

ORDINANCES

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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University Ordinances Relating to Registration of Students*

1. Short title and commencement

- (1) These Ordinances may be called the University Ordinances relating to Registration of Students.
- (2) They shall come into force at once.

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

3. Register

The University shall maintain a Register of students, hereinafter referred to as “the Register of Students”, in which shall be entered:

- (a) the name of every student who is deemed to have been registered as a student of the university under paragraph (1) of Ordinance no. 5 of these Ordinances;
- (b) the name of every student who is otherwise registered as a student of the University and joins a College or the University for the first time for pursuing any course of study; and
- (c) the name of every student who is allowed to appear at a University examination for the first time without attending lectures in a College or the University.

4. Particulars to be entered in the Register

The Register shall contain the following particulars in respect of every student whose name has been entered therein

- (a) the serial number given to him in the “Register number”;
- (b) deleted;
- (c) the names of the examinations passed by the student which qualify him to be registered as a student of the University and the name of the institution from which and the year in which he passed each such examination;
- (d) the dates of admission to and of leaving any college or the University;
- (e) every pass or failure in a University examination with his roll number in such examination;
- (f) every University scholarship, medal or prize won by the student.
- (g) every degree taken by the student.

5. Deleted.

6. Initial registration of students

(1) Whenever a student is admitted to a College or the University for the first time he shall forward to the Registrar through the Principal an application for registration as a student of the University unless his name has already been so registered. Every such application shall be submitted within one month of the date of admission of the student to the College or the University.

(2) Whenever a student is permitted to appear at a University examination for the first time without attending lectures in a College or the University, he shall forward an application within one month or the date on which the University granted him permission to appear at the examination.

7. Registration on migration

When a student applies for registration as a student of the University on migration from some other

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University, his name shall be entered in the Register only after such migration has been sanctioned by the Vice-Chancellor.

8. Registration fee.

Every student applying for registration as a student of the University shall be required to pay a registration fee of ten rupees.

9. Registered number

After a student's name has been entered in the Register, he shall be informed of his registered number and that number shall be quoted in all subsequent reports concerning the student in all transfer and withdrawal certificates and in all applications made by the student thereafter to the University.

10. Registration compulsory

No student shall be eligible for admission to any University examination unless his name has been entered in the Register.

11. Scrutiny of applications for admission to examinations

Every application for admission to a University examination shall be scrutinized with reference to the entries in the Register and the Controller of Examinations may refuse the application of any candidate about whom complete particulars relating to such entries have not been furnished. A student aggrieved by such refusal may appeal to the Vice-Chancellor whose decision shall be final.

12. Report of removal from college roll

When a student's name has been struck off the College Roll for any reason other than his having been sent up to a University Examination, the fact of such removal and the reasons thereof shall be immediately reported to the Registrar by the principal.

13. Certified copies

Any registered student may, at any time, obtain a certified copy of the entries in the Register relating to himself on payment of a fee of five rupees.

University Ordinances Relating to Admission and Enrolment of Students*

PRELIMINARY

1. Short title and commencement

(1) These Ordinances may be called the University Ordinances relating to Admission, Enrolment and Examination of students.

(2) They shall come into force at once.

2. Interpretation

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

3. Definitions

In these Ordinances, unless the context otherwise requires:

(1) "Admit card" means an admit card issued by the University or the West Bengal Council of Higher Secondary Education.

(2) "College" includes all academic institutions duly authorized to present candidates for a University examination.

(3) "Guardian" of a student means the person whose name appears as such guardian in the form of application for admission of the student to a college.

(4) "Academic year" shall be ordinarily deemed to mean a period of twelve months commencing on the 1st of June.

4. Application

These Ordinances shall apply to all affiliated and constituent Colleges.

Part – I

Admission and enrolment of students

5. Admission

Save as otherwise provided, admission of students to a College shall be allowed ordinarily at the commencement of an academic year and on or before such date as the Council for Undergraduate Studies may appoint in that behalf.

6. A student shall be eligible for admission to a college if he has passed the Higher Secondary Examination (10+2), held by the West Bengal Council of Higher Secondary Education or any other examination which may be recognized by the University in each case as equivalent thereto.

7. (1) Save as otherwise provided, a student who applies for admission to a course of study in a College may be admitted upon production of either:

(a) the certificate of the University or of a recognized academic body, or

(b) the mark-sheet together with the admit card, as proof of his having passed the qualifying examination.

(2) In any special case, a student may be provisionally admitted to a course of study in a college without production of the proof referred to in paragraph (1) on condition of his producing such proof before he is sent up for the appropriate University Examination. If he fails to do so, his admission to the College shall be cancelled and all fees paid by him to the College shall be forfeited.

8. If a student sent up for any University examination has not appeared at such examination, he may, on production of the University admit card for the examination be admitted to any College. The admit card with the fact and date of his admission written across it shall be retained by the Principal of the College.

9. If a student has failed in a University examination, he may, on production of the mark-sheet, be admitted to any College.

10. Enrolment in the College roll

No candidate shall be entitled to appear at a University examination unless he is an enrolled member of a College or is an external student.

11. (1) The name of every student who has been admitted to a college and has paid the prescribed fees and charges shall be entered in a Roll, hereafter in these Ordinances to be referred to as the College Roll and subject to the provisions of paragraph (2) he shall thereafter be deemed to be an enrolled member of the College.

(2) A student who is an enrolled member of a College shall continue to be such member until:

- (a) the end of the academic year in which he has been sent up for a University examination and, for purpose of discipline, the date of publication of the result of such examination, or,
- (b) the date borne on the certificate of his transfer or withdrawal from the College; or,
- (c) his name has been struck off the college roll for absence without notice, or for non-payment of fees, fines or charges or for any breach of discipline.

(3) A candidate who is an enrolled member of a College shall not be deemed to be a external student although his attendance has fallen short of the prescribed minimum, provided that he has paid such condonation fee as may be prescribed by Rules.

12. Transfer

An enrolled member of a College shall, not except as otherwise provided in these Ordinances, be subsequently admitted to any other College without the production of a transfer certificate from the Principal of the former College.

13. An enroll member of a College, shall not be ordinarily granted a transfer certificate except at the end of an academic year.

14. Every application for a transfer certificate shall be made in writing to the Principal of the College either by the student or his guardian. If the application is made by the student it shall also bear the consent of the guardian.

15. (1) If an application for transfer is made at the end of an academic year, it shall be granted unless the student has failed to pay any sum of money due from him to the College on account of tuition or other fees, fines or charges.

(2) If an application for transfer is made at any time other than the end of an academic year, the Principal shall grant such application only if he is satisfied that it is supported by any of the following grounds:

- (a) transfer of the parent or guardian of the student from the station at which the College is situated, or
- (b) Desirability of a change of climate or station for the student in the interest of his health supported by medical evidence, or
- (c) any other good or sufficient reason.

16. If the Principal rejects any application for transfer, he shall, if requested to do so by the applicant supply him with the grounds for such rejection. The applicant may appeal against such order of rejection to the Vice-Chancellor whose decision shall be final.

17. Every application for a transfer certificate shall be decided by the Principal as soon as practicable and in any case not later than the last day of the month in which the application has been made, provided that the application has been made on or before the 20th day of the month.

18. (1) Before a transfer certificate is issued to a student, he shall be required to pay:

- (a) all sums of money due from him to the College upto the end of the month in which the certificate is granted; and
- (b) a transfer fee which shall be equal to the ordinary monthly tuition fee.

(2) If the last date of the month in which the application has been made falls within a period of 30 days immediately preceding the date of commencement of a vacation, the student shall also be required to pay:

- (a) in the case of the puja vacation, an additional monthly tuition fee, and
- (b) in the case of the summer vacation, tuition fee upto the end of the academic year.

(3) A student applying for admission to a college on transfer from another College shall be required to pay tuition fees for the period subsequent to that for which he has already paid tuition fees in the latter College.

19. When a student is granted a transfer of withdrawal certificate his attendance at lectures shall be reckoned up to and including the date of such certificate and recorded thereon.

20. Transfer and withdrawal certificates shall be granted in such forms as the appropriate authority may from time to time prescribe by Rules.

21. If a student who has been refused permission to appear at a University Examination applies for transfer from his College, the fact of such refusal with the reasons thereof shall be noted on any transfer certificate which may be granted to him.

22. If a transfer certificate is granted to a student who has not been permitted to continue his studies in the College on account of his non-appearance or failures at any College examination or who has not been promoted, the circumstances of the case shall be noted on the transfer certificate. No such student shall be admitted to a higher class in another College within twelve months from the date of such certificate.

23. (1) A Principal may, without assigning any reason, require a student to leave the College if he considers such action necessary in the interest of the College and shall grant a transfer certificate to such student on payment of all sums of money due from the student to the College; provided that no transfer fee shall in such a case be payable by the student. The Principal shall note the circumstances of the student. The Principal shall note the circumstances of the case on the transfer certificate.

(2) The Principal shall, in every such case, report the facts to the University as soon as practicable.

24. Withdrawal

(1) A student who desires to withdraw from his College shall apply in writing for a withdrawal certificate which shall be granted to him in the prescribed form on payment of all sums of money due from him to the College upto the end of the month in which the student applied for withdrawal.

(2) A student who has been granted a withdrawal certificate may be readmitted to the College at any subsequent time on payment of all sums which would have been payable by him to the College in case he had not withdrawn from the College.

25. A withdrawal certificate may be refused to a student on the ground that he—

(a) has been guilty of gross misconduct, or

(b) has failed to pay any sum of money due from him to the College.

26. A withdrawal certificate shall not entitle a student to admission to any other college.

27. When a student is granted withdrawal certificate, he shall on re-admission be credited with the lectures attended by him before his withdrawal.

28. Absence from college without notice

If a student is absent from his College without notice for more than one month, his name may be struck off the College roll. In such a case he shall be required to pay fees for one month subsequent to that in which he last attended the lectures; provided that if he seeks re-admission to the College, he shall be required to pay all fees which would have been payable by him in case his name had not been so struck off.

29. If a student who has been absent from the College without notice for more than one month and whose name has been struck off the College roll applies for a withdrawal certificate no such certificate shall be granted to him until he has paid all sums which would have been payable by him to the College upto the date of his application for withdrawal in case his name had not been struck off the College roll.

30. In any case not expressly provided for by these Ordinances, The Principal shall take such decision as he considers proper and his decision shall be final.

The Ordinances Relating to Inspection of Colleges*

1. (i) These Ordinances may be called the Ordinances relating to Inspection of Colleges.
(ii) They shall come into force at once.
2. Unless the context otherwise requires, words and expressions used in these Ordinances shall be interpreted to have the same meaning as they have in the Act.
3. The Executive Council or the Vice-Chancellor or a Council for Undergraduate Studies may at any time appoint one or more persons to conduct the inspection of any college or colleges jointly with the Inspector of Colleges.
4. Every College shall be inspected by the Inspector of Colleges and the person or persons appointed under Ordinance 3 above ordinarily once a year and at such other times as the Executive Council or Vice-Chancellor or a Council for Undergraduate Studies may direct.
5. The Inspector of Colleges may at any other time inspect a college and make enquiries regarding the administration of the College, its finances and the conditions of study and the state of discipline in the college.
6. All the accounts, books and other records of a college shall at all time be open to inspection and examination by the Inspector of Colleges and /or any person or persons who may be deputed by the Executive Council or the Vice-Chancellor or a Council for Undergraduate Studies for the purpose, provided that any information obtained from the inspection of accounts shall be confidential.
7. Every affiliated college shall furnish annually detailed information on the following points:
 - (a) the constitution of the Governing Body of the college and the names of the members thereof;
 - (b) the names, qualifications and conditions of service of the members of the teaching staff;
 - (c) the situation of the college building, and the number of class rooms as also the floor space and cubic space of each room;
 - (d) Provision, if any, made for the residence of such students as do not reside with their parents or other approved guardians;
 - (e) Provision made for the supervision and discipline of the students and for the promotion of their health and general welfare;
 - (f) Provision for a library and the facilities given to the students for using the library;
 - (g) the courses of study, the subjects taught, the routine of work, and the arrangements for the holding of periodical examinations and tutorial assistance to the students;
 - (h) the financial resources of the college; and
 - (i) the College Rules fixing the fees to be by the students.
8. Each affiliated college shall furnish such other Returns, Reports and other information as may be required by the Registrar or the Inspector of colleges.
9. The report of the Inspector/Inspectors of colleges shall, unless otherwise directed by the Executive Council or the Vice-Chancellor or a Council for Undergraduate Studies deal with the following among other matters:
 - (a) The constitution of the Governing Body of the College and the names of its members;

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(b) The suitability of the college buildings and their neighborhood, the accommodation for the students, the furniture, the lighting and ventilation of the rooms, the drainage of the surrounding premises and the efficiency of the sanitary arrangements;

(c) The names and qualifications of the teaching staff, the conditions governing their appointment and tenure of office, and the changes in the staff during the preceding year;

(d) The adequacy of the library, scientific apparatus and other teaching appliances;

(e) The course of study, the subjects taught, the number of lectures delivered in each subject, the routine of work, the arrangement for exercises and for tutorial assistance and the facilities available to students for making use of the library;

(f) The adequacy of the teaching staff;

(g) The regularity as to the maintenance of the college registers and books and the observance of the transfer rules;

(h) The monthly average of the number of students on the college roll and of the daily attendance of the students during the last twelve months, as compared with the previous year;

(i) The financial resources and stability of the college;

(j) The results of the University examinations;

(k) The state of discipline;

(l) The provisions made for physical exercise and recreation;

(m) College clubs and other institutions for fostering a corporate college life; and

(n) Hostels for students and their supervision.

10. The following Registers and Books shall be maintained and kept up-to-date by every college:

(a) An Admission Register, in such form as may from time to time be prescribed;

(b) A Register of members of the college, to be known as the College Roll, in such form as may from time to time be prescribed;

(c) An Attendance Register for each class;

(d) A Students' Conduct Register in which shall be entered fines and other punishments imposed on students;

(e) A Register of the results of periodical examinations and class exercises;

(f) A Register of Transfer Certificates issued and received;

(g) A Cash book;

(h) A book containing the proceedings of the Governing Body; and

(i) A Service Book for each of the College employee including the teachers.

