

## **Rules relating to the University Science Instrumentation Centre (USIC)**

### **1. Powers and Functions :**

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

### **2. Advisory Committee :**

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

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

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

## **Rules relating to the Akshay Kumar Maitreya Heritage Museum**

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

[Effective from 03.01.06]

## **Rules relating to the Computer Centre**

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

[Effective from 1.8.88 including amendments on 16.2.93]

## **Rules relating to the Teachers' Council for Affiliated Colleges**

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

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

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

[Effective from 01.02.87]

## **Rules relating to Publication Bureau of the University**

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

[Effective from 29/03/88]

## **University Services (Classification, Control & Appeal) Rules**

### **Title and application**

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

### **Definition**

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

### **Classification of the employees**

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

### **Explanation**

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

**NOTE:**

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

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

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

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

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

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

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

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

**NOTE:**

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



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

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

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

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

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

The period of such notice shall be one month.

NOTE: Month means a calendar month according Gregorian calendar.

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

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

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

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

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

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

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

NOTE:

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

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

NOTE:

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

18. Every employee shall furnish a statement of immovable property in his name or in the name of any one of his family as on 31<sup>st</sup> December each year to the Head of the Department within 15<sup>th</sup> of January of the subsequent year.
19. No employee shall bring or attempt to bring any political or other outside influence, to bear upon any Superior authority to further his interests in respect of matters pertaining to his services.
20. No employee shall, except with the previous sanction of the Executive Council or such other authority as may be empowered by it in this behalf, ask for or accept gift and/or contribution to, or otherwise associate himself with the raising of any funds in the name of the University or utilizing his position in University, pursuance of any object whatsoever.
21. No employee of the University shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him communicate directly or indirectly any official document or secret information concerning the University to the Press or to any outsider.
22. No employee shall, except with the previous sanction of the Executive Council or of such authority as may be empowered by it, engage directly or indirectly in any trade or business or undertake any employment, provided that an employee may without such sanction undertake honorary work of a social or charitable nature or occasional work of literary, or scientific character subject to the fact that he shall not undertake or shall discontinue such work if directed by the authority.
23. In case of putting forth any claim or seeking redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not, forward such advance copies of his application to any higher authority unless the lower authority has rejected the claim or refused relief or the disposal of the matter is delayed by more than 6 months.
24. No employee shall canvass or otherwise interfere or use his influence in connection with or take part/stand for in an election to any Legislature, Corporation, Municipality and such other autonomous bodies or bodies under the University except with the permission of the Executive Council.

Provided that:

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

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

**Explanation (I)** The termination of employment of

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

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

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

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

**NOTE:** Suspension terminates automatically on dismissal or reinstatement.

28. The punishing authority in all the cases mentioned in Rule 26 above should be the Executive Council/Vice-Chancellor in respect of the employee concerned and the employee shall have a right of appeal to the next higher authority, provided that the Head of the Department/Branch shall also be competent to take action in respect of censure and suspension.
29. (1) No order imposing any of the penalties specified in Rule 28 shall be made except after an enquiry held in the manner provided in this rule.
- (2) The disciplinary authority shall draw up or cause to be drawn up a charge-sheet containing imputations of misconduct or misbehavior under definite and distinct articles of charge and with the same shall be enclosed a list of documents which are proposed to be sustained and shall deliver or cause to be delivered to the employee and shall require the employee to submit to the Inquiring Authority within such time as may be prescribed a written statement of his defense and to state whether he desires to be heard in person.
- (3) The disciplinary authority may for the purpose of inquiry appoint an Inquiring authority and forward to it a copy of the charge-sheet with enclosures, if any, referred to above.
- (4) The employee concerned shall appear in person before the Inquiring authority on such day and at such time as the enquiring authority may, by a notice in writing, specify in this behalf or within such further time as the Inquiring authority may allow.
- (5) The employee shall not be allowed to appear before the inquiring authority through lawyer.
- (6) If the employee who has not admitted any of the articles of charge in his written statement of defense appear before the Inquiring authority such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the charges, the Inquiring authority shall record the plea, sign the record and obtain signature of the employee concerned. The Inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.
- (7) If the employee fails to appear within the time specified and refuses to plead, the Inquiring authority shall require the disciplinary authority to produce evidence oral and documentary by which he proposes to establish the charge.
- (8) If the employee claims to be tried Inquiring authority shall require the disciplinary authority or his representative to produce evidence oral and documentary by which he proposes to prove the charges. The employees shall be at liberty to cross examine witnesses and to call for documents provided that the inquiry authority may for reasons to be recorded by it in writing refuse to requisition such of the documents as are, in its opinion, not relevant to the case.
- (9) After completion of the inquiry a report, containing articles of charge, defence of the employee, assessment of evidence and finding on each charge with reasons shall be prepared and submitted to the disciplinary authority. If the disciplinary authority concurs in the findings and is of opinion that any of the penalties specified in Rule 28 should be imposed, it shall give a notice to the employee enclosing copy of the report of the Inquiring officers, stating the punishment proposed calling upon him to submit within a specified time such representation, as he may wish to make on the punishment proposed but only on the basis of the evidence adduced during the inquiry.
- (10) The employee concerned shall be at liberty to take copies of evidence/deposition, if any, at his cost.

