by him in the last employment with D.N.I. after a year from the date of joining.

(iii) A person joining the University from a regular and permanent service who had drawn a pay-scale or last pay and/or total emoluments comprising basic pay and dearness allowance only in the immediate last service at a sum higher than the pay-scale or initial pay or total initial emoluments of the University post to which he is appointed and who seeks protection of last emoluments may be given a protection of pay ordinarily limited/to five additional increments on the initial of the scale.

(iv) A person from outside or within the University who had joined a post with higher or equivalent scale of pay and had been allowed pay fixation either on point-to-point basis or at the initial of the scale of pay may, consequent on revision of pay in the last post/scale and on seeking protection, may be given protection of pay preferably limited to five additional increments on the initial of the scale. Were such scale liable to revision the pay fixation shall be reopened and/or revised by the Executive Council.

(v) When a University employee holding a post in substantive capacity is placed in the appropriate scale under C.A.S. or promoted to the appropriate scale or appointed in substantive capacity to another post carrying duties and responsibilities of greater nature than those attached to the post held by him, the pay of such University employee in the scale of pay of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post/scale by one increment at the stage at which such increment had accrued. If the pay after notionally adding one increment in the lower scale becomes equal to a stage in the higher scale, then one increment shall be added at that stage of the higher scale to take the pay to the stage next above the pay notionally arrived at. Next increment in the new post shall fall due on completion of 12 months qualifying service after such placement/promotion.

6. Provided that where the promotional scale of an employee is similar to the existing scale obtained under CAS, the pay in the promotional post/scale carrying duties and responsibilities of greater importance than those attached to the post held by him/her shall be fixed by adding two promotional increment to the stage of the existing scale. Next increment in the new post shall fall due on completion of 12 months qualifying service.

(Including amendment dated 19.2.07)

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

Provided further that where a University employee immediately before his promotion or placement or appointment to the higher post is drawing pay including one or more stagnation increments, such pay in the lower post shall be treated as the basic pay for fixation of pay in the higher post in accordance with para-2. Next increment in the new post shall fall due on completion of 12 months qualifying service. In case the pay so fixed exceeds the maximum of the scale, the employee will be deemed to have enjoyed the difference between the pay so fixed and the maximum of the scale as stagnation increment(s). Subsequent stagnation increments, if any, shall be allowed subject to the ceiling of such increments as per Govt. orders.

(Including amendment dated 2.9.96)

(vi) Pay fixation in the Govt. approved or sanctioned revised scale of pay shall be governed by the terms, conditions and rules specified in the Govt. orders as may be received in this connection and as approved of by the Executive Council.

(vii) The pay of a University employee who is placed in the Sr. scale/selection grade/higher scale under C.A.S. shall be fixed at the stage of the time scale which is equal to his last pay or if there is no such stage, at the stage next above the last pay drawn with D.N.I. after 12 months of qualifying service in the new scale.

(viii) In case of re-employment of a University employee after his retirement on superannuation, pay last drawn by him shall continue to be drawn along with allowances as per University rules.

(ix) In the case of appointment of a retired pensioner the pay last drawn by him and conforming to the stage of the University scale he is appointed to shall be allowed along with allowances as per University rules minus the pension amount, pension equivalent gratuity and other forms of retirement benefits (for person other than Military Personnel or persons of exempted service) as are enjoyed by him.

(x) Annual increment and University Contribution to the P.F. shall not be allowed to any such re-employed person.

2. (i) The service of an employee in officiating or temporary capacity on the time scale of pay shall be counted if he is absorbed in that post in substantive capacity without break.

(ii) When a University employee is appointed on his own request to a new post and the maximum of the time scale of the new post is less than the substantive pay in respect of old post, he will draw the maximum of the scale of pay on the new post as his pay.

Increment:

3. (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld. When an increment is ordered to be withheld, the authority passing the order shall state the period for which it is to be withheld, and whether the postponement shall have the effect of postponing future increments, and if so, for how long. Where the order fails to specify clearly for what period the employee is to be deprived of his increments, the deprivation shall be held to cease on the expiry of the period during which the employee would have drawn the increment initially withheld. Moreover, unless the order provides otherwise, the employee shall, when the deprivation ceases, be restored to the same position in the time scale as he would have occupied had the order not been passed.

(ii) When an efficiency bar is prescribed in a time-scale the increment next above the bar shall not be given to the employee without the specific sanction of the Executive Council.

4. The following provisions prescribe the conditions on which service counts for increments in a time scale:

- (i) (a) Service as a probationer or apprentice, provided that such service is followed by confirmation;
 - (b) joining time and
 - (c) the period spent on a duly authorized examination and course of instruction or training including the time reasonably required for journeys to and from the place of instruction or training.
- (ii) Service on deputation and leave other than extraordinary leave shall count for increments in the time-scale applicable to the post.

(iii) Extra-ordinary leave shall not count for increments but University may, in a case where it is satisfied that leave was taken on account of illness or for any other reason beyond the employee's control or for prosecuting higher/scientific/technical studies, direct that the whole or any portion of such leave shall count for increments.

Provided that such an employee shall render service to the University for the period as provided in section 11(4) of the Rules relating to leave.

(iv) A period of overstayal of leave does not count towards increments unless it is sanctioned by the competent authority.

(v) Notwithstanding the provisions made above, a re-employed person shall not be allowed to draw any increments in the time scale pay of the post to which he is re-employed.

5. Notwithstanding any thing to the contrary in these rules an increment in a time-scale of pay shall be drawn with effect from 1st day of month in which it becomes otherwise due.

6. Save in exceptional circumstances, no University employee of a time-scale of pay shall be granted a premature increment in that time-scale.

7. In a case when an increment or increments have been ordered to be withheld, the date of next increment shall be deferred in conformity with the provisions made under 3(i).

8. Stepping up of pay or ante-dating of increment is allowed in the case where an employee being senior in the cadre and post gets at a certain stage, less pay than the junior in the same cadre and post because of direct application of any rule/order on revision of pay scale and in such cases next increment shall fall due on completion of 12 months of qualifying service after such ante-dating.

9. Stagnation increment shall be paid to an employee in accordance with State Govt. Order in this regard.

(Including amendment dated 10.9.96)

Combination of Appointments:

10. The University may appoint a University employee to officiate in one or more other posts at one time. In such cases the University employee's pay shall be regulated as follows:-

(i) In addition to his pay in his existing post, he may draw 20% of the presumptive initial pay of a post higher than his substantive post as special allowance.

(ii) The special allowance under clause 4(a) will be admissible if combination of appointment be for a period of more than 2 (two) months.

(iii) A University employee officiating in an equivalent or lower post in addition to own post will not get any additional remuneration for combination of appointments.

Dismissal, Removal and Suspension:

11. (i) The pay and allowances of a University employee who is dismissed or removed from service shall cease to be drawn on and from the date of such dismissal or removal.

(ii) An employee under suspension by an order of the appointing authority shall be entitled to the following payments:-

a) a subsistence allowance at such rate, not exceeding 50% of the pay on the date of suspension.

Provided that where the period of suspension exceeds three months the authority which made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months not exceeding 75% of the basic pay on the date of suspension.

b) dearness, medical or other compensatory allowance, if any, admissible from time to time on the basis of pay which the employee was in receipt on the date of suspension or such portion thereof as the authority making the order of suspension may decide.

12. No payment under this rule (i) shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

The Head of the Department shall certify attendance of an employee under suspension for payment of the subsistence allowance.

13. The following recoveries shall be made from the subsistence allowance granted to the University employee:

- a) Government dues such as Income Tax, Profession Tax;
- b) University dues such as house-rent, charge for electricity, water, vehicle, furniture and the like;
- c) Contribution towards Group Savings Linked Insurance Scheme;
- d) Loans and advances taken by the employee from the University;
- e) Over payment made to the employee by the University and
- f) Loss to the University for which the employee has been held responsible.

14. Recovery may also be made from the subsistence allowance to the University employee in respect of the following:-

- i) subscriptions to Provident Fund;
- ii) premium due on salary savings insurance policies;
- iii) dues of University employees co-operative societies.

15. When a University employee who has been suspended or compulsorily retired is reinstated as a result of appeal or review, the authority competent to order reinstatement or withdrawal of suspension shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his absence from duty and suspension.
- b) whether or not the said period shall be treated as period spent on duty.
- c) where the authority is of the opinion that the employee who had been suspended or compulsorily retired has been fully exonerated, the employee or person shall be paid full pay and allowances to which he would have been entitled, had he not been suspended, or compulsorily retired.

16. Where the dismissal or removal or compulsory retirement of the employee is set aside by a court of law and such employee is re-instated without holding any further enquiry, the period of absence from duty shall be regularized and the University employee shall be paid usual pay and allowances subject to the directions, if any, of the court.

17. The W.B.S.R. and orders thereunder shall be followed where rules made in this chapter fall short of or do not specifically cover a question of pay fixation.

CHAPTER – VI

Research Projects, Sponsored Research Schemes

1. Research activities of the University fall under the following categories:-

- i) Research project financed by the University.
- ii) Research Schemes Sponsored and financed by the other Institutions/Organisations and
- iii) Consultancy projects and Services.

Research Projects:

2. There shall be a committee attached to the Faculty Councils for Postgraduate Studies to consider/review/recommend all proposals for research projects to be financed by the University. The composition of the committee shall be prescribed by the Faculty Councils for Postgraduate Studies.

Disbursement of fund for the projects so recommended shall be decided by the Finance Committee.

Sponsored Research Schemes:

3. (i) Research projects/Schemes funded by external agencies like CSIR, UGC, ICSSR, ICAR, ICMR etc. may be accepted by the University for execution through the concerned teacher/Postgraduate Department/Centre.

(ii) The proposals in these cases shall initially be processed by the Registrar's Department, steps shall be taken to see that the formalities of the funding agencies are abided by at all the stages of the schemes.

(iii) On acceptance of the proposal by the funding agency, the Finance Branch shall be notified of the same with a copy of the initial letter of sanction.

(iv) Initial expenditures, within the sanction and limits shall usually be allowed after the project fund is received. In case of continuation/extension of the project/scheme, salaries of research personnel shall be paid against the renewal letter not exceeding three months.

(v) Processing of the Grant-in-Aid bill and its submission to the funding agency shall be completed by the concerned office within ten days of receipt of the sanction/renewal letter.

(vi) In respect of the purchase of stores, for the project/scheme, the procedure in vogue in the University shall normally be followed.

(vii) The accounts of consumables and equipments shall be maintained as per instructions stated elsewhere in these Rules.

4. The Project Director by whatever name called shall ensure timely submission of periodical reports of progress of work on the project/scheme as may be required by the funding agency and of a final report on the conclusion of the project/scheme are sent timely. The Project Director shall also extend his assistance to the concerned office in securing release of grants from the funding agency.

5. Bills for expenditure on different items shall be submitted in the forms and manner required, duly countersigned by the Project Director. Such bills shall be scrutinized and passed for payment or adjustment in the same manner as in the case of other bills of the University.

6. An advance may be drawn by the Project Director for specific items of expenditure on sanction from the Vice-Chancellor. Accounts of expenditure against such advance should be submitted and adjusted without delay. Further advance shall not normally be released unless the earlier advance is accounted for and adjusted.

7. Accounts of an advance shall normally be adjusted within the period stipulated by the funding agency. Adjustment certificates shall be issued to the Project Director or concerned person by the Finance Officer within a period of three months after accounts for adjustment have been submitted.

8. (i) No funds in excess of the amount sanctioned by the funding agency shall normally be released by way of advance.

(ii) In case of advance claimed against the sanctioned amount not yet released by the funding agency, the matter shall be decided by the Finance Committee as under:

(a) The Finance Committee may, under exigent circumstances, recommend sanction to the advance provided it is convinced of the eventual release of funds by the funding agency.

(b) The Finance Committee, when it has reasons to apprehend that the fund may not immediately be released by the funding agency, may either not recommend sanction to the advance or, it may recommend sanction of advance only on the specific understanding that the Project Director will stand responsible for securing release of funds to the University.

9. A record of all assets like books, equipments etc. which acquired under the research project/scheme shall be maintained in the central stock register of the concerned Department/Centre. All assets shall eventually be returned to the central pool of the Department. In case of conditional acceptance of any project/Scheme, however, the University will abide by the conditions laid down in the agreement with the funding agency.

10. All Rules relating to sponsored research projects/scheme shall be observed, where applicable, in the case of consultancy project and services offered by the University.

CHAPTER – VII
Research Fellowship/Scholarship/Associateship and Prizes/Medals

1. Save as otherwise prescribed by the funding agencies, the following rules shall be followed:

(i) Research Fellowship/Scholarship and Associateship shall be awarded according to the terms and conditions that govern each category after individual cases have been duly considered on their merit by the competent authority.

(ii) If a University JRF/SRF/RA discontinues the research programmes for which he/she was appointed, he/she shall be liable to refund to the University the entire amount of scholarship/stipend/remuneration received by him/her. Recovery in equal installments after signing an indemnity bond shall be considered, provided, however, a NET/SLET/GATE qualified JRF/SRF/RA, if appointed by the competent authority to a regular teaching/research post, he/she may be exempted from such a refund upon giving a written undertaking that he/she shall continue research in future leading to a degree.

In case of JRF/SRF/RA and other research staff appointed in research schemes funded by external national/international funding agencies, refund of the scholarship/stipend/remuneration shall be regulated as per guidelines of the concerned funding agency.

(Including amendment dated 27.5.02)

(iii) Payment of fellowship for the last month shall not be made till the receipt of clearances from:-

- (a) The Registrar's Department
- (b) The Project Director/Head of the Department
- (c) The University Library
- (d) The Estate Officer, if applicable
- (e) The watch & Ward Department
- (f) The Finance Branch

2. (i) An advance may be authorized out of the contingency grant to fellows on the recommendation of the Supervisor/Head of the Department for expenditure on authorized items of expenditure bills for such purchases and accounts thereof received in the prescribed form will be passed only if a complete account of advance taken is submitted. The account shall be submitted immediately on expiry of the period for which advance is sanctioned and/or drawn.

(ii) The bills for expenditure out of contingency grant shall be scrutinized to ensure that the terms on which the expenditure has been incurred upon are authorized and that the expenditure conforms to the scales, etc. wherever prescribed. In the case of apparatus, equipment etc. purchased out of the contingency grant which are returnable to the University on completion of the fellowship, the bills shall bear an endorsement of the Head of the Department that a record of such apparatus and/or equipment has been kept for ensuring their eventual return to the University.