11. The Executive Council may, after considering a report of inspection, call upon any college to take such action as may appear to it necessary in respect of any matter referred to in Ordinance 7 of these Ordinances, and if the college fails to take action as directed, the Executive Council, may on the recommendation of the Council for Undergraduate Studies suspend or withdraw the affiliation of the college.

12. If the Council for Undergraduate Studies is of the opinion that the Governing Body of a College has not been properly constituted or that the Governing Body is not properly functioning, it shall recommend to the Executive Council that an ad hoc Governing Body or an Administrator be appointed forthwith pending the reconstitution of the Governing Body.

Ordinances Relating to Residence and Discipline of Students*

1. (1) These Ordinances may be called the Ordinances relating to Residence and Discipline of Students.
(2) Deleted.

2. In these Ordinances, unless the context otherwise requires—
 - (i) words and expressions shall be interpreted to have the same meaning as they have in the act;
 - (ii) “Board” means the Board of Residence and Discipline constituted under the Statutes relating to constitution, powers and duties of subordinate authorities;
 - (iii) “Collegiate Hostel” means a Hostel for students of an affiliated college which is under the direct and exclusive control of the college;
 - (iv) Deleted.
 - (v) “Hostel” means a residence recognized by the Board for the students of an affiliated College or the University; and
 - (vi) Deleted.

3. (1) Every student of a college who does not reside with his parents or other legal guardian, or with a guardian approved by the Principal of the college, shall reside either in a Hall or a Hostel.
(2) Disciplinary action shall be taken by the Principal against a student making a false declaration in respect of the guardianship under which he is living.
(3) No student shall change his residence except with the previous permission in writing of the Principal of his college.

HALLS

4. (1) Every hall shall be under the management of the Board of Residence and Discipline.
(2) The following rules shall apply to every Hall, namely –
 - (a) The Rules of Discipline,
 - (b) Other rules made by the Board from time to time.
(3) A copy of all rules referred to in paragraph (2) should be displayed prominently in the Hall for the information of the students residing therein.

5. The Board shall have a Superintendent of every Hall and, if necessary, one or more assistant Superintendents. The Superintendent shall maintain a Register of the students of the Hall in which shall be entered the names and permanent address of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board.

6. All questions of discipline in a Hall shall be decided by the Board; and a student residing in a Hall who is punished by the Board for any breach of discipline shall have no right of appeal to any authority against the orders of the Board.

7. A student expelled from a Hall shall be expelled from the University of which he is a member unless the Board in its discretion allows him to reside in another Hall or Hostel.

8. COLLEGIATE HOSTEL

A Collegiate Hostel shall be managed by the Governing Body of the College to which it is attached. The

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Governing Body shall appoint a Superintendent of every such Hostel and, if necessary, one or more Assistant Superintendents. The Superintendent shall maintain a Register of the students of the Hostel in which shall be entered the names and permanent addresses of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board.

9. (1) The following rules shall be observed in every Collegiate Hostel, namely –

(a) Rules of discipline;

(b) Other rules made by the Board and the Governing Body from time to time.

(2) Subject to the provisions of these Ordinances and the Rules made by the Board, the Governing Body of the college to which a Collegiate Hostel is attached shall have the power, with the approval of the Board, to frame any other rules for the management of the Hostel including rules for the levy of fees, fines and other charges, provided that a copy of every such rule shall be forwarded to the Board before it is given effect to.

(3) A copy of all rules referred to in paragraphs (1) and (2) shall be displayed prominently in the Hostel for the information of the students residing therein.

10. All questions of discipline in a Collegiate Hostel shall be decided by the Governing Body of the college, and a student residing in a Collegiate Hostel who is punished by the Governing Body for any breach of discipline shall have no right of appeal to any authority against the orders of the Governing Body.

11. A student expelled from a Collegiate Hostel shall be expelled from the college of which he is a member unless the Governing Body of the college in its discretion allows him to reside in another Hostel.

Ordinances Relating to Conduct of Examinations*

DUTIES OF PAPER SETERS

1. (1) No question shall be asked at any University Examination which would require an expression of religious belief on the part of candidates and any answer or translation given by any candidates shall not be objected to on the ground of its expressing peculiarities of religious belief.

(2) Paper-setters are to write in the margin on the left hand side the serial number of question and right hand side against each question the maximum number of marks they intend to assign to it. If all the questions carry equal marks, it is to be stated accordingly at the top. Marks assigned should not be a fraction – too many parts should be avoided.

(3) Persons setting papers shall be guided, as to the scope of the subject of examination, by the syllabus prescribed for the purpose, and as to the standard and extent of Knowledge required, by the books, if any, recommended from time to time for such purpose.

(4) No copy of any Examination paper is to be retained by the person setting it and all relevant drafts, notes etc., should be destroyed.

(5) The questions in each paper should be fairly and uniformly distributed over the course covered by that paper, and should conform to the Ordinances laid down for the particular examination; there should not be any marked change of standard from year to year, but it is not required that the same type of questions should be set every year. Paper-setters shall always allow some choice of questions and also indicate clearly on the top how many questions in all are to be answered.

(6) Maintaining the standard, the questions should be direct and worded clearly and unequivocally so that the candidate may have no difficulty in understanding the scope and purport of the questions.

(7) The number of questions to be set should ordinarily be 50% more than the number required to be answered. Where the scope of the syllabus raises any doubt or difficulty. Larger choice can be given.

(8) In special cases, in the interest of academic efficiency, questions may be arranged in groups. This will ensure a candidates knowledge of the entire course and also given him the opportunity of choosing more questions from the group with which he may be particularly conversant.

(9) Questions should be framed in such a way as to test students intelligent grasp of the subject matter and his power of intelligent presentation in literary subjects. Questions should also aim at encouraging good methods of work and teaching and discouraging memorizing.

(10) (a) (i) In the case of Post-Graduate Examinations, all teachers of the Post-Graduate Department concerned who have taught any course shall be eligible for appointment as Paper- setters.

(ii) Teachers of the concerned Post-Graduate Departments of other Universities shall also be eligible for appointment as Paper-setters.

(b)(i) In the case of B.A./B.Sc./B.Com. (Pass) and B.Ed. Examinations, five teachers in the subject be invited to prepare a set of 10 questions each for a paper;

(ii) Four of these teachers are to be selected from amongst the senior most teachers in the subject/ group from the colleges, but not more than one teacher from one college in the subject/group shall be selected; and one teacher from the Post-Graduate Department concerned of this University shall be selected. In determining the seniority of teachers, the total teaching experience in any college or University anywhere in India may be counted.

(iii) They should be selected ordinarily for three years and further selection will be made by rotation from the teachers on the basis of seniority.

(iv) The qualifications of these teachers should ordinarily be 10 years' teaching experience in a college and/or in a University but in no case it should be for less than 5 years; provided that in the case of a Post-Graduate teacher, preference shall be given to such teachers with Undergraduate teaching experience.

(v) Where a subject is taught in less than four colleges, the questions are to be set by persons not

teaching in any Under-graduate College affiliated to this University.

(c) In the case of B.A./B.Sc./B.Com.(Honours Examinations), the conditions of appointment should be similar to those laid down in the case of Pass subjects mentioned above with the exception that only teachers of colleges having affiliation in Honours subject(s) are to be appointed to prepare a set of 10 questions each.

(d) In the case of B.E. and M.B.B.S. Examinations, teachers of colleges, other than those affiliated to the University of North Bengal, are eligible.

(e) In the case of LL.B. Examinations, not more than 50% of the teachers of colleges affiliated to the University and not more than 50% Marks from other University/Colleges who are teachers in the subjects concerned shall be selected.

2. DUTIES OF EXAMINERS

(1) Examiners shall be responsible for safe custody of answer-scripts sent to them for valuation.

(2) Marks assigned are to be kept by the examiners strictly secret. If an examiner is approached on behalf of a particular candidate to disclose his results or do anything else of an unfair nature in connection with his examination, he should report the matter immediately to the Controller of Examinations stating the roll and number of the candidate concerned.

(3) Wherever there is a Head Examiner/Chairman/Convener, the examiners shall attend such meeting or such meetings of examiners as the Head Examiner/Chairman/Convener may convene in order to issue instructions regarding the mode of marking of the answer-scripts.

(4) Examiners should take delivery of answer-scripts allotted to them immediately after the examiners' meeting. Examiners in subjects for which there are no Head Examiners/Chairman/Conveners should take delivery of the scripts within seven days from the date of examination. The letter of appointment should be presented at the office of the Controller of Examinations at the time of taking delivery of the scripts. Examiners who are unable to take delivery of the scripts from the office owing to the fact that they reside in distant places should inform the Controller of Examinations immediately on receipt of the appointment letter whether they desire the scripts to be dispatched to them.

(5) Immediately after receipt of the packet and scripts, examiners should carefully check the number of scripts (with roll number etc.) in the packet. Any discrepancy noticed should be reported to the Controller of Examinations forth-with. The Top-Sheets should be retained by the examiners till the date of announcement of the results. They may have to be produced when called for by the Controller of Examinations.

(6) Instructions from Head Examiners/Chairman/Conveners regarding the method of marking and manner of dispatch of answer-scripts should be strictly followed.

(7) The examined answer books and the corresponding mark-slips should be sent in evenly distributed installments within the period at disposal. The last date of submission of marks should be strictly adhere to. If an examiner is unable to complete his work within the limit of time specified, the Controller of examinations may have to request immediate return of all unexamined papers to him.

(8) All mark-slips should be put in special printed envelopes (where supplied by the University), properly sealed and then sent to the Head Examiner/Chairman/Convener per registered post, insured for Rs.200/- (Rupees two hundred) only. The corresponding valued answer books should be sent to him separately per registered parcel, insured for Rs. 200/- only.

The mark-slips in subjects for which there are no Head Examiner /Chairman/Conveners should be sent in two separate sealed envelopes (for the First and Second Tabulators), and these two envelopes should be enclosed in a sealed outer cover and sent directly to the Controller of Examinations per registered post, insured for Rs.200/- (Rupees two hundred) only.

(9) If Examiners are convinced from internal evidence available in the scripts that candidates have adopted unfair means and/or guilty of breach of discipline, an immediate report should be sent to the Controller of Examinations or to the Head Examiner as the case may be, and the relevant scripts should be sent along with such report per registered post, insured for Rs.200/- only.

(10) Examiners in the subjects for which there are no Head Examiners/Conveners/Chairman will forward

the sealed packet of answer scripts, after valuation to:

The Controller of Examinations,
North Bengal University,
P.O. North Bengal University,
Raja Rammohunpur (Dist. Darjeeling) -734 013

By registered parcel, insured for Rs. 200/- only if the packet contains answer-scripts 50 or less in number. If the packet contains more than 50 answer-scripts it should be sent by rail (per passenger train) to:

The Controller of Examinations,
North Bengal University,
Railway Station: Siliguri Junction (N.F. Rly.)

With freight to pay. The Railway Receipt should be sent in a registered cover.

(11) The postal vouchers should be preserved and enclosed with the remuneration bill for payment.

(12)(a) In the case of M.A./M.Sc./M.Com. Examination, all Paper-setters shall be Examiners unless otherwise mentioned in Statutes or Ordinances.

(b) In the case of B.A./B.Sc./B.Com. (Pass) and B.Ed. Examinations, all teachers teaching in Post-Graduate and Undergraduate classes in the subject (s) concerned are eligible for appointment as Examiners by rotation for three years in order of seniority provided they have at least three years' teaching experience in the undergraduate level.

(c) In the case of B.A./B.Sc./B.Com. (Hons.) Examination and other Undergraduate Examinations, the scripts shall be examined by single examiner drawn from the colleges affiliated to the University, provided that no examiner shall examine the scripts of candidates of his/her own College.

There shall be coordinator in each subject to be appointed from amongst the Teachers of the University, provided that the Vice-Chancellor may direct the appointment of a Teacher of an affiliated College or a Teacher from outside the University when a Teacher of the University is not available. At least 10% of the scripts shall be checked by the Coordinator and, in case of serious large scale under marking or over marking, the total scripts examined by the particular examiner shall be referred by him to a Board of Review with his comments for revision of marks.

The Board of Review in a subject shall consist of two members to be nominated by the Vice-Chancellor from the panel recommended by the concerned Board of Studies. The examiners to be recommended shall possess adequate experience of teaching in Undergraduate Honours Course.

(This clause came in to force w.e.f. 04.01.92 and includes further amendments approved on 28.10.92 and 26.09.94)

(d) In the case of M.B.B.S. Examinations, for the subjects having a total of 400 marks or less, there shall be one Internal and one External Examiners; subjects having marks over 400 will have two Internal and two External Examiners.

(e) In the case of B.E. Examinations for comprehensive examinations, all Examiners should be from other University/Colleges and in the case of mid-semester examinations, all teachers of affiliated colleges teaching in the subject concerned.

(f) In the case of LL.B Examinations, all teachers of the colleges affiliated to this University and teachers of other Universities/ Colleges are eligible for appointment.

3. DUTIES OF MODERATORS

The Board of Moderators will meet together and moderate the question papers in order to bring the question papers to the correct standard. They will have to examine –

(a) that the papers sent conform to the required standard, that the syllabus has been followed and that there has been a fair distribution of questions over the entire syllabus;

(b) that questions have been so distributed that fairness to different levels of students has been maintained;

(c) that questions have been properly grouped and weighed;

(d) that required number of questions has been received. In case such number of questions has not been

received or those questions do not conform to the conditions laid down in (a), (b) and (c) above, the Board may set fresh questions;

- (e) that all corrections have been initialled;
- (f) that signature have been put on the counterfoil below.

4. Appointment of Moderators

(a) In the case of post graduate Examinations, the Board of Moderators shall consist of the following:
(i) Head of the Department – Chairman;
(ii) Two teachers of the department concerned in order of seniority by rotation for one year, subject to the condition that at least one of them must have not less then 7 years teaching experience in Post-Graduate classes;

(iii) one External member on the recommendations of the Board of Studies concerned;

(iv) in case the Board of studies deems it necessary, one other Post-Graduate teacher of the department.