N.B.- The Inquiring authority shall be nominated by the disciplinary authority.

29. (A) Nothing in rule 29 shall apply in a case where
- (i) an employee is dismissed on the ground of conduct which has led to his conviction on a criminal charge, or
  - (ii) it is not reasonably practicable to hold such inquiry or it is not expedient to hold such inquiry.
30. The pay and allowances of an employee who is dismissed or removed from service shall be payable from the date of such dismissal or removal to the date on which this order is made effective.

NOTE:

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

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

NOTE:

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

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

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

NOTE:

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

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

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

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

[Effective from 8.4.91; including amendment on 8.10.99]

## **Rules relating to the Building Committee**

1. There shall be a Building Committee consisting of the following:
  - i) The Vice-Chancellor (Chairman).
  - ii) A representative of the Planning Board of the University.
  - iii) A representative of the user Department.
  - iv) Two Professors/Associate Professors of the University nominated by the Vice-Chancellor.
  - v) Finance Officer of the University.
  - vi) Principal of the Engineering College of the University or Head of Civil Engineering Department (where it exists), otherwise a person of equal status from a neighbouring University/College.
  - vii) Chief Engineer (Civil) of CPWD or State PWD or his representative not below the rank of Superintending Engineer.
  - viii) A retired Chief Engineer/Superintending Engineer (Civil) of CPWD/State PWD/Public Sector Undertaking.
  - ix) Superintending/Executive Engineer (Electrical) of CPWD or State PWD.
  - x) Superintending/Executive Engineer (Public Health) of CPWD or State PWD.
  - xi) University Engineer.
  - xii) Senior most Architect of the University (where it exists), otherwise a Chief Architect or person of equal status from a neighbouring University/College.
  - xiii) Chief Architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department.
  - xiv) Senior most Landscaping Expert of the University (where it exists), otherwise from some neighbouring Institute/Government Department/Public Sector Undertaking or to be hired as a consultant by the University for a limited period.
  - xv) Registrar of the University, Member Secretary.
  
2. The following shall be powers and functions of the Building Committee :
  - i) To advise the Executive Council on all matters connected with construction of building, road and any other development works and maintenance works in the university.
  - ii) To consider and frame proposals for the expenditure of all allotments for university works.
  - iii) To call for preliminary estimates for the same from the university Engineer and to examine and pass them and to make recommendations as to the order in which such works should be carried out.
  - iv) To allot such funds as may from time to time be placed at its disposal for such works as have been approved by the Executive Council.
  - v) To take all necessary action to execute original as well as maintenance of all works within sanctioned allotment of funds and to advise as to the security to be taken where tender has been accepted.
  - vi) To ensure proper utilisation of grants received from the UGC & the State Government.
  - vii) To prepare plans and drawings only for capital works.
  