(iii) A list of Books purchased out of contingency grants shall be submitted to the University Library for record and the department where the fellowship is tenable shall maintain a stock-register of such books. On completion of the tenure of the fellowship/associateship, such books shall be returned to the University Library through the Head of Department. The University Librarian and the Head of the Department shall ensure compliance with this provision before issuing clearance.

(iv) Teacher Fellowship also shall fall under the preview of the aforesaid provisions unless otherwise specified in the terms of award.

Award of prizes and medals:

3. (i) The award of prizes and medals by the University from the University funds, endowment funds and trust funds to encourage meritorious students shall be in accordance with the procedures as may be prescribed by the Executive Council and/or recommended by the Endowment Committee.

(ii) A register of medals shall be maintained by the Registrar showing (a) authorization number, (b) name of medals, (c) cost of medals, (d) date of distribution.

Free Studentship and Grants:

4. Free studentship/book grant/scholarship or any other monetary incentive/benefit from the University fund shall be awarded to the Postgraduate students of the University in accordance with rules as may be prescribed on this behalf by the Executive Council subject to the limit of budgetary provisions for such awards.

CHAPTER – VIII Expenditure and Advances

1. Revenue expenditure shall be subject to the following rules:

(i) Expenditure shall be confined within the limits of budgetary appropriation. Provided that special approval of the Vice-Chancellor shall be obtained during the interim period when the budget allocation is not available.

(ii) Unutilised budgetary appropriation shall stand lapse at the end of each financial year. Advance drawn during the year, remaining unadjusted at the end of the year shall not be considered as utilized against the budgetary provisions for that year.

(iii) Purchase of stores shall be subject to the procedures laid down elsewhere in these Rules.

(iv) All charges against services actually rendered during a financial year must be drawn and paid. Under no circumstances will they be allowed to be paid from the appropriation for another year.

(v) No money shall be drawn from the University fund unless it is required for immediate disbursement. It is not permissible to draw money in anticipation of demands or to prevent the lapse of budget grant.

(vi) In case of materials purchased, such as chemicals, apparatus, books, stationery, dead stock articles and the like, the stock entry will be essential and the requisite entry with page number in the stock book shall be mentioned on the voucher/sub-voucher.

(vii) When under any special order of the Finance Committee a lumpsum amount is placed annually at the disposal of a subordinate authority for expenditure on specified items of contingency without further restriction, the subordinate authority incurring expenditure there against shall be held responsible for regularity of such expenditure and for any expenditure incurred in excess of such allotment.

Contingency Expenditure:

2. (i) Items of expenditure which are not provided for under specific heads in the budget but are essential for day-to-day business shall be incurred out of contingency budget provisions.

(ii) No expenditure of personal nature or for personal gain or for meeting personal liability shall be incurred out of contingency fund.

(iii) In case any scale in regard to contingency charges is prescribed by the Executive Council, this scale shall be adhered to.

(iv) No pay of any kind or any additions to pay may be drawn on bills for contingency expenditure under normal circumstances.

3. Heads of the Departments and other officers of the University who have to make payments for contingency expenditure under the budget sub-head "other expenses" may make such payments out of imprest or permanent advances (petty cash) which they may be permitted by the Finance Committee to hold subject to recoupment on presentation of contingency bills. The grant of such imprests is regulated as under:

(i) As the advances involve the permanent retention of money outside the general cash balance of the University, they must not be larger than what are absolutely necessary.

(ii) All expenses incurred upon and met from the imprest shall be accounted for by the imprest cashholder in the imprest account register. An imprest cashholder shall obtain recoupment of imprest

monthly or as often as required during a month. The imprest account have to be closed before the end of each financial year by submission of the account and cash in hand, if any, to the Finance Branch. Thereafter, the Finance Officer shall release fresh imprest cash to all the departments as per norms within seven days of commencement of the new financial year.

(iii) The holder of the imprest will be responsible for the safe custody of the money placed in his hand and he must at all times be ready to account for the total amount of the money. The amount of imprest/departmental advance shall not be mixed up with the general cash of the office of the imprest/advance holder nor with his private cash.

(iv) Save and except under very special circumstances, imprest shall not be utilized for the purpose other than to meet petty contingent expenditure; sanction of the competent authority shall be obtained in cases where necessary. Particular care must be taken by the imprest cashholder to ensure that no purchase order is split up to allow the expenditure to be met from the imprest.

4. Imprest advances should be reviewed periodically in order to see that the amount held by various Disbursing Officers are sufficient to meet their monthly requirements.

Advances:

5. Advances for urgent purposes may be sanctioned by the Finance Officer subject to availability of sanctioned budget provision vis-à-vis fund or otherwise by the Vice-Chancellor to the Heads of the Departments and/or Heads of offices and/or also to any other person in special cases on the recommendation of the Head of the Department/Head of Office. Such advances may be granted for:

- i) Meeting petty and emergent expenses.
- ii) Meeting the expenses of a Seminar, Tournament, Tour, excursion etc.
- iii) Obtaining clearance of a parcel or consignment from the Postal authority, Railway or Transport Agencies.
- iv) Obtaining release of dispatch documents relating to a consignment from the bank when the agreement with the suppliers for the relative supplies has specific provision on this behalf.
- v) Advance payment for supplies in accordance with the agreed and approved terms of the relative suppliers as approved by the competent authority.
- vi) Other authorized purposes.

6. The advances shall be classified and charged to the concerned head of account for budgetary control.

7. (i) All advances shall be applied for in the requisition form which shall clearly indicate:

(a) The purpose of work for which advance is required (b) amount of budget provision under the head of account (c) expenditure already incurred under the head of account (d) the information regarding previous advance drawn and remaining unspent and (e) date on which the amount is required and whether in cash or by cheque.

(ii) The amount of the advance shall be utilized specifically for the purpose or work for which it is drawn and sanctioned.

(iii) Statement of expenditure shall be submitted duly completed in all respects and supported with all vouchers, bills or cash memos within 15 days from the date of completion of purpose or work for which the advance was obtained along with unspent balance, if any. In no case shall the retention of the unspent balance be allowed beyond this period.

(iv) No further advance shall be granted unless the earlier advances are fully cleared except with justifiable reasons.

(v) All advances out of the recurring budget heads shall have to be settled before the end of the financial year.

(vi) Advances lying unadjusted for more than one year since the date of drawing shall be brought to the attention of the Finance Committee.

8. Records of advances shall be kept by the Finance Branch in a Register of Advances and adjustment or recovery of advances shall be closely watched by the Branch.

Postage Stamp account:

9. (i) The account of the postage stamp used in the dispatch of letters etc. shall be kept in the columns provided for this purpose in the dispatch register. Clerk-in-charge of the dispatch section shall check carefully stamps on each cover, parcel and in token of this check initial the last entry of each day in the dispatch register.

(ii) A register of postage stamps shall be maintained in which the receipt and total daily value of stamps issued as per the dispatch register shall be recorded.

Contributions to Societies:

10. Where a registered society makes an application for contribution from the University, all relevant information/literature relating to its objects, its functioning, the programme it has under way, its financial position etc. shall be obtained from the society and examined by the Registrar, the Head of the Department and the Dean of the Faculty concerned and a recommendation will be made to the Vice-Chancellor, subject to the budget provision being available, on the question of making a contribution to the society. The application requesting such a contribution shall be signed by the competent office-bearers of the Society concerned.

Insurance:

11. If the University authority deems fit, it shall insure its buildings and other properties like equipment, books, instruments and the like with a nationalized insurance company. For this purpose the following norms of insurance cover shall be adopted:

Equipment	-	100% of the value.
Books	-	100% of the value.
Vehicles	-	100% of the value. With comprehensive cover
Buildings	-	Notional value shall be taken for the purpose of insurance (this is arrived at by taking into account the operations of the buildings which are prone to fire hazards).

Legal Expenses:

12. (i) Before a suit is instituted in a Court of Law, involving substantial amount of expenditure, the entire facts and legal opinion in respect thereto should preferably be considered and cleared by the Executive Council. No suit shall be contested except with the prior approval of the Vice-Chancellor.

(ii) The University may prepare a panel of lawyers and advocates for seeking opinions, conducting court cases after considering the qualifications, experience and eminence and also fees and charges payable to each such person.

(iii) A record of all suits in which the University is a party, a Register of Suits shall be maintained in two volumes, one for suits in which the University is the plaintiff and the other for suits in which the University is the defendant. The Particulars of each case shall be entered in the Register of Suits as soon as a suit is instituted by the University or a notice of the institution of a suit against the University is received by it, and further action taken thereon recorded from time to time.

The Register shall be checked and signed by the Registrar periodically and laid before the Executive Council every year for review.

13. The Disbursing Officer shall ensure:

(i) That the rules regarding the preparation of bills are observed.

(ii) That an order of bill is not split up so as to avoid the sanction of a higher authority.

(iii) That vouchers are obtained showing the full description of the service rendered or purchases made, quantity, rate and amount charged and that the vouchers are authentic.

(iv) That the material is checked and found to be in order and is recorded in the relevant register and a certificate to that effect is recorded on the vouchers.

(v) That the money drawn is either required for immediate disbursement or has already been paid from the imprest or advance.

(vi) That the expenditure is within the available grants.

(vii) That before incurring the expenditure all steps have been taken with a view to obtaining an additional grant, if the original grant has been or is likely to be exceeded.

(viii) That a register of contingent expenditure showing the budget provisions made, further re-appropriation, if any, under the various sub-heads and detailed head is kept.

(ix) That every sanction and bill is noted in the register under initials of a responsible person.

Responsibility of Controlling officer:

14. A controlling Officer shall ensure:

(i) That the items of expenditures included in a bill for contingent expenditure are all of obvious necessity and are at fair and reasonable rates.

(ii) That the charges incurred are in accordance with the prescribed scales, if any, and the conditions which govern them.

(iii) That previous sanction for any items requiring it is attached.

(iv) That the requisite vouchers are all received and are in order.

(v) That the calculations are correct.

(vi) That the grants have not been exceeded nor are they likely to be exceeded.

(vii) That if, under exceptional circumstances any expenditure is in excess over the budgetary provision, the Finance Officer is notified of this either through a note on the bill or otherwise of the reasons for such excess expenditure.

15. Administration of Current Account and/or Savings:

(i) Apart from the imprest cash, such department/office as may be identified by the Executive council, shall maintain a current and /or savings account in the SBI, NBU Campus branch for incurring approved recurring expenditures. The balance held in the account shall not exceed Rs. 20,000/-. The account shall be operated by the Head of the Department. The advances released by the Finance Officer shall be deposited in the current and /or savings account .

The account shall be opened with the minimum required amount out of University fund and at the end of each financial year, the balance, if any, over such minimum amount shall be refunded to the University fund in order to adjust the total advances drawn.

(ii) Monthly statement of the current and /or savings account shall be checked by the Head of the Department and year-end balance shall be reported to the Finance officer who shall take these into account while compiling University Accounts.

16. Telephone Charges:

The telephone holders shall record all details of outgoing calls beyond local exchange area, verify telephone trunk call bills including calls of personal nature in accordance with the procedure to be laid down by the Executive Council.

Electricity Charges:

17. (i) All electricity bills shall be examined promptly by the Engineering Branch with reference to actual consumption/meter reading. It shall forward this bill after verification to the Finance Branch for payment.

(ii) The University Engineer shall maintain all necessary records of detailed consumption at different connection points and ensure correct billing in case of personal consumption at WBSEB rates. The University Engineer shall take all necessary steps to check the leakage, misuse of electricity and loss of revenue.

Canteen Subsidy:

18. Canteen subsidy, at such rates as may be prescribed, shall be restricted to regular University students only and not to JRFs, Research Associates, Teacher Fellows and persons otherwise engaged/employed in remunerative posts.

CHAPTER – IX

Sports Board

1. The funds of the Sports Board shall derive from:-
 - (a) Sports Registration fees.
 - (b) funds allocated in the University budget, and
 - (c) donations or grants received by the University for Sports activities.
2. By the end of July every year the Sports Board shall decide on budget requirements for the following financial year together with the particulars of the programme of the activities proposed to be undertaken during the ensuing year and shall prepare a comprehensive budget together with explanatory notes covering all Sports activities. The budget as prepared by the Sports Board shall be forwarded to the Finance Officer for inclusion in the Annual Budget.
3.
 - (i) All expenditure on sports activities shall require sanction from the Finance Committee and shall be incurred in accordance with the financial rules of the University.
 - (ii) The expenditures on sports activities shall be incurred upon by the Officer or Person authorized on this behalf who shall also exercise the powers of controlling officer in this regard.
4. The purchase of sports materials and equipment shall be made in accordance with the rules specified for general purchases and with sanction of the standing purchase Committee.
5. The Treasurer may be paid such advance as may be considered necessary to meet the expenditure on various activities of the Board. The advances and adjustment thereof will be regulated in accordance with the provisions specified for general advances.

CHAPTER – X

Hostels

1.
 - (i) Separate books of accounts and registers with details of all financial matters, including bank accounts, shall be maintained for the University Hostels and the Hostel Superintendent of each University Hostel shall inspect and certify the books of accounts and registers periodically.
 - (ii) Annual Accounts of expenditures on the University Hostel and Annual Reports for each hostel shall be submitted to the Executive Council through the Finance Committee for such action, as may be deemed necessary.
 - (iii) The bank accounts of the University Hostels shall be operated by the Hostel Superintendents, or in such other manner as may be directed by the Finance Committee.

CHAPTER – XI

Publication

1. Any publication in printed form to be brought out in the name of the University shall have the prior approval of the Publication Committee.
2. All University Publication shall be published by the Registrar on behalf of the Publication Bureau. The composition and powers and functions of the Publication Bureau shall be prescribed by the Rules.
3. The publication funds at the disposal of the publication Bureau shall derive from:
 - (i) Publication grants from the U.G.C. and other external agencies, and

- (ii) Publication grants allocated within the University budget.
- 4. The Publication Committee shall take into account the UGC guidelines when approving publications funded with UGC grants.
- 5. Till posts for the Publication Bureau are sanctioned and filled up, the publication of departmental journals and/or occasional papers shall be done and the accounts of sales and stocks thereof be maintained by the Department concerned.
- 6. The Publication Committee shall consider and recommend all matters relating to publication, sale, pricing and payment of royalty for each publication to the Executive Council.
- 7. (i) The Publication Bureau shall maintain royalty register, copy-right register and stock accounts of all University publication and shall prepare Annual Account and Statement in respect of the publications.
 - (ii) The annual account and the annual report on the publication activities and performance of the Publication Bureau shall be placed before the Executive Council.
- 8. At the end of each financial year, a physical verification of the entire stocks shall be carried out and requisite certificate shall be recorded in each and every stock book.