(b) In the case of B.A./B.Sc./B.Com. (Pass and Honours) and B.Ed. Examinations, there shall be a Board of Moderators each for the Pass and Honours Examinations consisting of the following:

(i) two teachers from the Post-Graduate Departments of this University, having at least 10 years teaching experience at the Post-Graduate /Undergraduate level, in order of seniority for two years; in determining seniority of the teachers of the Post-Graduate Departments, the total teaching experience in any college and University should be counted;

(ii) one of the teachers referred to in (i) above shall act as the Chairman of the Board for a period of one year by rotation in order of seniority;

(iii) one teacher from an Undergraduate college or Post-Graduate Department of any other University; having at least 10 year's teaching experience in the subject at the Undergraduate level;

(iv) one teacher teaching in an Undergraduate college affiliated to the University of North Bengal and with at least 10 year's teaching experience, in order of seniority by rotation for two years. For the Honours subjects, he must have teaching experience in the Honours course.

Note : (i) The concerned Council of Undergraduate studies, may, however, recommend the appointment of one more teacher from the Post-Graduate Department concerned to act as a Member of the Board, if necessary.

(ii) A member of the Board of Moderators should not be selected to prepare any set of questions.

(c) In the case of B.E. and M.B.B.S. Examinations, the Board of Moderators shall consist of External teachers as recommended by the Boards of Studies.

(d) In the case of L.L.B. Examinations, the Board of Moderators shall consist of the following:

(i) the Principal, North Bengal University Law College – Chairman

(ii) Two teachers of the colleges affiliated to the University, in order of seniority by rotation for one year, subject to condition that at least one of them must have not less then seven years experience in teaching of L.L.B. course;

(iii) one External member on the recommendation of the Board of studies concerned;

(iv) in case the Board of Studies deems it necessary, one more teacher from the colleges affiliated to the University may be appointed.

5. Notwithstanding anything contained in these Ordinances, the Vice-Chancellor/the concerned Faculty Council / concerned Undergraduate Council is authorized to take necessary action to meet any exigency.

Ordinances Relating to the Conferment of Degrees, etc.*

1. (1) These Ordinances may be called the University Ordinances relating to the Conferment of degrees and Convocation.
(2) They shall come in to force at once.

2. (1) Unless the context otherwise requires, words and expressions used in these Ordinances shall be interpreted to have the same meaning as they have in the Act.
(2) In these Ordinances:
 - (a) “Degree examination” in relation to any degree which may be conferred by the University means the examination held by the University for the purpose of conferring such degree.
 - (b) “Regular course of study” means the minimum percentage of attendance by a student at lectures and tutorial classes as prescribed by the University Regulations relating to the Conditions of Study in Colleges.
 - (c) “Regular student” means a student who has been or desires to be admitted to a University examination otherwise than as a non-collegiate or external student in accordance with the Ordinances relating to Admission and Enrolment of students.

3. Except as may be specially provided for otherwise in the Statutes or Ordinances, no degree of the University shall be conferred on any student unless he is declared to have passed the appropriate Degree examination and unless, if he is a regular student, he has also pursued the course of study prescribed in the Ordinance 4.

4. (1) Subject to the provisions of the University Ordinances relating to Admissions Enrolment and Examination of Students, every student who desires to be admitted to an examination in the table given below, as a regular student, shall, before he is so admitted, have pursued a regular course of study in an affiliated or a constituent college or in the University for the period specified.
[course 4(1) was amended on 20.4.91]
(2) The Executive Council may, after considering the recommendation of the appropriate authority, accept any other examination as being equivalent to any of the examinations referred to above.

5. If any question arises in respect of the interpretation of these Ordinances or if any difficulty is experienced in the application thereof, the Vice-Chancellor shall give such directions as may be necessary in the matter. Such directions shall be binding subject to any decision that the Executive Council may take in this regard.

6. Subject to the provisions of the act, all proposals for conferment of an Honorary Degree (D.Sc./D.Litt./LL.D. etc.) shall be made by the Executive Council in consultation with the Faculty Council concerned.

7. (i) Convocation for the purpose of conferring degrees and diplomas shall be held every year. Special Convocation may be held at such time as may be decided by the Executive Council. The date of the Convocation of the year will be decided by the Executive Council.
(ii) Candidates for degrees and diplomas shall inform the Registrar of their intention at least 3 weeks before the Convocation date (as will be announced in the important dailies). Students will have to fill in a form upon which the University will make arrangements. No candidate shall be admitted to the Convocation who has not carried out these formalities. The Vice-Chancellor is the final authority in this matter.
(iii) Such Graduates as are unable to present themselves in person at the Convocation will be given their

**First Ordinances including subsequent amendments*

diplomas from the office of the Controller of Examinations by registered post or on the production of authority letter of the graduate along with the payment of a fee of Rs. 10/-

(iv) The Chancellor, the Vice-Chancellor and the Chief Guest shall appear in their special robes and the members of the Court and the Registrar shall appear in the costume of an ordinary graduate of this University unless they have special robes of the University from which they graduated.

8. On the day of the Convocation, a few hours before the time fixed for the convocation, the recipients of the degrees will assemble in order to receive the diplomas.

A rehearsal of the Convocation procedure will be arranged by the Registrar with the groups of students receiving different diplomas. When the Registrar has finished with all the groups, the students will take their diplomas and the Convocation costumes and will leave the place for some time with a view to re-assembling under the Convocation pandal at the latest three quarters of an hour before the appointed time for the Convocation.

9. (i) The Chancellor, the Vice-Chancellor and the Members of the Court shall assemble at the appointed hour and shall walk in procession to the pandal where degrees and diplomas are to be conferred.

(ii) The following order shall be observed for the procession :-

- (a) The Registrar
- (b) The Chancellor
- (c) The Vice-Chancellor
- (d) The Chief Guest
- (e) The immediately preceding Vice-Chancellor
- (f) The Deans of the Faculties (in pairs)
- (g) The Members of the Court (in pairs).

10. On the approach of the procession, the candidates shall rise and remain standing until the Chancellor, the Vice-Chancellor, the Chief Guest and members of the Court have taken their seats. The entire assemblage will show honour by rising in their seats.

The Chancellor will say: "I declare the Convocation open – this Convocation of the University of North Bengal has been called to confer degrees upon the candidates who have been certified to be worthy of these degrees. Let the candidates stand forward".

Then the candidates standing, the Vice-Chancellor will exhort them as follows:

उपाचार्य:-

अनुशासनम्	विद्यार्थिनः प्रत्युत्तरयन्ति
परतरां विद्याम् अनुशीलय	वाढम्
स्वधर्मम् अनुपालय	“
सत्यं वद	“
मातृदेवो भव, पितृदेवो भव, आचार्यदेवो भव	“
जनविरोधि कर्मजातं परिवर्जय	“
स्वात्मतो विद्यास्थानं सम्भाषय	“
स्वात्मनो जन्मभूमेर्योगक्षेमाय सर्वथा यत्नवान् भव	“
एष उपदेशः ।	एष आदेशः । एतद् अनुशासनम् ।

Vice-Chancellor :-

Exhortations

Pursue higher Knowledge.

Do your duty.

Candidates will respond

I take the pledge

“

Speak the truth	“
Show your devotion to your parents and preceptors	“
Avoid anti-social activity.	“
Love your alma Mater	“
Love and Defend your Motherland.	“

This is the teaching; this is the command; this is the special injunction.

The recipients of degrees and diplomas will remain standing in their seats

The names of only such candidates as are present at the time of roll call on the day of the Convocation will be read out.

The Vice-Chancellor will then say : “Let the candidates be presented.”

Candidates for each degree will be presented by the Dean of the respective Faculty/Principal of each college who will say :

“Sir, I present to you this (or these) candidate (or candidates) and pray that he/she (or they) may be admitted to the degree of

When all the candidates for the diplomas have been presented, the Vice-Chancellor will say to the candidates who will remain standing :

‘By virtue of the authority vested in me as Vice-Chancellor of the North Bengal University, I admit you to the degree of in the University and I charge you to prove worthy of this degree throughout your life.’

The Chancellor will then present the medals and prizes. The names of recipients will be read out by the Registrar.

The Chief Guest will then address the Convocation.

The Chancellor (President) will then thank the Chief Guest.

The Chancellor, the Vice-Chancellor and the members of the Court will rise, and the Chancellor will say, “I declare this Convocation dissolved.”

National anthem – JANA GANA.....

Then the procession shall retire, all present shall remain standing

Ordinances Relating to Conditions of Award of Fellowship, Scholarship, Studentship, Medals and Prizes*

1. (1) These Ordinances may be called the Ordinances relating to award of fellowships, scholarships, studentship, medals and prizes.
(2) They shall come into force at once.

2. (1) Research scholarships shall be held by scholars working in the University on subjects of research approved by the Departmental Committee concerned.
(2) Research scholarships shall ordinarily be tenable for a period of two years from the date on which a Scholar commences his research work. Extension by one year or more may be allowed by the appropriate authorities of the University.
(3) A Research scholar who does not report to the Head of the Department and begin his work within one month from the communication to him of the award of scholarship is liable to forfeit his scholarship.
(4) A Research scholar will be required to do wholtime research work in a subject and under the guidance approved by the Departmental Committee concerned.
(5) A Research scholar shall not accept appointment, paid or otherwise, during the tenure of the award.
(6) If the authorities are not satisfied with the progress of work, the University may cancel his scholarship or withhold payment of scholarship money to the scholar concerned on giving him one month's notice.
(7) A Research scholar shall not without previous permission of the University join any other course of study or appear at any other examination conducted by any University or Institution.
(8) A Research scholar may be allowed leave for a period not exceeding one month in a year on the recommendation of the Supervisor and the Head of the Department concerned.
(9) The Head of the Department, on the recommendation of the teacher under whom a Research scholar carried out his work, may terminate his tenure of scholarship if he finds habitual neglect of duty or otherwise unsatisfactory conduct.

Ordinances Relating to Appointment of University Employees other than Officers of the University and Teachers*

1. Short title, application and commencement

(1) These Ordinances may be called the Ordinances relating to appointment etc. of University employees other than officers of the University and Teachers.

(2) They shall come into force at once and shall apply to all employees of the University other than officers of the University and Teachers of the University.

2. Interpretation

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

3. Except as otherwise provided in the act and the Statutes, appointment to posts of all non-teaching staff of the University shall be made by the Executive Council on the recommendation of a Standing Committee/ Committees as may be constituted by the Executive Council and in accordance with such procedures and methods as may be determined by it in terms of the provisions of section 33 of the Act:

Provided that the minimum age of entry into the services should be eighteen years.

4. Save as may be provided elsewhere in the Act, the Statutes or the Ordinances, the scales of pay and allowances of the employees shall be such as may be determined by the Executive Council from time to time with the approval of the State Government.

5. Leave

Unless provided for otherwise, an employee of the University shall be entitled to such leave as may be admissible to him under the rules made in this behalf by the Court or the Executive Council.

6. Compensatory allowance

Every employee of the University shall be entitled to such compensatory allowances as may be described by Rules to be made in that behalf by the Executive Council.

7. Discipline

Every employee shall be subject to such disciplinary rules as the Court or the Executive Council may make in this behalf.

8. Retirement and extension

Subject to the terms of retirement as may be provided in a contract of service in any case, and the orders as may be issued by the State Government from time to time, every employee of the University shall retire from service from the afternoon of the last day of the month in which he completes the 60th year of age.

9. Age Register

The Register shall maintain an age Register for the employees of the University in which he shall enter:

- (a) the name of every such employee;
- (b) the date of birth;

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- (c) the date of his appointment under the University;
- (d) his age on the date of such appointment;
- (e) the date on which he is due to retire;
- (f) Omitted;
- (g) remarks, if any.

Explanation: Entries relating to the age of an employee shall be made on the basis of his age as recorded in his Entrance, Matriculation or School Final or Higher Secondary Examination Certificates, as the case may be, whenever available, or, in the absence thereof on such other basis as the Vice-Chancellor may decide in each particular case.

10. No whole-time employee of the University shall accept any engagement or employment, full-time or part-time and with or without remuneration other than that of his office except with the previous permission of the Vice-Chancellor.

Explanation: If any question arises whether any arrangement entered into by an employee amounts to an engagement or employment within the meaning of this Ordinance, the Vice-Chancellor shall decide the question.

11. An employee of the University shall perform such duties as may be assigned to him by the Head of the teaching and administrative department under whose control he is posted.

12. An employee of the University placed under the administrative control of a particular officer or Head of the Department of Studies may be posted on transfer to any other department, branch or unit of the University with the approval of the Vice – Chancellor.

Ordinances relating to the Bachelor of Education (B.Ed.) Course*

1. An examination for Degree of Bachelor of Education shall be held annually and shall commence at such time as the Council for Undergraduate Studies in Arts, Science, Commerce and Law determines.
2. Any candidate may be admitted to the examination, provided that after passing the B.A, B.Com. or B.Sc. examination, he has prosecuted for not less than one academic year a regular course of study in the subjects offered by him, in one or more colleges affiliated to this University for this purpose, and has, in addition, undergone, a course of practical training as prescribed.
3. (a) Every candidate for the B.Ed. examination shall send to the Controller of Examinations his application with a certificate in the form prescribed by the Executive Council at least six weeks before the date for the commencement of the examination.
(b) Every candidate sent up for the examination by an affiliated college shall, in addition, produce a certificate (a) of good conduct (b) of diligent study, (c) of having satisfactorily passed the college periodical examinations and other Tests and (d) of probability of passing the examination.
4. (a) A fee of Rs.40/- shall be forwarded by each candidate with his application.
(b) A candidate who fails to pass or to present himself for examination shall not be entitled to claim a refund of the fee; but such a candidate may be admitted to one or more subsequent examinations for the degree of Bachelor of Education on payment of a similar fee of Rs. 40/-
5. If a student, after completion of a regular course of study for the examination under ordinance 100 does not register himself as a candidate for or present himself at the examination or fails to pass the examination immediately following such completion, he may appear at any of the two examinations immediately – following the examination on completion of his regular course of study, on payment of the prescribed fee, provided that he produces, in addition to ordinary certificate or certificates as required by these ordinances, a certificate from the Principal of his college at which he last studied or from a Member of the Court testifying to his good character during the intervening period.
6. The written examination for the Degree of Bachelor of Education shall be conducted by means of printed papers, the same papers being used at every place at which the examination is held.
7. Subject to the provision of the Act the limits of the different subjects including practicals shall be prescribed from time to time by the Council for Undergraduate Studies concerned, on the recommendation of the Board of Studies in Education, to indicate the standard and extent of knowledge required in the different subjects and also system of evaluation by the internal and external examiners mentioning total marks and their distribution.
8. College, affiliated to the B.Ed. standard shall make systematic provision for enabling the students to see lessons being given by teachers of special competence and experience. Criticism of lessons shall be conducted with groups of students.
(a) Each student shall give a number of lessons in the subjects taken by him in selected schools under supervision. The number of lessons may be decided by the Principals of the colleges but, shall, in no case, be less than 30.