3. In matters not covered under these Rules, the Vice-Chancellor shall have the power to take decisions.

## **Rules relating to the University Library**

1. Library hours :

- (a) Monday to Friday : 10.30 a.m. to 7.30 p.m.  
Saturdays : 10.30 a.m. to 5 p.m.  
Saturdays : 10.30 a.m. to 4.30 p.m.  
(Winter schedule; 15 November till the end of February)

(b) Summer Vacation :

Monday to Saturday : 10.30 a.m. to 5 p.m.

(c) Winter Vacation :

Monday to Saturday : 10.30 a.m. to 4.30 p.m.

(d) Lending hours : 12 noon to 4.30 p.m.

Books for return are to be deposited at the counter at least 15 minutes before closing of the lending hours.

(e) The Library will close at 3.00 p.m. on the 3rd/4th Saturday of every month to facilitate spraying of insecticide in the library. A prior notice to this effect would be given so that readers are not inconvenienced.

(f) The Library will remain closed on Sundays and declared holidays of the University.

(g) The Library however may be opened later or closed earlier than the scheduled hours owing to urgent and unforeseen circumstances.

2. Membership & Borrowing facilities :

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

(a) Members of the Court, Executive Council, Postgraduate Faculty councils, for Under-Graduate studies, and Board of studies, They shall be eligible to borrow to the maximum limit of 2 books for 30 days.

(b) University teachers (including part-time teachers) and such other persons who have been given teaching status by the University. Persons who may be appointed by the University as Special Professors, Visiting Professors, Readers, Lecturers etc. They shall be eligible to borrow to the maximum limit of 30 books for 30 days.

(c) Research Workers registered with the University. Such Research Workers shall be eligible to borrow to the maximum limit of 2 books for 30 days on a deposit of the current price of the books.

(d) Regular Post-graduate students of the university. Students are required to deposit an amount of Rs. 10.00 (refundable) as library caution money. They shall be eligible to borrow to the maximum limit of 4 books for 10 days.

(e) Regular Post-graduate students who, after completion of a course of study in the University, did not appear at the final examination shall be able to renew their membership on the recommendation of the respective Heads of the Departments. The tenure of such membership will be valid till the next final examination. They shall be able to renew their membership on the recommendation of the respective Heads of the departments. The tenure of such membership will be valid till the next final examination. They shall be eligible to use the Reference section only.

(f) Unsuccessful students of the Post-graduate examinations shall be able to renew their membership till the next examination on the recommendation of their respective Heads of the Departments. They shall be eligible to use the reference section only.

(g) Principals and Teachers and Librarian of the constituent and affiliated colleges on recommendation of the Heads of the Institutions. They shall be eligible to borrow to the maximum limit of 2 books for 15 days on a deposit of the current price of the books.

(h) University Officers. They shall be eligible to borrow to the maximum limit of 15 books other than text books for 30 days.



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

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

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

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

### **BOOK SELECTION & ORDERING**

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

### **Rules regarding use of the Photocopier**

36. Books, journals and documents having academic value will be accepted for photocopying, official documents of the administrative and academic departments of the University will also be accepted for photocopying if requisitioned by the Heads of the respective departments. Maximum number of pages to be copied will 75 only.

The charges of photocopying will be as follows :---

- (a) All charges are inclusive of paper
  - (b) Teachers of the University, Scholars, Students, Employees, Officers, Administrative and Academic departments will pay 50 paise for each impression. The maximum number of copies of the original will be fifteen only.
  - (c) Teachers etc. of the constituent and affiliated colleges will pay 60 paise for the same job as above.
  - (d) Other reputed institutions will pay Re 1/- for the same job as above.
37. The Library Rules framed above may be altered/amended or new Rules may be added to the existing Rules by the Library Committee and such Rules on approval of the Executive Council will be effective and binding on all concerned.

(With effects from 13.1.87)

### **Rules for the Seminar Libraries**

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

(Effective from. 6.2.90 )

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

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

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

**16. Casual Leave**

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

**17. Earned Leave**

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

**18. Half Pay Leave**

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

## 19. Commuted Leave

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

## 20. Study Leave

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

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

I.