CHAPTER – XII

Issue and Disposal of Stores

- 1. Deleted.
- 2. Deleted.
- 3. (i) A Store-keeper, if in position, shall be stores-in-charge of all stores of a Department/Offices. For Departments/Offices without a Store-keeper, the Head of Department/Head of office or delegated members of staff shall be stores-in-charge. All entries in the stock registers, certificates on the suppliers bills etc. shall be countersigned by the Stores-in-charge and signed by the Head of Department.
 - (ii) All bill for stores submitted for payment must be certified by the Stores-in-charge and/or the Head of Department in respect of delivery as per specification in orders and of entry in the stock register.
- 4. Any loss of stores due to any cause whatsoever shall, immediately after detection, be reported in writing by the Head of Department/Head of Office to the Finance Officer, who shall bring to the notice of the Executive Council.
- 5. (i) Every University Department shall maintain separate stock register for:
 - (a) non-consumable stores like apparatus, instruments, machinery, furniture, equipment, etc. and
 - (b) consumable stores like chemicals, glassware, stationery small components, petrol and diesel etc.
 - (ii) When applicable, the above stores-registers shall also be maintained by every University office.
- 6. In the case of consumable stores which are issued on the basis of day-to-day requirements, a record of consumption of all such stores during a calendar month shall be maintained in a separate issue-book and total consumption during the month shall be debited from the stock register.
- 7. All issues of stores of a general nature shall be made against issue slips duly approved by the Head of Department/Head of Office. In case of laboratory stores the Departmental Committee shall decide on the mode of their issue. Records shall be maintained in the issue-register of all such issues.
- 8. (i) Physical verification of all stores held by a Department/Office shall be made at least once in a financial year.

(ii) A standing committee may be constituted by the Executive Council for supervising the verification as per procedures to be prescribed. All Heads of Department shall send reports of physical verification of stores to the Chairman of the committee by the month of July every year.

(iii) Verification shall be undertaken by the staff of a Department/Office and no extra expenditure from the University Fund shall be admissible on this account.

9. (i) Each Department/Office shall periodically ascertain which of the stores held by it are obsolete/unserviceable in nature and hence of no use to it. A statement of all such stores shall be forwarded to the Finance Officer who shall bring it to the notice of the Disposal Committee.

(ii) The Disposal Committee shall comprise the Vice-Chancellor as Chairman, the Audit and Accounts Officer as member Secretary, the Deans of the Faculties, the Head of Department/Head of Office concerned, the Estate Officer, and two nominees of the Executive Council.

(iii) The Disposal Committee shall be competent to decide on the mode of disposal of an obsolete/unserviceable stores and to report to the Executive Council.

(iv) In case of disposal of small stores, the Disposal Committee shall have the authority to delegate powers to the Department concerned.

CHAPTER – XIII

University Science Instrumentation Centre (USIC) and Computer Centre

1. The University Science Instrumentation Centre (USIC) will serve all sophisticated instruments in the possession of the University and its Department/Offices. The USIC will also look after proper on site maintenance and servicing of all sophisticated instruments and shall prepare an inventory of all major instruments.

2. (i) No charges will be levied for services rendered by USIC to Departments/Offices of the University.

(ii) Suitable charges may be levied by USIC for analytical and other services rendered to other educational and research institutions including affiliated colleges and other University subject to approval by the Finance Committee.

(iii) Charges for services rendered to industry may be levied at higher rates subject to approval by the Finance Committee.

3. All necessary records, registers and accounts of the various services rendered and charges realized shall be maintained by the Head, USIC.

Services of the Computer Centre:

4. (i) Charges, according to a schedule determined by the Advisory Committee of the computer centre will be levied for services rendered to University Departments/Offices, teachers and researchers of the University.

(ii) Suitable charges at higher rates, to be fixed by the Finance Committee on recommendation of the Advisory Committee, shall be levied for services to other Universities and educational and research institutions and the colleges affiliated to the University.

5. All necessary records, registers and accounts of the services rendered and charges realized by the Centre shall be maintained by the Head of the Computer Centre. All charges realized against services rendered shall be brought to account and forwarded to the Finance Branch.

CHAPTER – XIV

University Library

1. Save as otherwise provided in the Library Rules:
 - (i) There shall be continuous verification of all books and journals stocked in the University Library in such a manner that full verification is completed every five years. The administrative requirements for such verification should be decided by the Librarian in consultation with the Library Committee and Finance Branch.
 - (ii) Any proposal for writing-off of books and journals shall be placed by the Librarian before the Library Committee. The final approval in such respects shall be accorded by the Executive Council.
 - (iii) In case of loss of books and journals from the University Library, the Librarian shall submit a report on the losses together with action taken to the Executive Council through the Library Committee.
 - (iv) In case of necessity for disposal of obsolescent books, journals, manuscripts etc., the Library Committee shall make suitable recommendation to the Executive Council for its direction.
 - (v) A physical verification shall be conducted every year, preferably before 31st July, of all dead stocks, materials and equipments in the Library. The report of such verification, along with list of missing/damaged articles, shall be submitted to the Executive Council through the Library Committee.

CHAPTER – XV

Advance for Travelling

1. Advance for traveling may be sanctioned when a University employee or official undertakes a journey outside a radius of 50 kms from the University offices on University work. Payment of advances shall be made before performance of the journey, no advance as such will be permissible after completion of the journey and the payment for the same may be claimed by preferring a T.A. bill.
2. The following norms and procedures shall be observed in this regard:
When deputed for travel for University work:
 - (a) The amount of advance to be released shall be equivalent to the estimated T.A. claim. The advance shall have to be adjusted with the T.A. bill to be submitted on the completion of the journey.
 - (b) Accounts of expenditure against advance received shall be submitted within 30 days on completion of the journey. In case of field trips and excursions, the account shall be submitted within 3 months. In case of failure, proper action shall be taken by the Finance Committee.
3. T.A. claims will have to be preferred within 3 months, failing which, the advance drawn shall be recovered from the pay. If the T.A./D.A. claim is not preferred within one year of completion of the journey, then the claim will be forfeited unless otherwise decided by the Executive Council.
4. For travel for authorized work-
 - (a) The traveling allowance shall be drawn from the outside body/organization which has nominated the University employee concerned to its committees, etc.
 - (b) In case of unavoidable delay in getting an advance from the outside body/organization, an advance upto 80% of the estimated amount of the T.A. claim may be sanctioned by the Vice-Chancellor.
 - (c) The advance shall be normally repaid by the employee to the University within a period of 3 months from the date of drawal or on his drawing T.A. from the outside body/organization, whichever is earlier, failing which it will be recovered from his salary.
5. Advances for traveling shall be sanctioned by the authority approving the deputation of the University employee/official concerned for the work/conference, etc.

6. Except in emergency circumstances, necessitating the undertaking of a journey soon after completion of an earlier one, a second advance shall not be released to a person under these Rules until the account of expenditure against the earlier advance has been submitted.
7. In cases where the University meets the travelling and halting allowances, as is normally the case when a person is deputed within India, 80% of the estimated amount of the T.A. claim may be advanced on request.
8. All requests for advance against traveling shall be submitted in the prescribed form to be prescribed in this behalf.

CHAPTER – XVI

Special condition of grant of advances to the family of an employee who dies while in service

1. The Vice-Chancellor may sanction an advance to the family of a University employee, excluding casual labour and daily wage staff, who dies while in service, whether on duty or on leave with or without pay in order to enable the family to meet its immediate requirements, if in his opinion the family concerned has been left in indigent circumstances upon the death of the employee on whom it was dependent and has immediate need of financial assistance.
2. The amount of the advance which may be granted shall be equal to 3 months basic pay of the deceased employee subject to a maximum of Rs. 20,000/-.
3. The advance shall be adjusted as early as possible and in any case within a period of 6 months from the date of its sanction by deduction from the amount that may be payable on account of arrears of salary due, leave encashment, gratuity or any other payment due to the deceased.
4. For the purpose of this Rules, the word ‘family’ shall have the same meaning as in the statutes relating to Contributory Provident Fund.

CHAPTER – XVII

Security Deposit and Caution Money

1. Cashier, stores keepers, sectional officer and other employees of the University who are entitled to receive cash allowance shall be required to furnish at their own cost, the fidelity insurance bond according to the scale prescribed below. The Heads of the Departments and the Finance officer shall ensure annual renewal of the bond. The Finance Officer shall also verify execution of the bond before making payment of the cash allowance.

Cash Allowance	Fidelity Insurance Bond
Upto Rs. 50.00	Rs. 5000.00
Above Rs. 50.00	Rs. 10,000.00

2. For stores of value above Rs. 1.00 lakh, the University may pay premium for any Fidelity Insurance Bond executed in favour of the employee in charge of the Stores.
3. It shall be the responsibility of Head of the Department to make proper arrangement for the safe handling custody and carriage of cash/stores/valuables of the University.
4. In the Department/Office where a whole-time Cashier/Store keeper is not in position, a member of the staff in permanent shall be assigned to perform the above duties in addition to other work entrusted to him.

Caution Money Deposit:

5. Caution money deposit at the rates prescribed under statutes, shall be collected at the time of admission of a student in the University.
6. Caution money shall be refunded to a student on an application through the appropriate authority on his leaving from the University, after deducting all dues, fines and other claims against him.
7. If any student does not claim the refund of the caution money deposit within one calendar year from the date of publication of the result, it shall be considered to have been forfeited.
8. In the accounts for March every year, balances unclaimed or unadjusted for more than 3 complete financial year after it becomes due for re-payment, it shall be credited to the miscellaneous revenues of the University.

CHAPTER – XVIII**Time limit for presentation of Certain claims**

1. No claims against the University which are not presented within the time limit prescribed hereunder will be entertained.
 - (i) No claim for payment for traveling and halting allowance will ordinarily be entertained after a lapse of one year from the date on which it becomes due for payment.
 - (ii) A claim for overtime allowance may be considered to have fallen due for payment on the first of the month following the month to which the overtime relates. No claim will be entertained after a lapse of 12 months.
 - (iii) University scholarship not claimed within 12 months from the date of award shall be lapsed.
2. All payment involving fraction of a Rupee shall be made and brought to the account in multiple of a Rupee as far as possible. Paise fifty or above shall be rounded off to Rupee one. Paise upto forty nine shall be eliminated or ignored.

Recovery of over payment:

3. Over payment on any account to the University employee or to outsiders shall be recovered in cash or may be adjusted by deduction from the current charges or dues.

CHAPTER – XIX**Internal Audit of Financial Transaction and Accounts**

1. The Internal Audit shall be carried out by the Audit and Accounts officer under general supervision of the Finance Officer. Appropriate arrangements shall be made for pre-check of all bills before payment and concurrent check of all other financial records and accounts in order to:
 - a) ensure maintenance of correct accounts;
 - b) prevent and detect errors and irregularities or fraud; and
 - c) guard against loss or leakage of University money, stores or property.
2. Pre-check and concurrent audit should cover all the activities of the University and shall comprise:
 - (i) Pre-check of all payments and concurrent audit of all other financial and accounts records by the Officer-in-charge of Audit.

Note: The following transactions shall be pre-audited before any bill is passed for payment:-

- a) First Payments sanctioned involving recurring liability.

- b) Last payment of salaries.
 - c) Travelling allowances on account of leave travel concession, if any.
 - d) Payments for supplies in excess of Rs. 10,000/-
 - e) Payments for works in excess of Rs. 10,000/-
 - f) Final payment of provident Fund, pension, gratuity, cash equivalent to leave salary and other retirement benefits.
- (ii) Checking of comparative statements of quotations/tenders for purchases and works costing above Rs. 10,000/-
- (iii) Consultation in cases of relaxation of service rules having financial implications, and
- (iv) Pre-check and concurrent audit of all other financial transactions concerning receipt and payment of the University and accounts registers thereof and checking and monitoring of accounts classification, bank reconciliation, accounts of grant and advances remaining unadjusted for unduly long periods of time.

Objectives and scope of Internal Audit.

3. (i) The objective of Internal Auditing will be to assist the administration in the effective discharge of its responsibilities by furnishing it with objective analysis, appraisals, recommendation and pertinent comments. The officer-in-charge Audit should be concerned with the review of all operations of the University and should aid the administration by conducting management audit, operational audit and performance audit.

(ii) In order to assess the effectiveness of the various internal controls of Departments/Offices Internal Audit should:

a) undertake checks in sufficient detail to ascertain whether the records and reports do actually reflect the actual state of operations and their results;

b) determine whether the controls established to safeguard the University's assets and to prevent fraud are effectively applied and that proper accounts and records exist in proper form and are available for inspection.

c) check whether the established administrative plans, policies and procedures of the University as expressed in the minutes of the Executive Council, office orders and other written instructions are complied with.

d) undertake follow up of the systems and procedures to check that they are in effective operation and to detect any unauthorized departures from them.

e) serve as a useful liaison between different levels of the authority.

(iii) All sanctions, rules and orders of the University having financial implications should be audited by Internal Audit.

(iv) All agreements relating to major works and a prescribed percentage of agreements relating to minor works shall be subject to scrutiny by the Internal Audit.

(v) The Internal Audit shall arrange physical verification of assets and properties e.g. stores, furniture, equipments, books etc. at suitable intervals and surprise physical verification of cash and stock where this is deemed necessary.

(vi) Internal Audit section should extend all cooperation to Govt. Audit/Statutory Auditor in conducting audit of University accounts.

4. The Officer in charge of Audit and such other person authorized in this behalf shall have access in consultation with the Head of the Department to any document/record as may be necessary for conducting the audit.

5. The Officer-in-Charge of Audit shall prepare report for submission to the Executive Council through the Finance Officer on all important points noticed in the Internal Audit for which action is pending. He shall also prepare an Annual Audit Report for submission on the Finance Committee and Executive Council for onward transmission to the State Government.

6. All Departments/Offices of the University shall afford reasonable facilities to the Statutory Audit/Internal audit for discharge of their functions and furnish fullest possible information as may be required of them.

7. (i) The Internal Audit shall submit its report to the Finance Committee.

(ii) The Finance Committee after having considered the said report shall recommend necessary measures to the Executive Council.

(iii) The Executive Council shall suggest measures to be undertaken.

(iv) The Heads of the Departments shall ensure that replies to observations of Internal Audit are furnished within the time prescribed and no objection shall be allowed to remain unsettled for unduly long periods.