**First Ordinances*

(b) All lesson-notes shall be available to the examiners at the time of the practical examination.

9. (a) The practical test in teaching shall consist of a lesson or lessons to be given by each candidate to a class at some recognised school.

(b) Candidates will be required to prepare, for presentation to the examiners at least a week before the examination, full teaching notes of three lessons, e.g., one lesson for each of the subjects taken. The notes should indicate (a) the age of the pupils for whom the lesson is intended, (b) the previous knowledge which they are assumed to possess, and (c) the diagrams, maps, apparatus and other illustrations which it is proposed to use. The examiners shall decide which of the lessons prepared by the candidate shall be given.

(c) The examiners may require a candidate to give an extra lesson if, in their judgement, such a lesson is necessary.

10. A candidate may present himself for the theoretical and the practical portions of the examination separately, provided that the interval between the two does not exceed two years after completing the practical portions. If the interval exceeds two years, both the theoretical and the practical portions of the examination shall be taken together.

11. (a) In order to pass, a candidate must obtain 40 per cent of the marks in each of the compulsory subjects and 40 per cent of the marks in the practical examination.

(b) If a candidate has passed in the compulsory subjects and in the practical examination, the marks in excess of 40 obtained by him in the additional subject, if any, shall be added to his aggregate and the aggregate so obtained shall determine his class and his place, in the list.

(c) Candidates obtaining at least 60% marks shall be declared to have obtained a first Class and those obtaining at least 40% marks shall be declared to have obtained a Second Class.

(d) Letters shall be affixed to the names of candidates who obtain 80 per cent marks in any subject or in the practical examination.

12. As soon as possible after the examination, the concerned Council for Undergraduate Studies shall publish a list of successful candidates arranged in two classes, both in order of merit:

Provided that candidates who pass the theoretical and the practical portions of the examination separately shall be declared to have passed the examination when they have passed in both portions of the examination. Their names shall be published separately, arranged in alphabetical order, and shall not be included in the class lists arranged in order of merit.

Ordinances relating to the M. Phil. courses in Arts, Commerce and in Science

1. Short Title and commencement:

(i) These ordinances may be called the ordinances relating to admission of students, conduct of courses and evaluation of candidates for the M. Phil. Degree in Arts, Commerce and Science.

(ii) They shall come into force at once.

2. Interpretation:

In these ordinances, unless the context otherwise requires, words and expressions used shall be interpreted to have the same meaning as they have in the North Bengal University Act, 1981 (West Bengal Act XXV of 1981).

3. M.Phil. degree to precede Ph.D. degree:

The M.Phil. Degree shall be a preliminary research degree which will include course work. The research work done for the M. Phil degree may be incorporated in the research work for Ph. D. degree. The M. Phil degree is not a pre-requisite for admission to the Ph. D. degree programme for which a student may register himself direct. Candidates shall not be allowed to pursue both the courses simultaneously.

4. Introduction of M. Phil course:

The University on recommendations of appropriate bodies, shall decide upon the introduction of M. Phil courses in particular department/centers/constituent colleges.

5. Certificate:

The certificate awarded after the successful completion of the course shall mention the name of the Degree, that is, M. Phil in Arts/Commerce/Science and the topic of dissertation. The end of the session will be taken as the date of award of the M.Phil degree.

6. Qualification for admission of students:

Any Master of Arts, Commerce or Science of the University of North Bengal or any other University recognized by the University of North Bengal may apply to the Registrar for admission to M. Phil course in the subject in which he has obtained the degree of master of Arts, Commerce or Science or in an allied subject as may be decided by the M. Phil Committee concerned, in which the M. Phil course is offered. The Area studies Centre may admit students with background in Social Sciences and Humanities. The Candidates will be admitted as per Principles laid down by the Faculty Council concerned.

7. Fees:

The University shall fix the fees to be charged from the students taking the M. Phil course.

8. Stipends/Scholarships:

The University may institute stipends/scholarships for M. Phil students in suitable cases.

9. Duration:

The duration of the M.Phil programme shall be two semesters (one academic year). The M.Phil Committee administering the programme may permit a student to submit the dissertation within the period of not more than one subsequent semester or such extended period, not exceeding one month, as the Vice-Chancellor may permit.

10. Attendance:

The M. Phil students shall be required to attend at least 60% of the courses including tutorials offered by the department/centre concerned. Unsatisfactory performance at the tutorials, seminars, etc. shall also disqualify a student from further studies and the M.Phil Committee concerned may recommend the removal of such student from the M.Phil rolls.

11. Contents:

(i) One half of the M. Phil programme shall be devoted to lectures, tutorials and seminars, the other half to dissertation based on project work or design work. Each student shall attend at least four seminars and

give at least one seminar during the programme.

(ii) The number of lectures/seminars per course shall not be less than 25 and the same for the whole programme shall be at least 100.

12. The marks/credit value of the entire course shall be distributed as follows :—

Four course papers 4 x 10%	= 40%
Seminar performance	= 10%
Dissertation	= 40%
Comprehensive viva-voce	= 10%
Total	= 100%

The final award shall be made taking 500 as total marks.

Explanation — If evaluation is done for a total of 500 marks the distribution shall be as follows :

Four course papers 4 X 50	= 200
Seminar performance	= 50
Dissertation	= 200
Comprehensive Viva-voce	= 50
Total	= 500

13. Evaluation:

1) Course work and performance of the Seminar shall be evaluated as a continuous process. There shall be a written Test for each course paper. The questions shall be set by the Course-in-charge and the answer scripts shall be evaluated by him. The seminar performance will be evaluated by the M. Phil Committee. Not less than five members of the M. Phil Committee shall remain present at the time of evaluation. Each student shall be assigned a project design work shall be evaluated by the supervisor and an external expert. There shall be a comprehensive viva-voce test conducted by the M. Phil Committee after the receipts of the examiners' report on the dissertation. The candidate must secure a minimum of 50 per cent of marks in each course papers, Seminar performance, dissertation and comprehensive viva-voce examination separately for being eligible for admission to the M. Phil Degree in grade "B",

(a) A candidate failing to secure 50% marks on average in the course paper(s) shall be given only one chance to appear in the course paper(s) in the immediately following examinations.

(b) A candidate failing to secure 50% marks in the comprehensive viva-voce examination shall be required to appear again in the said examination on a date to be fixed by the M. Phil. committee which shall not be later than 6 months from the date of previous comprehensive viva-voce examination.

2) There shall be following gradation in M.Phil degree :

(a) Students obtaining 75% of the total marks and above will be awarded grade "A".

(b) Students obtaining 65% of the total marks but below 75% will be awarded grade "A".

(c) Students obtaining 55% of the total marks but below 65% will be awarded grade "B".

(d) Students obtaining 50% of the total marks but below 55% will be awarded grade "B".

3) The candidate for M. Phil Degree shall submit three type written or printed copies of his dissertation work.

The examiner shall be required to submit the report along with the marks on dissertation within 30 days from the date of receipt of the dissertation . In case of non receipt of the report of the external examiner within the stipulated period, another examiner may be appointed.

14. Academic Staff:

For the introduction of the M. Phil Programme, a Department or Centre shall have at least six teachers. The University may also arrange to run M. Phil course on an inter- departmental basis or in co-operation with other Universities/ Industries and other research organisation(s).

Note:— Before introduction of the M. Phil course in any Department/Centre, the Departmental Committee shall send the names of teachers participating in the M. Phil programme along with their research qualifications and publications to the Faculty Council concerned for approval.

15. Number of teaching Course:

A teacher shall ordinarily give not more than one teaching course per semester in the M.Phil programme and supervise the dissertation of not more than two students.

16. Academic organisation:

(1) The M. Phil programme shall be administered by a Department/ Centre through its M. Phil Committee. The Dean of the concerned Faculty Council and the Head of the concerned Department shall act as Chairman and Vice-Chairman of the Committee respectively. The Head of the Department shall also be the Convener of the respective M. Phil Committee.

(2) Before the final announcement of the results, an Examination Review Board under the Chairmanship of the Dean of the concerned Faculty Council for post-graduate studies shall go through the results, analyse them and recommend to the Vice-Chancellor appropriate remedial or corrective measures. The Examination Review Board will consist of the members of the M. Phil. Committee along with the Dean as its Chairman. The Chairman of the Board shall act as the Convener.

17. M. Phil Committee:

The M. Phil Committee shall consist of—

(a) all teachers of the department/centre/constituent college who are taking part in M. Phil programme for the subject concerned, and

(b) not more than two experts from allied departments/centers, co-opted by the M. Phil, committee.

18. The M. Phil Committee shall —

(a) make recommendation for admission to the M. Phil programme including the number of candidates to be admitted in each session and assign supervisor(s) to give guidance in the selection of topic for dissertation based on project/design work;

(b) make and amend from time to time the syllabus for the course including the system of evaluation;

(c) assign these courses to the concerned teachers of the departments/centers;

(d) organise seminars, tutorials etc;

(e) make arrangements for evaluating performances of the M. Phil students at the seminars;

(f) recommend names of examiners for M. Phil dissertations;

(g) recommend to the Faculty Council concerned the award or otherwise of the degree to the students on the basis on assessment; and

(h) review the working of the programme from time to time.

18 A. Condition of Pursuing full time course:

No M. Phil student shall be allowed to pursue any full time course till the submission of the dissertation.

19. In any case not covered by these ordinances or in the case of any difficulty, the Vice-Chancellor shall have the power to issue necessary directions, subject to the provisions of the Act and the Statutes.

(This came into force w. e. f. 17. 8. 99 read with amendments effective from 21. 9. 92 and 18.9.2000).

Ordinances relating to the Degree of Doctor of Literature (D.Litt) and Doctor of Science (D.Sc.)

1. Short title and Commencement:

- 1) These ordinance may be called the University ordinances relating to the Degree of Doctor of Literature (D.Litt.) and Doctor of Science (D.Sc.).
- 2) They shall come into force at once.

2. Interpretation:

Unless the context otherwise requires, the words and expressions used in these Ordinances shall be interpreted to have the same meaning as they have in the North Bengal University Act. 1981 (West Bengal Act XXV of 1981).

3. Eligibility:

The following persons are eligible to apply for registration for the Degree of Doctor of Literature (D.Litt.) and Doctor of Science (D.Sc.). :

- a) the holder of a Ph.D. Degree of this University or its equivalent degree of not less than five years' standing;
- b) the holder of a Master's degree of this University or its equivalent degree of not less than eight years' standing;
- c) persons having a Doctorate Degree or Master Degree working in any recognised Institution having academic interaction with the University of North Bengal and within the territorial jurisdiction of the University of North Bengal are also eligible for registration for D.Sc. or D.Litt Degree.

4. Residence requirement:

The major part of the research works of the candidate shall have to be pursued in a department/institute maintained by or affiliated to this University, or in a recognised research institution within the territorial jurisdiction of this University, provided that in exceptional cases, the Executive Council may relax the operation of the Ordinance if the candidate pursues independent research work residing within the territorial jurisdiction of this University.

5. Application for Registration:

- (1) An application for permission for registration shall be made in the prescribed form (A) to the Registrar.
- (2) No application for permission for registration shall be entertained unless 2 (two) members of the concerned Faculty in the subject area have testified to the satisfaction of the Executive Council that the candidate has acquired sufficient standing in the academic world as would entitle him to registration for the Degree.
- (3) A candidate, after being permitted by the Executive Council shall forward with his application in Form (B) five copies of any original contributions to the advancement of knowledge of any special branch which may have been published by him independently or jointly and upon which he relies in support of his candidature.

6. Executive Council to grant registration:

An application for registration of a candidate for the Degree for D.Litt. or D.Sc. shall be placed before the concerned Doctorate Committee consisting of the Vice-Chancellor, the Dean of the respective Faculty, all the professors of the Department, Head of the Department concerned and one expert to be nominated by the Vice-Chancellor, and the Executive Council shall grant registration on the recommendation of the Doctorate

Committee:

Provided that in the case of a subject or group of subjects for which no committee is constituted, the application for registration shall be placed before a committee constituted by the Executive Council for consideration and decision.

7. Registration fees, validity of registration and re-registration and cancellation of registration:

1. A non-refundable fee of Rs. 100/- or any amount as may be prescribed by the Executive Council from time to time shall be payable by each candidate on his being granted permission for registration for the purpose of enrolment in the register of candidate for D.Litt. Degree and D.Sc. Degree.

2. The registration granted to a candidate shall remain valid for a period of 5(five) years from the date of registration during which period the candidate shall have to submit his thesis :

Provided that if a registered candidate fails to submit his thesis within the stipulated period, his registration shall be treated as lapsed, but the candidate may apply in the prescribed form for revival of his registration on, payment of a further fee of Rs. 100/- or any amount as may be prescribed by the Executive Council from time to time within three months from the date of such lapse.

8. Submission of thesis:

A candidate registered for the D.Litt. Degree or D.Sc. Degree may submit his thesis, ordinarily not earlier than 2(two) years from the date of such registration.

9. Research work to be independent:

A candidate registered for D.Litt. Degree or D.Sc. Degree shall do his research work independently, that is, without being attached to a supervisor.

10. Evidence of originality of work:

A candidate for D.Litt. Degree or D.Sc. Degree shall in his thesis give evidence of originality of his own work, whether based on the discovery of new facts observed by himself or of new relations or facts observed by others, whether constituting an exhaustive study and criticism of the published works of others, whether making a valuable original contribution to the subject dealt with or tending generally to the advancement of knowledge.