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

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

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

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

## **21. Extraordinary Leave**

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

## **22. Quarantine Leave**

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



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

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

### **23. Maternity Leave**

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

### **24. Special Disability Leave**

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

### **25. Leave Not Due**

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

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

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

Provided further that the Executive Council may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

## **26. Special Casual Leave**

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

- a) Presenting paper / participating in conferences, congress, symposia, workshop and seminars on literary / scientific / educational subjects and / or presenting performance (Performing Arts), Exhibition (Visual Arts) where applicable, with prior permission of or intimation to appropriate authority (Vice Chancellor / Head of the Department).
- b) Delivering lectures as well as demonstrations in academic institutions of repute / Universities at the invitation of such institutions or Universities (Prior permission/intimation) to the appropriate authority.
- c) For participating in All India or Regional Games / Sports organized by bodies recognized by the University.
- d) For attending meetings of recognized public bodies, participating in a delegation or working in a Committee appointed by the Government of India / Government of West Bengal / UGC / Sister University / recognized Academic Body (Prior permission / intimation).
- e) For conducting examinations, acting as Chairman / Member of Selection Committee constituted by Public Service Commission / College Service Commission / sister University / recognized Academic Body.
- f) To attend Refresher Course / Orientation Course.

If for performing any such duty, the teacher is specifically deputed by the Vice Chancellor and / or given an assignment by the University to conduct field work of the students as per curriculum, no leave is required as he / she will be considered to be on duty.

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

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

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

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

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

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

**29. Encashment of accumulated Leave**

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

## **Rules for the Watch and Ward Department**

### **With effect from 16.06.1975**

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

### **Title**

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

### **Scope and effect**

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

### **Authority**

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

### **Uniform**

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

### **Working Hours**

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

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

### **Duty of Guard**

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

### **Duties of Havilder**

8. The duties of a Havilder shall be:-

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

### **Duty of Supervisor**

9. The duties of the Supervisor shall be:-

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

### **Duty of Watch and Ward Officer**

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

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

### **Discipline**

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

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

### **Punishment**

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

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

### **Suspension**

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

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

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

**Rewards**

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

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

**Record**

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

**Safeguard**

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

**Decision**

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

**Interpretation**

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

**Additions and alterations**

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

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

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

1. (a) University Gold Medal shall be awarded to a student securing
  - (i) First position in First Class in a subject in Post-graduate Examination.
  - (ii) First position in First Class in B.A./B.Sc./B.Com/B.A. LL.B. Honours Examination
  
2. University Silver Medal shall be awarded to the students of the following categories:
  - (i) Second position in First Class in a subject in Post-graduate Examination.
  - (ii) Second position in First Class in B.A./B.Sc./B.Com. Honours Examination.
  - (iii) First position in First Class in B.A./B.Sc./B.Com. (General) and Dual Degree Programme in B.A. LL.B. (Gen.)/B.Com. LL.B. (General) BBA, LL.B. (General)/LL.B. (Three Year).  
If no one secures Second Position in First Class in a subject or no one secures a First Class in a subject, the University Silver Medal shall be awarded to the student securing First Position in Second Class in the concerned subject in a Post-graduate or Bachelor's Degree Honours Examinations.
  
3. University Bronze Medal shall be awarded to a candidate holding First Position in First Class in B.Ed. / B.P.Ed. / BLIS Examinations.  
University medals will not be awarded to a student who has a break in study or has appeared as an external / Casual candidate or ever had a back paper / supplementary paper.
  
4. Endowment Medals and Prizes shall be awarded ordinarily accommodating terms & conditions laid down by the donors as approved by the Executive Council.
  
5. Vice-Chancellor may issue directives in cases which are not covered by the above rules.

## **Rules relating to North Bengal University Students' Association**

### **PART - I : GENERAL PRINCIPLES**

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

### **PART II : STRUCTURE OF THE ASSOCIATION & OFFICE BEARERS**

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



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

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

### **PART-III : FINANCIAL PROVISIONS**

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

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

#### **PART- IV : MODE OF ELECTION OF OFFICE - BEARERS**

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

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

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

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

**PART VI : INTERPRETATION OF THE PROVISION**

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

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

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

(Effective from. 23.12.97)

## **Rules relating to the Sports Board**

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

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

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

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

## **Rules relating to use of the Vidyasagar Mancha**

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

(Effective from 1. 3. 96)



## **Rules for Conduct of Business of the Executive Council**

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

### **7. GENERAL**

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

(Effective from 14.3.2000)

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

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

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

19. Half-pay Leave :

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

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

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

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

20. Commuted Leave :

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

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

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

21. Compensatory Leave :

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

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

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

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

22. Study Leave :

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

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

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

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

23. Quarantine Leave :

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

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

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

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

- i) Scarlet Fever
- ii) Plague (Bubonic or Bubanic)
- iii) Thyphus
- iv) Corobro-spinal moningitis.