CHAPTER – XX Group Savings linked Insurance Scheme

1. Eligibility:

a) All University employees who are not less than 18 years but not more than 60 years in age shall be eligible to join this scheme. Employees on probation are eligible to join the scheme only after confirmation in service.

b) For all future employees of the University the scheme shall be compulsory on the relevant entry dates as soon they will satisfy other conditions of eligibility.

c) Existing University employees who do not opt for coming under this scheme shall not be allowed to opt for coming under the scheme for any subsequent dates.

d) University employees who are absent on medical ground and/or are hospitalized may join the scheme after resuming their duties and from the date of entry.

e) No member of the GSLI scheme shall be allowed to withdraw from the scheme so long as he remains in service of the University.

2. Extent of cover:

a) The classification/gradation of employees and extent of cover shall be as follows:

Categories	Monthly Contribution Rs.	Life Insurance Benefit Rs.
i) Teachers and Officers who are in the scale of Rs 8000-13500 or above	270	2,70,000
ii) Supervising staff Superintendent and other employees who are in the Scale of Rs. 4800-10925 and 5000-11325 or revised scales thereof or above.	200	2,00,000
iii) Clerical Staff Jr. Asstts. Cum Typist & Sr. Asstts. and other employees who are in the scale of Rs. 3850-8075, Rs. 4125-9700 and Rs. 4525-10175 or revised pay scales thereof.	135	1,35,000
iv) Workers and Sub-Staff Lower subordinate staff and other staff below the rank of Jr. Asstt. Cum Typist and equivalent.	65	65,000

b) Members of the scheme will be allowed to increase cover as a result of change of category from the policy anniversary date i.e. from October, every year immediately following changes of category.

3. Contributions:

a) The University shall recover the contribution in respect of the members from their salaries and remit the same in full to the corporation monthly.

b) The monthly contributions and apportionments savings and risk Premium shall be as follows:-

Monthly contribution	Risks	Savings
270	94.50	175.50
200	70.00	130.00
135	47.25	87.75
65	22.75	42.25

4. Termination of Membership:

Membership of the scheme shall be terminated on the happening of any of the following events:

i) Death of the member

ii) Member ceasing to be in the service of the University.

5. Admission and appointment of Beneficiary:

Every member shall apply in a prescribed form for joining the scheme and shall appoint the beneficiary in the prescribed form of the LIC. If a member does not have a wife or child or dependent then he shall appoint his legal representative to be the beneficiary. In the event of the death of a member, the benefit in respect to him will be paid to the beneficiary appointed by him. The appointment of beneficiary shall be limited to one person who is not a minor.

6. Benefits:

i) On death of a member during the membership of the scheme the benefit will be the equal to the sum assured as noted in (2) above plus upto date accumulated amount with the interest @ 11% p.a. on the Savings premium.

ii) In the case of resignation/retirement of the member, the benefits will be equal to upto date accumulated value with interest on the savings premium @ 11% p.a.

7. No new entry of members will be admissible between one entry date to next anniversary. No withdrawal from the scheme will be also permitted in between the dates.

8. The commencement date for insurance cover shall be the date when the first contribution is deposited to the Cooperation.

9. Employees in temporary appointment or appointed for a fixed period shall not be eligible to join this scheme.

10. It will be the responsibility of the members to see that their contributions have been deducted from their salary. If at any time during the currency of the scheme the contribution is not deducted from the salary by reason of non payment of salaries or otherwise, the member concerned shall deposit the contribution on the 1st date of the month or the date when salaries are paid at the University Cash Counter. All arrear contributions shall have to be deposited to the Corporation by the member concerned and the continuity of the cover shall have to be restored by him personally.

11. Final payment shall be made by LIC direct to the claimant on receipt of application duly endorsed by the Registrar. All enquiries in this regard shall be made by the claimant concerned to the LIC.

12. Save as stated in the aforesaid Rules, the guidelines/changes as may be prescribed by the LIC shall also apply and be incorporated into these Rules.

CHAPTER – XXI
Receipts and Payments

1. (i) No bill shall be presented for payment except after verification by the Controlling Officers empowered on this behalf.

(ii) After the bills presented by the Department/Office have been examined and the correctness of the amount passed for payment has been checked and attested by the competent staff of the Finance Branch, the Finance Officer, if satisfied, shall pass the order for payment over his dated signature.

2. Orders for payment shall be recorded by the Finance Officer or with the concurrence of the Vice-Chancellor by the following officers of the Finance Branch as under:

Audit & Accounts Officer and Account Officer: up to Rs. 40,000/-.

Note: All cases presenting special features which required to be considered at a higher level should be put up before the Finance Officer.

3. At the time of payment, all bills and vouchers including sub-vouchers when paid shall be stamped as “paid” and be cancelled so that these can not be used a second time. Revenue stamps affixed to vouchers shall also be cancelled.

4. (i) Payment against bills and claims shall be made through cheque, draft, letter of credit, Money Order and in cash.

(ii) Payment of monthly salary of the staff shall be made through Bank Advice or by cheque. Payment of personal claims of University employees shall be made by cheque.

5. All cheques, advices and other transactions on Banks and Treasury shall be received, drawn, signed or endorsed jointly by the Finance Officer alongwith Audit & Accounts Officer or Accounts Officer on behalf of the University.

Receipts of money:

6. Any sum of money tendered to the University shall be received by the Cashier on behalf of the Finance Officer and in the case of University Colleges by the Cashier on behalf of the Principal. Challan and serially numbered receipts for cash, cheques, etc. will be issued under the signature of the following:

- | | |
|---|--|
| i) Fees and other dues, if tendered in the cash counter | Cashier or person authorized in this behalf. |
| ii) Payments of Guest House Charges. | Estate Officer or person duly authorized on this behalf. |
| iii) Payments for Private Trunk Calls | Head of Deptt./Officer-in-Charge of Watch & Ward Department. |
| iv) Payments for Vehicle hire charges. | Officer-in-charge of vehicles. |
| v) Admission, Registration, Examination Fee etc., tendered by Postal order or Bank draft. | Duly authorized staff in the office of the Registrar, the Controller of Examinations and the Secretaries of Faculty Council for Post-graduate Studies. |
| vi) Xerox, clinical charges etc. | Respective Head of Departments. |

Receipt books for this purpose shall be issued by the Finance Officer. Similar arrangement may be made under this Rule, for collection of sale proceeds etc. by any other office/dept. of the University with the approval of the Executive Council.

7. Remittances may be received by the University in the following forms:-

- (a) Money Order / Telegraphic Money Orders
- (b) Bank Drafts.
- (c) Postal Orders.
- (d) Cheques.

Note – Cheques from individuals shall not ordinarily be accepted.

8. (i) Bank drafts, Money orders and Postal orders shall be treated like cash and accounted for on the date of their receipt with a view to ensure that Postal Orders and Bank Drafts are brought to account

promptly. All offices will send all drafts and postal orders received by them to the Finance Branch positively within two days with a covering list of such receipts in duplicate and obtain an acknowledgement thereof.

(ii) The Cashier will maintain a Register of Money Orders for recording the money orders received and a Register of Valuables for cheques, Bank Drafts, Postal Orders and other valuable received by him.

9. The cashier shall be responsible for the physical custody of all cash, including cheques, demand drafts, I.P.O.s which are received by or handed over to him. He shall also ensure that all collections made are deposited into the Bank on the same day or the next working day.

10. Details of cheques and other instruments deposited into the Bank but returned by the Bank unrealized, for one reason or the other, will be noted by the Cashier in a separate register and the same will be forwarded to the Department concerned for obtaining fresh cheques/instruments from the party concerned. As soon as fresh cheque/instrument is received, it shall be deposited into the bank. The register of unrealized instruments shall be inspected periodically by the Finance Officer.

11. The Cashier's records shall comprise:-

1. Bank ledger account for each account or fund of the University.
2. Cashier's cash book.
3. Bank Deposit Register.
4. Register of unrealized cheques/instruments returned by bank.
5. Cheque issue register/stock book.
6. Register of undisbursed amounts.
7. Register of Receipt Books.
8. Cheque cancellation register.

The Finance Officer shall supervise the maintenance of the Registers and inspect them periodically.

12. In the first week of each month the Cashier shall arrange to obtain from the Bank the statement of account for the previous month in respect of various accounts and funds and effect a reconciliation with the balance entries in the Bank ledger accounts to ensure the correctness and completeness of the ledger accounts. The results of reconciliation shall be inspected by the Finance Officer/A.A.O. and action will be initiated by him for settling the discrepancies, if any.

13. Realisation of Tuition and other fees from students.

(i) All students selected for admission to different courses of study, shall pay such tuition and other fees, as may be prescribed, to the University before a specified date and time.

(ii) The Secretary of the respective Faculty Council for post-graduate Studies shall keep watch on the collections and ensure that dues from students are realized in full. Necessary records shall be maintained and collections received in the Finance Branch shall be verified from time to time at least once in a financial year by the respective office of the Faculty Council. Difference, discrepancy short fall in the annual collection of fees, if any shall be brought to the notice of the Finance Committee for its directions.

CHAPTER – XXII

University Payments

Preparation and Form of bills.

1. The following general instructions shall be applicable to all Disbursing Officers drawing bills for payments to be made by the University:-

- (a) Printed bill forms shall be used as far as possible.
- (b) All vouchers shall be filled in and signed.
- (c) All correctness and alterations in the total of a voucher shall be attested.

(d) The complete accounts classification shall be entered in the vouchers and/or top sheet i.e. the major head and sub-head etc. if any, of the Budget against which the bill is to be debited.

(e) In the case of bills for supplies of stores, materials, articles etc. the approval of the appropriate Committee with date and item no. of the proceedings of that committee, stock entry particulars shall be indicated and certified on the face or back of the bill.

(f) In the case of bills other than salary bills, an abstract shall be prepared showing:-

- (i) the budget appropriation;
- (ii) previous expenditure against the appropriation;
- (iii) amount of the bill or claim for payment;
- (iv) total expenditure till date, and
- (v) Balance remaining unspent from the budget appropriation.

2. While preferring the bills, the Disbursing Officer shall satisfy himself to the following:-

- (i) that there is a budget provision;
- (ii) that the charge is sanctioned by the competent authority;
- (iii) that the claim is arithmetically correct;
- (iv) that the claim is so recorded that in future no second claim against the particular bill will be possible;
- (v) that necessary certificates are recorded.

Salary payment:

3. (1) Salary for a particular month shall become due for payment on the last day of the month and shall be disbursed within first three working days of the next month.

(2) When an employee leaves the service of the University due to resignation, dismissal or death, a separate bill may be prepared for the pay and allowances due for part of a month and paid before the end of the month provided the usual 'No Dues' certificates are obtained from various departments concerned.

(3) Salary bills for each department shall be prepared separately and the amount chargeable to different section of the University Budget shall be shown and totalled separately.

(4) Salary bills shall be prepared centrally by the Finance Branch. Each department shall send to the Finance Officer on the 15th day of each month and "events" report containing information about:-

- (a) additions in the staff to the department/office during the month upto the 13th day;
- (b) amount and nature of leave enjoyed by each member of the staff during the month, particulars of leave not sanctioned;
- (c) names of persons who have been discharged/suspended from the University service or who have retired/resigned from the service during the month;
- (d) any recovery to be made from the employee for losses etc. where he is accountable; and
- (e) any other event having a bearing on the Salary payment of any member of the staff.

5. The disbursing Officer shall ensure-

(a) that in the case of new appointments, pay is drawn at the minimum of the scale of pay attached to the post except where pay higher than the minimum is admissible under the rules, order or sanction of the Executive Council;

(b) that where arrears of pay and allowances have been drawn these are drawn preferably in a separate bill and are supported by a detailed statement;

(c) that where house rent allowance is drawn for the first time, the prescribed certificate from the employee concerned has been received subject to conditions of the relevant Govt. Orders;

(d) that instalments of recovery towards advance of pay, CPF advance, festival advance, etc., outstanding against the individuals as in the records have been deducted/adjusted;

(e) that deductions on account of house rent, electricity and water charges, furniture rent, salary savings insurance, group insurance, etc., have been made from the employee with reference to demand statements from respective University departments/section/branch;

(f) that provident fund subscription has been recovered at the prescribed rate;

- (g) that professional tax is deducted from employees salary in accordance with rules; and
- (h) that Income Tax is deducted as under the Act and Rules.

House Rent Allowance:

4. Subject to Govt. Orders, H.R.A. shall be paid to the University employees in the sanctioned posts and scales of pay, not occupying University quarters, on receipt of a claim from the employees concerned.

Travelling Allowance Bills:

5. The Bills for traveling allowance, other than permanent or fixed traveling allowance, shall be prepared and presented in accordance with the following provisions;

- (a) The bills shall be prepared in accordance with the T.A./D.A. Rules of the University and shall be supported by all the necessary certificates prescribed for the purpose.
- (b) The journey and the period of halt at the outstation for which D.A. is claimed shall have prior authorization from the competent authority.
- (c) When a circuitous long route is taken the reason for doing so must be stated in the bill.
- (d) When a special sanction is necessary to the payment of traveling allowance, the bill shall be supported with necessary sanction.
- (e) Advance if any, earlier drawn against T.A. shall be adjusted in the bill.
- (f) The bill shall bear the countersignature of the controlling Officer.

Examination Payments:

7. Bills for confidential printing of examination material and setting of question papers, centre expenses, traveling allowance bills in connection with meetings for the conduct of examinations, bills for remuneration for evaluation of answerscripts, moderation, tabulation, etc., in connection with University examinations will be duly scrutinized, with reference to as per prescribed rates and conditions, by the Controller of Examinations and certified for payment by him before they are submitted to the Finance Officer for payment. To facilitate checking of bills and expenses, separate statements showing necessary details shall be furnished to the Finance Officer.

Bills for Stores and Supplies:

7. The following points shall be kept in view while presenting bill for stores and supplies to the Finance Branch:

- (a) The bills shall be signed by the persons who are entitled to receive payments.
- (b) All sub-vouchers shall be attached to the bills.
 - (i) All totals on the bills shall be expressed in figures as well as in words, and
 - (ii) The bill shall not exceed the limits of budget allotment.
- (c) The expenditure shall be supported by a proper sanction.
- (d) Where tenders have not been invited or where lowest rates have not been accepted, valid reasons therefore shall be recorded in writing on the bill.

8. In respect of the supplies and services rendered, the bill shall be accompanied by the following certificates:

- (i) that articles are actually received and their quantities are correct, the quality is good and according to specifications.
- (ii) that rates and other conditions are in accordance with the terms agreed upon and
- (iii) that supplies have been recorded in the relevant stock register or in the case of books, in the accession register.