A candidate shall in the 'preface' or 'Foreward' of the thesis and specially in the notes, indicate the sources from which the details of his information are taken, the extent to which he availed himself of the work of others and the portion of the thesis which he claims as original. He shall further state whether his research has been conducted independently and in what respect his investigations appear to him to tend to the advancement of knowledge.

Provided that a candidate, whose research for D.Litt. degree or D.Sc. degree is in continuation of his research for Ph.D. Degree, shall indicate categorically in the 'Preface' or 'Foreward' of the thesis submitted for D.Litt. degree or D.Sc. degree the portion covered in his Ph.D. thesis and the new portion in-corporated in the D.Litt./D.Sc. thesis embodying the result of higher research leading to advancement of knowledge.

11. Submission of copies of thesis:

A candidate registered for D.Sc./D.Litt. should submit 4(four) copies of his thesis and the same number of synopsis along with an examination fee of Rs. 500/- or any amount as may be determined by Executive Council from time to time.

12. Constitution of board of Examiners:

(1) A Board of Examiners consisting of three experts shall be constituted by the Executive Council from the panels recommended by the Doctorate Committee and shall normally include two experts from outside

the country.

(2) A thesis for D.Litt. Degree or D.Sc. Degree shall be referred for adjudication to the Board of Examiners so constituted.

(3) The examiners shall be requested to state reasons in support of their opinion in accepting/rejecting or suggesting modification of the thesis.

(4) The University will confer the degree upon a candidate if all the three examiners are of the opinion that the candidate is worthy of receiving the degree.

13. Ph.D. in lieu of D.Sc. or D.Litt.:

It shall be open to the examiners to recommend that a candidate may be awarded the Ph.D. Degree instead of D.Sc. or D.Litt. degree for which he applied. In such a case, the candidate will be asked if he is willing to be considered for the Ph.D. degree. If the candidate is willing, he shall have to appear at the viva-voce Examination before two examiners appointed for that purpose by the Vice-Chancellor. If the examiners of the viva-voce Examination are of the opinion that the candidate is worthy of the Ph.D. degree the University shall confer the degree upon him.

14. Revision of thesis:

If one of the examiners suggests a revision of the thesis while others recommend it, the candidate may be given the option of replying to the comments of the examiners (made available to him without disclosing the identity of the examiners). The clarification along with the reports of all the examiners may be sent to all the examiners for their fresh opinion. If the examiners still differ in their opinion, the thesis may be resubmitted not earlier than six months.

A fee of Rs. 300/- or any amount as may be determined by the Executive Council from time to time shall be paid by the candidate at the time of resubmission. A thesis may be resubmitted only once.

15. Honorarium:

Each member of the board of examiners will be paid an honorarium of Rs. 300/- or as may be determined by the Executive Council from time to time, an examiner conducting viva-voce Examination will be paid a honorarium of Rs. 80/- or any amount as may be determined by the Executive Council from time to time.

16. Return of thesis and Preservation:

(1) A member of the board of Examiners shall be required to return the thesis along with his evaluation report.

(2) The copies of the thesis when received back from the examiners, shall be preserved at the University Library after the degree is awarded.

[This came into force w.e.f. 17.8.89]

Ordinances relating to the M.A./M.Sc./M.Com. Courses

1. Eligibility for admission :

(1) A candidate shall be eligible for admission—

To the M.A./M.Sc./M.Com. Courses, if he/she passed the B.A./B.Sc./B.Com. examination with Honours of this University or of any other University whose degrees have been recognised by this University as equivalent in the subject concerned;

Provided that in all such cases admission shall be subject to the conditions and procedures to be laid down by the concerned Faculty Council for Post-graduate studies and other appropriate authority/authorities.

2. Disciplines of Master's Degree :

Candidates may seek admission to programme of studies leading to the M.A./M.Sc./M.Com. Degree in any of the following disciplines:-

Faculty Council for Post-graduate Studies in Arts, Commerce and Law-

English, Bengali, History, Economics, Political Science, Philosophy, Nepali, Hindi, Sociology, Commerce and Strategic and Area Studies and in such other disciplines as may be decided by the Executive Council on the recommendation of the Faculty Council for post graduate studies.

Faculty council for Post-graduate Studies in Science:

Physics, Chemistry, Mathematic, Geography and Applied Geography, Zoology, Botany, Biotechnology, Microbiology, Anthropology, Computer Science and such other disciplines as may be decided by the Executive Council on the recommendation of the Faculty Council for Post-graduate Studies concerned.

Provided that separate mark sheets, diploma, merit list and award list shall be issued for the candidates who pass the M.Sc. examination in Zoology and Botany from the Darjeeling Government College bearing the name of the College”;

3. Duration of the Course:

(1) M.A./M.Sc./M.Com. course-

(i) The curricular work leading to the award of M.A./M.Sc./M.Com. Degree shall be spread over four semesters in two years with one term-end Examination at the end of each semester.

(ii) The 2nd to 4th Semester classes will begin within 7 days after the completion of the previous Semester Examinations.

(iii) A student, who earns at least Grade D i.e. less than 40% but not less than 30% in a semester examination, will be allowed to continue in the immediate next semester.

(iv) If a student earns less than Grade D in a Semester examination (semester 1st to 3rd), he/she will be deemed to have failed in that Semester examination. The promotional status of the candidate will be shown at 'F' meaning that the candidate has failed in the semester and is ineligible for promotion to the immediate next higher semester and he may apply for readmission to the same semester next year and the chance of re-admission will be restricted to two consecutive times only.

(v) The back papers of a semester will have to be cleared in the examination of the same semester of the next academic session. The candidate will have two such additional chances to clear the back papers in the next two consecutive academic session in the examinations of the particular semester. The candidate is not required to attend the classes corresponding to back papers.

(vi) A student who earns Grade-C (40% to less than 50%) or above in all papers in the semester, the promotional status of the student will be shown as Q.

Note – 'Q' means qualified.

(vii) For a student who fails to earn Grade-C in all papers of a semester but is promoted to the next semester by virtue of earning overall at least Grade-D, it would be necessary that the total back

papers carried by the student at any stage does not exceed two. If the total accumulated back papers of a student exceed two at any stage, he will not be permitted to the next semester till his accumulated back paper become two or less, such student will get maximum two consecutive chances to clear those papers. The promotional status of the candidate will be shown as QBn (n after QB denotes the semester number of the back paper concerned) meaning the candidate is eligible for provisional promotion to the next immediate semester with a precondition that the backlog have to be cleared in the subsequent two semesters.

- (viii) In order to complete, the M.A./M.Sc./M.Com. Course a student will have to utilize all the allowed chances within four years or four consecutive academic sessions from the date of the first admission. A student, who fails to clear all the papers of the M.A./M.Sc./M.Com. course within the allowed chances, will not be permitted to pursue the course and will be declared to have failed.
- (ix) A candidate who remains absent in any paper will accumulate Grade-F in that paper and will be awarded Zero in that paper”.

Note: The back paper means those papers in which a candidate secured less than 40% marks in that paper.

(3) for Ordinance 4, substitute the following Ordinance:-

“4. Requirement of marks for regular candidates:

(a) The total marks for the M.A./M.Sc./M.Com. Examination as a whole in a subject shall be 1600 (400 marks in each semester) with 25% marks for continuing evaluation in the forms of (i) Term paper (ii) Reviews, (iii) Seminars, (iv) Group Discussions, (v) Comprehensive Viva-voce, (vi) Small research project, (vii) Tutorials / Class test, (viii) Design and / or Fabrication of instrument, (ix) Development of Methodology, (x) Case studies, (xi) Institutional / field including and studies and any other form as may be recommended by the Faculty Council concerned. The exact forms, content and modalities shall be decided by the respective Boards of studies and approved of by the Faculty Council concerned subject to the provision of the Act, statutes and regulations.

(b) A candidate, in order to be eligible for award of the M.A./M.Sc./M.Com. degree shall have to obtain a minimum of 40% marks or Grade C in the aggregate of his performance in the 1st, 2nd, 3rd and 4th Semesters examinations taken together. A candidate shall have to obtain a minimum of 40% marks (Grade C) in the practical examinations (of such subjects as have practical examination), in the theoretical examination and in continuing evaluation separately.

(c) The performance of a student in a semester will be evaluated in terms of grades. The equivalence between Grade and percentage of Marks shall be as follows:

Percentage of Marks	Grade
90% and above	O
80% to less than 90%	E
70% to less than 80%	A+
60% to less than 70%	A
55% to less than 60%	B+
50% to less than 55%	B
40% to less than 50%	C
30% to less than 40%	D
Less than 30%	F

A candidate shall have to secure at least 40% marks (Grade C) in the M.A./M.Sc./M.Com., 1st, 2nd, 3rd and 4th semesters examinations taken together in order to be placed in the Second Class and at least 60% (Grade A) marks in order to be, placed in the First Class.

If a candidate, placed in the second class, obtains 55% or more marks (Grade B+), he/she shall be declared to have passed in Class obtains 70% (Grade A+) or more, he/she shall be declared to have passed in that class with distinction”;

(4) For Ordinance 5, substitute the following Ordinance:-

“5. Evaluation:

1) The system of evaluation shall be based on (a) written examination, (b) continuing evaluation; and (c) practical examination wherever applicable.

For the purpose of continuing evaluation, the assignments with 25% of the total marks (unless otherwise prescribed by the Faculty Council) shall be the following:-

- (1) Seminar;
- (2) Group discussion;
- (3) Tutorials/ Class test;
- (4) Term paper;
- (5) Review work;
- (6) Small Research Project;
- (7) Design and/or Fabrication of instrument;
- (8) Development of methodology;
- (9) Case study;
- (10) Comprehensive viva-voce;
- (11) Institutional/field training and studies;

The assignments as mentioned above except the comprehensive viva-voce, shall have to be completed before the written examinations. The respective Boards of Studies shall select at least two assignments from amongst the list of items given above.

(a) In case of Term papers, Reviews, Project Reports and other assignments referred to in Sl.Nos. 4,5,6,7,8,9,11 the responsibility of assignments shall ordinarily be given to one of the teachers but assessment shall be made by the Board consisting of at least two teachers including the supervisor from within the department or from the allied departments of this University or other University/Institution, possessing knowledge of the field concerned.

(b) In case of seminars and group discussions, a board or examiners consisting of not less than two teachers of the department and/or allied departments of this University, shall be responsible for assessment.

(c) In case of comprehensive viva-voce, the teachers of the department, and ordinarily one expert recommended by the Board of Studies shall constitute the Board.

(d) Two copies of seminar paper/term paper shall have to be submitted by a student at the time of presentation.

Similar copies of term paper, research report and similar assignments shall be submitted ordinarily one week before the commencement of the Seminar/Project evaluation. Failure to comply with the date of submission shall be treated as absence in that examination.

(e) The marks obtained in the Term paper, Seminar paper, Group discussion, Research report and similar assignments shall be separately indicated in the mark sheet alongwith the marks obtained in the written and practical examination.

(f) Respective Post-graduate Board of Studies shall decide evaluation systems for tutorials/Class tests.

(2) Written Examination:

a) The total marks for each test shall be divided into equally balanced courses.

b) The questions for each course shall ordinarily be divided into three types:

- (i) Essay/long answer type/critical question types;
- (ii) Short answer type/problem oriented questions/explanations;
- (iii) Objective/multiple-choice type.

c) (a) In M.A./M.Sc./M.Com. Examinations, the scripts of the theoretical papers/groups/courses shall be examined by a single internal examiner. Practical papers/groups/courses shall be examined by at least two examiners ordinarily one of them may be external.

(b) Candidate may apply for post-publication reassessment of all the papers (theoretical only) of each semester on payment of fees to be prescribed by regulations within ten days from the date of dispatch of marks sheets from the office of the Controller of Examinations.

Ordinarily External experts to be recommended by the respective Board of post-graduate studies shall do the post-publication reassessment.

(c) All answer scripts of the theoretical papers/groups/courses shall be coded before evaluation.

d) The Board of Studies shall recommend a panel of names to act as paper-setters, examiners and moderators for written and practical examinations/project work and examiners for post-publication reassessment. In addition, the Board shall recommend one or more teachers from the Department to act as scrutinizer(s).

e) The Board of moderators, to be constituted for each semester, shall moderate the questions set by the paper-setters in order to ensure that the questions are in conformity with the stipulations mentioned in this Ordinance and that the students are required to answer questions of all types. Topics on which questions were set last year may also be considered for setting the question paper for the current year. The Board of moderators shall consist of the following members:-

(i) Head of the concerned Department (Chairman);

(ii) Two external experts, for each Board;

(iii) Two teachers of the concerned department of the University to be recommended by the Board of Post-graduate Studies.

Three members shall form the quorum.

If the Board of moderators feels that the questions have not covered the syllabus, the board may set questions from those parts that have not been covered.

(5) For Ordinance 6, substitute the following Ordinance:-

“6. Publication of results:

The final results shall be considered by the respective Post-graduate Board of Studies before its publication.

On receipt of intimation from the Controller of Examinations about readiness of the Post-graduate results, the Secretary of the respective Councils of Post-Graduate Studies shall convene a meeting of the respective Post-Graduate Studies shall convene a meeting of the respective Post-Graduate Board of Studies for pre-publication consideration of the respective Post-graduate results.

The Controller of Examinations shall arrange to deliver the relevant papers related to the result in a sealed cover to the Chairman of the respective Post-Graduate Board of Studies.

The Post-Graduate Board of Studies shall:-

(i) Look after the timely publication of results, probe into the reasons for delay in the publication of results, if any, and suggest appropriate remedial measures thereof;

(ii) Review the results and suggest remedial measures for maintaining uniform scale as far as practicable in the assessment of different papers;

(iii) Consider report from the pre-publication scrutinizer;

(6) For Ordinance 7, substitute the following Ordinance:-

7. Direction by Vice-Chancellor-

In any case not covered by these Ordinance or in case of any difficulty whatsoever in respect of M.A./M.Sc./M.Com. courses/examinations, the Vice-Chancellor shall have the power to give necessary directions, subject to the provisions of the North Bengal University Act, 1981 [West Ben. Act XXV of 1981] and the Statutes and the Ordinances made there under”.