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

- i) Dysentry
- ii) Enteric fever (Typhoid fever)
- iii) Malta fever
- iv) Paratyphoid fever

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

#### 24. Maternity Leave :

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

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

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

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

#### 25. Leave in extraordinary circumstances :

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

- (i) when no other leave is admissible.
- (ii) when other leave is admissible, but the employee applies in writing for the grant of extra-ordinary leave.
- (iii) not more than 3 months extraordinary leave be granted to an employee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 26. Special Disability Leave :

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

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

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

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

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

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

#### 27. Leave on Duty :

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

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

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

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

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

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

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

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

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

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

### **A. Name and Objectives :**

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

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

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

### **B. Structure of the Association :**

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

B.2. Membership of the General Body :

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

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

B.4. Council of Office Bearers :

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

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

### **C. Management of the Association :**

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

#### **D. Financial Provisions :**

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

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

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

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

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

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

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

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

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

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

**F. Interpretation of the Rules :**

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

**G. Power to make, amend and repeal Rules :**

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

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

(Effective from 17. 11. 98)

## **Rules relating to the Nepali Academy**

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

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

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

( Effective from 3.10.2001 )

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

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

### **The Rector Shall :**

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

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

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

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

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

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

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

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

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

The Secretariat shall consist of:

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

- b) General Secretary, who shall be the General Secretary of Association;
  - c) Assistant General Secretary who shall be the Assistant General Secretary of the Association.
  - d) Secretary for Games and Sports.
  - e) Secretary for Cultural Activities.
  - f) Secretary for Magazine.
- VI) There shall be five sub-committees, viz sub-committee for student welfare, sub-committee for Games & Sports, sub-committee for cultural affair, sub-committee for magazine and sub-committee for common room.
- VII) The Sub-committees shall be elected by the Executive Committee in its first meeting after the meeting for election of the Secretariat. Each sub-committee shall consist of the following :- Secretary, Assistant Secretary and two members to be elected by the Executive Committee in its first meeting.
- VIII) The sub-committee shall meet at least once a month and such other times as may be required.
- IX) The sub-committee shall be accountable for their functions and working to the secretariat and the executive committee.
- X) The Secretaries of the sub-committees shall work in close harmony with the General Secretary who shall counter sign every notice, report signed by the Secretary of the sub-committee.
5. MEETINGS: The Executive Committee shall meet at least three times in an academic session, for purposes of (a) formation of sub-committees (within a week of election of the executive committee) (b) preparing the budget estimates for the Association for the term (within a fortnight of the election of the executive committee) in consultation with the Comptroller (c) placing the annual accounts at the end of the session and (d) for such other purposes as may be required by and under the rules.
- The Secretariat shall meet at least once in a month.
6. POWERS AND FUNCTIONS OF THE OFFICE BEARERS :
- I. The President shall normally preside over all meetings of the Secretariat and the Executive Committee.
  - II. The President shall ensure that the account of all receipts and expenditure of the Association fund are properly maintained in accordance with the provisions of the rules regarding Finance as contained in Rule-8.
  - III. The President shall have powers, in consultation with Secretariat and with the approval of Advisory Board to dissolve any sub-committee in case of emergency and conduct the affairs of the sub-committee for two months at the maximum.
  - IV. The General Secretary shall be responsible for :-
    - a) General supervision and co-ordination of the activities of the secretaries, Committees and subcommittees of the secretariat and the executive committee of the Association.
    - b) Execution and implementation of the decisions of the secretariat and the executive committee.
    - c) Convening meetings of the secretariat and the executive committee.
    - d) Placing the Budget estimates at the budget meeting of the executive committee.
    - e) Presiding over the meetings of the subcommittees and
    - f) Taking such other steps as may be necessary for the smooth running of the Association.
  - V. The Assistant General Secretary shall (a) discharge all or any functions of the General Secretary during the letter's absence and (b) be responsible for organising and promoting students' welfare in assistance with a sub committee for the purpose.
  - VI. The secretary for games and sports shall subject to the general supervision and control of the general secretary and the secretariat (a) take step to organise efficiently various games and sports and (b) promote the cause of health and physical development of the student of the Department.
  - VII. In discharge of his day to day functions, the secretary for games and sports shall be assisted by to sub committees viz, an out-door Games sub committee and an indoor games sub-committee.