CHAPTER – XXIII University Works

1. University Works are divided primarily into two classes:
 - (i) Original works, indicating construction of entirely new works as also repairs to newly purchased, acquired or previously abandoned properties requiring to be brought into commission again and
 - (ii) Repairs and maintenance indicating operations undertaken to maintain in proper conditions all buildings and works in ordinary use.
2.
 - (i) When a portion of an existing structure of work is replaced or remodelled and the cost of such changes represents a genuine increase in the value of the property, such replacement or remodelling shall be classified as ‘original works’.
 - (ii) Original works are further classified as major works and minor works. The monetary limit for major works shall be Rs. 50.000/- and above or such amount as may be fixed by the Executive Council from time to time.
3. Save as otherwise prescribed in the Rules, the Building Committee shall:
 - (i) recommend to the Executive Council, a programme of works to be executed in the ensuing financial year. The programme will separately specify maintenance works, minor works and major works;
 - (ii) prepare a panel of contractors and/or agencies who can undertake constructions on turn-key basis, and also a panel of architects of proven experience and merit for University works and recommend these panels to the Executive Council for approval;
 - (iii) be responsible for enlistment of suitable contractors on the basis of their technical experience and financial capability; and
 - (iv) have the power to settle rates not covered by tenders and settle claims and disputes with the contractors.
4. No original work shall be commenced or liability incurred in connection with it until the approval and sanctions referred below have been obtained:
 - (i) administrative approval from the Vice-Chancellor in consultation with the Finance Committee;
 - (ii) technical sanction to the detailed design and estimate from competent authority as approved by the Executive Council;
 - (iii) sanctions to incur expenditure from the Finance Committee; and
 - (iv) provision of fund to cover the charge during the financial year.
5.
 - (i) For purpose of approval and sanctions, a group of works which forms one project should be considered as one work and a work should not be divided or split to avoid having to obtain necessary approval and sanction.
 - (ii) In case works of urgent nature are carried out in anticipation of these formalities, prior orders of the Vice-Chancellor shall be obtained in writing and the fact reported to Building Committee and Executive Council.
6. A sanction to an estimate shall be restricted to items of the estimate. Any savings on a sanctioned estimate for a definite work shall not, without special authority, be applied to carry out additional works not contemplated in the original estimate or fairly contingent on its actual execution. Additional items that are considered necessary, unavoidable and fairly contingent to the work may be carried out upto 3% of the estimated cost of the work with the written permission of the Vice-Chancellor provided the fund is available. Such case shall be reported to the next meeting of the Building Committee.

Alterations and Deviations during construction:

7. Should any alteration or deviation from the sanctioned estimate involving additional expense be considered necessary, which is not fairly contingent on the work, a revised or supplementary estimate shall be submitted for technical and expenditure sanction. If fund are available and the emergent alteration and deviation is upto 5% of the original estimated cost the work may be carried out by the University Engineer

with the written permission from the Vice-Chancellor. The case shall be reported to the next meeting of the Building Committee.

Annual Repairs and Special Repairs:

8. (i) In preparing the detailed plans and estimate, the guidelines provided in the Public Works Department code or the code framed by the University shall be observed as far as possible.

(ii) A schedule of Rates for each item of work commonly executed shall be prepared, for which purpose the schedule of Rates of Public Works Department may be adopted.

(iii) Detailed plans and estimates for original works shall be prepared only after the administrative approval to the work is accorded. The number of the receipt from the State Govt. or University Grants Commission or the number of the relevant resolution number of the Building Committee or Executive Council according to such approval, shall always be quoted in the estimate.

(iv) The estimates shall be prepared generally in the form used in the Public Works Department.

(v) The report accompanying a detailed estimate shall be comprehensively drawn. Information on necessity and urgency of the work, expected time of its completion, etc. must be indicated in the report.

(vi) Provision for contingent expenditure on the works may be made to the extent of 5% of the total cost. This provision shall not be diverted to any new item, not provided for in the estimate, without the sanction of the approving authority.

(vii) When the original estimate is likely to be exceeded for any reason, a revised estimate shall be prepared as soon as the necessity arises and before completion of the work.

Execution of Works:

9. (i) Works shall be executed either departmentally by employing daily labour or through contracts.

(ii) The contract can be either of item rate or percentage rate above/below the rates given in the notified schedule or lump sum rates for the entire work. The Engineering Branch shall follow the system of the Public Works Department.

(iii) In the case of works to be given out on contract, the University Engineer shall prepare the following Contract Documents so that there may be no ambiguity which might subsequently give rise to complications or go to the extent of vitiating the contract.

(a) A complete set of drawing, the dimensions and details of various parts.

(b) Complete specifications of the various items of work and materials to be used.

(c) A schedule of the quantities of the various items of work.

(d) A list of materials to be issued by the Department giving the rates and place of issue.

(e) Rates of items of work.

(f) A set of 'Conditions of Contract' to be complied with by the person whose tender is accepted.

Opinion of the legal advisor shall be obtained, when necessary.

Calling of Quotations and tender:

10. (i) For the purpose of calling tenders for construction, the University Engineer shall have a list of enlisted contractors prepared and approved by the Building Committee. In line of the practical Public Works of the Department, he may call tenders for different types and categories of work from concerned category of enlisted contractors of the University or of PWD/SEB/PHE and others either by advertisement in local news paper or through a circular. All detailed particulars of the work contract shall be furnished in the tender notice.

(ii) (a) For urgent works, the University Engineer shall be allowed to issue Work-Order within Rs. 50,000/- without any tender.

(b) For urgent works, the University Engineer shall be allowed to invite bid/quotation and finalize it to issue Work-Order within Rs. 1,00,000/- after obtaining prior sanction of the Vice-Chancellor.

(c) For works above Rs. 1,00,000/- and upto Rs. 2,50,000/- the University Engineer shall be allowed to invite tender and finalize it for issuing work-order after obtaining prior sanction of the Vice-Chancellor.

(d) For works above Rs. 2,50,000/- and upto Rs. 5,00,000/- the Vice-Chancellor shall sanction and approve the rate of tender/quotation/bid for urgent nature of work/works within the sanctioned budgeted provision.

(e) The Vice-Chancellor shall sanction works and approve the rate of the bid/quotation/tender etc. beyond Rs. 5,00,000/- subject to reporting to the Building Committee.

(f) The University Engineer may be allowed to approve excess quantity of execution/supplementary items/revised estimate/substitute items upto a limit of 5% within the estimated cost subject to maximum of Rs. 1,00,000/-.

The contractor shall invariably enter date and initial in the corrections in the schedule of quantities, schedule of materials to be issued and other essential parts of tender documents before submission of the tender.

Opening of Tenders:

11. (i) All tenders received for the same contract will be opened at the advertised time and place by the Tender Committee consisting of the University Engineer (convener) and Audit & Accounts Officer and a nominee of the Executive Council in the presence of such of the intending contractors or their agents as choose to be present. A statement listing the names of tenders or their representatives who are present should be drawn up with their signatures at the time of opening of tenders. No tender shall be accepted from any person directly or indirectly connected with the service of University. The work order shall be issued subject to the declaration by the tenderer concerned to effect that this near relations are (indicating the name and relationship) or are not in the University. If the declaration is in the affirmative, the matter shall be referred to the Building Committee.

(ii) All tenders opened shall be initialed by the members of the Tender Committee and tender details immediately entered in the Tender Register.

(iii) In every case in which more than one tender is received, a comparative statement shall be prepared and initialed by the members of the Tender Committee. The Tender Committee shall record their observation and/or recommendation for consideration of the Building Committee subject to provisions of Rule 10 (ii) of this chapter.

Acceptance of Tender:

12. The tender lowest in amount shall generally be accepted, unless there be some objection to the capability of the contractor, the security offered by him or the execution of works formerly awarded to him. In such cases reasons for rejecting the lowest tender should be recorded on the comparative statement.

Earnest Money and Security:

13. (i) Earnest Money deposits shall be required of all tenderers for each work contract above the value of Rs. 10,000/-. The security deposit shall be required of those contractors whose tenders, for each works valued at more than Rs. 10,000/- have been accepted and who have been awarded the works. The Vice-Chancellor may exempt such Public undertakings as are accorded general exemption by government from depositing Earnest Money.

(ii) The rates for Earnest Money shall be 2% and for security deposit shall be 8% of gross bill value of work done and payment made.

(iii) Earnest Money shall be deposited only by Bank draft made out in the name of the University, and not through any other means.

Work Order:

14. No work shall be performed unless a 'work order' has been issued by the competent authority and acceptance of the tender or bid and the conditions to be fulfilled are recorded in writing and signed by the contractor.

Agreements:

15. (i) In the case of works costing not more than Rs. 10,000/-, a formal agreement may not be necessary. However, all the relevant conditions shall be incorporated in the 'work order' which should be acknowledged and agreed to by the contractor.

(ii) As soon a tender is accepted, a work order shall be issued and within 10 days from the date of communication of the work order, an agreement on stamp paper preferably in the line of the practice of the PWD shall be carefully prepared and executed. All pages of the agreement shall be numbered, all corrections attested and every page shall be signed at its bottom by the contractor and the University Engineer.

Extra Items:

16. If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item should be prepared and approval of the Building Committee obtained.

17. (i) After a contractor has submitted a completion report and the work has been measured and inspected, a completion certificate shall be prepared and signed by the University Engineer.

(ii) Security deposits including Earnest Money shall be refunded after the prescribed period on completion of the work and final payment, on obtaining a certificate from the University Engineer that no defects have appeared in the work, necessitating its forfeiture in whole or in part.

Initial Records of works:

18. The initial records on which the payments and account of work are based are:

- (a) Muster roll, and
- (b) Measurement books

19. When any work is done by daily labour, all Muster Roll in the prescribed form shall be maintained by the Official in charge of the work. The forms of the master Rolls shall be numbered and sealed with the University seal before they are brought to use.

The University Engineer shall keep Muster Rolls in his custody after according them serial numbers and issue them to his subordinates as and when required after putting his signature and date of issue on the forms and keeping an account of the forms in a bound register.

Measurement books:

20. Payments for all works done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurement recorded in measurement books at the site. These books should be numbered serially and their account should be maintained by the University Engineer showing the serial number of each book, date of issue and date of its return. The measurement book shall be the most important record and form the basis for all payments. Full particulars and the name of the works measured shall be given in the measurement book to certify the work being readily identified and the measurement being checked.

21. The conditions governing the grants sanctioned by the UGC, the State Govt. and other funding agencies for works should be complied with strictly.

Work Charged Establishment:

22. For making payment to work charged staff, a register shall be maintained to record their attendance.

Preparation of bills of contractors and suppliers:

23. Bills for payment to contractors and suppliers for work done or material supplied shall be prepared on the basis of entries in the measurement book. Full rates, in accordance with the terms of agreement shall be allowed only if the quality of work done is up to the stipulated specification.

Payment to contractors:

24. (i) Under no circumstances shall an advance be made to contractor for starting a work.

(ii) No payment shall ordinarily be made to a contractor in respect of any works, unless the same has been measured and accounted for in the measurement book.

(iii) Running bills for contractors shall normally be paid on execution of every 25% of the work. The time schedule that should normally be adhered to by the offices shall be as under:

(a) measurement, preparation of bill, calculations etc. at the site and in the office of University Engineer upto 21 days.

(b) Checking, audit, passing and payments at the Finance Branch: up to 21 days subject to availability of fund.

(iv) Running payments shall not, however, be made to a contractor unless the works are estimated to cost more than Rs. 10,000/-.

(v) Reduced rates can be paid to the contractor in running bills, depending on conditions and performance of work.

(vi) Final payment shall be authorized after the work has been completed upto the specifications and satisfaction of the University.

Advance payments and Secured advances:

25. (i) In exceptional cases, an advance for an amount not exceeding 75% of running bill may be granted to a contractor with the sanction of the Finance Committee when checking of the running account bill in the Engineering Branch is likely to involve considerable delay causing hardship to the contractor. The University Engineer, while recommending an advance under this rule, should record the reason for such delay.

(ii) The percentage shall be calculated on the net amount of the running account bill after deduction of the security deposit, value of materials supplied, secured advances etc.

(iii) No second advance shall be admissible to a contractor, if a similar advance is outstanding against him on account of the same work.

26. (i) Issue of materials to works whether from stock or by purchase shall be divided into two classes, viz., (i) issues to contractors and (ii) Issues direct to works.

(ii) Issue of materials to contractors may be made when an agreement has been entered into for completed items of work i.e. both for material and labour and there is a provision in the contract or agreement for the supply of the material by the University.

In such cases the contract shall Specifically define the materials to be issued, the place of delivery and rate to be charged.

(iii) Materials in stock, the issue of which has not been provided for in the contract, may be issued to the contractors for use in works only with the special orders of the University Engineer. Such an order should clearly specify the rates to be charged and the place of delivery. The rate charged should be the market rates or issue rate plus storage rate, whichever is greater.

(iv) An unstamped but dated acknowledgement shall invariably be taken from the contractor on the invoice or the issue note at the time of delivery of the materials and the cost chargeable to him shall be debited at once to his account in the works register.

(v) The recovery of the cost of materials shall be made from the first bill authorizing payment to the contractor.

Issue of materials direct to work:

(vi) Materials may be issued direct to works when undertaken departmentally or by contractors whose agreements are for labour only. The cost of the materials shall be treated as a final charge to the work.

However, in order to keep an effective watch over the utilization of materials issued direct to works, an account of the principal items shall be kept. The consumption of the materials shall be periodically reviewed by the University Engineer. Any shortage coming to notice shall be investigated and action be taken for its recovery or write-off.

(vii) Unused balance of materials shall be verified at least once in a year.

Contractors' ledger:

27. (a) A personal account for each contractor, for each contract for execution of work or supplies made, shall be kept in the contractors' ledger to be maintained in the form prescribed by the Building Committee.

(b) The University Engineer shall review the contractors ledger periodically to see (i) that balances do not remain outstanding for a long time (ii) the advances paid to contractors are realized without undue delay and (iii) that in the case of running account bills, they are prepared at reasonable intervals.

Register of works:

28. (i) The Engineering Branch shall maintain a register of works in the form prescribed by the Building Committee. A separate page shall be allotted to each work.

(ii) The register shall be a permanent and collective record of expenditure incurred on all works carried out during the financial year.

Stores for University works:

29. (i) The general administration of all stores of the University works shall vest in the University Engineer on whom shall devolve the responsibility of arranging the acquisition, custody, distribution and disposal of stores.

(ii) Materials shall ordinarily be purchased when necessary and no reserve of stock should be kept as stores.

(iii) All materials received shall be examined and counted or measured when delivery is taken.

(iv) Materials should be issued by the authorized person only on receipt of indent signed by the University Engineer or Asstt. Engineer.

(v) All receipts and issue of stores shall be recorded in the stock ledger.