Ordinances relating to the Master of Laws (LL.M.) Course

1. Eligibility :

A candidate shall be eligible for admission if he has passed the Bachelor of Laws (LL.B.) (3 Years), Bachelore of Law (LL. B)(5 Years) integrated Course or Bachelore of Law (LL. B) (Hons)(5 Years); integrated Course examination of this University or any other University with not less than 50 percent marks and whose degree has been recognised by this university as equivalent:

Provided that in all such cases admission shall be subject to the conditions and the procedure to be laid down by the concerned faculty Council for Post-Graduate studies.

2. Duration of the Course :

(a) The curricular work leading to the award of Master's Degree shall be spread over four semester in two years with an examinations at the end of each semester.

(b) A student shall not be allowed to enrol for the next semester examination unless he has passed the preceding semester examination and has, thereafter, completed a regular course of study for one semester. provisional admission into the next semester after completion of the preceding semester examination shall be allowed.

(c) A student shall not get more than three chances (one regular and one additional chances) in consecutive semester to pass the a partucular semester. if a candidate, even after availing of the three chances, is unsuccessful in passing the examination of that semester, he may have to get admitted in first semester class as a regular student.

3. Requirement of marks for regular candidates :

(a) The total marks for the master of laws (LL.M.) examination shall be determined by the concerned Faculty Council for post-graduate studies on the recommendation of the Board of post-graduate studies in law.

(b) A candidate, in order to be eligible for award of the LL.M. degree, shall have to obtain a minimum of 50 percent marks in the aggregate of each of the semester examinations, provided he obtains a minimum of 45 percent marks in each paper of the semester examinations separately.

(c) A candidate shall have to secure in the aggregate of first, second, third and fourth semester examinations taken together at least 50 percent marks in order to be placed in the Second Class, and at least 60 percent marks in order to be placed in the First Class, provided he secures at least 50 percent marks in each semester examination.

4. Evaluation :

The system of evaluation shall be based on (a) Continuing evaluation, (b) Dissertation and (c) Written examination.

A) Continuing evaluation :

For the purpose of continuing evaluation, the assignment with 25 percent of the total marks (unless otherwise prescribed by the concerned Faculty Council for postgraduate studies) shall be as follows:—

- 1) Seminar
- 2) group Discussion
- 3) tutorials/class test;
- 4) term paper
- 5) review work
- 6) small Research Project
- 7) development of Methodology
- 8) case study
- 9) comprehensive viva-voce
- 10) any other form as may be approved by the concerned Faculty Council for postgraduate studies.

B) Dissertation :

i) Three copies of dissertation are to be submitted to the Head of the Department before the commencement of the written examinations of the Fourth Semester of LL.M. who shall forward the same to the Controller of Examinations with the name of the external experts for evaluation.

ii) The dissertation shall be evaluated by the Supervisor and one external expert whose name shall be recommended by the Board of studies attached to the concerned Faculty Council for Post-graduate studies and the Supervisors.

iii) There shall be viva-voce conducted by a Committee consisting of all the teachers of the Department and one external expert. 50 per cent of the members will form the quorum.

C) Written examination :

i) The total marks for each test shall be divided into equally balanced courses.

ii) First, second and third semester examinations scripts shall be examined by a teacher of the Department.

iii) An examinee may opt for re-assessment in one or more papers of his choice, subject to a ceiling of 50 per cent of the total number of papers/groups on payment of such fee as may be prescribed.

iv) The scripts of the theory papers of Semester IV examination shall be examined by the teachers of the Department. The evaluation of dissertations jointly by the external experts or the external examiners as the case may be and teachers of the Department and the proportion of which shall be decided by the Board of Post Graduate Studies in Law.

v) After the final announcement of the results, a Review Committee/Board consisting of the Dean of the concerned Faculty Council for postgraduate studies, Chairman of the Board of studies attached to the concerned Faculty Council for postgraduate studies in law and three other members to be nominated by the concerned Faculty Council for post graduate studies shall go through the results, analyse and suggest appropriate remedial or corrective measures, if any. The meeting shall be considered mandatory. The Head of the Department/Chairman of the Board of Studies attached to the concerned Faculty Council for Postgraduate Studies shall act as Convener.

vi) The Board of studies attached to the concerned Faculty Council for postgraduate studies shall recommend panels of names to act as a paper-setters, examiners (including examiners for re-assessment), moderators and scrutineers for the written examinations and dissertation in addition, the Board shall recommend a panel of teacher of other departments to act as Post-Publication Scrutineer. The Faculty Council shall give necessary guidelines for re-assessment and post-publication scrutiny of answer scripts.

vii) The paper-setter for any paper who shall normally be one of the teachers teaching the course, shall submit a large number of questions, approximately two or three times the questions to be set in the paper.

viii) The question papers shall be moderated by a Board consisting of (a) the head of the Department, (b) one teacher of the Department to be recommended by the Board of Studies attached to the concerned Faculty Council for post-graduate studies and (c) two external experts. Three members shall form a quorum. The tenure of the Board shall be one academic session.

5. The final results shall be tabulated and shall be considered by the concerned Faculty Council for Post-graduate Studies before publication on the authority of the Faculty Council.

6. Courses of study and framing of syllabi :

The courses of studies and the syllabi shall be framed by the concerned Faculty Council for Postgraduate Studies on the recommendation of the Board of studies attached to the Faculty Council for Postgraduate Studies in law.

7. External Candidate :

There shall be public examination for external candidates :

(A) Eligibility :

A candidate shall be eligible for admission to the LL.M. Examination as an external candidate if he/she has passed the Bachelor of Laws (LL.B.) examination of this University or any other University whose

degree has been recognised by this University as equivalent.

(B) Duration of the course :

(i) The curricular work leading to the award of the degree of Master of Laws (LL.M.) for the external candidates shall be spread over three years. There shall be annual examination at the end of Part-I (first year) and Part-II (second year) Part-III (third year) shall be devoted to dissertation. The candidate shall be required to submit the dissertation at the end of Part-III.

(ii) A student shall not be allowed to enrol for the Part-II examination unless he has passed the LL.M. Part-I examination.

(iii) A student shall not get more than three chances in consecutive years to pass Part-I and Part-II examinations separately.

If a candidate, even after availing of these three chances, is unsuccessful in passing the LL.M. Part-II examination, he shall be required to get himself enrolled for the part-I examination again.

(iv) A candidate failing to secure 45% marks in the dissertation shall be required to resubmit the same. He will get three chances in three consecutive years for qualifying in the dissertation.

(C) Requirement of marks :

As prescribed in Ordinance 175.

(D) Evaluation :

The system of evaluation shall be based on (i) Written examination, (ii) Special assignments in the form of Term Paper, Case Study and Review, and (iii) Dissertation.

i) Written examination :

As prescribed in clause (c) of Ordinance 176.

ii) Evaluation of special assignments :

There shall be special assignments with 15 per cent of the total marks as may be prescribed by the concerned Faculty Council for Post Graduate Studies on recommendation of the Board of Studies attached to the Faculty Council for Postgraduate Studies in law. These assignments, except the comprehensive viva, shall have to be completed before the written examinations.

iii) Dissertation :

a) It shall be compulsory for each external candidate to attend the workshop organised by the Department of Law at the beginning of Part-III.

b) The student must submit to the Head of the Department a full-fledged synopsis applying the knowledge of research techniques acquired in the workshop.

c) A Committee of at least six teachers should hold discussion and also invite the student for discussion. If the Committee wishes the student to modify the formulation, it may meet again and finally approve the modified version. The purpose will be to benefit the student from the exchange of views, as he would be exposed to get diversity of standpoints and support from the teachers with different specialisations and teaching assignments.

Three copies of the dissertation shall be submitted by the candidate at the end of part-III and the Head of the Department shall forward the same to the Controller of Examinations.

d) The dissertation shall be evaluated by one external expert and the supervisor. The Board of Studies attached to the Faculty Council for Post-Graduate Studies in law shall recommend the panel of external experts.

e) There shall be comprehensive viva-voce conducted by the teachers of the Department. 50 per cent of the members shall make the quorum. A Candidate failing to secure 50 per cent marks in the comprehensive viva voce will be required to appear again in the said examination.

8. In any case not covered by these Ordinances, or in the case of any difficulty whatsoever, the Vice-Chancellor shall give necessary directions, subject to the provisions of the Act, the Statutes and the Ordinances.

Ordinances Relating to Bachelor of Library and Information Science Course

1. Eligibility for admission:

A candidate shall be eligible for admission to the BLIS Course, if he/she has passed the Bachelor Degree (10+2+3) examination of this University or of any other University whose degrees have been recognized by this University as equivalent in the subject concerned;

Provided that in all such cases admission shall be subject to the conditions and procedures to be laid down by the Faculty Council for Post-graduate studies concerned and other appropriate authority / authorities.

2. Duration of the Courses:

- a. The curricular work leading to the award of BLIS Degree shall be spread over two semesters in one year, with one term-end Examination at the end of each semester.

3. Curricular Work, Evaluation and Examination shall be prescribed by regulation.

4. Publication of results:

The final results shall be considered by the respective P.G. Board of Studies before its publication.

On receipt of intimation from the Controller of Examinations about readiness of the Post – Graduate results, the Secretary of the respective Councils of Post-Graduate Studies shall convene a meeting of the respective P.G. Board of Studies for Pre-publication consideration of the respective Post-Graduate results.

The Controller of Examinations shall arrange to deliver the relevant papers related to the result in a sealed cover to the Chairman of the respective P.G. Board of studies.

The P.G. Board of Studies shall:-

- (i) Look after the timely publication of results, probe into the reasons for delay in the publication of results, if any, and suggest appropriate remedial measures thereof;
- (ii) Review the results and suggest remedial measures for maintaining uniform scale as far as practicable in the assessment of different papers;
- (iii) Consider report from the Pre-publication Scrutinizer.

5. Direction by Vice – Chancellor:

In any case not covered by these Ordinances or in case of any difficulty whatsoever in respect of BLIS Course / examination, the Vice – Chancellor shall have the power to give necessary directions, subject to the provisions of the North Bengal University Act, 1981 [West Ben. Act XXV of 1981] and the Statutes and the Ordinances made there under.

Ordinances relating to the Master of Library and Information Science Course

1. Eligibility for admission:

A candidate shall be eligible for admission to the MLIS Course, if he/she has passed the BLIS examination of this University or of any other University whose degrees have been recognized by this University as equivalent in the subject concerned;

Provided that in all such cases admission shall be subject to the conditions and procedures to be laid down by the Faculty Council for Post-graduate studies concerned and other appropriate authority / authorities.

2. Duration of the Courses:

- a. The curricular work leading to the award of MLIS Degree shall be spread over four semesters in two years, with one term-end Examination at the end of each semester.

3. Curricular Work, Evaluation and Examination shall be prescribed by regulation.

4. Publication of results:

The final results shall be considered by the respective P.G. Board of Studies before its publication.

On receipt of intimation from the Controller of Examinations about readiness of the Post – Graduate results, the Secretary of the respective Councils of Post-Graduate Studies shall convene a meeting of the respective P.G. Board of Studies for Pre-publication consideration of the respective Post-Graduate results.

The Controller of Examinations shall arrange to deliver the relevant papers related to the result in a sealed cover to the Chairman of the respective P.G. Board of studies.

The P.G. Board of Studies shall:-

- (i) Look after the timely publication of results, probe into the reasons for delay in the publication of results, if any, and suggest appropriate remedial measures thereof;
- (ii) Review the results and suggest remedial measures for maintaining uniform scale as far as practicable in the assessment of different papers;
- (iii) Consider report from the Pre-publication Scrutinizer.

5. Direction by Vice – Chancellor:

In any case not covered by these Ordinances or in case of any difficulty whatsoever in respect of MLIS Course / examination, the Vice – Chancellor shall have the power to give necessary directions, subject to the provisions of the North Bengal University Act, 1981 [West Ben. Act XXV of 1981] and the Statutes and the Ordinances made there under.

Ordinances Relating to Doctor of Philosophy (Ph.D.)*

1. These Ordinances shall be called the Ordinances relating to Doctor of Philosophy (Ph.D.) in the Faculty of Arts, Commerce & Law, and of Science and of Technology.

2. Unless the context otherwise requires, the words and expressions in these Ordinances shall have the same meaning as they have in the North Bengal University Act 1981, as well as in the Statutes or Regulations or Rules made under the said Act.

3. Eligibility:

Any Master of Arts, Commerce, Law, Science, Engineering, Technology, Pharmacy or any other discipline of the University of North Bengal or of any other University whose degree has been recognized by this University on the basis of the list prepared by the Equivalence Committee of the University from time to time are eligible to apply for the Ph.D. programme in the subject in which he has obtained a Master's degree or in an allied subject (to be determined by the Equivalence Committee).

Foreign students will be required to produce clearance from the Government of India and / or other appropriate authorities. Admission into Ph.D. programme may be allowed only to such foreign nationals who have obtained an appropriate research visa.

4. Admission:

(a) The University shall issue an announcement in major national dailies and on the University web-site regarding the Entrance Test to be conducted for admission to the Ph.D. programme, indicating the number of Ph.D. students to be admitted under particular disciplines.

(b) Each candidate who has qualified in the Entrance Test shall be required to appear before a Selection Board for the subject concerned, where he will be asked questions relating to his research interests/area. Candidates who have already obtained an M.Phil. degree or who have duly qualified in the NET/SET/GATE/CSIR (JRF) or any other equivalent examination/fellowship or who hold Teacher Fellowships shall not be required to appear in the Entrance Test and shall appear directly before the Selection Board for the discipline concerned.

(c) After a candidate has been selected for the Ph.D. programme by the Selection Board, the Departmental Committee for the concerned subject shall assign him a Supervisor, depending on his stated area of research interest.

(d) The candidate shall then get himself admitted into the Ph.D. programme of the University by submitting the requisite fees determined by the appropriate authority, along with two copies of passport-size photographs.

(e) After taking admission into the Ph.D. programme, each candidate shall undertake course-work to be prescribed by the respective Faculty Councils on the recommendations of the Board of Research Studies concerned, for a minimum period of one semester of six months duration. If deemed necessary, part of this course-work may be conducted in sister Department(s) / Institution / Centre (as approved by the Departmental Committee). However, candidates who have already obtained an M.Phil. degree shall not be required to undertake this course-work.