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

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

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

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

7. **ADVISORY BOARD :**

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

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

8. **FINANCIAL PROVISIONS :**

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

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

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

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

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

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

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

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

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

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

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

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

9. ELECTION :

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

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

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

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

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

(f) All election shall be by secret ballot.

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

(h) Nomination paper shall contain :

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

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

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

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

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



(m) The counting of the ballot of the Executive Committee members shall take place in the Department as per the notification to be issued by the election committee.

10. MEETING OF THE GENERAL BODY, SECRETARIAT, EXECUTIVE COMMITTEE AND THE SUB-COMMITTEES.

(a) The General Body may meet for the purpose of ratifying a proposal for amendment of these rules. All such meetings of the General Body shall be convened by the General Secretary either on the advice of the Executive Committee or on the requisition of not less than 40% of the members of the General Body. The General Body may also meet for such other purposes as may be required by or under the rules.

(b) Meeting of the Secretariat shall be called by the General Secretary on seven days notice for ordinary meeting and 24 hours notice for an emergent meeting. And emergent meeting of the Secretariat may also be called by the President on a requisition for such meeting by 3 members of the Secretariat.

(c) Meeting of the Executive Committee shall be convened by the General Secretary on seven days notice for ordinary meetings and 2 days for emergent meeting. An emergent meeting of the Executive Committee may also be called by the President on a requisition by one half of the members of the Executive Committee plus one.

(d) Meeting of the Sub-committee shall be convened by the Secretary of that Sub-Committee on 3 days notice. Emergent meetings may be called on 24 hours notice.

(e) One half of the Members plus one shall form the quorum in any meeting.

11. INTERPRETATION OF THE PROVISIONS :

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

12. POWER TO MAKE, AMEND AND REPEAL BY LAWS :

i) The Executive Council of the University may amend the Rules if it thinks necessary without prejudicing the election already taken place.

ii) Notwithstanding anything contained anywhere in these Rules, the Rector shall have the right to suspend these Rules in part or in its entirety and report the matter to the Executive Council.

iii) In implementing these Rules if any difficulty/dispute arises the matter shall be brought to the notice of the Rector and the decision of the Rector in that matter shall be final and binding on all parties.

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

## **Rules relating to the Board of Discipline**

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

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

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

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

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

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

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

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

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

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

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

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

(Effective from 2 .7. 01)

## **Rules relating to the North Bengal University Development Fund**

1. **CORPUS :**

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

2. **INVESTMENT :**

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

3. **UTILISATION :**

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

4. **ACCOUNTS :**

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

5. **DISPOSAL/CLOSURE :**

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

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

[Effective from 03.11.2000]

## Rules relating to use of the Rabindra – Bhanu Manch

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

Save as otherwise directed by the Vice-Chancellor,

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

[Effective from 08.04.03]

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

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

(Effective from 25.02.04)

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

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

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

(Effective from 16.12.04)



## **Rules relating to Off-Campus Distance Education**

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

(Effective from 6.2.2002)

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

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

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

(Effective from 25.02.04)

## **Rules for Appointment on Compassionate ground**

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

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

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

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

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

The powers and functions of the Committee are as under:

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

general guests are to submit a deposit of Rs. 2000/- (two thousand) only, refundable, as caution deposit.

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

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

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



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

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

(Effective from 12.07.2018 )