(vi) A physical verification of all University Works Stores shall be made at the end of each year latest by the 31st March by the Asstt. Engineer under the personal supervision of the University Engineer. The certificate of verification shall be recorded by the University Engineer on the ledger itself. The verification certificate should be forwarded to the Finance Committee for consideration.

(vii) Discrepancies noticed, if any, should be brought to the notice of the Finance Committee and accounted for immediately so that the stores account shall represent the true state of stores.

(viii) The Internal Audit Section will also verify the accuracy of the physical verification at the time of checking of the stores accounts of the Engineering Branch.

CHAPTER – XXIV
University Estates

1. The Estate Officer shall maintain an Estate Register of all estates and immovable property (including Faculty buildings, offices, shops, residential quarters, etc.) built or acquired out of funds belonging to the University or otherwise, showing date of acquisition or construction, costs incurred or values thereof, etc.

2. The Estate Officer shall also maintain accounts of all income and expenditure against the estate and properties held by the University.

3. (a) Landed property shall be divided into the following categories:

(i) Land attached to office and faculty buildings, hostels, etc.

(ii) Land under playgrounds.

(iii) Land under Gardens and parks.

(iv) Land under cultivation.

(v) Waste land.

(b) A record of land falling under each of the above categories shall be kept separately in the Landed Property Register and be periodically updated.

(c) The Estate officer shall maintain a register of residential quarters for all staff belonging to the University. All quarters should normally be allotted within a week of their falling vacant.

4. A separate register shall also be kept for other house properties shops, etc. belonging to the University. The Estate Officer shall issue bills relating to rent of houses and shops every month and shall get them served on the tenants/Unpans.

5. Where a University building or other property is let out to a person not in the service of the University, the full maximum rent of that building or property including water or other taxes, if any, shall be recovered in advance every month and such security shall be taken for the payment of charges for the consumption of electricity as the University Engineer may consider reasonable and sufficient.

6. (i) All trees standing on the University land shall be numbered and details relating to their location, growth and dimensions, species, commercial value etc. shall be periodically entered into a Register. Sale of timber or fruit, realization of revenues thereof, etc. shall be watched in through a separate register.

(ii) Records of sale of grass, garden produce, etc. and realization of sale proceeds thereof shall be maintained in the Register of Estate Revenues.

Annual review and verification of Estate and Immovable property:

7. The Estate Officer shall take necessary steps to safeguard against misuse, encroachment, damage, etc., to University estates and the property. He shall also record a certificate to this effect in the Estate and Immovable Property Register, whenever such an exigency arises.

8. (i) Occupation against allotment of residential accommodation shall be made by the Estate Officer in accordance with rules and procedures prescribed by the Executive Council.

(ii) Schedules for Recovery of rent shall be prepared by the Estate Officer in accordance with rules laid down from time to time by the Executive Council and the same be communicated to the Finance Officer.

(iii) A tenant who proposes to vacate his quarters or retires from service, or for any other reason, he should give the authorities 15 days notice of the date on which he intends to vacate the premises. The University Engineer shall arrange to take charge of all fittings of the premises and certify if they are in order. The Estate Officer shall be notified of every retirement, dismissal or, resignation of those employees occupying University quarters.

CHAPTER – XXV
University Motor Vehicles

1. For all University motor vehicles there shall be one or more Controlling Officers not below the rank of Assistant Registrar, nominated by the Vice-Chancellor.

2. The Controlling Officer shall be responsible for ensuring the proper use, care and maintenance of the vehicles and for regulating journeys in accordance with the procedures prescribed by the Executive Council on recommendation of the Vehicles Committee.

3. The Controlling Officer shall arrange to keep the following records for each vehicle:-

(i) A log book.

Note 1. The exact purpose of the journey, the places visited and the nature of duties performed shall be mentioned in adequate details so that these entries in the log-book are susceptible of independent check. Vague terminology, such as “Official work” etc. should be avoided.

Note 2. Drivers of the vehicles shall to ensure that the entries are made correctly and signatures of the persons using the vehicles are obtained immediately after the journey with time of release. The entries in the log-book made by the driver shall be attested everyday by the Controlling Officer in charge of the vehicles.

(ii) A Register showing cost of petrol, etc. consumed by a vehicle and all incidental expenditure on it.

(iii) A record of all repairs maintenance and replacements, indicating the cost and the dates on which those were carried out, and the acquisition of spare parts. The vehicles shall be maintained in good condition by the driver of vehicle, who shall ensure particularly that the km. meter is in working condition at all time.

(iii) An inventory of equipment and small tools shall be kept in each vehicles.

(v) Vehicles will be ordinarily provided against proper requisition in writing the prescribed form.

4. (i) Ledger accounts will be maintained by the Controlling Officer(s) showing the provision sanctioned in the annual budget for (a) tyres and tubes periodical and annual repairs and servicing (b) special replacements and renewals and (c) running charges (Petrol, Diesel oil, etc.).

(ii) Under each of the above heads will be shown underneath the cumulative and itemized expenditure incurred month by month on the vehicles and the monthly kilometers a tyre or a set of tyres has run.

(iii) All payments made towards taxes and insurance premia shall also be duly recorded under the appropriate heads in the ledger.

5. A History sheet shall also be maintained by the Controlling Officer recording chronologically (a) the date or purchase of the vehicles, (b) the type and model of the vehicle, (c) the purchase value, (d) the registration number, (e) nature and number of insurance policy and amount of premium, (f) cost of repairs from time to time and (g) accidents met with, if any.

6. The ledger accounts and History sheets shall be reviewed annually by the Vehicles Committee to see that University vehicles are being maintained properly, the registration and insurance are renewed when due and the repairing costs are not abnormally high.

7. The distances recorded in the log book should be checked periodically by the Controlling Officer with km meter readings of the vehicles. Distances recorded against individual trips should also be checked to see that these have been correctly entered.

8. The Controlling Officer shall examine and satisfy himself that the consumption of petrol, diesel, motor oil etc. is normal and the vehicles give a fair running kilometer against per litre of fuel. Cases of abnormal consumption of petrol etc. and the low km coverage shall be investigated immediately and proper measures adopted to check them.

9. The rates of hiring of University vehicles shall be fixed by the Executive Council on recommendation of the Vehicles Committee.

Rules relating to Travelling Allowances and Daily Allowances

PART-I

1.1 DEFINITIONS

(a) **Employees**

For the purpose of this Rules Employee means any Teacher, Officer or Non-teaching employee who serves the University for Remuneration on full time basis.

(b) **Local Journey**

Local Journey shall mean a journey to a temporary duty point from the permanent duty point but within a radius of forty kilometers thereof.

(c) **Local Conveyance**

Deleted.

(d) **Controlling Authority**

Controlling authority shall mean (i) Vice Chancellor - for Deans, Heads/Directors of Departments/Centres/Offices (ii) Head of the Departments/Centres/Offices - for all categories of staff under their control and those invited for official work.

1.2 CLASSIFICATION OF UNIVERSITY EMPLOYEES

For the purpose of Traveling Allowances, the University Employees belonging to all categories are grouped as per the following Grade Pay:-

Group	Grade Pay
I	Rs.10,000/-and above
II	Rs.6,000/- to Rs. 9,000/-
III	Rs.4,400/- to Rs. 5,400/-
IV	Rs.3,300/- to Rs. 4,100/-
V	Below Rs.3,300/-

1.3 **Vice-Chancellor, Members of the University Authorities & Statutory Selection Committees shall be treated under Group-I Category as mentioned in the Para 1.2.**

1.4 T.A. FOR UNDERTAKING JOURNEY IN HIGHER CLASSES OF ACCOMMODATION

The University employees, performing a journey for which Traveling Allowance is admissible, is required to travel by the class of accommodation to which his pay range entitles him. However if an employee travels in a higher class of accommodation by air, rail, ship, bus etc. than one by which he is required to travel under the rules, the reimbursement shall be limited to the fare of the entitled class of accommodation only. However, when ticket for entitled class is not available or under exigency or for saving of journey time, the employee may travel in higher class or by Air subject to prior approval of the Vice Chancellor.

2. ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR

2.1 JOURNEY BY AIR

(a) Employees drawing Grade Pay of Rs. 10,000/- and above as well as members of university authority and statutory Selection Committees may, in the exigencies of University service, travel by air with

the prior approval of Vice-Chancellor. However, no prior approval is required where the Air fare is less than twice the AC (1st class) fare.

- (b) Employees in receipt of Grade Pay between Rs. 6,000/- and less than Rs.10,000/- may also be permitted to travel by air on tour at the discretion of the Vice-Chancellor provided (i) the distance involved is more than 500 kilometers and the journey cannot be performed overnight by direct train service/direct sleeper coach service and (ii) exigency of service require such travel by air.

2.1.1 University employees and others, who are authorized to travel by air within India, shall be entitled to travel by Economy class preferably by the cheapest Airlines. However, the Vice-Chancellor and persons drawing equivalent Scale of pay may travel in any class.

2.1.2 In case of International Travel, the Vice-Chancellor shall be entitled to travel by Executive Class or Business Class or Club Class. All other employees, who shall be authorized to travel by air abroad, shall have to travel by Economy Class.

2.2 JOURNEY BY RAIL

The Employees Group and the travel entitlements for journeys by Rail on tour shall be as follows:

Employee Group	Rajdhani Express	Satabdi Express	Other Trains
I	AC-I/II Sleeper	Executive Class	AC-I/II Sleeper
II	II AC Sleeper	AC Chair Car	II AC Sleeper/FC
III	III AC Sleeper	AC Chair Car	III AC Sleeper/FC
IV	III AC Sleeper	AC Chair Car	III AC Sleeper/FC
V	III AC Sleeper	AC Chair Car	2 nd Class Sleeper

NOTES

- (I) All employees who are entitled to travel by FC/III AC Sleeper/ AC Chair Car may travel by II AC Sleeper where any of the direct trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.
- (II) Service charges by an authorized agent for purchasing of rail ticket shall be reimbursed subject to production of original bill.
- (III) The Visiting Faculty & Other Officials, if called for official work in the University may travel by any class of accommodation except AC First Class & Executive Class.
- (IV) A Senior Citizen if called for or entrusted with official work other than Examination related work of the University may travel by any class of accommodation including AC First Class & Executive Class.

2.3 TRAVEL BY SEA OR BY RIVER IN A STEAMER

The Employee group and the entitlement of class of accommodation are given below:

Employee Group	Entitlement of Class of Accommodation
I & II	Higher Class in Steamer
III	If there be 2-Classess only on the Steamer, the lower Class
IV	i) If there be 2 classes only on the steamer, the lower class ii) If there be 3 classes, the middle or the 2 nd class iii) If there be 4 classes, the 3 rd class
V	The Lowest class

2.3.1 For travel between the mainland and Andaman and Nicobar Island and Lakshadweep Group of Island by Ship operated by the Shipping Corporation of India Ltd., the entitlement of class of accommodation shall be as follows.

Employee Group	Entitlement of Class of Accommodation
I & II	Deluxe Class
III	1 st / st "A" – Cabin Class
IV	2 nd / nd "B" – Cabin Class
V	Bunk Class

NOTES

- [I] The Visiting Faculty & Other Officials, if called for official work in the University may travel by any class of accommodation.

2.4 JOURNEY BY ROAD

A. FOR THE UNIVERSITY EMPLOYEES AND MEMBERS OF UNIVERSITY AUTHORITIES & STATUTORY SELECTION COMMITTEES

a. [FOR THE JOURNEY BETWEEN HEADQUARTER TO PLACE OF DUTY/TRAINING/SEMINAR ETC. AND BACK]

- i) Save as otherwise provided in the notes here under the entitlements are given below:

Employee Group	Entitlement of Class of Accommodation
I & II	Actual fare by any type of public bus including air-conditioned bus. Or Rs.15/- per km. for journey (to & fro) by taxi/own car subject to maximum of Rs. 2000/- or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-.
III, IV & V	Actual fare by any type of public bus excluding air-conditioned bus. or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- and prior approval of the Head of the department/Controlling Officer; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-.

- ii) Members of the University Authorities and statutory Selection Committees are entitled for reimbursement of actual fare by hired taxi or @ Rs 15/- km (Non-AC car) Rs 20/- (AC car) for journey by own car.

b. [FOR THE LOCAL JOURNEY AT THE PLACE OF DUTY/TRAINING/SEMINAR ETC.]

Save as otherwise provided in the notes here under the entitlements are given below:

Employee Group	Entitlements
I & II	Actual fare by any type of public bus including air-conditioned bus; Or Rs.15/- per km. for journey by taxi/own car subject to maximum of Rs. 1500/- per day ; Or

	Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- per day ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-per day .
III	Actual fare by any type of public bus excluding air-conditioned bus; Or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/-per day ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-per day .
IV & V	Actual fare by any type of public bus excluding air-conditioned bus; Or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/-per day and prior approval of the Head of the department/Controlling Officer; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/- per day .

NOTES

1. Tanga, cycle-rickshaw and man-driven rickshaws shall be equated to journey by scooter/motor cycle.
2. Special types of bus fare may also be allowed to the employees belonging to the Group IV &V in exigencies of service subject to the existing terms and conditions on the basis of the certificate and recommendation of the Controlling Authority.
3. (a) Employees under Group I & II may avail Taxi for journey between Railway Station/Central Bus Terminus / Airport to Siliguri/NBU Campus & vice-versa. Similarly, employees under Group III may avail Auto Rickshaw for the journey mentioned above. The maximum amount of Taxi/Auto fare shall be reimbursed as follows:

PLACES		Taxi fare admissible (Rs.)	Auto fare admissible (Rs.)
To	From		
NJP Rail Stn.	Siliguri Town	400	250
NJP Rail Stn.	NBU Campus	450	300
Siliguri	NBU Campus	400	250
Bagdogra A.P.	NBU Campus	450	300
Bagdogra A.P.	Siliguri Town	500	350

- (b) Apart from the above, the employees under Group - I of University may hire Motor Cab (Taxi) from Headquarter or place of duty for official purpose. Other employees may also hire Motor Cab (Taxi) with prior approval/concurrence of the Controlling Authority. However, all such payments shall not exceed R.T.A. rate as applicable from time to time.
4. Except what has been stated in Note-5 below, for official journey on tour from residence or office to Airport/ Railway station/Bus Stand and vice-versa, actual Taxi Hire charges may be reimbursed to employees belonging to Group I & II subject to overall ceiling as stated under Para 2.4.
 5. For official journey on tour from office/residence to Airport/Railway Station/Bus Stand and Vice-versa in A-I Cities, taxi fare as prescribed by the respective Director of Transport plus 25% thereon or actual Taxi fare whichever is less or charges paid under pre-paid taxi charges

system managed by Police/Air-port Authority, if availed. Evidence for payment of prepaid fares should be enclosed along with the T.A. bill.