(f) This details of the course-work to be undertaken will be as per the Regulations relating to Doctor of Philosophy (Ph.D.) approved in the Faculty of Arts, Commerce and Law, and of Science and of Technology.

(g) While granting admission to a Ph.D. student, the Department concerned shall pay due attention to the National / State-level reservation policy.

(h) Candidates who either already hold an M.Phil. degree or who have duly cleared and passed in the course-work as per UGC Guidelines may apply directly for registration under the Ph.D. programme of this University, subject to availability of seats.

5. **Research Requirements:**
The Major part of the research work of a Research Scholar shall be pursued in a Department located on the University Campus or in a recognized Department or Institute maintained by or affiliated to this University or in a recognized Research Institution or College or Department located within the territorial jurisdiction of this University. In exceptional cases, permission may be granted to a Research Scholar to work outside the territorial jurisdiction of the University by the Executive Council on the recommendation of the concerned Board of Research Studies.
6. **Eligibility for Ph.D. Supervision:**
Research work for the Ph.D. degree shall normally be carried out under the guidance of a Supervisor. The following persons are eligible to act as Supervisor:-
- (i) a teacher of the University of North Bengal having either a Doctorate degree or published research papers in standard (refereed or abstracted) research journals,
 - (ii) a teacher of a College affiliated to the University of North Bengal, having a Doctorate degree or published research papers in standard (refereed or abstracted) research journals.
 - (iii) A person having a Doctorate degree or published research papers in standard (refereed or abstracted) research journals, working in a research organization or in any Institute within the jurisdiction of the University of North Bengal whose competence for undertaking Ph.D. level research is recognized by the Faculty Council for Post Graduate Studies concerned.
 - (iv) a candidate may be permitted to work under a Co-Supervisor in addition to the Principal Supervisor. Such a Co-Supervisor may either be from this University or from another University in India or any other country or Institute or Organisation, who fulfils the basic academic requirements noted above, provided the nature of the research project or scheme to be undertaken justifies such an arrangement in the judgment of the concerned Board of Research Studies, if a Supervisor ceases to fulfill the conditions of eligibility, the Research Scholar in such a case shall be required to seek guidance from a new Supervisor or of a Co-Supervisor who satisfies the conditions of eligibility,
If a Supervisor goes on long leave of absence, the Research Scholar, with the consent of the Supervisor, may apply to the Vice-Chancellor for permission to take guidance from a Co-Supervisor during the period of such leave,
A candidate may carry out research without a Supervisor, if so permitted by the Board of Research Studies,
 - (v) notwithstanding anything contained in sub-clauses (i) to (iv), no Supervisor shall supervise the work of more than eight registered Ph.D. Research Scholars at any one time.
7. **Registration:**
- (a) Upon satisfactory completion of the prescribed course-work and after securing at least 50% marks in the course-work examination, or already being in possession of an M.Phil. degree, a candidate will be deemed competent to undertake Ph.D. research work and may apply to the Registrar in the form prescribed by regulation, along with a synopsis of the proposed research work, for Registration for the Ph.D. degree in the subject in which he has been selected.
A candidate who cannot secure 50% marks in the course-work will be declared as failed. Two additional opportunities shall be given to the candidate to sit again for the course-work examination and secure the minimum qualifying marks. The course-fee (as prescribed by the University) shall in each case be borne by the candidate.
If a candidate cannot complete the course-work requirement successfully even after three consecutive chances, he will not be allowed to prosecute the Ph.D. programme any further.
 - (b) There shall be a Board of Research Studies in each subject, comprising the following members:
 - (i) the Vice-Chancellor – Chairperson;

- (ii) the Dean of the concerned Faculty Council for Post-graduate Studies;
 - (iii) the Head of the Department/Director of the Centre;
 - (iv) five teachers from the concerned Department/Centre who qualify as Supervisors, to be nominated by the Departmental Committee. In special cases, this number may be relaxed by the Vice-Chancellor;
 - (v) the Supervisor and / or Co-Supervisor, if any, of the proposed research work, as invitee(s); and
 - (vi) the Registrar – Secretary *ex-officio*;
 - (c) The synopsis that has been submitted by the candidate shall then be forwarded to the Departmental Committee for its comments. The Departmental Committee shall conduct a seminar in which the candidate shall explain the details of his proposed research work, on which a report shall be forwarded to the Registrar. After receiving the synopsis back along with the comments of the Departmental Committee, the Registrar shall place the same before the Board of Research Studies concerned.
 - (d) The recommendations of the Board of Research Studies on the Candidate's application for Ph.D. registration shall be placed for consideration before the Executive Council.
 - (e) After the recommendations of the Board of Research Studies have been approved by the Executive Council, the Registrar shall take the necessary steps for registration of the candidate as a registered Ph.D. Research Scholar.
 - (f) Upon being informed of this by the Office of the Registrar, the candidate shall submit the prescribed fees for Ph.D. registration.
 - (g) The Registration Fees and all other fees pertaining to the Ph.D. programme will be set as per the Regulations relating to Doctor of Philosophy (Ph.D.) in the Faculty of Arts, Commerce & Law, and of Science and of Technology.
8. Validity of Registration:
- (a) The registration for the Ph.D. degree shall remain valid for a period of five years from the date of registration, i.e. from the date of submission of the Registration Fee. Registration may be renewed for one more term of five years in case the thesis is not submitted for adjudication within the initial period of five years after registration. If the thesis is submitted within five years from the date of registration, the registration will remain valid until finalization of the result. The fees payable for registration/re-registration shall be prescribed separately.
 - (b) The registration may be cancelled on the recommendation of the Board of Research Studies in the following cases:-
 - (i) If the candidate applies for such cancellation through the Supervisor.
 - (ii) Where the Supervisor suggests cancellation on grounds of unsatisfactory performance or progress of the candidate. In such cases, the candidate shall be given adequate opportunity for self-defence.
9. (1) Submission of Thesis:
- (a) A candidate shall be required to work for at least two years after registration before submission of the Ph.D. thesis.
 - (b) In case of late registration, the candidate may apply to the Vice-Chancellor seeking permission to submit the thesis earlier, with an accompanying certificate from the Supervisor stating that the candidate has already worked for at least two years under his supervision and that the thesis is ready for submission. The Vice-Chancellor may permit early submission in such cases.
 - (c) A candidate shall publish one research paper in a refereed journal before the submission of the thesis for adjudication, and produce evidence of the same in the form of the acceptance letter or the reprint.

- (d) Prior to submission of the thesis, the candidate shall make a pre-Ph.D. seminar presentation of the research work at his Department, that will be open to all Departmental Faculty and Research students, for getting observations and comments which may be suitably incorporated into the draft thesis with the advice and concurrence of the Supervisor. The Head of the concerned Department shall transmit a report on this pre-Ph.D. seminar presentation to the Registrar within seven days.
- (e) After completing the thesis, the candidate shall apply to the Registrar for permission to submit the thesis for adjudication, along with a certificate from the Supervisor(s), if any, recommending submission. At the time, the candidate shall submit four copies of the Ph.D. thesis, embodying the results of research and enclosing evidence of originality. At the time of thesis submission, the candidate shall also submit ten copies of the abstract (within one thousand words) of the thesis and two CDs/soft-copies containing the entire thesis.
- (f) Fees, as may be prescribed for submission of the thesis, shall be deposited after receiving permission from the Registrar for making this deposit.
- (g) The Supervisor shall be requested to submit a pane of 8 to 10 eligible experts to the Registrar under sealed cover, for appointment as examiners of the Ph.D. thesis. The Panel of examiners, containing their postal and email addresses if available, may ordinarily be submitted upto three months before submission of the thesis. Not more than three of the names in such a panel shall be from West Bengal. In case of independent research pursued without a Supervisor or where the candidate is a close relative of the Supervisor (as in examination rules), the Head of the Department shall submit the panel of examiners in consultation with the Departmental Committee.
- (h) The panel as submitted shall be placed for consideration before the Board of Research Studies, which shall recommend it, with modifications if necessary, to the Executive Council for approval. The Vice-Chancellor shall nominate the Ph.D. examiners from this panel after it has been approved by the Executive Council.
- (i) The candidate may incorporate in his thesis the contents of any work which he may have previously published but shall not submit as his thesis, any work for which a degree has been conferred on any candidate by this or any other University.
- (j) Every candidate shall forward along with his thesis, clearance certificated issued by the Finance Branch, the University Library, the Research Scholars' Hostel, the Vehicle Department, the Identity Card section and such other documents as may be specified, along with the prescribed non-refundable fees. The candidate shall also be required to bear postal charges for dispatch of the thesis to the examiners as soon as this has been intimated.
If the tenure of a regular research fellowship has not expired before submission of the thesis, the clearance certificates will be submitted as soon as the tenure is over. Such candidates shall be required to submit an undertaking to this effect at the time of submission of the thesis.
- (2) Evaluation:
- (a) The thesis shall be referred for adjudication to a Board of three examiners, of whom one shall be the Supervisor, provided the Supervisor is not a close relative of the candidate.
- (b) All recommendations of the Board of Research Studies relating to the evaluation of a thesis shall be forwarded to the Executive Council for consideration and approval.
- (c) After the recommendations of the Board of Research Studies have been approved by the Executive Council, the Registrar shall take necessary steps for arranging for evaluation of a thesis and all other actions pursuant to these decisions.
- (d) Before sending a thesis to an examiner, his consent for evaluation of the thesis shall be sought through e-mail, Fax or any other means of communication.

- (e) If no response is received from the proposed examiner within four weeks from the date of such a request, or if the request is declined, the offer seeking consent shall be sent to another examiner, to be nominated by the Vice-Chancellor from the approved panel.
- (f) The examiners will be requested to send their evaluation reports in the prescribed pro-forma within two months from the date of dispatch of the thesis. Clauses 11 and 12 of these Ordinances and the amount of remuneration for which the examiner is eligible shall also be communicated to the examiner. A reminder will be sent, if necessary, after expiry of an initial period of three months. A second reminder will be sent, if further required, after another one-month period, with a request that the copy of the thesis be returned to the University in case the examiner is not in a position to evaluate the thesis within 15 days.
In case no response is received from the examiner even after such reminders, the appointment of the examiner shall be cancelled under intimation to him, and the thesis shall be referred to another examiner, to be nominated by the Vice-Chancellor from the approved panel.

10. Pro-forma for Submission of Report:

Title of the Thesis:

.....

Name of the Candidate:

.....

Ref. No.:

.....

(a) Summary of the Report:

(i) Whether the degree should be awarded to the candidate – (Please indicate by writing ‘Yes’ or ‘No’)

(ii) Whether the thesis is of such outstanding merit that the University may consider publishing it at its own cost.

- *(Please indicate by writing ‘Yes’ or ‘No’)*

(iii) Whether the thesis should be rejected

- *(Please specify the reasons under clause (b))*

(iv) Whether the candidate should be allowed to re-submit the thesis after revision or providing necessary clarification(s) – *(Please specify the reasons under clause (b))*

(b) (i) Detailed Evaluation report

.....

(iii) Questions you would like the candidate to answer during the viva-voce examination.

.....

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11. Reframing of Report:
 If the report is not specific, or if grounds on which the recommendation is based are not clearly stated, the examiner shall be requested to reframe the report accordingly. If no response is received within two months after this request, a reminder shall be sent allowing another one month for compliance.
 If a reply is not received even after that time, the Vice-Chancellor may consider appointing a new examiner from the approved panel, in which case the report of the earlier examiner shall be ignored.
 12. Report to be send to the Vice-Chancellor:
 The reports of the examiner shall be sent to the Vice-Chancellor by name. After all the adjudication reports are received, the Vice-Chancellor shall take a decision on the subsequent steps that need to be taken by the Registrar.
 13. Acceptance or Rejection of the Thesis:
 - (a) Unanimous recommendations of the examiners favouring either acceptance or rejection of the thesis shall be accepted.
 - (b) If one examiner suggests award of the degree while the other two, recommend re-submission after revision, the majority decision shall be accepted and the re-submitted thesis shall be sent to the same examiners.
 - (c) If one examiner recommends award of the degree while the other two suggest rejection, the majority opinion shall be accepted.
 - (d) If one of the examiners suggests award, another suggests re-submission after revision, and the third suggests rejection, the thesis shall be sent to a fourth examiner from the approved panel and the majority recommendation shall be accepted. In case the majority opinion is in favour of re-submission after revision or of seeking clarifications, the candidate shall be asked to comply accordingly. The report of the concerned examiner(s) shall be made available to the candidate without disclosing the identity of the examiner(s).
 - (e) If two of the examiners recommend award of the degree while the other examiner recommends re-submission after revision or submission of clarifications, the candidate shall be called upon to comply with the examiner if necessary, in case of the submission of clarifications. The reply of the candidate shall be sent to the examiner concerned, requesting him to offer a clear opinion regarding either award of degree or rejection of the thesis. If the examiner still does not recommend award of degree, the thesis shall be sent to a fourth examiner to be nominated the Vice-Chancellor from the approved panel of examiners. The opinion of the fourth examiner shall be final.
 - (f) If two of the examiners recommend award while the other recommends rejection, the thesis shall be sent to a fourth examiner from the approved panel and his decision shall be final.
 - (g) Fees, as may be prescribed, shall be deposited by the candidate for re-submission of a thesis or for submission of clarifications.
 14. Viva-voce Examination:
 - (a) After the thesis has been recommended for award of the Ph.D. degree in terms of the clause 10, the candidate shall be asked to appear before a viva-voce examination in defence of his thesis, to be conducted normally by a Board of two examiners including his Supervisor, if any, to be nominated by the Vice-Chancellor from a list furnished by the Supervisor/Head of the Department (in absence of the Supervisor).
 All Faculty and Research Scholars of the concerned Department/Centre shall be invited to attend the viva-voce examination, as a part of which the candidate shall be required to present a seminar on his thesis. The seminar participants will be allowed to seek clarifications from the

candidate. At the viva-voce, the examiners may ask questions on matters related to the area of research, in order to satisfy themselves that the candidate has adequate knowledge of the particular branch of study in which he has submitted his thesis.