B. [FOR OTHERS]

- a) The entitlements for journey between Headquarter/Residence to University Campus including Kolkata Office & Jalpaiguri Campus and back are given below:

CATEGORY OF PEOPLE	ENTITLEMENT
Members of Various Committees / Board / Sub-Committees.	Actual fare by Train (2tier AC or below) or Shared Taxi or any type of public bus excluding air-conditioned bus subject to submission of original ticket/money receipts. Or Mileage Allowances for travel by Own or Hired Car @ Rs. 15 per Km subject to maximum of Rs. 800/-
Visiting Faculty / Scientist / and any Person invited for official work	Actual fare by Train (2tier AC or below) or Shared Taxi or any type of public bus excluding air-conditioned bus subject to submission of original ticket/Money Receipts. Or Mileage Allowances for travel by Own or Hired Car @ Rs. 15 per Km subject to maximum of Rs. 800/-

- b) The Local Conveyance Charges (i.e. from Rail Station/Bus Stand to Place of Duty & back) shall be paid as per the following rate to all categories of People mentioned in the above Para and invited for official work at the NBU Shivmandir/Kolkata/Jalpaiguri Campus and travelled up to 20 kms (to & fro) by any type of public vehicles and not submitted any proof of journey

DISTANCE in KM (One Way)		CONSOLIDATED CHARGES
FROM	TO	
1	2	Rs. 30
3	8	Rs. 90
9	15	Rs. 150
16	20	Rs. 180

3. DAILY ALLOWANCE

- 3.1 When the employee either stays in a hotel or makes his own arrangement during tour, the daily allowances shall be paid as per following rates:

Employee Group	A-I Class Cities		A-Class Cities		B1-Class Cities		Other Localities	
	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.
I	2000	1100	1700	900	1400	750	1100	600
II&III	1500	900	1300	750	1100	650	800	500
IV&V	900	650	800	550	700	450	600	400

(L.C. = Lodging Charges, F.C. = Food Charges)

NOTES

- List of A-1, A and B1 class Cities are given in the annexure.
- Lodging charges shall be paid at the rate of actual expenditure supported by original Bill / Cash Memos etc. along with the T.A. Bill subject to the maximum rate admissible as per above Table. However, food charges shall be paid at the prescribed rate without production of Bill/Cash Memo.

3. No D.A. shall be paid to the employees for Local Journey 'however, for official duties beyond 6 hours, D.A. @ Rs 100/- for Group – I & II and Rs.50/- for Group – III to V shall be admissible without production of Bill/Cash Memo subject to submission of claim in the prescribed form'.
4. D.A. shall be granted for each completed calendar day of absence reckoned from mid night to mid night.
5. Higher rate of Daily Allowances shall be paid on the basis of actual hours of stay in that locality.
6. Person, other than University Employees and Members of the University Authorities & Selection Committees, if called for official work in the University Campus for more than 6 hours including journey time he shall be paid D.A. as per the following table:

CATEGORY OF PEOPLE	ENTITLEMENT
Members of Various Committees/ Board/Sub-Committees.	As per their existing Grade Pay, if available otherwise similar as Employees under Group-II.
Visiting Faculty or any Person invited for official work	As per their existing Grade Pay, if available otherwise similar as Employees under Group-II.

7. Persons (other than the University Employee) residing in a place within 20 k.m from the place of engagement shall be paid Rs 100 as daily allowances for engagement of more than 6 hrs in a day for Universities duties.

3.2 **DAILY ALLOWANCES FOR JOURNEY AND STAY PERIOD**

Persons engaged in the University duty shall be entitled to get the D.A. (Food Charge) for the journey and stay period as follows:

Absence from Headquarter	D.A. Admissible
Upto 6 hours	Nil
6 hours to 12 hours	70% of applicable rate
More than 12 hours	100% of applicable rate

(applicable rate means the rate which is applicable for the respective place of destination and/or stay)

3.3 **DAILY ALLOWANCE FOR CONTINUOUS HALTS: 'ON DUTY' OR 'TEMPORARY POSTING'**

The admissibility of D.A. at a place outside the employees' normal place of duty for continuous halt either on duty or temporary posting not exceeding 180 days shall be regulated as follows:

3.3.1A. D.A. for continuous halt 'On Duty'

No. of Days.	D.A. Admissible	
	Lodging Charges	Food Charges
First 10 days	Full	Full
Next 20 days	Full	50%
Next 150 days	40%	25%
Beyond 180 days	Nil	Nil

3.3.1B. D.A. for continuous halt on 'Temporary Posting'

Food charges will be provided @ Rs 600/- per day for Group- I & II and Rs 300/- per day for Group- III to V. Free Lodging will be provided by the University.

- 3.3.2. If a person avails free lodging and/or food provided by the University during his stay while on outstation duty or temporary posting, no D.A. shall be claimed in the respective heads.

3.4 DAILY ALLOWANCE FOR INTERNATIONAL TOUR

When an employee is deputed for attending any Training /Seminar/Workshop/Conference etc. outside the territory of India, the D.A. shall be admissible as per the rate approved by U.G.C./Central Govt. /State Govt./Granting Bodies as applicable.

3.5 D.A. ENTITLEMENT TO THE EMPLOYEES DEPUTED TO UNDERGO A COURSE OF TRAINING IN INDIA

Admissibility of D.A. (Lodging & Food Charges) when an employee is deputed for any training/refresher course /seminar /workshop/ conference or the like within India entirely in the interest of the University, shall be as follows:

- (i) When the employee is deputed for training outside his headquarter where lodging and food are not provided.

No. of Days	D.A. Admissible
First 180 days	Full (L.C. & F.C.)
Beyond 180 days	25% (L.C. & F.C.)

Training Institutes where lodging and food facility on payment basis is exist

No. of Days	D.A. Admissible
First 30days	Full (L.C. & F.C.)
Next 150 days	Half (L.C. & F.C.)
Beyond 180 days	25% (L.C. & F.C.)

- (ii) In all cases of Government/Universities sponsored training programmes, where lodging and food at the Training Institute are compulsory and are provided at “**fixed rates**”, a special allowance in lieu of daily allowance shall be admissible to employees deputed to undergo such training courses. The special allowance, irrespective of the period of the training course, shall be calculated as follows:

Outstation Participants: Actual expenditure on lodging and food plus daily allowance at 25% of the rate admissible for the place of halt.

Local Participants : Actual expenditure on lodging and food only.

NOTES:

- (1) The Term “lodging and food charges at “fixed rates” shall mean and include the expenditure on working lunch, breakfast, tea etc. as well as lodging charges as are borne by the Training Institute as per prescribed rates.
- (2) In residential training programmes, the participants who are specially permitted to stay outside the Training Institute shall be eligible to draw only daily allowance, if any, admissible to them under normal T.A. Rules.

4 JOURNEY BY UNIVERSITY VEHICLES

University Vehicles should not be used between places connected by Railway except with the prior approval of the Vice-Chancellor who shall accord such approval only in the exigencies of service and after having due regard to the need for performing the journey by University Vehicles. However, no T.A. shall be admissible in such cases of journey by University Vehicles.

4.1 ENTITLEMENT OF TA/DA ETC. ON TRANSFER

The TA/DA etc. on regular transfer for a period beyond 180 days shall be regulated as per the Rules and Orders issued by the Govt. of West Bengal from time to time.

PART – II

(For Examiners/Scrutinizers/Re-assessor/Moderator/Paper Setters /Coordinator/Members of the Expert Committee, Enquiry Committee, Monitoring Committee, Board of Discipline, Central Visiting Team or any other Non-Statutory Committees)

5.1 DEFINITIONS

(a) **Local Journey**

Ref. Para 1.1. (b) of PART – I

(b) **Controlling Authority**

Head of Departments/Centres /Chairman of the respective Committees as applicable for all the Persons mentioned above called for Official Work by the University.

5.2 ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR

The entitlements for journey between Headquarter/Residence/ to University Campus/Kolkata Office & Jalpaiguri Campus or place of duty and back are given below:-

A. JOURNEY BY RAIL

The Persons mentioned above shall be entitled to travel by any class of accommodation except AC First Class & Executive Class.

B. JOURNEY BY ROAD

Actual fare by Shared Taxi or any type of Public Bus excluding air-conditioned Bus subject to submission of original ticket/money receipts.

OR

Mileage Allowances for travel by Own or Hired Car @ Rs. 15/- per KM subject to maximum of Rs. 800/-.

C. JOURNEY BY SEA OR RIVER IN A STEAMER

The Persons mentioned above shall be entitled to travel by Cabin Class of accommodation in Ship and Higher Class in Steamer.

5.3 LOCAL CONVEYANCE CHARGES

a) Persons travelled by Rail or Bus or Shared Taxi or Ship/Steamer while coming to the Place of Duty and back are entitled to get the Local Conveyance Charges as follows:-

PLACES		Taxi fare admissible (Rs.)	Auto fare admissible (Rs.)
From	To		
NJP Rail Stn.	NBU Campus	450	300
Siliguri Bus Ter.	NBU Campus	400	250
Rail Station/ Bus Terminus (except NJP & Siliguri Bus Ter.)	Place of Duty	Rs. 15/ per Km subject to max. of Rs. 450	Rs. 10/ per Km subject to max. of Rs. 300

- b) The Local Conveyance Charges (i.e. from Rail Station/Bus Stand to Place of Duty & back) shall be paid as per the following rate to all categories of People mentioned in the above Para and invited for official work at the NBU Shivmandir/Kolkata/Jalpaiguri Campus and travelled up to 20 kms (One Way) by any type of public vehicles and not submitted any proof of journey

DISTANCE in KM (One Way)		CONSOLIDATED CHARGES
FROM	TO	
1	2	Rs. 30
3	8	Rs. 90
9	15	Rs. 150
16	20	Rs. 180

5.4 DAILY ALLOWANCES

The Persons mentioned above shall be entitled to get Daily Allowances as per their existing Grade Pay, if available, otherwise similar as Employees under Group-II and under both the cases the rate specified in the table of **Para No. 3.1 of Part-I** will be applicable. The remaining clauses under **Para No. 3 of Part-I** will also be applicable to calculate the admissibility of Daily Allowances.

- 5.5 Persons (other than the University Employee) residing in a place within 20 k.m from the place of engagement shall be paid Rs 100 as daily allowances for engagement of more than 6 hrs in a day for Universities duties.

PART - III

(For Contractual Employees/Research Scholars/Casual Workers)

6.1 DEFINITIONS

(a) Contractual Employees

For the purpose of T.A. Rules Contractual Employee means any Teacher, Officer or Non-teaching employee appointed by the University Authority on Contractual basis for a fixed tenure with a lump-sum amount of remuneration.

(b) Research Scholars/Staff

For the purpose of T.A. Rules, Research Scholars/Staff mean any JRF, SRF or any other person selected by the University Authority for specific Research work with a fixed monthly fellowship/remuneration.

(c) Casual Workers (on Daily Basis)

For the purpose of T.A. Rules, Casual Worker of the University means any person who works purely on temporary basis i.e., no work no pay with daily wage rate as approved by the State Govt.

(d) Local Journey

Ref. **Para 1.1. (b) of PART - I**

(e) Controlling Authority

Controlling authority shall mean (i) Vice Chancellor - for Head of Departments/Centres/Principal Investigators (ii) Head of Departments/Centres for all other persons except the persons working

under any Research Projects/Schemes (iii) Principal Investigator for all the persons working under his/her Research Project/Scheme.

6.2 **CLASSIFICATION OF CONTRACTUAL EMPLOYEES & RESEARCH SCHOLARS**

(a) **CONTRACTUAL EMPLOYEES**

Post Hold	Group (As per para 1.2 of Part – I)
Director	I
Teacher / Officer	II
Non-Teaching Gr. III	IV
Non-Teaching Gr. IV	V

(b) **RESEARCH SCHOLARS**

The paid Research Scholar (JRF & SRF) shall be treated as Group-II as per the Table shown in the **Para 1.2 of the PART – I** for settlement of TA & DA claims.

7. **ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR**

- (a) Accommodation entitlement to the Contractual Employee & Research Scholars for journey on tour shall be same as mentioned on the **Para 2 of PART – I**.
- (b) The Casual workers are entitled to get the ordinary Bus/Rail Fare for local journey and super Bus/Sleeper Class Rail Fare for the journey performed beyond the limit for local journey area.

8. **DAILY ALLOWANCE**

(a) **Contractual Employees & Research Scholars**

The entitlement of Daily Allowances to the Contractual Employee & Research Scholar shall be same as mentioned in **Para 3 of PART– I**.

(b) **Casual Workers**

The Casual worker of the University is entitled to get the daily allowances as per below mentioned Table

Type of Employee	A-I Class Cities & Darjeeling Dist.*		A-Class Cities		B1-Class Cities		Other Localities	
	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.
Casual	900	650	800	550	700	450	600	400

(L.C. = Lodging Charges, F.C. = Food Charges)

PART –IV

9.1 PROOF OF JOURNEY

Proof of journey as stated here under is mandatory while forwarding the T.A. bill to the Finance Branch for payment/ adjustment failing which the claim shall be restricted to ordinary bus fare or Sleeper Class Rail fare, whichever is less.

Submission of original Counterfoils of Tickets & Boarding Pass in case of Air Travel (outside experts may submit photocopy of the Counterfoil of Tickets of return journey) or self declaration in writing with PNR.No. (ii) Submission of original/copy of tickets or declaration of Train Number, PNR Number, Ticket Number, Date and Class of Journey in case of Journey by Rail (iii) Submission of original/copy of Tickets/ Money receipts in case of Travel by Buses or self declaration in writing.

Submission of Bill/Money Receipt in case of journey by Hired Car except metered taxi stating Car no, address date of journey, places To and from, Distance, Time etc or Duty Slip.

9.2 PROOF OF HIRING OF VEHICLE

The original Money Receipts/Bills/Vouchers of Vehicle Hire Charges shall be attached with the T.A. bill for payments/adjustment.

9.3 PROOF OF BOARDING CHARGES

The original Money Receipts/Bills/Vouchers of the Hotel/Guest House/Inspection Bungalow shall be enclosed with the T.A. bill for payments/adjustment.

9.4 TA/DA FOR SPONSORED PROJECTS/SCHEMES

For travel under the Sponsored Scheme/Projects, the rules for TA & DA shall be regulated as per the terms & conditions of the Sponsoring Bodies and wherever TA & DA Rules of the University is applicable, it shall be exempted from obtaining the prior approval for hiring of vehicle and the monetary ceiling subject to availability of Fund.