The comments and questions if any, of the examiners of the thesis shall be taken into account while conducting the viva-voce. The reports of the examiners shall be made available to the Supervisor, if any, at least seven days before the date of the viva-voce examination.

- (b) The Board of Examiners shall submit a comprehensive report on the performance of the candidate at the viva-voce, and shall specifically recommend whether the Ph.D. degree may be awarded to the candidate, or whether the award should be withheld for a period not exceeding six months, during which time the candidate may be asked to appear at another viva-voce examination. The decision on awarding the Ph.D. degree will be taken only after receiving the specific recommendation of the examiners at the viva-voce.

15. Award of the Ph.D. Degree:

After the Board of Examiners for the viva-voce have recommended such award, the reports of all the examiner shall be handed over to the Registrar for placement before the Executive Council. If the Executive Council approves the adjudication and viva-voce report, it shall decide to award the Ph.D. degree to the candidate in the subject in which he is registered under the concerned Faculty on the date of the meeting in which the decision is taken.

16. Report of the Examiners to the Candidate:

After the degree is awarded, the reports of the examiners may be issued to the candidate on request but without disclosing the identity of the examiners.

17. Issuance of Provisional Certificate:

The University shall issue a provisional certificate to the effect that the degree has been awarded in accordance with the provision of the Ordinances relating to Doctor of Philosophy (Ph.D.). A diploma under the seal of the University and signed by the Vice-Chancellor shall be awarded to each successful candidate at the next Convocation held for conferring degrees.

18. Publication of Thesis:

The University may publish a thesis if the examiner unanimously recommend so. Subject to the recommendation of the adjudicators, the thesis may be published by the candidate provided the University does not accept responsibility for publication of the same and the candidate makes suitable mention within the publication so made that it was a thesis approved for the award of the Ph.D. degree of the University of North Bengal.

19. Revocation of Thesis:

If at any time after the degree has been awarded to a thesis, allegation with prima facie evidence is received pointing out plagiarism, such a case shall be referred for opinion to a committee of two experts to be nominated by the concerned Board of Research Studies. If the allegation is proved, disciplinary actions including revocation of the degree shall be taken after offering the candidate a reasonable opportunity for self defence.

20. Interpretation:

In case of any doubt or ambiguity relating to interpretation of these Ordinances and in any case not covered by these Ordinances, the opinion of the Vice-Chancellor shall be final subject to the provisions of the North Bengal University Act 1981 (West Ben. Act XXV of 1981) and the Statutes, regulations and rules and the Ordinances made there under.

21. Depository with the University Grant Commission:

Following the successful completion of the evaluation process and announcement of the award of the Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the University Grant Commission within a period of thirty days for hosting the same of INFLIBNET.

Ordinances Relating to Appointment and Terms and Conditions of Service of Teachers of the University

1. In these ordinances, unless the context otherwise requires, the words and expressions shall be interpreted to have the same meaning as they have in the North Bengal University Act, 1981 (West Ben. Act. XXV of 1981) (hereinafter referred to as the Act.)

2. i) The Faculty Council for Post-Graduate studies concerned shall, from time to time recommend to the Executive Council the number of Professors, Readers and Lecturers and other Teachers and also suggest the duties and emoluments to be attached to such teaching posts. The Executive Council shall, thereupon, refer the proposal for creation of post as aforesaid to the Court with its recommendation :

Provided that in respect of teaching posts sanctioned by the University Grants commission, the Executive Council shall have the competence to create such teaching posts with the approval of the State Government, but the matter shall be reported to the Court at the earliest meeting.

ii) The Court may, on the recommendation of the Executive Council and with the approval of the State Government, abolish at any time any post so created.

3. When a teaching post is created for the first time or when a vacancy arises in any such post of vacancy, as the case may be the post shall be advertised and applications invited for filling up of the same.

Provided that in any exceptional case, the Executive Council may dispense with the formal application from a candidate and consider him for appointment to a teaching post if he has signified his consent in any other manner to be so considered.

Provided further that if any vacancy arises on account of the term of office of the incumbent having expired, the Executive Council may reappoint the incumbent for a further term without advertising the post.

4. Every Professor or Reader or Lecturer of the University shall be appointed by the Executive Council in accordance with the provisions of sections 29 and 30 of the Act and the guidelines as may be prescribed by the University Grants Commission and the State Government from time to time and as may be adopted by the Executive Council.

5. Temporary part-time or honorary appointment to posts of University Professors, University Readers or University Lecturers for any period, not exceeding one year, shall be made by the Executive Council, if considered necessary, on the recommendation of the Faculty Council for Post-Graduate studies concerned.

6. (i) Save as otherwise provided in the Act, the Statutes or the Ordinances, Teachers of the University shall receive pay and other allowances according to the scales of pay and rates of allowances as may be prescribed by the Executive Council with the concurrence of the State Government from time to time :

Provided that the Executive Council shall have the power to appoint part-time teachers on such remuneration as may be prescribed by it, or appoint such or any other teacher without remuneration, subject to the condition that all such part-time appointment and the remuneration to be paid in each case shall be reported to the State Government.

(ii) The Executive Council shall have the power to fix the pay of a Teacher of the University in the prescribed time scale at the time of the initial appointment on the basis of the last pay certificate to be furnished by him :

Provided that in case of new recruits, all persons appointed to teaching posts shall normally draw pay at the initial stage of the time scale.

Provided further that the initial basic pay of a Teacher shall be governed by the orders of the State

Government as adopted by the Executive Council.

Provided also that on the merit of any particular case, the Executive Council may, on the recommendation of the relevant Selection Committee referred to in section 29 of the Act, grant a higher initial to such person in consideration of his academic distinction research papers or books published and / or/ teaching/ research activities.

7. Unless the terms of the contract of his service provide otherwise, a Teacher of the University shall be entitled to such leave as may be admissible to him under the rules made in this behalf by the Executive Council.

8. (a) No whole-time Teacher of the University shall be entitled to accept any engagement, with or without remuneration, in addition to his normal work in the University except with the previous permission of the Vice-Chancellor.

(b) No Teacher of the University shall apply for any appointment or any scholarship, fellowship or research grant tenable otherwise than in the University except with the previous approval of the Dean of the concerned Faculty Council for Post-Graduate studies.

9. Every Teacher of the University shall be subject to such rules of discipline and conduct as the Executive Council may make in this behalf.

10. If any Teacher of the University is guilty of a breach of the rules of discipline and conduct drawn up by the Executive Council or is guilty of gross negligence of duty or any other misconduct or has violated any term or condition of his service, the Vice-Chancellor shall cause an enquiry to be made and, on the report of the enquiry, the Vice-Chancellor shall serve such Teacher with a categorical statement of the charges brought against him. The Executive Council shall consider the reply, if any, offered by the Teacher along with the enquiry report, and if the Executive Council is satisfied the Teacher had been guilty of the charges brought against him, it may impose upon him any one or more of the following punishment :—

- i) Censure;
- ii) Withholding of increments;
- iii) Reduction of tenure;
- iv) reduction of pay;
- v) removal from office;
- vi) premature retirement;
- vii) dismissal.

11. 1) A whole-time Teacher of the University enjoying the University Grants Commission scale of pay as approved by the State Government and introduced from time to time, shall retire after the completion of 60 years of age :

provided that the Executive Council may re-employ such Teacher of the University beyond the age of 60 years, initially for a period of two years and subsequently for a period of not more than one year at a time, but in no case after he attains the age of 65 years, according to the procedure and the terms and conditions in force for extending such re-employment, as the Executive Council may decide in consultation with the State Government/University Grants Commission from time to time.

Provided further that the actual date of retirement of a whole-time Teacher, who does not seek or get re-employment, shall fall on the last day of the month of birth of such Teacher unless his date of birth falls on the first day of the month.

2.) A part-time Teacher of the University shall ordinarily retire after the completion of 60 years of age: Provided that the Vice-Chancellor may, on the recommendation of the departmental committee concerned

re-appoint such Teacher till he completes 65 years of age, subject to the condition that no such re-appointment shall be granted for more than one year at a time. The period of re-appointment may be reduced by the Vice-Chancellor at any time before the expiry of such period on the ground of ill health of the Teacher.

12. The Registrar shall maintain and keep upto-date an Age Register for all Teachers of the University in which he shall enter :

- a) the name of every Teacher of the University;
- b) the date of his birth;
- c) the date of his first appointment as a Teacher;
- d) his age on the date of such appointment;
- e) the date on which he is due to retire;
- f) extension of term, if any; and
- g) remarks, if any.

13. 1) Lecturers and Readers shall be eligible to receive Career Advancement and Promotion subject to the guidelines as may be prescribed by the University Grants Commission and the State Government and as may be adopted by the Executive Council.

14. Every Teacher shall be required to participate, at regular intervals, in appropriate continuing Education Programmes for their Professional development under such guidelines as may be prescribed by the University Grants Commission.

15. Every Teacher shall submit an annual performance appraisal report, the guidelines for which shall be such as may be prescribed by the University Grants Commission and the State Government.

Ordinances Relating to the Procedure and Method of Selection of Persons for Appointment to the Posts of Officers and other Non-teaching Posts of the University of North Bengal

1. In these Ordinances, unless the context otherwise requires, the words and expressions used in these Ordinances shall have the same meaning as in the North Bengal University Act, 1981 (West Bengal Act XXV of 1981 hereinafter referred to as the Act.)
2. Save as otherwise provided in sub-section (1) of section 11 and sub-section (1) of section 13 of the Act, appointment to the posts of officers and to the other non-teaching posts of the University shall be made by the Executive Council on the recommendation of the standing committee or standing committees to be constituted by the Executive Council.
3. (1) Whenever a vacancy occurs in the posts of an officer, the Registrar shall arrange for getting the vacancy advertised in newspapers, inviting applications in the form prescribed by the Executive Council. The vacancy advertised in newspapers, inviting applications in the form prescribed by the Executive Council. The vacancy may also be reported to such Statutory bodies as any law for the time being in force may require, for submission of applications in the form prescribed by the Executive Council.
(2) (i) When as a vacancy occurs in any non-teaching post which is not to be filled by promotion, the Registrar shall arrange for getting the vacancy advertised in Newspapers, inviting applications in the form prescribed by the Employment Exchanges located in the districts within the territorial jurisdiction of the University of North Bengal for recommending names fulfilling the stipulated eligibility criteria for the purpose of selection through interviews/tests after screening of the applications as per clause 5.
(ii) In observing the procedure for filling up the post of officers and other non-teaching posts, the principle of reservation of posts for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes as per orders issued by the State Government from time to time shall be followed.
4. The necessary qualifications required for appointment to the posts of officers shall be such as may be prescribed by the University in accordance with the orders issued by the State Government from time to time. The qualifications required for appointment to different non-teaching posts shall be such as may be determined by the Executive Council.
5. Applications shall be screened by a committee to be appointed by the Vice-Chancellor. Persons whose applications satisfy the minimum qualifications required for appointment to the posts shall be called for interview/ tests to be held for the purpose of selection.
6. The Executive Council shall decide the manner of interview i.e., whether oral interview or written test only or written test and oral or oral practical tests shall be held.
7. No traveling allowance or daily allowance will be allowed to candidates for attending the interview/test.
8. (1) After the applications are screened by a Committee referred to in Ordinance 7, the Executive Council shall constitute a standing committee for selection of persons for appointment to the posts concerned.
(2) in the case of appointment to the posts of officers, the standing Committee shall consist of the following members.
 - (a) The Vice-Chancellor or, in his absence, the senior most Dean to be appointed by the Vice-Chancellor-Chairman.
 - (b) Two external experts not holding any office of profit under the University, to be nominated by the members of the Executive Council.
 - (c) One person to be nominated by the State Government.The Registrar or, in his absence, any other officer of the University nominated by the Vice-Chancellor shall act as Secretary of the Standing Committee.
(3) In case of appointment to the non-teaching posts, the standing Committee shall consist of the following members;

- a) The Vice-Chancellor (Chairman)
- b) the Registrar (Convener)
- c) the Finance Officer:
- d) two members to be nominated by the Vice-Chancellor from among each of the Officers and Teachers of the University
 - e) One persons nominated by the Executive Council from amongst themselves.
 - f) One expert not holding any office of Profit in this University to be nominated by the Vice-Chancellor in each occasion
 - g) one person to be nominated by the State Government for two years and
 - h) the Head of the concerned Department or Centre or Office of the University

9. (1) Three members, of whom at least one shall be an external expert, shall form a quorum for a meeting of standing Committee.

(2) A nominated member shall hold office for a period of two years with effect from the date of constitution of the standing Committee.

10. If the Executive Council does not accept the recommendation of the standing Committee for appointment to the post of an officer or to a non-teaching post, it shall refer the matter back to the concerned standing committee with reasons for recommendation, and if the Executive Council does not accept the reconsidered views of the standing committee, the decision of the Executive Council shall be final.

11. The Registrar or such other officer, as may be authorised by the Executive Council in this behalf, shall sign and issue the letters of appointments and other communications incidental to the procedure and the method of appointments to any post of officer or to any non-teaching post of the University.

12. In case of emergency, the Vice-Chancellor shall make ad-hoc appointment, on temporary basis, for a period not exceeding six months, and shall send a report to the Executive Council forthwith. Any extension of appointment beyond six months shall require the prior approval of the Executive Council, persons appointed to the post of officers or to the other non-teaching posts on ad-hoc basis shall have no claims for automatic absorption on permanent basis. All such appointment shall have to be regularised by the normal procedure of appointment.

13. In the case of recruitment to the posts of officers, the selection of a candidate by the standing committee and the Executive Council may not necessarily be confined to those who have applied for such posts. If none of the applications is considered suitable by the standing committee on the recommendations made by the standing committee are not acceptable to the Executive Council, as the case may be, may select a candidate by negotiation.

14. If any doubt or difficulty arises in regard to the interpretation or application of any of the provisions of these Ordinances, or if any matter is not covered by these Ordinances, the Vice-Chancellor may issue such directions as he may consider necessary and shall report the matter to the Executive Council forthwith.

15. The existing Ordinances relating to the procedure and the method of selection of persons for appointment to the posts of officers and to the other non-teaching posts of the University of North Bengal shall, on the promulgation of these ordinances, stand repeated.

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