9.5 T.A. BILL AND PAYMENT OF T.A. BILL

The T.A. Bill should be submitted in the prescribed format and payment would be made as per rule for payment of general bills.

9.6 The tables of rates under Para 2.4.(A)(a), 2.4.(A)(b), 2.4.(B)(a), 2.4.(B)(b), 3.1 of Part-I shall be reviewed from time to time and the Finance Committee shall revised the rate in consonance with the prevailing Cost-Index.

9.7 Persons of Eminence not regulated by any pay scale and or covered by the extant Rule, may be entitled to the TA/DA as per the approval of the University Authorities/Vice-Chancellor on the recommendation of the Controlling Authority.

10.1 If question arises, the Vice-Chancellor in consultation with Finance Officer may review the rates of T.A/D.A/Conveyance etc. from time to time and make appropriate changes if necessary.

10.2 In case of any thing not covered in this Rules, the Vice-Chancellor considering the merit of the case shall decide the same.

ANNEXURE

CITY / AREAS FOR DAILY ALLOWANCES

AREAS FOR A-1 CLASS CITY RATES

Brihat Mumbai, Kolkata, Chennai, Delhi, Bangalore.

AREAS FOR A CLASS CITY RATES

Capitals of all States/Union Territories & Specially Expensive/Remote Localities.

Specially Expensive Localities

State of Sikkim

Darjeeling District

(except Siliguri Sub-Divn.)

NEFA areas beyond

Inner Line

Darjeeling Town, Kalimpong & Kurseong.

Naga Hills Tuensange areas beyond the Inner Line

Remote Localities of Himachal Pradesh:

Ichaul and Spiti District

Bharmour Sub-division

And Pagni Sub-division

Of Chamba District

Chhuhar Valley of Joginder Nagar Tehsil of Mandi District

Mangal Panchayet area of Solan

District

Pargana of Pandrahbis

Dodrakwar area of Rohru Tehsil

Outer Seraj and Malana

Panchayet Areas of Kulu

District

Parganas of Chhebis, Naubis,

Barabis, Pandrahbis and

Atharahbis

Sarahan and Gram Pan-

Chayets of Munish, Darkali

and Kashapet of Rampur

Tehsil of Simla District

Chhota Bhangal and Bara

Bhangal areas of Palmpur Sub-

division of Kangra District

The following hill areas in Manipur which do not fall on the National Highway:

Ukrul, Tamenlong, Mao Maram, Churachandpur, Jiribam,

Tengnampal, Saikul Sub-division (in Senapati District)

AREAS FOR B-1 CLASS CITY RATES

Agra UA, Jamshedpur UA, Surat UA, Allahabad UA, Kochi UA, Kozhikode UA,

Thiruvananthapuram UA, Vadodara UA, Coimbatore UA, Ludhiana, Varanasi UA, Dhanbad UA,

Madurai UA, Vijayawada UA, Indore UA, Meerut UA,

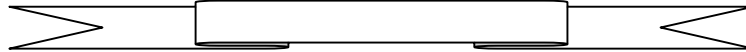
Visakhapatnam UA, Jabalpur UA,

EXPENSIVE LOCALITIES

Shimla, Jammu and Kashmir, Lakshadweep, Minicoi and Amindivi Island,
Andaman & Nicobar Island

The following areas of Himachal Pradesh:

Janjehli Block of Chachit Tehsil of Mandi District	Churah Tehsil, Kunr Panchayet and Balej Parganas of Chhamba and Salooni Tehsil of Chhamba District
Chopal Tehsil of Simla District Trans Giri Tract of Shimla District.	Manali-Ujhi Areas, Parvati and Lagg valley and Baniar Block of Kulu District



FORMAT

**UNIVERSITY OF NORTH BENGAL
RAJA RAMMOHANPUR
T.A & D.A. CLAIM FORM**

PART -I

(To be filled by the Claimant)

Name: _____

Designation: _____ Grade Pay: _____

Department/Address: _____

Place & Purpose of Journey: _____

Tour approved by: _____

Details of Journey: **A. (Onward & Return Journey)**

From		To		Km	Mode of Transport & Class	Actual Fare Paid(Rs.)	Amt. Admissible
<u>Date</u> <u>Time</u>	Place	<u>Date</u> <u>Time</u>	Place				
TOTAL(A)							

B. {Service Charges}

Name of the Travel Agent	Bill No.	Date	Charges Paid	Amt. Admissible
TOTAL (B)				

C. {Internal Travel}

Date	Time	From	To	Km.	Mode of Transport	Actual Fare Paid (Rs.)	Amt. Admissible

TOTAL (C)							

D. {Details of Motor Cab (Taxi) Hire Charges} {Original Bill be attached}

Date	Place	Hiring Agency	Cab No.	Charges Paid	Amt. Admissible
TOTAL (D)					

E. {Details of Lodging Charges} {Original Bill be attached}

Date of Arrival	Date of Departure	No. of Days	Name of the Place & Hotel/Guest House	Charges Paid	Amt. Admissible
TOTAL (E)					

F. {Details of Food Charges}

Class of City	Period of Staying		Food Charges Claimed			Amt. Admissible
	From	To	No. of Days	Rate (Rs.)	Total (Rs.)	
A-I						
A						
B-I						
OTHER						
TOTAL (F)						

STATEMENT OF CLAIM

PARTICULARS	TOTAL CLAIM	Amt. Admissible
A. Fare for Onward & Return Journey		
B. Service Charges Paid To Agent		
C. Expenses on Internal Travel		
D. Expenses on Motor Cab Hire Charges		
E. Expenses on of Lodging Charges		

Rules relating to purchases

Extent to Application

Rule – 1.

This rule shall apply to all purchase of stores by the University either centrally through the Finance Department or by any other Department/ Branch/ Office as the case may be out of the University fund, Grant from Govt. or any other source whatsoever. This rule shall apply mutantis mutandis to all Research Project/Scheme also.

Authorities competent to sanction purchase of stores.

Rule -2.

Save as otherwise provided in the Act. Statute Ordinance and Regulation the authority sanction purchase of stores shall be as under.

Name of the Authority	Nature of Stores	Limit
Head of Department/Branch/ Office	All purchase of stores & services out of Revenue/ Capital Budget for the Department.	Upto Rs.20,000/-
Director/ Investigator of any Project/Scheme/ Programme whether Sponsored or otherwise.	All purchase of stores & services (Revenue/ Capital) as per guideline of the Project/ Scheme/ Programme/ funding Agency.	Upto Rs.20,000/-
Supervisors of Research Fellow/ Associates etc. whether Sponsored or otherwise.	All purchase of stores & services (Revenue/ Capital) as per guideline of the Project/ Scheme/Programme/ Funding Agency.	Upto Rs.20,000/-
Departmental Committee	All purchase of stores & services out of Revenue/ Capital Budget for the Deptt. and / or Project/Scheme / Programme as per guideline.	Upto Rs.1,00,000/- subject to prior concurrence by the Finance Branch.
Purchase Committee	All purchase as per the Sanction/ Guideline.	Unlimited

Provided further that the Vice – Chancellor, shall have authority to sanction purchase of stores in all cases without any limit wherever the emergency arises. However, it shall be the duty of the person concerned to report all such sanctions in the subsequent meeting of the Purchase Committee.

Note 1: The above financial power is applicable to purchase of stores only. The financial authority and limit for all other expenditure are to be dealt separately.

Note 2: “Consumable stores” means material which are worn out/ consumed/ exhausted in its day to day use viz. office stationeries, Chemicals, Glasswares etc. However small tools and equipments including Computer accessories and peripherals valued less than Rs.10,000/- but essential for day to day business shall also be considered as consumables.

Note 3: For sponsored personal Research Project/ Schemes/ Programme, the Project Investigator may with the permission of the Vice – Chancellor directly move to the Purchase Committee for sanction of purchase proposal without routing it through the Departmental Committee.

Note 4: The Superintendent of the hostels shall be considered as Head of Office for purchase of stores & services. On the other hand whenever there is any Advisory Committee/ Working Committee/ Sub – Committee etc. in respect of functioning of any Administrative Department /Office the same Committee shall be considered as equivalent to Departmental Committee under Rule – 2 *ibid*.

The Purchase Committee :

Rule – 3.

The Purchase Committee shall consist of the following members:-

- i) The Vice – Chancellor – Chairman.
- ii) The Dean, Faculty Council for P.G. Studies in Science.
- iii) The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
- iv) The Registrar.
- v) The Finance Officer.
- vi) The Proposers viz. Head of the Deptt./ Branch / Office / Director or Investigator of Project/ Scheme/ Programme and such other persons whose proposal is under consideration.
- vii) The Audit & Accounts Officer – Members Secretary.

Provided that the Purchase Committee shall ordinarily meet once in a month.

Powers and Functions of the Purchase Committee

Rule – 4.

Subject to approval of the Executive Council, the Purchase Committee shall exercise the following powers and perform the following functions:-

1. To sanction proposal for purchase of stores beyond the monetary limit prescribed under rule – 2. However, this does not preclude the authority to sanction proposals within the said limit;
2. To make or amend rules for entitlement and specification of furniture & fixture to be provided to University offices, departments and other establishments whatsoever.
3. To call for information on purchase proposal under its consideration from any source;
4. To modify, amend, recind any purchase proposal under it's consideration or consideration of any authority below the line under Rule – 2.
5. To initiate, on its own, purchase of stores required by the University or any department/ branch/ office;
6. To make enlistment of suppliers from time to time and decide the terms and conditions in that regard;
7. To direct Central Purchase of any items, even if, it falls within the financial authority below the line under Rule – 2;
8. To exercise general supervision and control overall the purchase of stores and issue such order or direction as deemed fit.
9. Unless otherwise specified, the residual powers in respect of purchase of stores shall rest with the Purchase Committee;

Purchase procedure

Rule -5

1. Though the limits upto which an authority should exercise power are specified in Rule – 2, such power can be exercise only when there is allotment and availability of fund for the purpose which the purchase is to be made. In cases, where the approval is accorded “subject to availability of fund”, clearance from the Finance Officer must be obtained before the purchase.

2. Purchase must be made in most economical manner in accordance with the definite requirement of the concerned deptt./branch/office.
3. Purchase orders should not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the order.
4. All stores received should be examined, counted, measured or weighed as the case may be, when delivery is taken and see that the quantities are correct and their quality good and/ or installed satisfactorily. A certificate as to the actual receipt of stores and their entry in the appropriate stock register should be recorded on the body of the bill/invoice/cash memo as the case may be.
5. Whenever practicable and advantageous, purchase orders should be placed only after open tenders or quotations have been invited and in cases where the lowest tender or quotation is not accepted reasons should be recorded.
6. All proposals for purchase of stores of any type shall be processed by the Heads of Departments Centres (with approval of the Departmental Committee, wherever applicable) in terms of Clause 1 of Rule – 5 and other provisions of these Rules. The proposals with supporting documents shall be forwarded to the Finance Officer for consideration of the Purchase Committee.

Note – 1:

Subject to special circumstance as directed by the Executive Council or the Purchase Committee or the Vice – Chancellor and except in cases of ‘Sole manufacturer basis’ or ‘quality preference basis’ or ‘Purchase from abroad’, open quotations should invariably be invited for purchase of stores worth Rs.5,00,000/- or more by advertisement in a suitable newspaper and worth Rs.10,000/- or more by calling for quotation from the enlisted suppliers, if there exist such enlistment, otherwise from three or more number of known and reliable suppliers having current WBST, CST and IT numbers in any individual cases.

Provided that in case of “purchase of consumable stores viz. Chemicals, Glass goods etc. required for teaching and research by departments” inviting open tender is not necessary and purchase by calling quotation as stated hereinabove will suffice.

Provided further that a panel of suppliers/ vendors having proven credibility and track record shall be enlisted by public notification in the month of February. The enlistment shall remain valid the next financial year. The suppliers/ Vendors shall hold Trade License, VAT registration certificate, PAN, proof of experience in the trade/business and financial capacity.

Note – 2 :

Head of the Deptt./Branch/Office or Director / Investigator/ Supervisor of Research Projects/Fellows can purchase stores worth upto Rs.10,000/- in any individual cases without calling for quotations but after proper verification.

Note – 3:

The limit mentioned above may be reviewed from time to time and amended by the Executive Council for upward revision.

Note – 4:

Only in cases of emergencies when it is not possible to effect the purchases after calling and any tenders or quotations, purchases can be made from the open market subject to the approval of the Vice – Chancellor. However, a certificate stating the reason should always be recorded on each occasion.

Note – 5:

Foodstaff for the Guest House/Hostels/Deptt. may be purchased from the open market if it is proved advantageous having regard to the price and quality of the articles.

Note – 6:

Inviting Tender or calling competitive quotation is not mandatory in the following cases if it is not to the advantage of the University.

- a) Purchase of books/journals/newsletter and the like.
- b) Purchase of spare parts from the manufacturer or authorized agent of an instrument or article originally supplied by them.
- c) Purchase from Central or State Govt. organizations.

Note – 7:

Payment of advance against purchase of stores should generally be avoided, however, where it is essential, utmost care should be taken for speedy supply/delivery of stores as per the agreed terms and conditions.

Note – 8:

All furniture & fixture of the departments/Centres (academic/administrative) shall be purchased by the Heads of the Departments/Centres subject to approval of the Purchase Committee provided, however, that all furniture & fixture of new Departments/Centres (academic/administrative) shall be purchased only in the first instance by the Finance Officer subject to approval of the Purchase Committee. The Estate Officer shall assist the Finance Officer in this respect

Tender Committee

Rule – 6:

Notwithstanding anything contained anywhere in these rules.

- a) There shall have a Tender Committee for purchase of stores & services by the University, other than Examination related confidential work, with estimated value exceeding Rs.5,00,000.

The Tender Committee shall consists of the following members:

- i) The Registrar – Chairman.
 - ii) The Dean, Faculty Council for P.G. Studies in Science.
 - iii) The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
 - iv) The Proposers viz. Head of the Department/ Branch/ Office/ Director or Investigator of Project/ Scheme/ Programme and such other persons whose proposal is under consideration.
 - v) The Audit & Accounts Officer – Member Secretary.
- b) For purchases exceeding estimated value of Rs.10,000 upto Rs.5,00,000 the Departmental Committee in case of academic departments , and HOD along with two Officers of the University for administrative departments shall constitute the Departmental Tender Committee.
 - c) The Tender Committee and / or the Departmental Tender Committee shall open the tenders and record their observations and/ or recommendations for consideration of the Authority empowered to sanction the purchase under these rules. Purchase orders shall be placed by the Proposer only after obtaining sanction of the Authority concerned.

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